

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
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Sir/Madam

I HEREBY SUMMON YOU to attend the Annual Meeting of the Godalming Town Council to be held (pursuant to Public Notice) in the Council Chamber, Waverley Borough Council, The Bury, Godalming on THURSDAY, 16 MAY 2024 at 7.00pm.

Andy Jeffery

DATED this 10th day of May 2024

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

AGENDA

1. ELECTION OF TOWN MAYOR

To ELECT a Town Mayor for the ensuing year:

Proposer: Councillor C Downey
Seconder: Councillor Duce

[The newly elected Town Mayor and Councillor Duce will retire from the Council Chamber in order that the new Mayor can be robed.]

2. THE NEW TOWN MAYOR

The newly elected Town Mayor (accompanied by Councillor Duce) will return to the Council Chamber and will take the chair.

3. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor will make the Declaration of Acceptance of Office, return thanks, and announce the mayoral charity/ies.

4. THE CONSORT

The Mayor's Consort to receive their Chain and Badge of Office.

5. VOTE OF THANKS TO RETIRING TOWN MAYOR

TO PASS a vote of thanks to the retiring Town Mayor:

Councillor PMA Rivers

6. PRESENTATION OF PAST MAYOR'S BADGE

Councillor Duce to be presented with his Past Mayor's Badge.

7. ELECTION OF DEPUTY MAYOR

To ELECT a Deputy Town Mayor for the ensuing year:

Proposer: Councillor Weightman
Seconded: Councillor Follows

[The Deputy Town Mayor to receive their Chain and Badge of Office and make the Declaration of Acceptance of Office.]

8. CONSORT TO THE DEPUTY MAYOR

The Consort to the Deputy Town Mayor to receive their Chain and Badge of Office.

9. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 9 May 2024.

10. APOLOGIES

TO RECEIVE apologies for absence.

11. 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.

12. 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,
- 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.

13. QUESTIONS BY MEMBERS

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

14. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

TO RECEIVE official announcements, letters etc.

15. SEALING OF DOCUMENTS, ETC

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.

16. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

Members are asked for nominations for the appointment of Leader of the Council.

Members to note that, under Standing Order 35, the person appointed as Leader of the Council is normally expected to be elected as the Chair of the Policy & Management Committee when that committee convenes its first business meeting of the civic year.

Members to ELECT the Leader of the Council.

17. MEMBERSHIP OF THE POLICY & MANAGEMENT COMMITTEE

Members to note that, in accordance with SO 107, with the exception of the Mayor, all councillors will serve as members of the Policy & Management Committee.

18. MEMBERSHIP OF THE ENVIRONMENT & PLANNING COMMITTEE

Members to note that, in accordance with SO 108, with the exception of the Mayor, all councillors will serve as members of the Environment & Planning Committee.

19. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

Members to elect, in accordance with SO 112, five of their number as members of the Audit Committee.

The nominees for the committee are as follows:

Councillor Crooks	Councillor C Downey	Councillor Martin
Councillor Steel	Councillor Thomson	

20. ELECTION OF MEMBERS TO THE STAFFING COMMITTEE & STAFFING APPEALS PANEL

Members to elect, in accordance with SO 109, six of their number as members of the Staffing Committee, one of which to be the Chair of the Policy & Management Committee.

The nominees for the Committee are as follows:

Councillor S Downey	Councillor Heagin	Councillor Holliday
Councillor Kiehl	Councillor Weightman	

Plus Chair of Policy & Management Committee (*ex officio*)

Members to resolve to approve the Members to be nominated to the Staffing Appeals Panel

Councillor Crooks	Councillor Crowe	Councillor S Downey
Councillor PMA Rivers	Councillor Steel	

21. TASK & FINISH GROUPS & ADVISORY GROUPS

Members to resolve to agree the membership of the Task & Finish / Advisory Groups shown at Annex A.

22. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Members to resolve to agree Town Council representatives to outside bodies shown at Annexe B.

23. POLICY ADOPTION – ITEM FOR DECISION

Recommendation: Members to resolve to agree to adopt the following documents:

Document Title	Review Date/Version	Web address
Standing Orders	20 July 2023	Attached for the information of Members. (Members to note proposed additions in Blue and deletions in Red)
Scheme of Delegation	18 May 2023	Attached for the information of Members. (Members to note proposed additions in Blue and deletions in Red)
Financial Regulations	18 May 2023	https://godalming-tc.gov.uk/wp-content/uploads/2023/05/Financial-Regulations-18-May-2023.pdf
Treasury & Investment Policy	18 May 2023	https://godalming-tc.gov.uk/wp-content/uploads/2023/06/Treasury-Investment-Policy-18-May-2023.pdf
Risk Management Strategy	19 May 2022	https://godalming-tc.gov.uk/wp-content/uploads/2022/08/risk-management-strategy-19-may-2022.pdf
Health & Safety Policy	18 May 2023	https://godalming-tc.gov.uk/wp-content/uploads/2023/05/Health-Safety-Policy-18-May-2023.pdf

24. SAFETY POLICY STATEMENT

Members to resolve to authorise the Mayor as Chair of the Council to sign Godalming Town Council's Safety Policy Statement (attached for the information of Members).

25. APPROVAL OF VARIABLE DIRECT DEBITS – ITEM FOR DECISION

As required by Financial Regulation 6.6 **Members to resolve to authorise** the RFO to continue payments by use of variable direct debits where current instructions exist. The list of current suppliers paid by variable direct debit is attached for the information of Members; Members are asked to approve the list and the use of a variable direct debit in each instance.

26. REVISED BUDGET 2024/25

Members to consider and resolve to agree a revised budget for 2024/25 which transfers the maintenance staff and associated costs from the Head Office cost centre to the Land & Property cost centre (attached for the information of Members). Members to note that this

does not change the Precept requirement for 2024/25 but is an internal adjustment to reflect the growing emphasis on green spaces by this council.

27. SECTION 151 OFFICER

The Local Government Act 1972 [Section 151\(1\)](#) requires that:

Without prejudice to section 111 above [\[Subsidiary powers of local authorities\]](#), every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.

Additionally, Standing Order 32 requires that:

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer.

In order to continue to fulfil its obligation, **Members are requested to resolve to appoint** the Town Clerk as the interim RFO from 7 June 2024 until such alternative arrangements are confirmed.

28. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 25 July 2024 at 6.30pm in the Council Chamber.

29. ANNOUNCEMENTS

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

TO: THE TOWN MAYOR AND COUNCILLORS OF THE PARISH OF GODALMING

21. ANNEXE A – TASK & FINISH GROUPS & ADVISORY GROUPS

COMMUNITY INFRASTRUCTURE LEVY (CIL) PROJECTS GOVERNANCE GROUP

Terms of Reference:

- To recommend appropriate procedures for the governance of the use of CIL;
- Conduct initial criteria assessment for external CIL bids and
- Propose CIL infrastructure projects for delivery by GTC.

Members:

Councillors Adam, Crooks, Holliday and Town Clerk

EVENTS TASK & FINISH GROUP

Terms of Reference:

- To review the costs and revenue associated with GTC events to understand where greatest financial and community benefit is created to include Staycation and Staycation Live, Fireworks, events within the Festivals, Markets and Town Promotion section of the budget;
- To make recommendations for future events, including specific targets for sponsorship and framework for measuring benefits;
- To investigate the potential for the Godalming BID to support existing and/or expand the range of events and the extent of financial contribution available; and
- To consider if any revision is required to the Community Events Support Policy.

Members:

Councillors Adam, Kiehl, Weightman, Town Clerk and Community & Communications Officer

MUSEUM CO-ORDINATION GROUP

Terms of Reference:

- To identify actions relating to the GTC Corporate Plan Pt 6.5, including a review of the governance of the museum;
- To draft and submit updated management agreement for approval by GTC & GMT; and
- To support the re-accreditation of the Museum.

Members:

Cllrs Heagin, S Downey, Town Clerk, Museum Curator, Mr W Edwards (GMT) and Ms C Smith (GMT)

GOFARNP GROUP

Terms of Reference:

- To review the GoFarNP to establish whether any of the GoFarNP policies conflict with the more recently adopted Waverley Borough Local Plan Part 2 [Local Plan Part 2: Site Allocations and DM Policies \(Adopted on 21 March 2023\) \(waverley.gov.uk\)](#) to justify an early update to the NP, or
- whether it would be more beneficial to look to updating (if required) the GoFarNP once Waverley's new Local Plan is adopted, and
- make recommendations to this committee following its review.

Members:

Cllrs Follows, Heagin, Kiehl +1 (TBC)

BIODIVERSITY GROUP

Terms of Reference:

- To consider the requirements of the Environmental Act 2021 and Natural Environment and Rural Communities Act 2006 in respect of GTC's duties for its land holdings and the wider community and draft appropriate policies to enable GTC to meet those duties; and
- present the draft policies and any additional recommendations to the Environment & Planning Committee.

Members:

Cllrs Adam, Clayton, Crowe and Thompson

RESILIENCE GROUP

Terms of Reference:

To explore how GTC, as an organisation, can work with WBC/SCC and emergency responders to best support its community in responding to emergency and resilience matters and make recommendations to the Council as appropriate, including organisational or resourcing requirements.

Members:

Cllrs Heagin, Weightman, Crowe and Williams

YOUTH SERVICE GROUP

Terms of Reference:

Youth Services Advisory Group (YSAG) comprising both councillors and external experts to provide appropriate checks, balances, support and effective governance to ensure Godalming Youth Service provides a high-quality, professional service.

Members:

Cllrs Heagin, Weightman, Duce and RFO

STAFFING SAFETY HEALTH & ENVIRONMENT (SHE) GROUP

Terms of Reference:

To develop and promote a safety culture within GTC through the encouragement of all staff to consider the safety, health and environmental dimensions of their own job and risks posed by or to their colleagues and the public.

Members:

Quarterly meetings to be chaired by the Leader or Chair of Staffing, and to be attended by a representative from each service area team plus the Proper Officer and/or RFO.

22. ANNEXE B – NOMINATIONS TO EXTERNAL BODIES 2024/25

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVES 2023/24</u>	<u>REPRESENTATIVES 2024/25</u>
District Scout Council	Town Mayor (<i>ex officio</i>) Cllr Crooks	Town Mayor (<i>ex officio</i>) Cllr Crooks
Fairtrade Steering Group	Cllr Clayton	Cllr Clayton
Farncombe Day Centre	Cllr Crowe	Cllr Crowe
Godalming & District Chamber of Commerce	Cllr Holliday	Cllr Holliday
Godalming Cycle Forum	Cllr Crooks	Cllr Crooks
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr PMA Rivers	Town Mayor (Ex Officio) Cllr PMA Rivers
Godalming Museum Trust	Cllr Steel Cllr Weightman	Cllr Steel Cllr Weightman
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Steel	Town Mayor (Ex Officio) Cllr Steel
Holloway Hill Sports Association	Cllr Heagin	Cllr Heagin
St Mark's Community Centre Management Committee	Cllr Kiehl	Cllr Kiehl
SALC	Cllr Heagin	Cllr Heagin
Sport Godalming	Cllr Adam	Cllr Adam
Citizens Advice SW Surrey (observer)	Cllr Steel	N/A

STANDING ORDERS

SECTION ONE: MEETINGS

Mandatory for Full Council meetings ●

Mandatory for committee meetings ●

References to committees shall apply equally to sub-committees

1. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.** ●
2. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.** ●
3. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.** ●
4. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.** ●●

Public Questions and Statements

5. A standard item will appear on all agendas of Ordinary Meetings of the Council and Standing Committees to allow, at the discretion of the Town Mayor/Chair, those -members of the public on the electoral roll of Godalming Town Council; or a young person under 18 whose parent or guardian is on the electoral roll; or with business premises in the town (evidenced by a business rates bill); or user of the Town Council's premises; to make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda-
 - i. The period of time designated for public participation at a meeting in accordance with Standing Order 5 shall not exceed 15 minutes unless directed by the chair of the meeting.
 - ii. Subject to Standing Order 5i. a member of the public shall not speak for more than three minutes.
 - iii. 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.

- iv. A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- v. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

Questions by Members

6. At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chair or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
 - i. Notice of the question must be given in writing and delivered to the Town Clerk at least two clear working days before the meeting, signifying to whom the question is put.
 - ii. A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
 - iii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for questions.
 - iv. Each question will be put and answered without discussion, but the person questioned may decline to answer.
7. **Subject to Standing Order 8 below, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of the meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report of commentary is available as the meeting takes place or later to persons not present.**
8. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ●●**
9. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ●●**
10. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Deputy Town Mayor. ●**
11. **The Town Mayor, if present, shall preside at a meeting of the Full Council. If the Town Mayor is absent from the meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from the meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●**
12. **Subject to a meeting being quorate (at least one third of the council or committee subject to a minimum of three councillors), all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. ●●**
13. **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the Chair gave an original**

vote. (See also Standing Orders 28 and 29 below.) ● ●

14. **Unless ~~Standing Orders~~ provided otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. ●
15. The minutes of a meeting shall include an accurate record of the following:
 - i. The time and place of the meeting;
 - ii. The names of councillors who are present and the names of councillors who are absent;
 - iii. Interest that have been declared by councillors and non-councillors with voting rights;
 - iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered
 - vi. If there was a public participation sessions; and
 - vii. The resolutions made.
16. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.
17. During a prolonged period of absence, a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
18. **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on the matter.** ● ●
19. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ● ●
20. Meetings shall not exceed a period of three hours or by resolution of the meeting three hours and thirty minutes.

SECTION TWO: ORDINARY COUNCIL MEETINGS

See also Section One above

21. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
22. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
23. **If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.**
24. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

25. **The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.**
26. **The Town Mayor, unless the individual has resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until a new Town Mayor is elected at the next annual meeting of the Council.**
27. **The Deputy Town Mayor, unless the individual has resigned or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
28. **In an election year, if the current Town Mayor has not been re-elected as a member of the Council that Town Mayor shall nonetheless preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
29. **In an election year, if the current Town Mayor has been re-elected as a member of the Council, that Town Mayor shall preside at the meeting until a new Town Mayor has been elected. The current Town Mayor may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**
30. Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council. ~~and to receive and note minutes of and/or to determine recommendations made by committees.~~
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate Standing Orders and Financial Regulations.
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. In a year of elections, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
 - viii. Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead, if not already set.

SECTION THREE: PROPER OFFICER/RESPONSIBLE FINANCE OFFICER/LEADER OF THE COUNCIL

Proper Officer

31. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
32. The Council shall appoint appropriate staff member(s) to undertake the work of the

Responsible Finance Officer.

33. The Proper Officer shall:

- i. **At least three clear days before a meeting of the Council, a committee or sub-committee, serve on councillors by delivery or post at their residence or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- ii. **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See Standing Order 2 for the meaning of clear days for a meeting of the Full Council and Standing Order 3 meeting of a committee.

- iii. Subject to Standing Order 36-43, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming withdrawal of it;
- iv. **Convene a meeting of the Council for the election of a new Town Mayor, occasioned by a casual vacancy in the office;**
- v. **Facilitate inspection of the minute book by local government electors;**
- vi. **Receive and retain copies of byelaws made by other local authorities;**
- vii. Hold acceptance of office forms from councillors;
- viii. Hold a copy of every councillors' register of interests;
- ix. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. Liaise, as appropriate, with the Council's Data Protection Officer;
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information and other legitimate requirements (e.g. The Limitation Act 1980);
- xiii. Arrange for deeds to be executed; (*see also Standing Orders 91 & 92*);
- xiv. After consultation with the Chair of the Policy & Management Committee, along with the appropriate Ward Members, respond on behalf of Godalming Town Council Committee to interested party's planning notification letters received by Godalming Town Council relating to applications on premises adjacent to council land/property;
- xv. Manage access to information about the Council via the publication scheme; and
- xvi. Retain custody of the seal of the Council (if there is one) which shall not be used without resolution to that effect. (*See also Standing Orders 91 & 92*).

Responsible Finance Officer

34. The Responsible Finance Officer shall do the following:

- i. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

Leader of the Council/Spokesperson

35. At the Annual Council Meeting the Council will appoint a Leader of the Council who will normally hold the position of Chair of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- i. Day to day decisions on the implementation of Council Policy
- ii. Overseeing work to implement Council Strategy
- iii. Managing Urgent Business
- iv. Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Town Mayor as Chair of the Council

SECTION FOUR: MOTIONS REQUIRING WRITTEN NOTICE

36. In accordance with Standing Order ~~33i~~ 33i above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least nine clear days before the next meeting.
37. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 36 above, correct obvious grammatical or typographical errors in the wording of the motion.
38. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 36 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least seven clear days before the meeting.
39. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
40. Having consulted the Chair or councillors pursuant to Standing Order 39 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
41. Motions received shall be recorded and numbered in the order that they are received.
42. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.
43. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

SECTION FIVE: MOTIONS NOT REQUIRING WRITTEN NOTICE

44. The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. To correct an inaccuracy in the draft minutes of a meeting;
 - ii. To move to a vote;
 - iii. To defer consideration of a motion;
 - iv. To refer a motion to a particular committee or sub-committee;
 - v. To appoint a person to preside at a meeting;
 - vi. To change the order of business on the agenda;
 - vii. To proceed to the next business on the agenda;
 - viii. To require a written report;
 - ix. To appoint a committee or sub-committee and their members;
 - x. To extend time limits for speaking;
 - xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. To not hear further from a councillor or a member of the public;
 - xiii. To exclude a councillor or member of the public for disorderly conduct;
 - xiv. To temporarily suspend the meeting;
 - xv. To suspend a particular Standing Order **(unless it reflects mandatory statutory or legal requirements)**;
 - xvi. To adjourn the meeting;
 - xvii. To close the meeting.

SECTION SIX: RULES OF DEBATE

45. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
46. Subject to Standing Orders 36-43 above, a motion shall not be considered unless it has been proposed and seconded.
47. Subject to Standing Order ~~33ii~~ 33i above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
48. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
49. A councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
50. Any amendment to a motion shall be either:
- i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.

The amendment shall not negate the motion.

51. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
52. Only one amendment shall be moved ~~and debated~~ at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

53. One or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
54. The number of amendments to an original or substantive motion, which may be moved by **an individual** councillor, is limited to one.
55. If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
56. If an amendment is carried, the original motion, as amended, shall take the place of the original motion, and shall become the substantive motion upon which any further amendment may be moved.
57. The mover of an amendment has no right of reply at the end of debate on it.
58. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
59. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. To speak on an amendment moved by another councillor;
 - ii. To move or speak on another amendment if the motion has been amended since **he they** last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. To exercise a right of reply.
60. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which that councillor considers has been breached or specify the irregularity in the meeting which concerns the councillor.
61. A point of order shall be decided by the Chair and the Chair's decision shall be final.
62. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
63. ~~Subject to Standing Order 60 above, when~~ **When** a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for that person to leave the meeting;
 - vi. to refer a motion to a committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any Standing Order, except those which are mandatory.
64. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived **his their** right of reply.

65. Excluding motions under Standing Order ~~62~~ 63, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the Chair of the meeting.

SECTION SEVEN: CODE OF CONDUCT

66. All councillors shall observe the Code of Conduct adopted by the Council.
67. Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which that councillor has a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which the disclosable pecuniary interest existed.
68. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
69. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee for which the dispensation is required, and that decision is final.
70. A dispensation request shall confirm:
- i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought
71. Subject to Standing Orders 68 and 69 above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the council, or committee or for which the dispensation is required.
72. **A dispensation may be granted in accordance with Standing Order 69 above if having regard to all relevant circumstances the following applies:**
- i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **Granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **It is otherwise appropriate to grant a dispensation**
73. Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Orders 160 to 163 (Management of Information), report the matter to the Council.
74. Where notification in Standing Order 73 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 75.

75. The Council may:
- i. Provide information or evidence where such a disclosure is necessary to investigate the complaint or it is a legal requirement;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for the investigation of the matter.
76. **Upon notification by the Borough Council that a councillor has breached the Council's Code of Conduct, the council shall consider what, if any, action to take against that councillor. Such action excludes disqualification or suspension from office.**

SECTION EIGHT: MINUTES

77. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
78. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 44i above.
79. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
80. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, that Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:
- "The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but that view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings."
81. Following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

SECTION NINE: DISORDERLY CONDUCT

82. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
83. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
84. If a resolution made under Standing Order 83 above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

SECTION TEN: RESCISSION OF PREVIOUS RESOLUTIONS

85. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least ~~16~~ 14 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
86. When a special motion or any other motion moved pursuant to Standing Order 85 above has been disposed of, no similar motion may be moved within a further 6 months. This Standing Order and Standing Order 85 shall apply mutatis mutandis to the proceedings of Committees.

SECTION ELEVEN: VOTING ON APPOINTMENTS

87. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Town Mayor's casting vote.

SECTION TWELVE: ACCOUNTS & ACCOUNTING STATEMENTS

88. Accounts and Accounting Statement
- a. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
 - b. All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices and the Council's financial regulations.
 - c. The Responsible Finance Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, and 31 December in each year a statement to summarise:
 - i. The Council's receipts and payments (or income and expenditure) for each quarter.
 - ii. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. The balances held at the end of the quarter being reported, andWhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
89. As soon as possible after the financial year end at 31 March, the Responsible Finance Officer shall provide:
- i. Each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. To the Council the accounting statement for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
90. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS

91. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
92. **In accordance with a resolution made under Standing Order 91 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Town Mayor or in the Town Mayor's absence the Deputy Town Mayor and another member of the Council. Both the Town Mayor (and Deputy Town Mayor) and the member shall sign the deed as witnesses.**

SECTION FOURTEEN: COMMITTEES

See also Standing Orders 1- 20 above

93. For the conduct of day-to-day business of the Council there shall be established four standing committees to be known as the:
- Policy & Management Committee
 - Environment & Planning Committee
 - Audit Committee
 - Staffing Committee
94. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- a. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

The terms of reference of the standing committees shall be as follows:

Policy & Management Committee

95. Purpose of the Policy & Management Committee

To address and, where appropriate, formulate policy for consideration by the Council; to manage the Council's financial and other assets as delegated by the Council; to secure the good governance of the Council's affairs, media relations, external relationships, committee arrangements and day-to-day business.

96. Functions of the Policy & Management Committee

- i. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them;
- ii. To maintain an overview of Council initiatives and report to the Council on their impact and effectiveness;
- iii. To make recommendations to the Council on constitutional issues;
- iv. To ensure the Council is adequately resourced to achieve its aims;
- v. To prepare the annual budget reflecting the Council's agreed strategy and priorities, putting this forward for the Council's approval and recommend a precept to the Full Council;
- vi. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and to scrutinising expenditure against budgets through the year;
- vii. To appoint the auditors of the accounts;
- viii. To approve charges for the use of Council properties; and on other fees and charges;

- ix. To decide on applications for Service Level Agreements, **General Grants** and Council Community Grants made by local organisations;
- x. To ensure the proper management of the properties and amenities owned, controlled or provided by the Council;
- xi. To develop strategy on media relations, and to formulate policy on public participation;
- xii. In consultation with the Town Clerk, to agree priorities for the Management of Committee business;
- xiii. To recommend appointment to outside bodies;
- xiv. To act as a channel for communications with external organisations;
- xv. To oversee the maintenance and development of the Council's website;
- xvi. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters;
- xvii. To recommend to the Full Council a policy for the appointment of Town Mayor and Deputy Town Mayor and to keep it under review;
- xviii. To consider and determine in consultation with the Town Mayor all matters relating to the Council's civic and ceremonial functions, and events; and
- xix. To recommend to Full Council an allowance for the Town Mayor.

Environment & Planning Committee

97. Purpose of the Environment & Planning Committee

To address and, where appropriate, formulate policy for consideration by the Council and to discharge the Council's functions relating to the local environment and infrastructure

98. Functions of the Environment & Planning Committee

- i. To identify key environmental and planning policy issues facing the Council and to formulate, for the Council's consideration, its policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;
- ii. To develop proposals for the environmental improvement of Council land;
- iii. Consideration and comment on issues relating to local and regional plans and any other planning or highway matters the Town Council is consulted upon;
- iv. To maintain an overview of Council environmental and planning initiatives and report to the Council on their impact and effectiveness;
- v. To decide on applications made by local organisations for funding from the Council's Carbon-reduction and biodiversity fund grant scheme, when such grant funds are contained within the annual budget;
- vi. To consider applications for Neighbourhood Community Infrastructure Levy (CIL) funding and where appropriate make recommendations to Full Council for the award of Neighbourhood CIL
- vii. Consideration of and comment on applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation, including compliance with the Policies set out in the Godalming and Farncombe Neighbourhood Plan
- viii. Monitoring and reviewing the continued validity of the Neighbourhood Plan
- ix. Consideration and comment on issues relating to Street naming.
- x. To agree priorities for the Management of Committee business;
- xi. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.
- xii. To develop and review long term strategic management of Nightingale and Eashing Cemeteries, including site visits by elected Members

Staffing Committee

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.

102. Deliberately left blank

103. Deliberately left blank

Audit Committee

104. Purpose of the Audit Committee

To provide assurance of the adequacy of the risk management framework and the associated control environment, and to oversee the financial reporting process.

105. Functions of the Audit Committee

- i. To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- ii. To review annually the effectiveness of internal audit;
- iii. To receive all reports from the internal auditor; and
- iv. To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit;
- v. To consider the audited accounts and report on them to the Council;
- vi. To oversee the Council's banking and investment arrangements and keep investment policy under review

Accountability of Committees

106. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting.

Composition of Committees

107. The Policy & Management Committee shall comprise all elected councillors excepting that the Town Mayor shall not be a member of the Policy & Management Committee. The Town Clerk shall be responsible for Clerking the Policy & Management Committee.

108. The Environment & Planning Committee shall comprise all elected councillors excepting that The Town Mayor shall not be a member of the Environment & Planning Committee. The Town Clerk shall be responsible for Clerking the Environment & Planning Committee.

109. The Staffing Committee shall comprise six councillors, none of whom may serve on the Audit Committee, one of the six members of the Staffing Committee shall be the Chair of the Policy & Management Committee. The Town Mayor shall not be a member of the Staffing Committee.

110. The Chair of the Staffing Committee shall be responsible for nominating the Committee Clerk, who may be drawn from The Council's Officers or Committee Members as appropriate, the

Chair is to ensure that minutes are provided to the Town Clerk within 4 working days of the close of the meeting.

111. Deliberately left

112. The Audit Committee shall comprise five councillors, none of whom may serve on the Staffing Committee. The Town Mayor shall not be a member of the Audit Committee. The Responsible Finance Officer shall be responsible for Clerking the Committee.

Substitutes

113. Substitutes may be used when councillors are unable to attend a meeting of the Staffing or Audit committees. Such substitutes may be called for any Committee meeting up to 4.00pm on the day of the meeting,

114. A maximum of two substitutes per Committee shall be permitted. It shall be the responsibility of each councillor who gives notice of apology for non-attendance for a committee meeting to arrange an appropriate substitute. Whilst preferable to maintain political balance, substitutes nominated by the councillor who is unable to attend do not have to be of the same political group.

Frequency of Committee Meetings

115. As far as practicable the Policy & Management Committee will meet approximately every six weeks, the Environment & Planning Committee every three weeks and all other committees will meet as and when required but at least once per quarter.

Appointment of Committee Members

116. As soon as practicable once the political representation of the council is determined, the Town Clerk shall determine the number of places on Committees which are to be filled by the members of each political group, ensuring, as far as possible, that the allocation of places reflects the balance of political representation on the Council as a whole.

117. At the annual meeting of the Council, the Council shall seek nominations and appoint councillors to Committees in line with the provisions of Standing Order 116.

Term of Office of Standing Committees

118. The Council will determine the term of office of members of Standing Committees. In the absence of any decision by the Council to the contrary committee members will hold office until:

- i. They resign, collectively or individually and their successors are appointed; or
- ii. A review of committee places by the Council; or
- iii. Resignation as a member or members of the Council; or
- iv. The first business meeting of the next Local Government Year. In an election year they shall retire when the Council is dissolved for the election.

Election of Chair and Vice-Chair

119. Each Standing Committee shall elect a Chair and Vice-Chair from among their number at meetings convened for this purpose. The term of office of Committee Chair and Vice-Chair shall be the same as that of their Committee. Chair and Vice-Chair may be re-elected for second and subsequent terms of office.

Procedure at Standing Committees

120. Except for reports and confidential papers of the Staffing Committee, and confidential papers relating to other committees, which shall only be circulated to members of the relevant committee, agendas and any supporting papers, reports and minutes of standing committees shall be circulated to all councillors at the same time as they are circulated to members of committees.
121. Any councillor, having given notice to the Chair and the Town Clerk may attend any meeting of any Standing Committee and may address that meeting on an agenda item with the leave of the person in the chair for that meeting.
122. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all Committee proceedings provided that where, at any Committee, any resolution is carried by a majority of less than two votes, then immediately after the vote is taken it shall be open to any councillor present to propose that the motion shall be referred to the Town Council in the form of a recommendation for adoption at its next meeting. If such a proposition is supported by not less than one third of the councillors present at a meeting, then the motion to which it relates shall be treated as a recommendation instead of a decision taken under delegated powers.
123. Standing Committees may, at their discretion, invite up to two individuals who are not members, including those who are not councillors, to take part in their discussions on specific subjects for periods up to one year. Such individuals may receive the Committee papers which relate to their subject; but may not attend for other business declared to be confidential by the Committee and may not vote on any Committee decisions, the period of such an individual's participation may be extended beyond one year.

Scheme of Delegation

124. The Councils Scheme of Delegation authorises Standing Committees of the Council, the Proper Officer, Responsible Finance Officer **and nominates staff** to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. The Scheme of Delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.
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Task & Finish Groups

126. Every standing committee may appoint one or more Task & Finish Group for purposes, which shall be specified in terms of reference by the standing committee. The committee shall also prescribe the time limit, not exceeding one-year, within which the Task & Finish Group must complete its work. A Task & Finish Group shall be disbanded as soon as it has completed the tasks given to it.
127. Each Task & Finish Group will provide a regular update to the appointing standing committee; that update shall form **an standing** item on the agenda of that committee. Otherwise, the procedure of the Task & Finish Group may be informal. A Task & Finish Group has no authority to make decisions on behalf of the Council. Decisions based on the work of a Task & Finish Group are the responsibility of the appointing committee to which the Task & Finish Group makes its report.

Advisory Committees

128. Every Standing Committee may appoint one or more advisory committees for purposes, which

shall be specified in terms of reference by the Standing Committee.

129. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
130. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all advisory committee proceedings (but only in so far as those provisions can apply to non-councillors). Non-councillor members of an advisory committee are not bound by the Code of Conduct but are expected to declare pecuniary and other registerable interests at meetings of the advisory committee as though they were bound by the Code.
131. Agendas and any supporting papers, reports and minutes of an advisory committees shall be circulated to all members of that advisory committee. Reports and minutes of an advisory committee will be circulated in accordance with Standing Order 120 above and will be received on the next agenda of the parent Committee.

SECTION FIFTEEN: EXTRAORDINARY MEETINGS

See also Section One above

132. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
133. **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
134. The Chair of a committee may convene an extraordinary meeting of the committee at any time.
135. If the Chair of a committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

SECTION SIXTEEN: FINANCIAL CONTROLS & PROCUREMENT

136. The Council shall consider and approve financial regulations drawn up by the Responsible Finance Officer, which shall include detailed arrangements in respect of the following:
- i. The keeping of accounting records and systems of internal controls;
 - ii. The assessment and management of financial risks faced by the Council;
 - iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. The inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. Whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
137. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
138. **Public contracts must be made in accordance with GTC Financial Regulations Section 11.**

SECTION SEVENTEEN: CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

139. Canvassing councillors or the members of a committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
140. A councillor or a member of a committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
141. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

SECTION EIGHTEEN: INSPECTION OF DOCUMENTS, CONFIDENTIAL OR SENSITIVE INFORMATION & UNAUTHORISED ACTIVITIES

142. Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of official duties (but not otherwise), inspect any document in the possession of the Council or a committee, and request a copy for the same purpose. The minutes of meetings of the Council, or its committees shall be available for inspection by councillors.
143. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
144. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
145. A councillor in breach of the provisions of Standing Order 143 above may be removed from a committee by a resolution of the Council.
146. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or a committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

SECTION NINETEEN: MATTERS AFFECTING COUNCIL STAFF

147. If a meeting considers any matter personal to a Council employee, it shall not be considered until the body meeting has decided whether the press and public shall be excluded pursuant to Standing Order 4 above.
148. Subject to the Council's policy regarding absences from work, the Leader of the Council and Chair of the Staffing Committee are to be informed if any absence is likely to occasion the closing of the Town Council's offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Committee.
149. Annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme.

150. All grievance matters shall be handled in accordance with the Council's adopted Grievance Policy and Procedures.
151. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
152. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
153. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
154. Only the Town Clerk, or the appropriate line manager or the Chair of the Staffing Committee or, in the absence of the Chair, the Vice-Chair of the Staffing Committee shall have access to employee's records of employment. ~~referred to in Standing Orders 150 and 151 above if so justified.~~
155. Access and means of access by keys and/or computer passwords to records of employment ~~referred to in Standing Orders 150 and 151 above~~ shall be provided only to the Town Clerk or the Chair of the Staffing Committee.

SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION

156. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
157. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

SECTION TWENTY-ONE: RELATIONS WITH THE PRESS/MEDIA

158. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

SECTION TWENTY-TWO: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

159. The Council's responsibilities under the data protection legislation includes the following, this list is not exclusive, see also Standing Orders Section Twenty-Three Management of Information.
 - i. **The Council shall appoint a Data Protection Officer.**
 - ii. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
 - iii. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
 - iv. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
 - v. **The Council shall ensure that information communicated in its privacy notice(s) is**

- in an easily accessible and available form and kept up to date.
- vi. **The Council shall maintain a written record of its processing activities.**

SECTION TWENTY-THREE: MANAGEMENT OF INFORMATION

(See also Standing Order 154 & 155)

160. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
161. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (eg. The Limitation Act 1980).**
162. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
163. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

SECTION TWENTY-FOUR: STANDING ORDERS GENERALLY

164. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
165. A motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.
166. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor upon delivery of that councillor's declaration of acceptance of office.
167. The Chair's decision as to the application of Standing Orders at meetings shall be final.

CONTENTS

STANDING ORDERS	1
SECTION ONE: MEETINGS.....	1
SECTION TWO: ORDINARY COUNCIL MEETINGS.....	3
SECTION THREE: PROPER OFFICER/RESPONSIBLE FINANCE OFFICER/LEADER OF THE COUNCIL	4
SECTION FOUR: MOTIONS REQUIRING WRITTEN NOTICE	6
SECTION FIVE: MOTIONS NOT REQUIRING WRITTEN NOTICE.....	7
SECTION SIX: RULES OF DEBATE	7
SECTION SEVEN: CODE OF CONDUCT	9
SECTION EIGHT: MINUTES	10
SECTION NINE: DISORDERLY CONDUCT	10
SECTION TEN: RESCISSION OF PREVIOUS RESOLUTIONS.....	11
SECTION ELEVEN: VOTING ON APPOINTMENTS	11
SECTION TWELVE: ACCOUNTS & ACCOUNTING STATEMENTS.....	11
SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS.....	12
SECTION FOURTEEN: COMMITTEES.....	12
SECTION FIFTEEN: EXTRAORDINARY MEETINGS	18
SECTION SIXTEEN: FINANCIAL CONTROLS & PROCUREMENT.....	18
SECTION SEVENTEEN: CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS ..	19
SECTION EIGHTEEN: INSPECTION OF DOCUMENTS, CONFIDENTIAL OR SENSITIVE INFORMATION & UNAUTHORISED ACTIVITIES	19
SECTION NINETEEN: MATTERS AFFECTING COUNCIL STAFF	19
SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION	20
SECTION TWENTY-ONE: RELATIONS WITH THE PRESS/MEDIA.....	20
SECTION TWENTY-TWO: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION ..	20
SECTION TWENTY-THREE: MANAGEMENT OF INFORMATION	21
SECTION TWENTY-FOUR: STANDING ORDERS GENERALLY	21
CONTENTS	22

SCHEME OF DELEGATION

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

COUNCIL AND ITS COMMITTEES

1. Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement.
- Addressing recommendations in any report from the internal or external auditors
- Making, amending, or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending, or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Aims and Objectives
- The appointment of the Town Clerk and the Responsible Finance Officer considering the advice of the Staffing Committee
- The dismissal of the Town Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Staffing and Policy & Management Committee
- Matters of principle or policy
- Noting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation, or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Policy & Management Committee
- Prosecution or defence in a Court of law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee

- Decisions to adopt the General Power of Competence
- Write off bad debts
- All other matters which must, by law, be reserved to the Full Council

2. Delegation to Committees

For the day-to-day business of the Council, there are four Standing Committees of the Council

- Policy & Management
- Environment & Planning
- Audit
- Staffing

The terms of reference and accountability of each committees is set out in Chapter 15 of the Council's Standing Orders.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for Noting by the Council.

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

3. Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures, and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Leader of the Council, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal
- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Staffing Committee)
- Commission legal and professional advice on staffing matters

- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Town Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements.

The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Town Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Town Clerk acting in the name of the Town Clerk

A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

4. Position of Leader of the Council

The Council will appoint a Leader of the Council who will normally hold the position of Chair of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Mayor as Chair of the Council

5. Urgent Matters

In the event of any matter arising which requires an urgent decision, the Town Clerk shall forthwith consult with the Leader and Mayor and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extraordinary Meeting of the Council or appropriate Committee.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

6. Absence of the Town Clerk

The Town Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

Delivery of Council Services: The tactical delivery of council services lies with the staff member responsible for the day-to-day delivery of the service. However, in the event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Town Clerk, the ~~Corporate Services~~ Responsible Finance Officer acting as Deputy Town Clerk is authorised to act as the Proper Officer and head of paid services. The ~~Corporate Services~~ Responsible Finance Officer, where necessary, will raise the matter directly with the Chair of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Town Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

Delivery of Democratic Services: In the unplanned/unexpected absence of the Town Clerk, the ~~Corporate Services~~ Responsible Finance Officer is to inform the Chair of the Council and the Chair of the Staffing Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 32 – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Town Clerk which has or is likely to exceed 7 days, the ~~Corporate Services~~ Responsible Finance Officer is authorised to liaise with the Chair of the Council (Mayor) in order to call an extra-ordinary meeting of the Council as provided by Standing Order 134, for the purposes of agreeing arrangements appropriate for the situation.

7. Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred

- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Councils investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council (in consultation with the Town Clerk)
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

8. Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices, costs above these limits are to be referred upwards to the Town Clerk, appropriate Committee or Full Council as appropriate to the circumstances.

Table 1.

AUTHORITY	LIMIT	OFFICER	COMMENTS
1. To incur expenditure	Within budget	Town Clerk	As Proper Officer for the Council, the Town Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
	Less than £1,000 £2,000 and within budget cost centres: <ul style="list-style-type: none"> • GTC Buildings • Bandstand • Museum • Land & Property – Other (Public Toilets) • Public Realm JBC-Cemeteries Vehicles	Facilities Supervisor Operations & Compliance Officer	Items above this amount to be authorised by the Town Clerk

	Less than £1,000 and within budget cost centre <ul style="list-style-type: none"> • Allotments • JBC Cemeteries • Land & Property for maintenance • Vehicle maintenance 	Grounds Maintenance Supervisor	Items above this amount to be authorised by the Town Clerk.
	Less than £1,000 and within budget cost centre <ul style="list-style-type: none"> • Land & Property for buildings maintenance • Vehicle maintenance 	Buildings Maintenance Supervisor	Items above this amount to be authorised by the Town Clerk
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> • Head Office Costs • Civic Expenses • Town Promotion 	Services Support Executive	Items above this amount to be authorised by the RFO
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> • Town Promotion • Staycation • Festivals & Markets 	Community Services & Communications Officer	Items above this amount to be authorised by the Town Clerk
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> • Youth Service 	Youth Services Officer	Items above this amount to be authorised by the RFO
2. Emergency Expenditure	Less than £4,500	Town Clerk	Report to next Council/Committee Meeting as appropriate
	Less than £2,000	Responsible Finance Officer	In the absence of the Town Clerk, or acting on behalf of the Town Clerk, the Responsible Finance Officer (RFO) is authorised to also action emergency measures when necessary as detailed under paragraph 5 -Urgent Matters
3. Certification of Invoices	Invoices of £2,500 and above for all budget cost centres	Town Clerk	The RFO carries out an additional level of checks whilst inputting into the accounts system
	Invoices below £2,500 for budget cost centres delegated to the listed officers	Facilities Supervisor, Grounds Supervisor, Maintenance Supervisor, Support Services Executive, Community & Communications Officer	The RFO carries out an additional level of checks whilst inputting into the accounts system

25 APPROVAL OF VARIABLE DIRECT DEBITS

Schedule of Direct Debit Instructions for the Town Council's Current Account

Supplier	Frequency	What's it for?
BT Group PLC	Monthly	Telephone & Broadband Office, BWPYC, PP, WNCC
Citation	Monthly	Health & Safety system
DVLA	Annually	Vehicle Tax - MT17HAA
Everflow	Monthly	Water BWPYC, Allotments, WNCC & NS and CC Toilets
Fuel Genie	Monthly	Fuel Costs
HSBC Commercial Card	Monthly	Ad hoc purchases
Information Commissioner's Office	Annually	Data Protection Registration
O2	Monthly	Mobile Phones
Pozitive	Monthly	Gas – PP
Public Works Loan Board	Bi annually per loan	Loan Repayments for WNCC & GTC Office
Sage Software Ltd	Monthly	Payroll system
Smartest Energy	Monthly	Electricity - Office, BWPYC, WNCC, PP, NS and CC Toilets Gas – WNCC & BWPYC
Waverley Borough Council	Bi annually	Rates for BWPC & PP

Godalming Town Council

	CC101 Original Budget	Transfer to CC208	CC101 Amended Budget	CC208 Original Budget	Transfer from CC101	CC208 Amended Budget
Income						
1001 Precept	1,147,744	-	1,147,744	-		-
1303 Other Customer/Client Receipts	10,000		10,000	-		-
1304 Donations	-		-	-		-
1401 Interest Received	25,000		25,000	-		-
<i>Total Income</i>	<u>1,182,744</u>	-	<u>1,182,744</u>	-	-	-
Expenses						
4001 Salaries	391,800	- 126,720	265,080	-	126,720	126,720
4002 Employer's NIC	45,600	- 13,980	31,620	-	13,980	13,980
4003 Employer's Superannuation	69,600	- 22,440	47,160	-	22,440	22,440
4011 Staff Training	4,200		4,200	-		-
4012 Recruitment Advertising	1,500		1,500	-		-
4013 Other Staff Expenses	600		600	-		-
4102 Property Maintenance	2,400		2,400	3,900		3,900
4103 Maintenance Contracts	2,250		2,250	1,200		1,200
4111 Energy Costs	6,000		6,000	1,380		1,380
4121 Rents	2,650		2,650	-		-
4131 Rates	6,100		6,100	-		-
4141 Water Services	300		300	3,240		3,240
4151 Fixtures & Fittings	-		-	1,000		1,000
4161 Cleaning	4,560		4,560	19,560		19,560
4162 Waste Removal	600		600	-		-
4163 Domestic Supplies	300		300	1,200		1,200
4164 Workshop Consumables	2,400	- 2,400	-	-	2,400	2,400
4171 Grounds Maintenance Costs	-		-	5,000		5,000
4202 Car Allowances	1,000		1,000	-		-
4203 Other Transport Costs	-		-	-		-
4204 Fuel Costs	3,300	- 3,300	-	-	3,300	3,300
4205 Vehicle Maintenance	2,400	- 2,400	-	-	2,400	2,400
4301 Equipment	2,000		2,000	-		-
4304 Catering & Hospitality	540		540	-		-
4305 Clothes, Uniform & Laundry	3,900	- 3,900	-	-	3,900	3,900
4306 Printing	2,160		2,160	-		-
4307 Stationery	4,800		4,800	-		-
4308 General Office Expenses	250		250	-		-
4311 Professional Fees - Legal	-		-	-		-
4312 Professional Fees - Surveyors	-		-	-		-
4313 Professional Fees - Other	13,200		13,200	-		-
4314 Audit Fees	3,300		3,300	-		-
4315 Insurance	14,500		14,500	-		-
4321 Bank Charges	420		420	-		-
4322 Postage	1,950		1,950	-		-
4323 Telephones	2,765		2,765	-		-
4324 Broadband	-		-	-		-
4325 Computers	11,400		11,400	-		-
4326 Website	2,400		2,400	-		-
4341 Grants	64,700		64,700	-		-
4342 Subscriptions	5,880		5,880	-		-
4343 Licensing / PRS	120		120	-		-
4900 Miscellaneous Expenses	1,981		1,981	600		600
9999 Discounts	-		-	-		-
<i>Total Expenses</i>	<u>683,826</u>	<u>- 175,140</u>	<u>508,686</u>	<u>37,080</u>	<u>175,140</u>	<u>212,220</u>
Other						
5001 Transfers from Reserves	-	120,000	-	120,000		-
5101 Contribution to Premises Provision	2,500		2,500	2,500		2,500
5102 Contribution to Other Provisions	63,000		63,000	-		-
6000 Debt Charges - Principal	34,501		34,501	-		-
6001 Debt Charges - Interest	43,202		43,202	-		-
<i>Total Other</i>	<u>23,203</u>	<u>-</u>	<u>23,203</u>	<u>2,500</u>	<u>-</u>	<u>2,500</u>
Net Income / Expenditure	<u>475,714</u>	<u>175,140</u>	<u>650,854</u>	<u>-</u>	<u>39,580</u>	<u>- 175,140</u>
				<u>-</u>		<u>214,720</u>

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.