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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

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 Burys, Godalming on THURSDAY, 15 MAY at 7.00pm.

*Andy Jeffery*

DATED this 9<sup>th</sup> day of May 2025.

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](mailto:office@godalming-tc.gov.uk)

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

## **A G E N D A**

### 1. ELECTION OF TOWN MAYOR

**To ELECT** a Town Mayor for the ensuing year:

Proposer: Councillor Steve Williams  
Seconder: Councillor Ruth Thomson

[The newly elected Town Mayor and Councillor PS Rivers 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 PS Rivers) 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:

Proposer: Mrs Helen Jackson of The Meath Epilepsy Charity  
Seconder: Councillor Joan Heagin

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

6. PRESENTATION OF PAST MAYOR'S BADGE

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

7. ELECTION OF DEPUTY MAYOR

TO ELECT a Deputy Town Mayor for the ensuing year

The Mayor to seek nominations for the position of Deputy Mayor.

[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 8 May 2025.

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. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

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

Members are asked 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.

16. 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.

17. 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

18. 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 Thompson	Councillor Martin	Councillor Steel
Councillor C Downey	Councillor Williams	

19. 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	

20. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

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

21. TASK & FINISH GROUPS & ADVISORY GROUPS

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

22. **POLICY ADOPTION – ITEM FOR DECISION**

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

Document Title	Adoption Date	Web address
Standing Orders	20 July 2023	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Standing-Orders-8-May-2025.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Standing-Orders-8-May-2025.pdf</a>
Scheme of Delegation	18 May 2023	Attached for the information of Members.
Financial Regulations	8 May 2025	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Financial-Regulations-8-May-2025.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Financial-Regulations-8-May-2025.pdf</a>
Treasury & Investment Policy	16 May 2024	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2025/04/Treasury-Investment-Policy-16-May-2024-Reviewed-17-April-2025.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2025/04/Treasury-Investment-Policy-16-May-2024-Reviewed-17-April-2025.pdf</a>
Risk Management Strategy	19 May 2022	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2024/05/Risk-Management-Strategy-16-May-2024.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2024/05/Risk-Management-Strategy-16-May-2024.pdf</a>
Health & Safety Policy Arrangements	8 May 2025	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Health-Safety-Policy-Arrangements-8-May-2025.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2025/05/Health-Safety-Policy-Arrangements-8-May-2025.pdf</a>

23. **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).

24. **APPROVAL OF VARIABLE DIRECT DEBITS – ITEM FOR DECISION**

**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.

25. **SEALING OF DOCUMENTS, ETC**

**TO AUTHORISE** the Town Clerk/CEO 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.

26. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held on Thursday, 24 July 2025 at 6.30pm in the Council Chamber.

27. **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

20. NOMINATIONS TO EXTERNAL BODIES 2025

<b><u>EXTERNAL BODY</u></b>	<b><u>REPRESENTATIVES 2024/25</u></b>	<b><u>REPRESENTATIVES 2025/26</u></b>
District Scout Council	Town Mayor (ex officio) Cllr Crooks	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/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
NALC Super Council Network	Cllr Heagin	Cllr Heagin
Sport Godalming	Cllr Adam	Cllr Adam
St Mark's Community Centre Management Committee	Cllr Kiehl	Cllr Kiehl
SALC	Cllr Heagin Cllr Thomson	Cllr Heagin Cllr Thomson
Waverley Borough Active Travel Forum (formerly Godalming Cycle Forum)	Cllr Crooks	Cllr Crooks
What?Next		Cllr Crooks

21. **TASK & FINISH GROUPS & ADVISORY GROUPS**

**CIL PROJECT GOVERNANCE**

*(Set Up 23 January 2020 – Min No 341-19 refers)*

Councillor Adam  
Councillor Crooks  
Councillor Holliday  
TC

**EVENTS**

*(Set Up 22 January 2023 – Min No 461-22 refers)*

Councillor Adam  
Councillor Kiehl  
Councillor Weightman + TC & C&C

**ADVISORY GROUP OF STAFFING (SHE)**

*(Set Up 16 Nov 2023 – Min No 368-23 refers)*

Councillor Heagin – Chair of Staffing  
Councillor Follows – Leader  
RFO

**MUSEUM CO-ORDINATION**

*(Set Up 23 Nov 2023 – Min No 390-23 refers)*

Councillor Heagin  
Councillor S Downey  
TC, Curator  
2 x GMT Members

**BIODIVERSITY DUTY**

*(Set Up 14 Dec 2023 – Min No 408-23 & 397-24 refers)*

Councillor Weightman  
Councillor Adam  
Councillor Crowe  
Councillor Thompson  
1 x Council Officer

**YOUTH SERVICE**

*(Set Up 15 Feb 2024 – Min No 523-23 refers)*

Councillor Heagin  
Councillor Weightman  
Councillor Duce  
RFO

**LOCAL GOVT REORGANISATION “LGR Group”**

*(Set up 20 Feb 2025 – Min No. 515-24 refers)*

Councillor Heagin  
Councillor Thompson  
Councillor Holliday  
Councillor Weightman  
Councillor S Downey (tbc)

## **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/CEO and the Responsible Finance Officer considering the advice of the Staffing Committee
- The dismissal of the Town Clerk/CEO 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 committee 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/CEO 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/CEO 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 Council's 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/CEO 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/CEO 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/CEO, 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/CEO acting in the name of the Town Clerk/CEO

A delegation to a subordinate Officer shall not prevent the Town Clerk/CEO 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 Town Clerk/CEO 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/CEO 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/CEO exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extra-ordinary 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/CEO**

The Town Clerk/CEO 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 and significant issue which cannot wait until the return to work of the Town Clerk/CEO, they are to contact 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/CEO is to be briefed on the issue in question at the earliest opportunity upon their return to work.

**Delivery of Democratic Services:** In the unplanned/unexpected absence of the Town Clerk/CEO, the Finance Officer or the Support Services Executive is to inform the Chair of the Council and the Chair of the Staffing Committee of the situation. The Chair of the Staffing Committee is to contact the Surrey Association of Local Councils (SALC), the Society of Local Council Clerks (SLCC) or the Council's preferred Local Government Advisory service as appropriate 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/CEO which has or is likely to exceed 7 days, the Chair of the Council (Mayor) may call an extraordinary 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. The post holder may be either the Town Clerk/CEO or a separately designated 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 oversee arrangements 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/CEO)
- 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/CEO, appropriate Committee or Full Council as appropriate to the circumstances.

**Table 1.**

AUTHORITY	LIMIT	OFFICER	COMMENTS
1. To incur expenditure	Within budget	Town Clerk/CEO	As Proper Officer for the Council, the Town Clerk/CEO is tasked with enacting the decisions of the Council and does this within approved budget parameters
	Less than £2,000 and within budget cost centres: GTC Buildings Bandstand Museum Land & Property – Other (Public Toilets) Public Realm Cemeteries Vehicles	Operations & Compliance Officer	Items above this amount to be authorised by the Town Clerk/CEO

	Less than £1,000 and within budget cost centres: Allotments Cemeteries Land & Property for maintenance Vehicle maintenance	Maintenance Supervisor	Items above this amount to be authorised by the Town Clerk/CEO.
	Less than £1,000 and within budget cost centres: Head Office Costs Civic Expenses Town Promotion	Services Support Executive	Items above this amount to be authorised by the Town Clerk/CEO
	Less than £1,000 and within budget cost centres: Town Promotion Staycation Festivals & Markets	Community Services & Communications Officer	Items above this amount to be authorised by the Town Clerk/CEO
	Less than £1,000 and within budget cost centres: Youth Service	Youth Services Officer	Items above this amount to be authorised by the Town Clerk/CEO
2. Emergency Expenditure	Less than £4,500	Town Clerk	Report to next Council/Committee Meeting as appropriate
	Less than £2,000	Finance Officer	In the absence of the Town Clerk/CEO, the Finance Officer 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/CEO	The FO 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 FO carries out an additional level of checks whilst inputting into the accounts system



Signed: \_\_\_\_\_ (Town Clerk)      Date \_\_\_\_\_

\_\_\_\_\_  
(Mayor)                  Date \_\_\_\_\_

24. APPROVAL OF VARIABLE DIRECT DEBITS

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

Supplier	Frequency	What's it for?
Citation	Monthly	Health & Safety system
Waverley BC	Biannually	Rates for BWPYC
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
Public Works Loan Board	Biannually 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, O&AH Hub Gas – WNCC & BWPYC & O&AH Hub
HMRC	Monthly	Employers' National Insurance

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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