

GODALMING TOWN COUNCIL

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Godalming
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Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 20 JULY 2023 at 6.30pm.

Andy Jeffery

DATED this 14th day of July 2023.

Andy Jeffery
Clerk to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

The meeting will be preceded by a reflection on 'the community from their perspective' led by Sgt Phil Bayman of Surrey Police.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 18 May 2023.

2. APOLOGIES

TO RECEIVE apologies for absence.

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

THE TOWN MAYOR to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting,

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from councillors in accordance with Standing Order 6.

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive the card from King Charles and Queen Carmilla, addressed to the citizens of Godalming and Members of the Town Council, containing the following message:

“We were deeply touched by your most kind and thoughtful message following our Coronation. We are enormously grateful to everyone who took part in the celebrations, and particularly appreciate that you so generously took time to write to us on this special occasion”.

The card is displayed at the Town Council Offices and will be passed to the Godalming Museum at the end of this month.

7. PRESENTATION BY CITIZENS ADVICE WAVERLEY

Members to receive a presentation from Becky Jeffrey CEO of Citizens Advice South West Surrey regarding the recent merger of the Waverley, Guildford and Ash Citizens Advice Bureaus into a combined organisation now called Citizens Advice South West Surrey and the continued work of Citizens Advice in Godalming.

Members will wish to note that 2023/24 is the final year of a four-year SLA between Godalming Town Council and Citizens Advice. The main requirement of the SLA being for Citizens Advice to maintain a 5-day a week in-person advice capability in Godalming. It is expected that Citizens Advice will request a new four-year SLA for the years 2024/25-2027/28 when Members are due to review the awarding of the next four-year SLA's awards in September 2023.

8. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Environment & Planning Committee

Climate Commitment

On 25 May 2023 (Min No 38-23 refers) Members of the Environment & Planning Committee reaffirmed Godalming Town Council's commitment relating to the climate and ecological emergency by unanimously agreeing to approve the proposal set out below:

In recognition of the global climate and ecological emergency and to facilitate the reduction of carbon emissions, Godalming Town Council resolves to:

- 1) Continue its previous commitment to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions¹, including an earlier target of 2025 for all scope 1 and 2 emissions;

¹ . “Scope 1 and 2 cover direct emissions sources (e.g., fuel used in company vehicles and purchased electricity), scope 3 emissions cover all indirect emissions due to the activities of an organization.” www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions/

- 2) continue to provide an annual carbon audit report to include the council's carbon footprint;
- 3) continue to support ways to facilitate and encourage our community to reduce direct and indirect CO² emissions and conserve and enhance biodiversity in order to become resilient to changes caused by the changing climate.

GTC will support active steps where possible to encourage:

- a) increased use of sustainable transport and co-operate with organisations promoting active and sustainable transport methods that seek to minimise carbon emissions;
- b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this;
- c) co-operation with organisations seeking to build sustainable developments that minimise carbon emissions;
- d) development and use of renewable energy sources;
- e) production, sale and consumption of locally sourced and sustainably produced food;
- f) any other methods of achieving the aims above; and
- g) adoption of wildlife friendly land and water management practices.

Additionally, Members requested the Town Clerk seek clarification on the SCC policy for use of pesticides on roadside verges.

Full Council is requested to approve and adopt the proposals set out above as the Council's Climate Commitment position.

Staffing Committee

The Staffing Committee makes two recommendations to Full Council:

Staffing Committee Terms of Reference

Members of the Staffing Committee reviewed the committee's Terms of Reference (ToR) as set out in Standing Orders 99-101 and resolved to recommend an amended Staffing Committee Terms of Reference to Full Council (attached for the information of Members), proposed amendments to existing ToR shown in red.

Full Council is requested to resolve to approve the changes of the Staffing Committee's Terms of Reference as recommended by the Staffing Committee and authorise the Town Clerk to republish the Council's Standing Orders as amended by this change.

Flexible Working Policy

Members of the Staffing Committee considered a draft Flexible Working Policy and having agreed a number of minor changes resolved **to recommend its adoption by Full Council** (Flexible Working Policy attached for the information of Members).

Full Council is requested to resolve to adopt the Flexible Working Policy as recommended by the Staffing Committee.

9. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

Audit Committee

Meetings Dated

25 May 2023

6 July 2023

Environment & Planning	25 May 2023 1 June 2023 29 June 2023
Policy & Management Committee	25 May 2023 1 June 2023 13 July 2023
Staffing Committee	25 May 2023 6 July 2023

10. BANK MANDATES

Financial Regulation 5.1 states that the Council's banking arrangements, including the bank mandate, shall be made by the Responsible Finance Officer and approved by the Council. It also states that they should be reviewed regularly for security and efficiency.

The RFO has completed such a review and recommends the following for the HSBC Current Account, the HSBC Deposit Account and the CCLA Deposit Account:

- the old bank mandates be replaced with new bank mandates to reflect the new administration;
- that the signatories on the bank mandates be as follows:
 - The Responsible Finance Officer
 - The Town Clerk
 - The Leader of the Council
 - The Deputy Leader of the Council
- the daily limit on the HSBC Current Account be increased from £50,000 to £100,000.

Members are requested to APPROVE the proposed banking arrangements and AUTHORISE the RFO to implement the agreed banking arrangements.

11. CREDIT CARD

The Town Council currently has one credit card issued to the Town Clerk used to support all areas of activity. The credit card is used to make purchases that:

- were previously made by cash and thus required an imprest system;
- were previously paid for by staff personally and reimbursed;
- are made online and required to be paid for immediately; and
- are made in person and required to be paid for immediately.

The availability of payment by credit card has immensely improved the efficiency of the Council.

With the Youth Service being located at a site different to where the current credit card holder works, staff are either incurring expenditure personally and being reimbursed, or having to co-ordinate an appropriate time to be able to make purchases via the one available credit card. This places an unfair financial burden on staff when making payments via the first method and is an inefficient use of staff time when using the second method.

Consequently, it is requested that the Youth Services Officer is provided with a dedicated credit card in support of the Youth Service, with a transaction limit of £1,000 as per the current Scheme of Delegation.

Members are requested to AUTHORISE the RFO to obtain a corporate credit card for the Youth Service with a transaction limit of £1,000.

12. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

13. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 21 September 2023 at 6.30pm.

14. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.





We were deeply touched by your most kind and thoughtful message following our Coronation. We are enormously grateful to everyone who took part in the celebrations, and particularly appreciate that you so generously took the time to write to us on this very special occasion.

Charles R

Camilla R

4. REVIEW – TERMS OF REFERENCE

Staffing Committee – Standing Orders As Adopted 18 May 2023

99. Purpose of the Staffing Committee

To consider all matters relating to the appointment and management of Council staff.

100. Functions of the Staffing Committee

- i. To oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment of the Town Clerk and Responsible Finance Officer
- ii. To provide support to and management of the Town Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave.
- iii. Review employee's remuneration and make recommendations thereon to The Council.
- iv. Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice
- v. To review the staffing structures to ensure they are sufficient to deliver the aims of The Council
- vi. Develop, implement and review Employment related policies, **including Health & Safety policies**
- vii. Manage The Council's compliance with Employment legislation, **including Health & Safety policies**
- viii. Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system
- ix. Provide appropriately trained Members to conduct the Appraisal(s) of the Town Clerk
- x. Set appropriate SMART objectives for the Town Clerk based on the aims and priorities of The Council
- xi. Hold regular informal meetings with the Town Clerk and Staff to discuss and review employment matters
- xii. Ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- xiii. Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding
- xiv. Manage Disciplinary and Grievance procedures in accordance with the appropriate council policy and processes
- xv. Where necessary recommend appropriate actions to The Council
- xvi. If required appoint an appeals panel drawn from Members of the Staffing Committee or from an external body as appropriate to the circumstances and in accordance with appropriate council policy and procedures
- xvii. To consider any request by a claimant for variation under exceptional circumstances of the Council's discretionary powers as set out in the Council's Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

Note: Recommendations in-line with approved budgetary resource may go direct to Full Council, recommendations requiring additional financial resource are, where practicable, to be scrutinised by the Policy & Management committee before consideration by Full Council.

101. Delegated Spending Authority

In order to undertake its functions, the Town Clerk is authorised to spend up to £5,000 per annum allocated from the professional fees revenue budget when such expenditure is necessary to provide advice to the Staffing Committee. The Chair of the Staffing Committee may seek advice from the Council's HR Service provider when seeking advice on behalf of the Staffing Committee on matters relating to the performance or conduct of the Town Clerk. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council or, if expediency is required the Policy & Management Committee.



POLICY AND PROCEDURE FOR THE RIGHT TO REQUEST FLEXIBLE WORKING

PURPOSE AND SCOPE

Every staff member has a contract of employment that sets out their working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the Council. Common examples of flexible working include part-time working; non-standard working hours including compressed hours; and remote/home working.

Flexible working can result in benefits to Councils, in that such arrangements can help make the most of today's diverse workforce and improve the Council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

POLICY

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end we aim to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

MAKING THE REQUEST

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Staffing Committee :

- the date of the application;
- a statement that this is a statutory request;
- details of how you would like to work flexibly and when you want to start;
- an explanation of how you think flexible working might affect the Council and how this could be dealt with, e.g. if you're not at work on certain days; and,
- a statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to

support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

RESPONDING TO YOUR REQUEST

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the Council and weighing these against any adverse impact of implementing the changes.

Having considered the changes you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- to accept the request and establish a start date, with or without a trial period and review date. Where the request is granted we will set out what changes will be made to your terms and conditions of employment, or,
- to propose an alternative, which may require further discussion, or,
- to confirm a compromise agreed at the discussion, or,
- to reject the request, setting out the reasons, how these apply to the application and the appeal process.

If we turn down your request, it will be because of one, or a combination of the following reasons, and we will outline the reason/s and explain why:

- the burden of additional costs is unacceptable to the Council
- detrimental effect on the Council's ability to deliver for the community
- inability to re-organise work among existing staff
- inability to recruit additional staff
- detrimental impact on quality
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes to the Council.

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

TIMEFRAME FOR DEALING WITH REQUESTS

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

HANDLING REQUESTS IN A FAIR WAY

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

APPEALING THE DECISION

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with an appeals panel of Councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the Council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

THE EFFECT ON YOUR CONTRACT OF EMPLOYMENT

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however, if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk, or Chair of the Staffing Committee in the case of the Clerk, in the first instance.

DATA PROTECTION

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.