

## GODALMING TOWN COUNCIL

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Surrey  
GU7 1AQ

17 April 2026

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 23 APRIL 2026 at 6.30pm.

*Andy Jeffery*

Andy Jeffery  
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 525575 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 [Facebook](#) page.

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Marshall
Councillor Crowe	Councillor Martin
Councillor C Downey	Councillor PMA Rivers
Councillor S Downey	Councillor PS Rivers
Councillor Duce	Councillor Steel
Councillor Heagin	Councillor Thomson
Councillor Holliday	Councillor Williams
Councillor Kiehl	

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 12 March 2026, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

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

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

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

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

7. APPLICATIONS FOR GRANT AID

Information:	£
<b>26/2027 Grants Budget</b>	
Allocations this year to date	71,600.00
Balance available for allocation	71,600.00
<hr/>	
<b>26/2027 SLA Fund Allocation</b>	45,500.00
Allocations this year to date	0.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	45,500.00
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<b>26/2027 Council Community Fund Allocation</b>	26,100.00
Allocations this year to date	0.00
Council Community Fund applications this meeting (Grant Aid in Kind)	3,060.00
Balance unallocated if applications agreed	23,040.00
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Total balance unallocated if applications agreed	<u>23,040.00</u>

Members to consider the following SLA and Grant Aid in Kind requests.

## **SLA Funding**

Members to note the Service Level Agreements for the organisations listed below:

- Citizens Advice South-West Surrey (CASWS) £35,000
- Farncombe Day Centre £7,500
- Wharf Nursery School £3,000

## **Grant Aid in Kind (allocated from the Council Community Fund)**

Members to consider whether to approve Grant Aid in Kind for the use of the Town Council's premises for the organisations and reasons listed below.

### Farncombe & District Allotment Association

Grant Aid in Kind of £85.50 as an exemption from fees for the use of meeting rooms – 3 times per annum for 3 hours per meeting of the Allotment Association.

### Godalming Round Table

Grant Aid in Kind of £240 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

### Go Godalming Association

Grant Aid in Kind of £57 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

### Go Godalming Association

Grant Aid in Kind of £317.50 as an exemption from fees for the use of the Wilfrid Noyce Centre of 7 and 3 hours' hire respectively to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards and Godalming in Bloom for its annual prize-giving.

### Godalming Run

Grant Aid in Kind of £90 as an exemption from fees for the use of the Wilfrid Noyce Centre for the registration base for the annual Godalming Run.

### Godalming Relaxed Cinema Club

Grant Aid in Kind of £960 as an exemption from fees for the use the Wilfrid Noyce Centre 12 times per annum to host the relaxed screening film shows.

### ChoirBLAST

Grant Aid in Kind of £570 as an exemption from fees for the use the Wilfrid Noyce Centre for use at ChoirBLAST 2026.

### Godalming BID

Grant Aid in Kind of £190 as an exemption from fees for the use The Pepperpot meeting room for 2 hours, 10 times per annum for BID board meetings.

### Godalming & District Chamber of Commerce

Grant Aid in Kind of £190 as an exemption from fees for the use The Pepperpot meeting room for 2 hours, 10 times per annum for Chamber of Commerce management meetings.

### Godalming First Responders

Grant Aid in Kind of £360 as an exemption from fees for the use the Oglethorpe Hall for 4 hours use by Godalming First Responders monthly training sessions.

## 8. DATE FOR ANNUAL COUNCIL

Members are requested to note that, as previously indicated at the P&M committee meeting of 12 March 2026, due to unforeseen circumstances the Annual Meeting of the Council has

been rescheduled to 7.00pm on Wednesday, 20 May 2026. This revised date is within the statutory period required for the Annual Meeting.

9. REVIEW OF STANDING ORDERS, COMMITTEE TERMS OF REFERENCE, SCHEME OF DELEGATION AND FINANCIAL REGULATIONS – SERVICE COMMITTEE GOVERNANCE MODEL

**Purpose of Report**

To present the revised Standing Orders, incorporating Committee Terms of Reference (Annex A), the Scheme of Delegation (Annex B) and Financial Regulations for review and recommendation to Full Council for formal adoption.

**Recommendations**

The Policy & Management Committee is RECOMMENDED to:

- a. review the revised Standing Orders, including Annex A (Committee Terms of Reference and Annex B (Scheme of Delegation);
- b. review the revised Financial Regulations;
- c. confirm that the document reflects the Committee's decisions of 12 March 2026 (Min No 610-25);
- d. recommend the revised Standing Orders and Financial Regulations be formally adopted by Full Council at the Annual Council Meeting;
- e. note the proposed schedule of meetings for the 2026/27 municipal year; and
- f. recommend that the meeting schedule be approved by Full Council at the Annual Council Meeting.

**Background**

At its meeting held on 12 March 2026 (Min No 610-25), this Committee considered and approved a revised governance structure based on a Service Committee model.

The Committee RESOLVED to:

- approve a revised Scheme of Delegation; and
- request that consequential amendments to Standing Orders, Financial Regulations and associated governance documents be brought forward to support implementation of the new model.

Members also agreed a number of key amendments, including:

- strengthening the independence of the Audit & Governance and Staffing Committees;
- amendments to Planning Committee delegation arrangements; and
- the inclusion of environmental responsibilities within committee structures.

This report represents the next stage of that work.

**Report**

The attached revised Standing Orders consolidate:

- a. core Standing Orders;
- b. Annex A – Committee Terms of Reference and Reporting Structure; and
- c. Annex B – Scheme of Delegation.

The document, alongside the revised Financial Regulations, establishes a complete and integrated governance framework to support the Service Committee model.

Key features include:

- a clearly defined committee structure with distinct roles and reporting lines;
- separation of governance, audit and staffing functions to ensure independence and avoid conflicts of interest;
- a formal Reporting & Escalation Framework to regulate how decisions flow between Committees and Full Council;
- defined financial thresholds and delegation limits, including a £50,000 ceiling for Committee authority;
- introduction of a formal Call-In mechanism to allow Full Council oversight of delegated decisions in exceptional circumstances; and
- reinforcement of Officer/Member roles, ensuring no individual Member exercises executive authority

The document reflects the decisions of this Committee on 12 March 2026 and provides the constitutional framework required to implement the new governance model.

### **Financial Regulations**

The attached revised Financial Regulations has been revised to incorporate changes of committee names and to align with the Scheme of Delegation.

### **Meeting Schedule**

A proposed schedule of meetings has been prepared to support the new committee structure and reporting cycle.

This reflects:

- the frequency of meetings set out within the Terms of Reference;
- the need for coordinated financial monitoring through the Management Committee; and
- alignment with audit, staffing and service delivery cycles.

The draft schedule is attached for information and will require formal approval by Full Council at the Annual Council Meeting.

### **Next Steps**

Subject to the Committee's consideration, the following actions are proposed:

- recommendation of the revised Standing Orders (including Annexes A and B) for adoption at Annual Council;
- recommendation of the revised Financial Regulations for adoption at Annual Council;
- submission of the governance framework to the Annual Council Meeting; and
- approval of the associated committee structure and meeting schedule.

### **Financial Implications**

There are no direct financial implications arising from this report. The Scheme of Delegation and revised Financial Regulations clarify financial control and budgetary oversight arrangements.

### **Legal Implications**

The proposed Standing Orders and Scheme of Delegation are consistent with statutory requirements governing Town and Parish Councils, including the requirement that decision-making rests with Council, Committees or authorised Officers.

### **Risk Implications**

The revised governance framework strengthens:

- financial control;

- audit independence; and
- clarity of decision-making authority.

Failure to adopt a clear governance framework would increase the risk of:

- unclear accountability;
- inconsistent decision-making; and
- challenge to the validity of decisions.

## 10. OCKFORD RIDGE & AARON'S HILL HUB – SIX MONTH REVIEW

### **Background**

Members will recall that a key objective in taking on the Ockford Ridge & Aaron's Hill Hub was to enable partnership working with external organisations, facilitating the delivery of services within the locality that are not already provided at other community venues.

To support this aim, Godalming Town Council engaged with Surrey Heartlands Health & Care Partnership and Waverley Borough Council to reach organisations that may benefit from using the Hub.

Surrey Heartlands has now produced a six-month review report (attached for the information of Members).

### **Recommendations**

Members are asked to:

- i. note the contents of the Surrey Heartlands six-month review report;
- ii. agree that the current approach should focus on supporting the organic growth of the Hub's use, whilst monitoring its development in light of future housing growth in the area; and
- iii. agree that a further review report be brought back to the Committee in 12 months' time to assess progress and consider whether any additional intervention is required.

### **Summary of Findings**

The report focuses on provision for families with children aged 0–5 and concludes that the Hub has begun to address identified gaps in early years' support, parenting provision and health-related activity. It emphasises the importance of accessibility, affordability and partnership working in delivering successful services.

A range of services have operated from the Hub during the period including:

- Home-Start Waverley "Stay and Play" sessions, supporting a small but diverse group of families and providing wider signposting to support services;
- Godalming Youth Service sessions, including targeted provision for young people not otherwise engaged;
- Waverley Borough Council housing advice drop-in sessions (with limited attendance); and
- Joyful Greens community cookery held two sessions at the Hub.

However, the report also identifies a number of constraints impacting usage:

- limited awareness of the Hub and restrictions on on-site promotion;
- competition from established venues, particularly St Mark's Community Centre;
- accessibility issues including limited parking and transport challenges; and
- some organisations relocating activities to more visible and accessible locations.

Overall, whilst the Hub is regarded as a high-quality venue, take-up of externally delivered services has been lower than anticipated. The report concludes that further work is required to strengthen partnership delivery, improve promotion and increase community engagement.

### **Town Council Perspective**

From the Council's perspective, it is evident that the principal beneficiaries of the free use of the Hub to date are organisations with which the Council already has established relationships, notably the Godalming Youth Service and Home-Start.

Whilst this represents positive use of the facility, it does not yet fully realise the original ambition of attracting a broader range of new service providers into the area.

### **Financial Implications**

Income from private hires is currently 11.3% (£453) above the budgeted figure. Given that meaningful use of the Hub did not commence until mid-summer, this represents a positive position.

It is anticipated that, in 2026/27, the Hub will continue to operate on a break-even basis whilst also enabling free-of-charge use by community service providers.

### **Risk Implications**

- Continued low awareness and limited external usage may result in under-utilisation of the asset.
- Reliance on existing Council-linked services risks limiting the diversity of provision.
- Ongoing competition from more established and better-known venues may constrain growth.
- Restrictions on promotion and accessibility challenges (parking/transport) may continue to impact uptake.

### **Environmental Implications**

The Hub supports local service provision within the community, reducing the need for residents to travel further afield. However, limited accessibility and transport options may reduce this benefit in practice. Increased local usage would strengthen the environmental value of the facility.

### **Conclusion**

The Hub is operating effectively as a facility and is financially stable. However, its wider strategic purpose—to act as a base for new and complementary community services—has only been partially realised.

Given the constraints identified, it is considered appropriate at this stage to allow for a period of organic growth in the use of the Hub, recognising that community awareness and engagement will take time to develop. In particular, the proposed development of over 200 additional dwellings adjacent to the site is likely to significantly increase both awareness of the Hub and demand for local services in the medium term.

## 11. CITIZENS ADVICE SOUTH-WEST SURREY (CASWS) – UPDATE FOLLOWING BRIEFING

### **Recommendations**

Members are asked to:

- i. Note the update provided following the CASWS briefing; and
- ii. Note that the Council's Service Level Agreement with CASWS will be subject to review in 2027, at which point future funding and service arrangements can be considered in light of greater clarity regarding Local Government Reorganisation.

## **Background**

Members are advised that Cllr PMA Rivers, together with the Town Council's Chief Executive, attended a briefing convened by Waverley and Guildford Borough Councils on 25 March 2026 regarding Citizens Advice South-West Surrey (CASWS).

The purpose of the meeting was to consider the potential challenges facing CASWS in light of Local Government Reorganisation (LGR) and the proposed creation of a West Surrey Unitary Authority (WSUA).

## **Summary of Briefing**

CASWS outlined the scale and value of its work across the area, supporting approximately 8,000 clients annually across nearly 30,000 issues. The service was widely recognised as delivering significant benefits both to individuals and to the wider public sector.

However, Members should note that there remains considerable uncertainty regarding future funding arrangements under the proposed WSUA. Key points raised included:

- financial pressures at unitary level, including inherited debt and constraints on discretionary spending;
- the potential for funding to be reprioritised geographically, particularly towards areas of higher need or lower existing provision; and
- a reliance on county and borough funding, with relatively limited and uneven contributions from Town and Parish Councils.

It was noted that Godalming Town Council is currently the largest contributor within the Town and Parish sector and supports a comparatively efficient local delivery model.

A coordinated approach is being developed by CASWS and the Borough Councils to engage Town and Parish Councils more widely, with the aim of achieving a more consistent and sustainable funding base.

Waverley Borough Council has indicated that, once further clarity is available from the WSUA Shadow Authority, they will convene a further meeting of interested parties to consider the future position.

## **Implications for Godalming Town Council**

Godalming Town Council currently has an extant Service Level Agreement (SLA) with CASWS valued at £35,000 per annum, which runs until 2027/28.

This agreement will require review and renegotiation during spring/summer 2027 in order to inform any future funding decision as part of the 2027/28 budget setting process.

At this stage, whilst the longer-term position remains uncertain, Members should be aware that:

- future funding arrangements for CASWS may change as a result of LGR and WSUA decisions;
- the current pattern of service provision across the area may also be subject to review; and
- there may be a need to revisit the Council's SLA, particularly in light of any changes to funding, governance or service delivery models across West Surrey.

It should also be noted that the current SLA includes caveats regarding the frequency and level of service provision within Godalming. Depending on the future configuration of the service, it may be appropriate to reconsider these arrangements to ensure they remain aligned with the Council's objectives and provide appropriate value.

### **Financial Implications**

The Council currently commits £35,000 per annum to CASWS under the existing SLA.

No immediate change is proposed. However, future financial implications will need to be considered as part of the SLA review process in 2027, taking into account any changes arising from WSUA funding arrangements and the wider Citizens Advice delivery model.

### **Risk Implications**

- Uncertainty arising from LGR may impact future funding and service delivery arrangements.
- Potential redistribution of funding across the WSUA area could affect service provision in Godalming.
- Continued reliance on a limited number of contributing councils may not be sustainable in the longer term.
- Premature decisions in advance of greater clarity may expose the Council to unnecessary financial or service risk.

### **Environmental Implications**

CASWS supports residents locally, reducing the need for travel to access advice services and contributing to community wellbeing. Any future changes to service delivery locations may have an impact on accessibility and associated travel patterns.

### **Conclusion**

The briefing highlighted both the value of the CASWS service and the uncertainties arising from Local Government Reorganisation.

At this stage, there is insufficient clarity to warrant any immediate change to the Council's current arrangements. However, it is prudent that Members are aware of the potential challenges ahead and the likelihood that the Council's relationship with CASWS, including the SLA, may need to be reviewed in due course.

## 12. MOTION ON NOTICE

Proposer: Councillor Paul Follows    Seconder: Councillor Penny Rivers

### **Recommendation:**

**Members to consider the Motion and if minded are requested to resolve to approve the implementation of the motion as set out at points a-e in the motion.**

### **Motion:**

**Provision of a temporary home for the 'Kit4Kids' charity.**

Members are asked to note:

- the invaluable contribution to our local community, particularly for vulnerable children and families, that Kit4Kids has provided and continues to provide;
- that Kid4Kids has been given notice to vacate its current premises by 2 May 2026; and
- that Godalming Town Council is uniquely placed to intervene to provide support and has a duty to do so on behalf of our community.

Members are asked to **RESOLVE** to agree to:

- a. Authorise the Chief Executive Officer to rent a portacabin or similar structure at a maximum cost of £7,000 pa for 1 year, to be funded from the Emerging Projects budget line to be deployed on the car park at the Broadwater Community Centre/Godalming Youth Service.

- b. Authorise the Chief Executive Officer to spend a maximum of £3,000 for the delivery, deployment and the connection to any utilities to be funded from the Emerging Projects budget line.
- c. Authorise the Chief Executive Officer to commence procurement activities to support clauses a and b.
- d. Authorise the Chief Executive Officer to use Godalming Town Council resources to store material in the interim period and to assist with the move of the charity from its current location to the new location.
- e. Request that the Chief Executive Officer and the Leader of the Council work with Kit4Kids to seek a more permanent home over the next 12 months.

**End of Motion**

**Supporting Note:**

Officers have provided a report and site plan (attached for the information of Members) relating to the issues the Motion is requesting Members to consider.

13. LGR & COMMUNITY ASSET TRANSFERS – UPDATE

Members to receive an update regarding the current progress of Community Asset Transfers from the Chair of the LGR Working Group.

Members are asked to consider Community Asset Transfer (CAT) Expressions of Interest (EOI) (attached for the information of Members) relating to:

- Combe Road Recreation Ground
- Crownpits Recreation Ground
- Longbourne Green Play Area
- Ockford Ridge Green Play Area

If minded, Members are asked to resolve to approve the submission of the EOI's to WBC. If submitted, on confirmation from WBC that the submissions meet the criteria for CAT, a business case will be required to be produced in support for each EOI.

14. UPCOMING EVENTS

Members to note the following upcoming event(s):

<b>Date</b>	<b>Event</b>
Sunday, 17 May	Godalming Run

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

16. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 28 May 2026 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

18. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 19 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

19. STAFFING MATTERS

Members to receive an update from the Chair of the Staffing Committee on staffing matters.

## 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 **Chief Executive Officer** ~~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 **Chief Executive Officer** ~~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 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 **Chief Executive Officer** ~~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.
  - 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~~ Chief Executive Officer 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 93 & 94*);
- 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*).

34. **The Deputy Chief Officer shall be designated Deputy Proper Officer and shall undertake the duties of the Proper Officer during any period of absence, incapacity or vacancy in the office of Chief Executive Officer.**

### **Responsible Finance Officer**

35. 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**

36. 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 Proper Officer shall work with the Leader of the Council to coordinate the forward planning of Council business, implementation of Council strategy and the management of urgent matters.

~~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**

37. In accordance with Standing Order 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.
38. 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.
39. 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.
40. 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.
41. 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.
42. Motions received shall be recorded and numbered in the order that they are received.
43. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.
44. 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**

45. 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

- 46. 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.
- 47. Subject to Standing Orders 36-43 above, a motion shall not be considered unless it has been proposed and seconded.
- 48. Subject to Standing Order 33i above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- 49. 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.
- 50. 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.
- 51. 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.
- 52. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 53. Only one amendment shall be moved 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.
- 54. One or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- 55. The number of amendments to an original or substantive motion, which may be moved by an individual councillor, is limited to one.

56. If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
57. 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.
58. The mover of an amendment has no right of reply at the end of debate on it.
59. 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.
60. 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 they last spoke;
  - iii. To make a point of order;
  - iv. To give a personal explanation; or
  - v. To exercise a right of reply.
61. 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.
62. A point of order shall be decided by the Chair and the Chair's decision shall be final.
63. 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.
64. 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.
65. 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 their right of reply.
66. Excluding motions under Standing Order 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**

67. All councillors shall observe the Code of Conduct adopted by the Council.

68. 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.
69. **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.
70. 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.
71. 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
72. 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.
73. **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**
74. 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.
75. 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.
76. 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.
77. **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**

78. 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.
79. 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.
80. 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.
81. 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.”
82. 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**

83. 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.
84. 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.
85. 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**

86. 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 14 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
87. 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

88. 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

89. 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, and

Which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

90. 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.
91. 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.
92. All payments made by the Council shall be processed in accordance with its adopted Financial Regulations, including procedures for online banking, dual authorisation, and electronic record-keeping. A schedule of payments approved by councillors shall be included with meeting minutes as appropriate. In accordance with good governance practices, no signatory shall approve a payment to themselves, and evidence of authorisation shall be retained for audit purposes.

## SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS

93. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
94. **In accordance with a resolution made under Standing Order 91 93 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

95. For the conduct of day-to-day business of the Council there shall be established ~~four~~ **seven** standing committees to be known as the:

- ~~Policy &~~ Management Committee
- Staffing Committee
- ~~Environment & Planning Committee~~
- Audit & Governance Committee
- Planning Committee
- ~~Staffing Committee~~
- Community, Events & Culture Committee
- Cemeteries, Open Spaces & Sustainability Committee
- Youth Service Committee

The roles, responsibilities, composition and delegated powers of each Standing Committee are defined in the Council's adopted Terms of Reference and Reporting Structure (Annex A) and Scheme of Delegation (Annex B).

96. 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**

#### ~~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.~~

#### ~~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 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**

### **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

### **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**

### **Purpose of the Staffing Committee**

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

#### ~~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.~~

#### ~~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.~~

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## **Audit Committee**

### **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.~~

### **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**

~~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**

~~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.~~

~~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.~~

~~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.~~

~~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.~~

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~~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**

- ~~97. 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,~~ Subject to the restrictions imposed on the Audit & Governance Committee and the Staffing Committee, 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,

98. 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

99. ~~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.~~ The frequency of meetings of each committee shall be determined by the Council having regard to the operational requirements of the service area.

### Appointment of Committee Members

100. As soon as practicable once the political representation of the council is determined, the ~~Chief Executive Officer 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.
101. 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 104.

### Term of Office of Standing Committees

102. 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~~ Appointment of Committee Chairs and Vice-Chairs

103. ~~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.~~ At the Annual Council Meeting the Council shall appoint the Chair of each Standing Committee from among the Members appointed to that Committee.
104. Each Standing Committee shall elect a Vice-Chair from among its members at its first meeting following the Annual Council Meeting.
105. The term of office of Committee Chairs and Vice-Chairs shall run until the next Annual Council Meeting unless the Council determines otherwise.
106. A Member shall not serve simultaneously as Chair of more than one Standing Committee unless the Council resolves otherwise.

## Procedure at Standing Committees

107. 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.
108. Any councillor, having given notice to the Chair and the [Chief Executive Officer \(for access if attending a hybrid meeting\)](#) ~~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.
109. 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.~~ [subject to the provisions of the Reporting & Escalation Frameworks set out in Appendix A of Annex A](#)
110. 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~~ Accountability of Committeee

111. Standing Committees operate under delegated authority in accordance with the Council's Scheme of Delegation and shall report to Full Council through the submission of minutes and, where appropriate, recommendations. ~~The Council's 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.~~
112. ~~Deliberately left blank~~ The Council's Scheme of Delegation sets out the financial limits and operational authority of committees and officers and shall be reviewed annually alongside Standing Orders and Financial Regulations.

## Task & Finish Groups

113. 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.
114. Each Task & Finish Group will provide a regular update to the appointing standing committee; that update shall form an 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**

115. Every Standing Committee may appoint one or more advisory committees for purposes, which shall be specified in terms of reference by the Standing Committee.
116. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
117. 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.
118. 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*

119. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
120. **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.**
  -
- 121.
122. The Chair of a committee may convene an extraordinary meeting of the committee at any time.
123. 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**

124. 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 **£30,000** due to special circumstances

are exempt from a tendering process or procurement exercise.

125. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
126. **Public contracts must be made in accordance with GTC Financial Regulations Section 5.**
127. All payments made by the Council shall be processed in accordance with its adopted Financial Regulations, including procedures for online banking, dual authorisation, and electronic record-keeping. In accordance with good governance practices, no signatory shall approve a payment to themselves, and evidence of authorisation shall be retained for audit purposes.
128. The Council's arrangements for electronic payments, including internet banking, BACS, CHAPS, variable direct debits, and standing orders, shall follow the procedures set out in the Council's Financial Regulations. These arrangements shall ensure that payments are subject to appropriate member authorisation, dual control, and audit transparency.
129. Councillors appointed as bank signatories or online authorisers shall be responsible for verifying that payment lists are accurate and reflect previously authorised expenditure. Evidence of authorisation and payment shall be retained in accordance with audit requirements and reported to the Policy & Management Committee.

#### **SECTION SEVENTEEN: CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**

130. 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.
131. 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.
132. 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**

133. 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.
134. 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.
135. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
136. A councillor in breach of the provisions of Standing Order 143 above may be removed from a committee by a resolution of the Council.

137. 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**

138. 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.
139. 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 Chief Executive Officer shall make a summary report of staff absences to each meeting of the Staffing Committee.
140. Annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme.
141. All grievance matters shall be handled in accordance with the Council's adopted Grievance Policy and Procedures.
142. 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.
143. 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.
144. 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.
145. Only the Chief Executive Officer, 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.
146. Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Chief Executive Officer or the Chair of the Staffing Committee.

## **SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION**

147. **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.**
148. **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**

149. 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**

150. 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)*

151. **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.**
152. **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).**
153. **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.**
154. **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**

155. 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.
156. 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.
157. 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.
158. The Chair's decision as to the application of Standing Orders at meetings shall be final.

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## **GODALMING TOWN COUNCIL**

### **STANDING ORDERS**

#### **ANNEX A: COMMITTEE TERMS OF REFERENCE & REPORT STRUCTURE**

#### **ANNEX B: SCHEME OF DELEGATION**

**Version 1**

**Dated: 18 March 2026**

**Adopted by Full Council: [Day, Month, Year]**

**Review Date: [Day, Month, Year]**

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# 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 Chief Executive Officer 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 Chief Executive Officer 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 on original vote. (See also Standing Orders 28 and 29 below.) ●●**
14. **Unless 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 Chief Executive Officer 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.
  - 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 93 & 94*);
- 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 93 & 94*).

34. The Deputy Chief Officer shall be designated Deputy Proper Officer and shall undertake the duties of the Proper Officer during any period of absence, incapacity or vacancy in the office of Chief Executive Officer.

### **Responsible Finance Officer**

35. 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**

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

Since no individual Member may act alone in an executive capacity, the Proper Officer shall work with the Leader of the Council to coordinate the forward planning of Council business, implementation of Council strategy and the management of urgent matters.

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**

37. In accordance with Standing Order 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.
38. 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.

39. 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.
40. 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.
41. 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.
42. Motions received shall be recorded and numbered in the order that they are received.
43. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.
44. 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**

45. 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**

46. 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.
47. Subject to Standing Orders 36-43 above, a motion shall not be considered unless it has been proposed and seconded.

48. Subject to Standing Order 33i above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
49. 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.
50. 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.
51. 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.

52. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
53. Only one amendment shall be moved 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.
54. One or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
55. The number of amendments to an original or substantive motion, which may be moved by an individual councillor, is limited to one.
56. If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
57. 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.
58. The mover of an amendment has no right of reply at the end of debate on it.
59. 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.
60. 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 they last spoke;
  - iii. To make a point of order;
  - iv. To give a personal explanation; or
  - v. To exercise a right of reply.
61. 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.

62. A point of order shall be decided by the Chair and the Chair's decision shall be final.
63. 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.
64. 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.
65. 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 their right of reply.
66. Excluding motions under Standing Order 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**

67. All councillors shall observe the Code of Conduct adopted by the Council.
68. 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.
69. **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.
70. 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.
71. 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
72. 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.

73. **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**
74. 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.
75. 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.
76. 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.
77. **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**

78. 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.
79. 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.
80. 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.
81. 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."

82. 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**

83. 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.
84. 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.
85. 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: RECISSION OF PREVIOUS RESOLUTIONS**

86. 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 14 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
87. 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**

88. 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 STATEMENT**

89. 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, and

Which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

90. 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.
91. 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.
92. All payments made by the Council shall be processed in accordance with its adopted Financial Regulations, including procedures for online banking, dual authorisation, and electronic record-keeping. A schedule of payments approved by councillors shall be included with meeting minutes as appropriate. In accordance with good governance practices, no signatory shall approve a payment to themselves, and evidence of authorisation shall be retained for audit purposes.

### **SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS**

93. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
94. **In accordance with a resolution made under Standing Order 93 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*

95. For the conduct of day-to-day business of the Council there shall be established seven standing committees to be known as the:
- Management Committee
  - Staffing Committee
  - Audit & Governance Committee
  - Planning Committee
  - Community, Events & Culture Committee
  - Cemeteries, Open Spaces & Sustainability Committee
  - Youth Service Committee

**The roles, responsibilities, composition and delegated powers of each Standing Committee are defined in the Council's adopted Terms of Reference and reporting Structure (Annex A) and Scheme of Delegation (Annex B).**

96. **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.**

### **Substitutes**

97. Subject to the restrictions imposed on the Audit & Governance Committee and the Staffing Committee, substitutes may be used when councillors are unable to attend a meeting of a committee. Such substitutes may be called for any Committee meeting up to 4.00pm on the day of the meeting,
98. 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**

99. The frequency of meetings of each committee shall be determined by the Council having regard to the operational requirements of the service area.

### **Appointment of Committee Members**

100. As soon as practicable once the political representation of the council is determined, the Chief Executive Officer 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.
101. 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 104.

### **Term of Office of Standing Committees**

102. 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.

### **Appointment of Committee Chairs and Vice-Chairs**

103. At the Annual Council Meeting the Council shall appoint the Chair of each Standing Committee from among the Members appointed to that Committee.
104. Each Standing Committee shall elect a Vice-Chair from among its members at its first meeting following the Annual Council Meeting.

105. The term of office of Committee Chairs and Vice-Chairs shall run until the next Annual Council Meeting unless the Council determines otherwise.
106. A Member shall not serve simultaneously as Chair of more than one Standing Committee unless the Council resolves otherwise.

### **Procedure at Standing Committees**

107. 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.
108. Any councillor, having given notice to the Chair and the Chief Executive Officer (for access if attending a hybrid meeting) 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.
109. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all Committee subject to the provisions of the Reporting & Escalation Frameworks set out in Appendix A of Annex A
110. 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.

### **Accountability of Committees**

111. Standing Committees operate under delegated authority in accordance with the Council's Scheme of Delegation and shall report to Full Council through the submission of minutes and, where appropriate, recommendations.
112. The Council's Scheme of Delegation sets out the financial limits and operational authority of committees and officers and shall be reviewed annually alongside Standing Orders and Financial Regulations.

### **Audit & Governance Committee – Composition**

113. The following eligibility restrictions shall apply to the membership composition of the Audit committee:
  - i. The Chair and Deputy Chair of the Management Committee shall not be eligible for appointment to the Audit & Governance Committee.
  - ii. No more than two members of the Audit & Governance Committee shall simultaneously hold membership of the Management Committee.
  - iii. The Chair of the Audit & Governance Committee shall not hold the position of Chair or Deputy Chair of any other committee of the Council and shall not hold the office of Mayor or Deputy Mayor.

### **Task & Finish Groups**

114. 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.
115. Each Task & Finish Group will provide a regular update to the appointing standing committee; that update shall form an 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**

116. Every Standing Committee may appoint one or more advisory committees for purposes, which shall be specified in terms of reference by the Standing Committee.
117. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
118. 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.
119. 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*

120. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
121. **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.**
122. The Chair of a committee may convene an extraordinary meeting of the committee at any time.
123. 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**

124. 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 **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.

125. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

126. **Public contracts must be made in accordance with [Financial Regulations Section 5](#).**

127. All payments made by the Council shall be processed in accordance with its adopted Financial Regulations, including procedures for online banking, dual authorisation, and electronic record-keeping. In accordance with good governance practices, no signatory shall approve a payment to themselves, and evidence of authorisation shall be retained for audit purposes.

128. The Council's arrangements for electronic payments, including internet banking, BACS, CHAPS, variable direct debits, and standing orders, shall follow the procedures set out in the Council's Financial Regulations. These arrangements shall ensure that payments are subject to appropriate member authorisation, dual control, and audit transparency.

129. Councillors appointed as bank signatories or online authorisers shall be responsible for verifying that payment lists are accurate and reflect previously authorised expenditure. Evidence of authorisation and payment shall be retained in accordance with audit requirements and reported to the Management Committee.

## **SECTION SEVENTEEN: CANVASSING OF AND BY COUNCILLORS**

130. 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.

131. 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.

132. 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 INFORMATION**

133. 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.

134. 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.

135. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
136. A councillor in breach of the provisions of Standing Order 135 above may be removed from a committee by a resolution of the Council.
137. 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**

138. 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.
139. 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 Chief Executive Officer shall make a summary report of staff absences to each meeting of the Staffing Committee.
140. Annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme.
141. All grievance matters shall be handled in accordance with the Council's adopted Grievance Policy and Procedures.
142. 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.
143. 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.
144. 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.
145. Only the Chief Executive Officer, 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.
146. Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Chief Executive Officer or the Chair of the Staffing Committee.

## **SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION**

147. **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.**
148. **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**

149. 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**

150. 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**

151. **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.**

152. **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).**

153. **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.**

154. **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**

155. 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.

156. 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.

157. 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.
158. The Chair's decision as to the application of Standing Orders at meetings shall be final.

# ANNEX A- COMMITTEE TERMS OF REFERENCE & REPORTING STRUCTURE

## OVERVIEW OF COMMITTEE STRUCTURE

Body	Membership	Primary role
Full Council	18	Statutory and reserved functions
Management Committee	11	Policy coordination, finance, corporate services
Staffing Committee	5	Employment and staffing matters
Audit & Governance Committee	5	Audit, risk, governance, compliance
Planning Committee	5	Planning consultations and neighbourhood planning
Community, Events & Culture Committee	5	Events, culture, community programmes
Cemeteries & Open Spaces Committee	5	Cemeteries, allotments, open spaces
Youth Service Committee	5	Strategic oversight and support of Youth Service

All committees operate within approved budgets, Standing Orders, and Financial Regulations. Committees may not commit expenditure that would cause their approved cost centre budget to be exceeded without prior approval of the Management Committee or Full Council.

## GENERAL PRINCIPLES OF COMMITTEES

### General principles apply to all committees.

- Full Council remains the sovereign body for all statutory and reserved matters.
- Without Full Council approval, no committee may authorise expenditure:
  - above £50,000;
  - outside approved budgets; and
  - contrary to adopted policy.
- Committees operate within the Council's Statement on Staff Management. Operational management of staff remains the responsibility of the Chief Executive Officer.
- Committees may not exercise line management functions unless expressly delegated
- Delegation may not be exercised by individual councillors.
- Quorum: one-third of membership, minimum of three Members.
- Committees may refer matters to Full Council where strategic significance justifies it.
- Committee decisions that are counter to the Council's Carbon Reduction and Climate Action Plan, are to be referred to Full Council for approval

## FULL COUNCIL

### Purpose

To act as the sovereign decision-making body of the Council, exercising all statutory and reserved powers.

## **Responsibilities**

- Approval of the annual budget, precept and AGAR.
- Adoption and amendment of Standing Orders, Financial Regulations and governance documents.
- Appointment of the Mayor and Deputy Mayor.
- Appointment of committees and working groups.
- Appointment and dismissal of the Chief Executive Officer/RFO.
- Oversight of the Council's civic and community role.
- Approval of expenditure above delegated limits.

## **Meeting Frequency**

- Minimum of four meetings per year, including the Annual Council Meeting.

## **MANAGEMENT COMMITTEE**

Chair: Leader of the Council (appointed by resolution of Full Council)

Membership: 11 Members (ideally includes Chairs)

Reports to: Full Council

### **Purpose**

The Management Committee is the Council's principal committee for financial control and corporate coordination, its role is to coordinate corporate governance, financial oversight and cross-cutting policy, ensuring alignment across service committees.

### **Delegated Responsibilities**

- Recommend annual budget to Full Council.
- Monitor income and expenditure.
- Approve virement up to £50,000.
- Authorise expenditure up to £50,000 within approved budgets and policy, including SLA and CIL awards.
- Oversee asset management, procurement, contracts, insurance, IT and legal services.
- Develop corporate policy proposals.
- Coordinate work programmes across Service Committees.
- Receive budget monitoring and performance reports from Service Committees.

### **Meeting Frequency**

Every 6–8 weeks, aligned with budget and reporting cycles.

## **STAFFING COMMITTEE**

Chair: Appointed annually (ideally not the Leader or Mayor)

Membership: 5 Members

Reports to: Full Council (and to Management Committee where budgetary implications arise)

### **Purpose**

- To oversee employment matters and ensure the Council meets its legal responsibilities as an employer.
- Operational management of staff remains with the CEO in accordance with the Statement on Staff Management

### **Delegated Responsibilities**

- Oversee recruitment, appraisal, training and HR policies.
- Recommend staff structure and salary banding.
- Oversee recruitment process and performance review of the Chief Executive Officer/RFO.

- Oversee recruitment and performance review of other staff within approved budgets.
- Deal with grievance and disciplinary matters as required.
- Monitor compliance with employment legislation, pensions, health and safety.

### **Meeting Frequency**

Quarterly, plus additional meetings as required.

## **AUDIT & GOVERNANCE COMMITTEE**

Chair: Appointed annually  
 Membership: 5 Members  
 Reports to: Full Council

### **Purpose**

To provide independent assurance to Full Council on governance, financial controls, audit and risk management.

### **Delegated Responsibilities**

- Liaise with internal and external auditors.
- Monitor internal controls and the risk register.
- Review the Annual Governance Statement and AGAR.
- Oversee FOI, data protection, standards and governance compliance.
- Provide assurance reports to Full Council.

### **Meeting Frequency**

Quarterly, aligned with the audit cycle.

**NOTE:** The following eligibility restrictions shall apply to the membership composition of the Audit committee:

- iv. The Chair and Deputy Chair of the Management Committee shall not be eligible for appointment to the Audit & Governance Committee.
- v. No more than two members of the Audit & Governance Committee shall simultaneously hold membership of the Management Committee.
- vi. The Chair of the Audit & Governance Committee shall not hold the position of Chair or Deputy Chair of any other committee of the Council and shall not hold the office of Mayor or Deputy Mayor.

## **PLANNING COMMITTEE**

Chair: Appointed annually  
 Membership: 5 Members – Ideally 1 member from each ward; no political proportionality.  
 (Any Member may attend and speak (but not vote) on matter affecting their ward)  
 Reports to: Full Council where required by statute or policy significance; otherwise operates under delegated authority.

### **Purpose**

To manage the Council's role in planning consultations and neighbourhood planning.

### **Delegated Responsibilities**

- Submit planning responses to the Local Planning Authority.
- Oversee and review the Neighbourhood Plan.
- Respond to planning policy consultations.
- Consider highways, flood resilience and related matters.

### **Meeting Frequency**

Every 3-4 weeks, with delegated authority to the Proper Officer/Deputy Proper Officer in consultation with the Chair for urgent matters between meetings.

## **COMMUNITY, EVENTS & CULTURE COMMITTEE**

Chair: Appointed annually  
Membership: 5 Members  
Reports to: Management Committee

### **Purpose**

To develop and deliver community programmes, cultural initiatives, and civic events that support the social and cultural life of Godalming.

### **Delegated Responsibilities**

- Oversee festivals, markets, arts and cultural events.
- Manage cultural and museum services.
- Liaise with community and cultural organisations.
- Authorise expenditure within approved budgets.

### **Meeting Frequency**

Quarterly, plus additional meetings as required.

## **CEMETERIES, OPEN SPACES & SUSTAINABILITY COMMITTEE**

Chair: Appointed annually  
Membership: 5 Members  
Reports to: Management Committee

### **Purpose**

To oversee the Council's responsibilities relating to cemeteries, allotments, open spaces, recreation and play areas.

### **Delegated Responsibilities**

- Manage cemeteries, allotments and open spaces.
- Oversee biodiversity, trees and environmental assets.
- Maintain street furniture and recreation facilities.
- Recommend environmental policy priorities to Management Committee.
- Authorise expenditure within approved budgets.
- Oversight of the Council's Carbon Reduction plan and Climate Action Plan

### **Meeting Frequency**

Quarterly, plus additional meetings as required.

## **YOUTH SERVICE COMMITTEE**

Chair: Appointed annually  
Membership: 5 Members  
Reports to: Management Committee (for budget monitoring) and Full Council where required by policy or strategic significance.

### **Purpose**

To provide strategic oversight, assurance and Member support for the Council's Youth Service, ensuring that:

- the service operates within approved budgets and policy;
- safeguarding and statutory obligations are met;
- performance outcomes are monitored; and
- the Youth Service contributes positively to the Council's wider community objectives.

The Committee provides oversight and support. It does not exercise operational management or line management of staff.

### **Advisory Attendance**

The Head of Youth Service may attend meetings in an advisory capacity.

Attendance is professional and advisory only. The Head of Youth Service remains accountable through the CEO in accordance with the Council's management structure

### **Delegated Responsibilities**

Subject to approved budgets and Council policy, the Committee shall:

- monitor Youth Service performance and outcomes;
- receive regular safeguarding assurance reports;
- review participation data, programme delivery and community impact;
- consider and recommend strategic development of youth provision; and
- oversee grant-funded youth programmes;
- authorise expenditure within approved Youth Service budgets;
- recommend policy changes or significant service developments to Management Committee or Full Council; and
- consider proposals for advisory bodies (e.g. Youth Council) and make recommendations to Full Council where appropriate.

### **Explicit Limitations**

The Youth Service Committee:

- shall not exercise line management over the Head of Youth Service or any staff member;
- shall not direct operational decisions or day-to-day management; and
- shall not intervene in individual staffing matters (reserved to Staffing Committee and CEO).

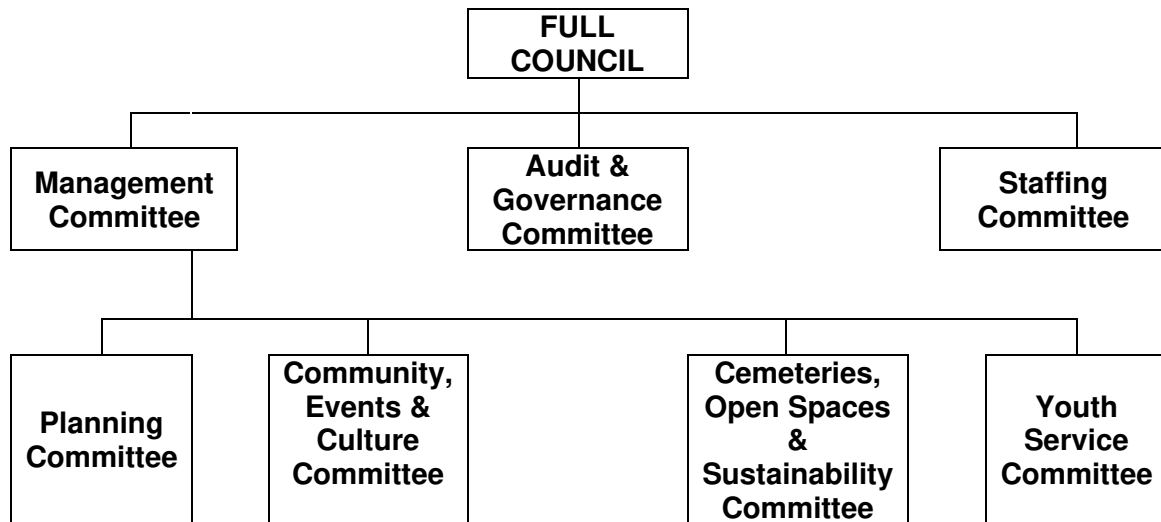
### **Meeting Frequency**

Quarterly. Additional meetings may be convened if required.

## **APPENDIX A – REPORTING & ESCALATION FRAMEWORK**

The following diagrams illustrate the reporting and accountability framework for the Council’s Service Committees. They distinguish clearly between delegated committee decision-making, corporate oversight, independent audit assurance, and Officer line-management responsibilities.

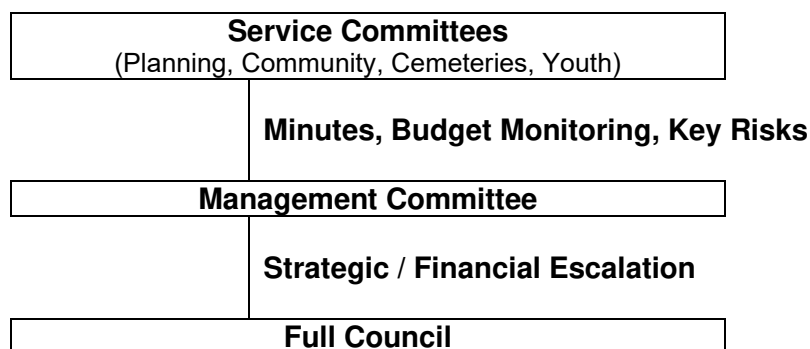
### **GOVERNANCE AND COMMITTEE REPORTING STRUCTURE**



#### **Key Principles:**

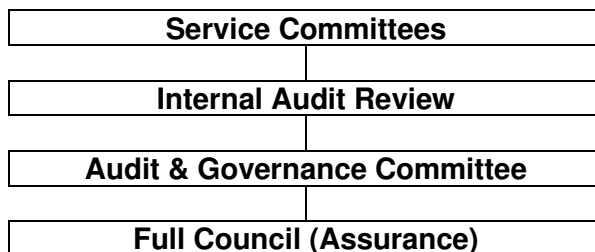
- Service Committees operate under delegated authority.
- Management Committee provides financial and corporate coordination.
- Full Council retains all statutory and reserved powers.
- Audit & Governance provides independent assurance.
- Staffing Committee retains employer oversight responsibilities.

### **SERVICE COMMITTEE REPORTING FLOW**



- Matters within delegated authority remain at Service Committee level.
- Only strategic, policy or over-threshold matters escalate to Full Council.
- Full Council notes minutes but does not re-open delegated decisions.

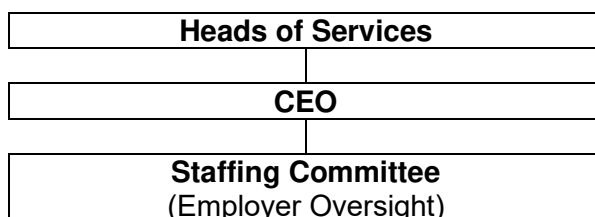
## Audit and Assurance Flow



This ensures financial control, risk management and compliance oversight remain independent of service delivery.

## Officer Management Line

(Separate from Committee Oversight)



- Operational management of staff rests with the CEO.
- Committees provide oversight and policy direction, not line-management.
- This arrangement aligns with the Council's Statement on Staff Management.

## Delegated Decision-Making

A Committee exercising delegated authority:

- acts on behalf of the Council within its approved Terms of Reference;
- may authorise expenditure within approved budgets and delegation limits;
- must not act outside adopted Council policy;
- must not authorise expenditure above £50,000 without Full Council approval; and
- must not exercise functions reserved to Full Council.

Decisions properly taken under delegated authority shall not be re-opened by Full Council except through formal motion in accordance with Standing Orders.

## Mandatory Reporting Requirements

### 1. **Committee Minutes**

All Committees shall:

- approve minutes as a formal decision record; and
- submit approved minutes to the next meeting of **Full Council** for noting.

### 2. **Quarterly Budget Monitoring**

Each Service Committee shall submit a quarterly budget monitoring summary to the **Management Committee**. The report shall include:

- year-to-date expenditure;
- forecast outturn;
- identified pressures or underspends;
- proposed virements (if any); and
- financial risks requiring escalation.

The Management Committee shall review consolidated financial performance and escalate matters where necessary.

### 3. **Performance and Risk Reporting**

Each Service Committee shall:

- i. identify key service risks;
- ii. report safeguarding or statutory compliance matters (where applicable); and
- iii. refer material risk issues to the Audit & Governance Committee.

The Youth Service Committee shall, in addition, receive and record safeguarding assurance updates at least quarterly.

### **Escalation Triggers**

The following matters must be referred upward:

#### 1. **Financial Escalation**

The following must be referred to **Full Council**:

- i. expenditure above £50,000;
- ii. creation of new recurring financial commitments not within the approved budget;
- iii. borrowing or capital financing decisions; and
- iv. disposal or acquisition of significant assets.

The following must be referred to **Management Committee**:

- i. virements above delegated committee limits;
- ii. anticipated overspends that cannot be managed within service budgets; and
- iii. contractual commitments exceeding committee authority.

#### 2. **Policy Escalation**

The following must be referred to **Full Council**:

- i. adoption of new Council policy;
- ii. amendment of constitutional documents;
- iii. matters affecting Council-wide strategic direction; and
- iv. matters with significant reputational impact.

#### 3. **Safeguarding Escalation (Youth Service)**

The following must be immediately reported to the **Chief Executive Officer** and, where appropriate, the **Chair of the Staffing Committee**:

- i. serious safeguarding incidents;
- ii. regulatory breaches; and
- iii. matters exposing the Council to legal or reputational risk.

Operational handling of safeguarding matters remains the responsibility of Officers. The Youth Service Committee shall receive assurance reporting but shall not intervene in operational case management.

#### 4. **Urgency Provisions**

Where a matter requires urgent action and cannot reasonably await a scheduled meeting:

- i. the Chief Executive Officer may exercise urgency powers in consultation with the Leader and relevant Committee Chair;
- ii. any urgent decision must be reported in writing to the next available meeting of the relevant Committee and to Full Council where appropriate; and

- iii. urgent decisions must comply with approved budgets and policy unless exceptional circumstances justify otherwise.

#### **5. Officer Management and Committee Boundaries**

In accordance with the Council's Statement on Staff Management:

- i. the operational management of staff rests with the Chief Executive Officer;
- ii. committees provide strategic oversight and policy direction only;
- iii. committees shall not exercise line management functions unless expressly delegated (Staffing Committee only);
- iv. individual Members shall not issue instructions to staff; and
- v. Officers remain accountable through the management structure, not through individual Committees.

The Head of Youth Service attends the Youth Service Committee in an advisory capacity and remains accountable to the Chief Executive Officer.

#### **6. Audit & Assurance Reporting**

The Audit & Governance Committee shall:

- i. receive internal and external audit reports;
- ii. review the effectiveness of internal controls;
- iii. monitor risk management arrangements; and
- iv. report assurance findings to Full Council.

Service Committees must cooperate fully with audit reviews and implement agreed recommendations.

#### **7. Review Provision**

The Service Committee governance model and this Reporting & Escalation Framework shall be reviewed after nine months of operation, in accordance with Council resolution.

### **CALL-IN OF DELEGATED DECISIONS**

#### **Purpose**

This provision enables Full Council to review certain decisions taken under delegated authority in exceptional circumstances.

Delegated authority is the normal method of decision-making under the Service Committee model. This mechanism is a safeguard, not an alternative route of routine appeal.

#### **Scope**

This call-in provision applies only to:

- decisions taken by a Standing Committee under delegated authority;
- decisions not yet implemented; and
- decisions capable of lawful reconsideration. (decisions made as the only lawful option cannot be called-in).

It does not apply to:

- matters reserved to Full Council;
- quasi-judicial decisions (including planning responses);
- staffing or individual employment matters;
- operational management decisions taken by Officers; and
- urgent decisions lawfully taken under Proper Officer urgency powers.

### 1. **Trigger and Timeframe**

- i. The call-in period shall commence on the **date on which the draft minutes of the relevant Committee meeting are published and circulated to all Members by GTC staff.**
- ii. A call-in request must be submitted within **five clear working days** of that publication date.
- iii. The Proper Officer shall clearly state on the draft minutes the final date and time by which any call-in request must be received.

### 2. **Threshold Requirement**

A call-in request shall only be valid if:

- i. submitted in writing to the Proper Officer within the prescribed timeframe; and
- ii. signed by **not fewer than one third of the total membership of the Council.**
- iii. No substitution of names shall be permitted once the request is submitted.

For the avoidance of doubt, on an 18-Member Council this requires the signatures of at least six Members.

### 3. **Grounds for Call-In**

A request must specify which of the following grounds is relied upon:

- i. the decision appears to be outside the Committee's delegated authority;
- ii. the decision appears to conflict with adopted Council policy;
- iii. relevant material considerations were not taken into account;
- iv. the decision creates significant unbudgeted financial liability; and
- v. the decision exposes the Council to material legal or reputational risk.

Disagreement with the merits of a decision shall not in itself constitute valid grounds.

### 4. **Validation Process**

Upon receipt of a request, the Proper Officer (Chief Executive Officer), in consultation with the Mayor and the Leader of the Council, shall determine whether:

- i. the threshold requirement has been met; and
- ii. the stated grounds fall within the permitted criteria.

If validated:

- i. implementation of the decision shall be suspended; and
- ii. the matter shall be referred to Full Council.

The determination of validity shall be final.

### 5. **Referral to Full Council**

A validated call-in shall be referred to:

- i. the next scheduled meeting of Full Council; or
- ii. where deemed time-sensitive, an Extraordinary Meeting convened by the Mayor.

The Members initiating the call-in shall nominate one spokesperson to present the grounds.

### 6. **Determination by Full Council**

Full Council may:

- i. affirm the original decision;
- ii. amend the decision;
- iii. refer the matter back to the originating Committee with guidance; or

iv. revoke the decision and substitute an alternative resolution.

Full Council's determination shall be final.

7. ***Limitations and Safeguards***

- i. A decision may only be called in once.
- ii. A failed call-in may not be repeated.
- iii. Call-in shall not delay routine operational implementation beyond what is reasonably necessary for review.
- iv. This provision shall not be used to interfere with Officer management responsibilities or staffing matters.

If Full Council determines that a call-in was frivolous or vexatious, it may resolve that no further call-in shall be permitted in respect of that matter.

## ANNEX B – SCHEME OF DELEGATION

### Introduction

This Scheme of Delegation authorises Standing Committees and Officers to act on behalf of the Council within defined limits.

Delegated authority exists to ensure efficient, accountable and legally compliant governance.

Full Council remains the sovereign decision-making body.

This Scheme shall be reviewed annually

### PART A – COUNCIL AND COMMITTEES

#### Matters Reserved to Full Council

The following matters are reserved and may not be exercised by any Committee or Officer:

- approval of the annual budget and setting of the precept;
- borrowing or capital financing decisions;
- approval of the Annual Governance Statement and Accounting Statements;
- adoption or amendment of Standing Orders, Financial Regulations and the Scheme of Delegation;
- appointment to committees;
- appointment of the Chief Executive Officer and Responsible Financial Officer;
- dismissal of staff (excluding probationary termination delegated to CEO);
- adoption of new council-wide policy;
- expenditure above £50,000;
- use of General Reserves;
- acquisition or disposal of significant land or property;
- prosecution or defence in Court proceedings (other than Employment Tribunal);
- adoption of the General Power of Competence;
- write-off of bad debts;
- nomination and appointment of representatives of the Council to any other authority, organisation, or body; and
- all other matters required by law to be reserved.

Full Council remains the sovereign body.

#### General Delegation to Standing Committees

##### 1. *Standing Committees:*

- i. act on behalf of the Council within their approved Terms of Reference;
- ii. may authorise expenditure within approved budgets;
- iii. may vire up to £3,000 between nominal codes within the same cost centre;
- iv. must operate within Standing Orders, Financial Regulations and adopted policy;
- v. may not authorise expenditure above £50,000; and
- vi. may refer matters to Full Council where appropriate.

##### *Virements:*

- vii. between cost centres;
- viii. above £3,000; and
- ix. affecting staffing budgets.

Are Reserved to Management Committee.

Delegated decisions are acts of the Council and may only be reopened through the Call-In mechanism.

Full Council shall note approved Committee minutes but shall not re-open delegated decisions except through the Call-In mechanism.

## **PART B – REPORTING & ESCALATION FRAMEWORK**

### **2. *Delegated Decisions***

- i. This framework shall apply to all Committees operating under delegated authority.
- ii. Decisions properly taken under delegated authority shall not be re-opened by Full Council except through formal motion in accordance with Standing Orders.

### **3. *Mandatory Reporting Requirements***

All Committees shall:

- i. approve minutes as a formal decision record; and
- ii. submit approved minutes to the next meeting of Full Council for noting.

### **4. *Quarterly Budget Monitoring***

Each Service Committee shall submit a quarterly budget monitoring summary to the Management Committee. The report shall include:

- i. year-to-date expenditure;
- ii. forecast outturn;
- iii. identified pressures or underspends;
- iv. proposed virements (if any); and
- v. financial risks requiring escalation.

The Management Committee shall review consolidated financial performance and escalate matters where necessary.

### **5. *Performance and Risk Reporting***

Each Service Committee shall:

- i. identify key service risks;
- ii. report safeguarding or statutory compliance matters (where applicable); and
- iii. refer material risk issues to the Audit & Governance Committee.

The Youth Service Committee shall, in addition, receive and record safeguarding assurance updates at least quarterly.

## **Escalation Triggers**

The following matters must be referred upward:

### **6. *Financial Escalation***

The following must be referred to Full Council:

- i. expenditure above £50,000;
- ii. creation of new recurring financial commitments not within the approved budget;
- iii. borrowing or capital financing decisions; and
- iv. disposal or acquisition of significant assets.

The following must be referred to the Management Committee:

- v. virements above delegated committee limits;
- vi. anticipated overspends that cannot be managed within service budgets; and
- vii. contractual commitments exceeding committee authority.

## **7. Policy Escalation**

The following must be referred to Full Council:

- i. adoption of new Council policy;
- ii. amendment of constitutional documents;
- iii. matters affecting Council-wide strategic direction; and
- iv. matters with significant reputational impact.

## **8. Safeguarding Escalation (Youth Service)**

The following must be immediately reported to the Chief Executive Officer and, where appropriate, the Chair of the Staffing Committee:

- i. serious safeguarding incidents;
- ii. regulatory breaches; and
- iii. matters exposing the Council to legal or reputational risk.

Operational handling of safeguarding matters remains the responsibility of Officers.

- iv. The Youth Service Committee shall receive assurance reporting but shall not intervene in operational case management.

## **9. Urgency Provisions**

Where a matter requires urgent action and cannot reasonably await a scheduled meeting:

- i. the Chief Executive Officer may exercise urgency powers in consultation with the Leader and relevant Committee Chair;
- ii. any urgent decision must be reported in writing to the next available meeting of the relevant Committee and to Full Council where appropriate; and
- iii. urgent decisions must comply with approved budgets and policy unless exceptional circumstances justify otherwise.

## **10. Officer Management and Committee Boundaries**

In accordance with the Council's Statement on Staff Management:

- i. the operational management of staff rests with the Chief Executive Officer;
- ii. committees provide strategic oversight and policy direction only;
- iii. committees shall not exercise line management functions unless expressly delegated (Staffing Committee only);
- iv. individual Members shall not issue instructions to staff; and
- v. Officers remain accountable through the management structure, not through individual Committees.

The Head of Youth Service attends the Youth Service Committee in an advisory capacity and remains accountable to the Chief Executive Officer.

## **11. Audit & Assurance Reporting**

The Audit & Governance Committee shall:

- i. receive internal and external audit reports;
- ii. review the effectiveness of internal controls;
- iii. monitor risk management arrangements; and
- iv. report assurance findings to Full Council.

Service Committees must cooperate fully with audit reviews and implement agreed recommendations.

## **PART C – CALL-IN OF DELEGATED DECISION**

This provision enables Full Council to review certain decisions taken under delegated authority in exceptional circumstances.

Delegated authority is the normal method of decision-making under the Service Committee model. This mechanism is a safeguard, not an alternative route of routine appeal.

### **12. Scope**

This call-in provision applies only to:

- i. decisions taken by a Standing Committee under delegated authority;
- ii. decisions not yet implemented; and
- iii. decisions capable of lawful reconsideration. (Decisions made as the only lawful option cannot be called-in).

It does not apply to:

- i. matters reserved to Full Council;
- ii. quasi-judicial decisions (including planning responses);
- iii. staffing or individual employment matters;
- iv. operational management decisions taken by Officers; and
- v. urgent decisions lawfully taken under Proper Officer urgency powers.

### **13. Trigger and Timeframe**

- i. The call-in period shall commence on the date on which the draft minutes of the relevant Committee meeting are published and circulated to all Members by the Proper Officer.
- ii. A call-in request must be submitted within five clear working days of that publication date.
- iii. The Proper Officer shall clearly state on the draft minutes the final date and time by which any call-in request must be received.

### **14. Threshold Requirement**

A call-in request shall only be valid if:

- i. submitted in writing to the Proper Officer within the prescribed timeframe; and
- ii. signed by not fewer than one third of the total membership of the Council.
- iii. No substitution of names shall be permitted once the request is submitted.

For the avoidance of doubt, for an 18-Member Council at least six signatures are required.

### **15. Grounds for Call-In**

A request must specify which of the following grounds is relied upon:

- i. the decision appears to be outside the Committee's delegated authority;
- ii. the decision appears to conflict with adopted Council policy;
- iii. relevant material considerations were not taken into account;
- iv. the decision creates significant unbudgeted financial liability;
- v. the decision exposes the Council to material legal or reputational risk.

Disagreement with the merits of a decision shall not in itself constitute valid grounds.

## **16. Validation Process**

Upon receipt of a request, the Proper Officer (Chief Executive Officer), in consultation with the Mayor and the Leader of the Council, shall determine whether:

- i. the threshold requirement has been met; and
- ii. the stated grounds fall within the permitted criteria.

If validated:

- iii. implementation of the decision shall be suspended; and
- iv. the matter shall be referred to Full Council.

The determination of validity shall be final.

## **17. Referral to Full Council**

A validated call-in shall be referred to:

- i. the next scheduled meeting of Full Council; or
- ii. where deemed time-sensitive, an Extraordinary Meeting convened by the Mayor.

The Members initiating the call-in shall nominate one spokesperson to present the grounds.

## **18. Determination by Full Council**

Full Council may:

- i. affirm the original decision;
- ii. amend the decision;
- iii. refer the matter back to the originating Committee with guidance; or
- iv. revoke the decision and substitute an alternative resolution.

Full Council's determination shall be final.

## **19. Limitations and Safeguards**

- i. A decision may only be called in once.
- ii. A failed call-in may not be repeated.
- iii. Call-in shall not delay routine operational implementation beyond what is reasonably necessary for review.
- iv. This provision shall not be used to interfere with Officer management responsibilities or staffing matters.

If Full Council determines that a call-in was frivolous or vexatious, it may resolve that no further call-in shall be permitted in respect of that matter.

## **PART D – PROPER OFFICER (CHIEF EXECUTIVE OFFICER)**

### **20. Statutory Role**

The Chief Executive Officer (CEO) is designated as Proper Officer and Head of Paid Service.

a. The CEO shall:

- i. oversee all Council services;
- ii. manage all staff in accordance with the Statement on Staff Management;
- iii. implement decisions of the Council and Committees;
- iv. exercise urgency powers where necessary;
- v. authorise expenditure in accordance with Financial Regulations;
- vi. negotiate contracts within approved budgets;

- vii. represent the Council where authorised;
  - viii. take, discontinue and/or appear in any legal action authorised by the Council;
  - ix. take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council;
  - x. appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest;
  - xi. 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;
  - xii. terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Staffing Committee);
  - xiii. commission legal and professional advice on staffing matters;
  - xiv. apply for planning consent for carrying out of development by the Council;
  - xv. initiate legal action or proceedings against unauthorised encampments or encroachments on Council land;
  - xvi. negotiate the terms of any lease, licence conveyance or transfer of land or property;
  - xvii. grant or refuse the Council's consent under the terms of any lease;
  - xviii. grant easements, wayleaves and licences over Council land;
  - xix. exercise in his own right or authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control;
  - xx. serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control;
  - xxi. 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; and
  - xxii. 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.
- b. Operational management of staff rests solely with the CEO. Committees shall not exercise line management functions except where expressly delegated (Staffing Committee).
- c. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- d. The 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.
- e. Provided that such authorisation is not prohibited by statute, the CEO, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:
- i. such authorisation being in writing;
  - ii. only being given to an Officer below the delegated officer in the organisational structure;
  - iii. only being given where there is significant administrative convenience in doing so; and
  - iv. the Officer authorised by the CEO acting in the name of the CEO.
- f. A delegation to a subordinate Officer shall not prevent the CEO from exercising the same power or duty at the same time.

## **PART E –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 Chief Executive Officer 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.

## **21. Statutory Financial Responsibilities**

- a. The Responsible Financial Officer shall:
  - i. maintain accounting systems;
  - ii. operate banking arrangements;
  - iii. pay all accounts properly incurred;
  - iv. prepare draft and final accounts;
  - v. oversee audit arrangements;
  - vi. manage investments;
  - vii. authorise debt recovery;
  - viii. ensure compliance with Financial Regulations;
  - ix. negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate;
  - x. 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;
  - xi. raise and repay loans approved by the council;
  - xii. maintain a Register of Assets and Inventory of Equipment;
  - xiii. make all necessary arrangements for the Council's insurance; and
  - xiv. prepare a draft budget for consideration by Council.
- b. The RFO shall report quarterly financial summaries to the Management Committee.
- c. 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.

## **PART F – FINANCIAL CONTROL & RESERVES**

### **22. Ear Marked Reserves (EMR)**

- a. All EMR expenditure is corporately controlled.
  - i. Service Committees may recommend EMR drawdown.
  - ii. Management Committee may approve EMR expenditure up to £50,000.
  - iii. EMR expenditure above £50,000 requires Full Council approval.
- b. Inclusion of a project within an EMR does not constitute automatic spending authority.

### **23. General Reserve**

Any proposal to utilise the General Reserve must be approved by Full Council. Management Committee has no authority to authorise General Reserve drawdown.

## **PART G – STAFFING COMMITTEE AUTHORITY**

All staffing nominal codes across all cost centres are allocated to the Staffing Committee, including:

- 4001 Salaries;
- 4002 Employer's NIC;
- 4003 Employer's Superannuation;
- 4011 Staff Training;
- 4012 Recruitment;
- 4013 Other Staff Expenses;
- 4014 Sexton Duties;
- 4015 Grave Digging; and

- Any future staffing-related codes.

Additionally:

- £5,000 of 4313 Professional Fees within Cost Centre 101.

Service Committees retain service oversight but not establishment control. Operational management of staff rests with the Chief Executive Officer.

## **PART H – FINANCIAL DELEGATION LEVELS**

### **24. *Committee Financial Authority***

- a. Service Committees may:
  - i. authorise expenditure within approved service budgets;
  - ii. approve projects within budget;
  - iii. recommend virements to Management Committee; and
  - iv. refer financial pressures upward where required.
- b. Management Committee may:
  - i. approve virement up to £50,000; and
  - ii. authorise expenditure up to £50,000 within policy.
- c. Expenditure above £50,000 requires Full Council approval.

## **PART I – URGENT MATTERS**

Where urgent action is required:

- a. CEO may act in consultation with Mayor and Leader;
- b. the matter must be reported to next meeting; and
- c. call-In does not apply to properly executed urgent decisions.

## **PART J – OFFICER/MEMBER BOUNDARIES**

In accordance with the Statement on Staff Management:

- a. operational management of staff rests with the CEO;
- b. committees provide oversight and policy direction only;
- c. individual Members shall not issue instructions to staff; and
- d. the Head of Youth Service attends the Youth Service Committee in advisory capacity and remains accountable through the CEO.

## **PART K – LEADER OF THE COUNCIL**

The Council shall appoint a Leader of the Council at the Annual Council Meeting. The Leader will also normally hold the position of Chair of the Management Committee.

The Leader is a political role and does not replace or diminish:

- the statutory role of the Town Mayor as Chair of the Council; or
- the statutory role of the Chief Executive Officer as Proper Officer and Head of Paid Service.

### **25. Authority and Responsibilities of the Leader**

In accordance with Standing Orders and this Scheme of Delegation and recognising that no individual Member may act alone in an executive capacity, the Chief Executive Officer is delegated and directed to work with the Leader to support the effective coordination of Council business.

- a. The Leader shall:
  - i. chair the Management Committee;
  - ii. provide political leadership in developing Council strategy;
  - iii. work with the Chief Executive Officer to coordinate forward planning of Council business;
  - iv. support the coordination of work programmes across Service Committees;
  - v. be consulted on urgent matters prior to the exercise of urgency powers by the Chief Executive Officer; and
  - vi. liaise with Group Leaders to promote consensus on strategic priorities.
- b. The Leader shall not:
  - i. exercise individual decision-making authority;
  - ii. issue instructions to Officers;
  - iii. override a resolution of Council or Committee; or
  - iv. exercise line management over staff.
- c. Any action taken following consultation with the Leader must be exercised by the Proper Officer under lawful delegated authority.

## **PART L – ABSENCE OF THE CHIEF EXECUTIVE OFFICER**

### **26. Designation of Deputy Chief Officer**

- a. The Deputy Chief Officer is authorised to act in place of the Chief Executive Officer during any period of:
  - i. planned absence;
  - ii. unplanned absence;
  - iii. incapacity; or
  - iv. vacancy in the post.
- b. Such authority applies only where the Chief Executive Officer is unavailable.

### **27. Scope of Acting Authority**

- a. When acting in the absence of the Chief Executive Officer, the Deputy Chief Officer may exercise:
  - i. Proper Officer functions under the Local Government Act 1972;
  - ii. delegated powers granted to the Chief Executive Officer under this Scheme;

- iii. urgency powers in consultation with the Mayor and Leader; and
  - iv. operational management of staff.
- b. All such actions shall:
- i. be exercised within approved budgets and policy;
  - ii. be reported to the next meeting of the relevant Committee or Council where appropriate.

**28. Limitations**

- a. The Deputy Chief Officer shall not:
- i. exercise powers reserved to Full Council;
  - ii. take decisions beyond the financial limits authorised to the Chief Executive Officer; or
  - iii. amend policy without Council approval.
- b. Where the absence of the Chief Executive Officer is likely to exceed seven days, the Mayor may convene an Extraordinary Meeting of the Council to determine any necessary interim arrangements.

**PART M – TABLE OF AUTHORISED EXPENDITURE & LIMITS**

**29. Authority to Authorise Expenditure**

Tables 1-3 below detail the authorised limits of expenditure and certification of invoices. Costs above these limits are to be referred upwards to the CEO, appropriate Committee or Full Council as appropriate to the circumstances.

**30. Allocation of Cost Centres & Budgetary Responsibility**  
*(Excluding Staffing Nominal Codes unless otherwise stated)*

**TABLE 1A – MANAGEMENT COMMITTEE**

Corporate Governance, Finance & Property Portfolio

<b>Cost Centre</b>	<b>Description</b>	<b>Notes</b>
101	Head Office Costs	Excluding staffing nominals; excluding 4341 Community Grants; excluding £5,000 of 4313 (Staffing Committee)
102	Civic Expenses	Full oversight
109	Ockford Building	Full oversight
110	Local Government Reorganisation	Full oversight
111	Available for Use	Full oversight
202	Pepperpot	Full oversight
205	Wilfrid Noyce Community Centre	Full oversight
208	Public Conveniences	Full oversight
209	Crown Court Conveniences	Full oversight
211	Pepperpot Extension Redevelopment	Capital oversight

**31. Additional Responsibilities:**

- Corporate finance coordination

- SLA allocations
- Approval of EMR drawdown up to £50,000
- Virements between cost centres

## TABLE 1B – COMMUNITY, EVENTS & CULTURE COMMITTEE

Community Engagement, Culture & Events Portfolio

Cost Centre	Description	Notes
104	Street Scene	
105	Staycation	
106	Festivals, Markets & Events	
108	Christmas Lights	
203	The Square	
206	Bandstand	
207	Godalming Museum	
414	Mayor's Charity 2025	
415	Mayor's Charity 2024	

### 32. *Within Cost Centre 101:*

Nominal Code	Description
4341	Community Grants

### 33. *Grant Control Structure:*

- Community Committee manages allocation of Community Grants;
- Management Committee determines total funds available; and
- SLA allocations remain with Management Committee.

## TABLE 1C – YOUTH SERVICE COMMITTEE

Youth Provision & Associated Programming

Cost Centre	Description	Notes
201	BWP Youth & Community Centre	Excluding staffing nominals
201	7300/7305 HAF Lines	Youth programmes' oversight

## TABLE 1D – CEMETERIES, OPEN SPACES & SUSTAINABILITY COMMITTEE

Environmental & Burial Services

Cost Centre	Description	Notes
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301	Cemeteries & Open Spaces	Excluding staffing nominals
204	Allotments	Full oversight

**TABLE 1E – STAFFING COMMITTEE**

<b>Scope</b>	<b>Description</b>
All Cost Centres	All staffing nominal codes (4001–4015 and future staffing codes)
101	£5,000 of 4313 Professional Fees (HR-related allocation)

Staffing Committee controls establishment, recruitment, pay and staffing budgets only.

**TABLE 2 – DELEGATED AUTHORITY & FINANCIAL LIMITS**

<b>Body/Officer</b>	<b>Cost Centres/Area of Responsibility</b>	<b>Financial Authority</b>	<b>Restrictions/Notes</b>
Full Council	All	Unlimited (within law)	Expenditure above £50,000; General Reserve use; policy adoption; borrowing; property acquisition/disposal; appointment/dismissal of CEO/RFO
Management Committee	101 (excl staffing & grants); 102; 109; 110; 111; 202; 205; 208; 209; 211	Up to £50,000 per project or item within approved budget	Controls EMR drawdown up to £50,000; approves virements between cost centres; determines SLA allocations; corporate finance oversight
Community, Events & Culture Committee	104; 105; 106; 108; 203; 206; 207; 414; 415; 101 – 4341 Community Grants	Within approved service budget	May vire up to £3,000 within a cost centre; manages community grant allocation only (budget ceiling set by Management)
Youth Service Committee	201 (excl staffing); HAF lines 7300/7305	Within approved service budget	May vire up to £3,000 within cost centre; EMR drawdown requires Management approval
Cemeteries, Open Spaces & Sustainability Committee	301 (excl staffing); 204	Within approved service budget	May vire up to £3,000 within cost centre; staffing nominals excluded
Staffing Committee	All staffing nominals (4001–4015 etc) across all cost centres; £5,000 of 4313 within 101	Within approved staffing establishment and budget	No authority over operational non-staff budgets; establishment changes subject to budget provision
Chief Executive Officer (Proper Officer)	All service areas	Authorised expenditure within approved budgets; emergency expenditure up to £4,500	Must operate within policy and budget; urgent action in consultation with Mayor & Leader; reports to next meeting
Deputy Chief Officer (Deputy Proper Officer)	Acts in absence of CEO	Same authority as CEO when acting	Only during absence/incapacity/vacancy
Responsible Financial Officer	Corporate finance	Banking, payments, debt recovery; emergency expenditure up to £2,000 in CEO absence	In accordance with Financial Regulations
Service Managers/Budget Holders	Allocated cost centres	Operational expenditure within approved budget and authorised purchase limits	Operations & Compliance Officer = up to £2,000 Head of Youth Service = £2,000 Maintenance Supervisor = up to £1,000 Services Support Executive = up to £1,000 Community Services & Comms Officer = up to £1,000 Museum Curator = up to £1,000 <b>NB:</b> Items above this amount to be authorised by the CEO

### 34. **Supporting Financial Controls**

#### Virements

- Up to £3,000 within a cost centre → relevant Service Committee
- Between cost centres or above £3,000 → Management Committee
- Staffing virements → Staffing Committee

### 35. **Ear Marked Reserves (EMR)**

- Service Committees recommend
- Management approves up to £50,000
- Above £50,000 → Full Council

### 36. **General Reserve**

- Full Council approval required

**TABLE 3 – AUTHORISATION OF INVOICES**

<b>Officer</b>	<b>Authorisation Level</b>	<b>Notes</b>
Chief Executive Officer (Proper Officer)	Invoices of £5,000 and above for all budget cost centres	The FO carries out an additional level of checks whilst inputting into the accounts system
Deputy Chief Officer (Deputy Proper Officer)	Invoices of £2,500 and above for all budget cost centres (excepting when acting in absence of CEO when CEO authority applies)	The FO carries out an additional level of checks whilst inputting into the accounts system
Operations & Compliance Officer Head of Youth Service Maintenance Supervisor Services Support Executive Community Services & Communications Officer Museum Curator	Invoices below £2,500 for budget cost centres delegated to the listed officers	The FO carries out an additional level of checks whilst inputting into the accounts system



## FINANCIAL REGULATIONS

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Date of Adoption: 15 May 2025  
 Amended: 23 April 2026

### 1. GENERAL

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

4.1.1.2. These Financial regulations shall be read in conjunction with the Council's Scheme of Delegation. In the event of any conflict, the Scheme of Delegation shall determine the allocation of authority between Committees and Officers

4.2.1.3. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

4.3.1.4. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

4.4.1.5. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

4.5.1.6. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

4.6.1.7. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

4.7.1.8. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £50,000.

## 2. RISK MANAGEMENT AND INTERNAL CONTROL

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Audit Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. ACCOUNTS AND AUDIT**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council.
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- ~~3.12.~~ The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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#### 4. BUDGET AND PRECEPT

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually in the third quarter for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.
- 4.3. No later than the end of December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial year], taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each Service eCommittee shall review its draft budget and submit any proposed amendments to the RFO not later than the ~~end of 15 day of~~ November each year. The management Committee shall consider the consolidated draft budget at its Novemebre meeting and make recommendations to Full Council.
- 4.6. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Management Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, ~~or withdrawal from, any an~~ earmarked reserve shall be agreed by ~~the Full eCouncil~~. Withdrawal from an earmarked reserve may be approved by:

- The Management Committee for expenditure up to £50,000 within approved policy;
- or
- 4.11. • Full Council for expenditure above £50,000.

#### 5. VIREMENT CONTROLS

##### 5.1 Virement of budgets shall be controlled as follows:

- Service Committees may approve virements of up to £3,000 between nominal codes within the same cost centre;

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- Virements above £3,000 or between cost centres must be approved by the management Committee;
- Virements relating to staffing budgets shall be approved by the Staffing Committee.

All virements shall be reported to the next meeting of the Management Committee.

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## **5.6. PROCUREMENT**

### **5-1-6.1. Members and officers are responsible for obtaining value for money at all times.**

Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

**5-2-6.2.** The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

**5-3-6.3.** Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

**5-4-6.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

**5-5-6.5.** Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as below.

**5-6-6.6.** For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

**5-7-6.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

**5-8-6.8.** For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least three fixed-price quotes.

**5-9-6.9.** Where the value is between £2,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

**5-10-6.10.** For smaller purchases, officers shall seek to achieve value for money.

**5-11-6.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**

**5-12-6.12.** The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- specialist services, such as legal professionals acting in disputes;
- repairs to, or parts for, existing machinery or equipment;
- works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5-13-6.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or [Policy & Management Committee](#). Avoidance of competition is not a valid reason.

5-14-6.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5-15-6.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by officers in accordance within the approved Scheme of Delegation.

5-16-6.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5-17-6.17. No expenditure may be authorised that will exceed the [approved](#) budget for that ~~type of expenditure-cost centre~~ other than by resolution of the [Full eCouncil](#) ~~for a duly delegated committee acting within its Terms of Reference and delegated authority,~~ except in an emergency.

5-18-6.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £4,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. Before doing so, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.

5-19-6.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5-20-6.20. An official order or letter may be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5-21-6.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6.7. BANKING AND PAYMENTS**

6-1-7.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC Bank. The arrangements shall be reviewed annually for security and efficiency.

6-2-7.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6-3-7.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this

shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6-4-7.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6-5-7.5. All payments shall be made by online banking. Unless the council resolves to use a different payment method. In exceptional circumstances the RFO may elect to make a payment by cheque.

6-6-7.6. The Clerk and RFO shall have delegated authority to authorise payments in accordance with the approved Scheme of Delegation and:

- i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 (or to comply with contractual terms), where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council (or [Policy & Management Committee](#)).
- ii. Fund transfers within the councils banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting (of Council or [Policy & Management Committee](#)).

6-7-7.7. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council ([Policy & Management Committee](#)). The council (or [Policy & Management Committee](#)) shall review the schedule for compliance and shall confirm by resolution that the payments were appropriate. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

## **7-8. ELECTRONIC PAYMENTS**

7-1-8.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and the RFO may be authorised signatories, but no signatory should be involved in approving any payment to themselves.

7-2-8.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7-3-8.3. A list of payments for approval, shall be sent by email to all authorisers approved by Council. The Service Administrator shall supply copies of any relevant invoice on request. Upon receipt of authorisation by email from two authorisers the Service Administrator shall set up all items due for payment online. The Clerk (or in the Clerk's absence, the Support Services Executive) shall certify that the payments set up online match those in the list of payments and the online payments will subsequently be confirmed.

7-4-8.4. In the prolonged absence of the Service Administrator the Clerk shall set up any payments due before the return of the Service Administrator.

7.5-8.5. Evidence shall be retained showing which members approved the list of online payment (and a printout of the transactions confirming that the payments have been made shall be retained for audit purposes).

7.6-8.6. A full list of all payments made since the last meeting shall be provided to the next Policy & Management Committee meeting and appended to the minutes.

7.7-8.7. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Policy & Management Committee at least every two years.

7.8-8.8. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised members, evidence is retained and payments are reported to the Policy & Management Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.9-8.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two authorised members, evidence of this is retained and payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Policy & Management Committee at least every two years.

7.10-8.10. Where the account details confirmation is not available with online banking, account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.

7.11-8.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.12-8.12. Remembered password facilities other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

## **8.9. CHEQUE PAYMENTS**

8.1-9.1. Only in exceptional circumstances shall cheques be issued. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2-9.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3-9.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9.10. PAYMENT CARDS**

9.1-10.1. Any Debit Card issued for use will be specifically restricted to the officers authorised by Council and will also be restricted to a single transaction maximum value as authorised by council or Policy & Management Committee.

~~9.2.10.2.~~ A pre-paid debit card may be issued to employees with varying limits. These limits will be set by ~~Policy &~~ Management Committee. Transactions and purchases made will be reported to the ~~Policy &~~ Management Committee and authority for topping-up shall be at the discretion of the ~~Policy &~~ Management Committee.

~~9.3.10.3.~~ Any corporate credit card or trade card account opened by the council will be specifically restricted to use officers specifically and separately authorised by Council and any balance shall be paid in full each month by direct debit.

~~9.4.10.4.~~ Use of personal credit or debit cards of members or staff is discouraged.

#### ~~10.11.~~ **PETTY CASH**

~~10.1.11.1.~~ The council will not routinely maintain a cash float.

~~10.2.11.2.~~ The RFO may create a cash float for a one-off community event. All cash received must be banked intact.

#### ~~11.12.~~ **PAYMENT OF SALARIES AND ALLOWANCES**

~~11.1.12.1.~~ **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

~~11.2.12.2.~~ **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

~~11.3.12.3.~~ Salary rates shall be agreed by the council, or duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or relevant committee).

~~11.4.12.4.~~ Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

~~11.5.12.5.~~ Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

~~11.6.12.6.~~ Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

~~11.7.12.7.~~ Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

~~11.8.12.8.~~ Before employing interim staff, the council must consider a full business case.

## **12-13. LOANS AND INVESTMENTS**

12-1-13.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12-2-13.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the [Policy & Management Committee](#) or (if the cumulative total is greater than the sum specified in the Scheme of Delegation) the Council, following a written report on the value for money of the proposed transaction.

12-3-13.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12-4-13.4. All investment of money under the control of the council shall be in the name of the council.

12-5-13.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12-6-13.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13-14. INCOME**

13-1-14.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13-2-14.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13-3-14.3. Any sums found to be irrecoverable and any bad debts shall be reported to the [Policy & Management Committee](#) by the RFO and shall be written off in the year. The committee's approval shall be shown in the accounting records.

13-4-14.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13-5-14.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13-6-14.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13-7-14.7. Where significant sums of cash are received by the council, more than one person is to be present when the cash is counted in the first instance, the RFO shall ensure that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

#### **14.15. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

14.1.15.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2.15.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15.16. STORES AND EQUIPMENT**

15.1.16.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2.16.2. Delivery notes should be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3.16.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4.16.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

#### **16.17. ASSETS, PROPERTIES AND ESTATES**

16.1.17.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2.17.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3.17.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4.17.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £2,000. In each case a written report shall be provided to council with a full business case.

#### **17.18. INSURANCE**

17.1.18.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

~~17.2.18.2.~~ The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

~~17.3.18.3.~~ The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or the ~~Policy &~~ Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers (in consultation with the Clerk).

~~17.4.18.4.~~ All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

#### ~~18.19.~~ **SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

~~18.1.19.1.~~ The council shall review these Financial Regulations annually. The Clerk and the RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

~~18.2.19.2.~~ The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

~~18.3.19.3.~~ The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## APPENDIX 1 - TENDER PROCESS

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with specific instructions for the marking of the envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by an authorised officer in the presence of at least one member of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.
6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Date of Adoption: 15 May 2025

Amended: 17 April 2025

**Godalming Town Council**

**Schedule of Meetings Civic Year 2026/27**

<b>Month</b>	<b>Meeting</b>	<b>Time</b>	<b>Clerk</b>	<b>Venue</b>
<b>May-26</b>				
7	ELECTION (Shadow Unitary Authority)			
14	Full Council	6.30pm	A & S	Chamber
20	Annual Council/Mayor Making	7.00pm	A & S	Chamber
28	Planning Audit (Internal Audit)	6.30pm 7.00pm	A A	Oglethorpe
<b>Jun-26</b>				
4	Full Council (Annual Accounts)	6.30pm	A & S	Chamber
11	Planning Staffing	6.30pm 7.00pm	S S	Oglethorpe
18	Management (CIL)	6.30pm	A	Chamber
25	Cemeteries, Open Spaces & Sustainability	6.30pm	A & S	Oglethorpe
<b>Jul-26</b>				
2	Planning Youth Service	6.30pm 7.00pm	S S	Oglethorpe
9	Audit	6.30pm	A	Oglethorpe
16	Community, Events & Culture (Grants)	6.30pm	A	Oglethorpe
23	Planning	6.30pm	S	Oglethorpe
30 TBC (Alt 29)	Manangement	6.30pm	A	Chamber
<b>Aug-26</b>				
6				
13				
20	Planning	6.30pm	S	Oglethorpe
27	Cemeteries, Open Spaces & Sustainability	6.30pm	A & S	Oglethorpe
<b>Sep-26</b>				
3	Management	6.30pm	A	Chamber
10	Planning Staffing	6.30pm 7.00pm	S S	Oglethorpe
17	Full Council	6.30pm	A & S	Chamber
24				
<b>Oct-26</b>				
1	Planning Youth	6.30pm 7.00pm	S S	Oglethorpe
8				
15				
22	Planning Cemeteries, Opens Spaces & Sustainability (budget)	6.30pm 7.00pm	A A	Oglethorpe
29	Audit (Risk Management) Community, Events & Culture (Budget)	6.30pm 7.00pm	A A	Oglethorpe
<b>Month</b>	<b>Meeting</b>	<b>Time</b>	<b>Clerk</b>	<b>Venue</b>

<b>Nov-26</b>				
5				
12	Planning Staffing (Budget)	6.30pm 7.00pm	S S & A	Oglethorpe
19				
26	Management (Budget 1)	6.30pm	A	Chamber
<b>Dec-26</b>				
3	Planning Management (Budget Standby)	6.30pm 7.00pm	A A	Chamber
10	Full Council (Precept)	6.30pm	A & S	Chamber
17				
24				
31				
<b>Jan-27</b>				
7	Planning	6.30pm	S	Oglethorpe
14 TBC (Alt 13 )	Management	6.30pm	A	Chamber
21				
28	Planning Youth	6.30pm 7.00pm	S S	Oglethorpe
<b>Feb-27</b>				
4	Audit (Internal Audit Recommendations) Community, Events & Culture	6.30pm 7.30pm	A A	Oglethorpe
11	Cemeteries, Open Space & Sustainability		A & S	Oglethorpe
18	Planning Staffing	6.30pm 7.00pm	S S	Oglethorpe
25	Full Council	6.30pm	A & S	Chamber
<b>Mar-27</b>				
4	Management	6.30pm	A	Chamber
11				
18	ANNUAL TOWN MEETING	7.00pm	A & S	Chamber
25	Planning	6.30pm	S	Oglethorpe
<b>Apr-27</b>				
1				
8	Management	6.30pm	A	Chamber
15	Audit (Review of System of Internal Control) Community, Events & Culture	6.30pm 7.30pm	A A	Pepperpot
22	Planning Youth Service	6.30pm 7.00pm	S S	Oglethorpe
29	Full Council	6.30pm	A & S	Chamber
<b>May-27</b>				
6	Local Elections			
13	Councillor Induction Event	6.30pm	A & S	TBC
20	Annual Council/Mayor Making	7.00pm	A & S	TBC

## **6-month Review-**

Starting Well in Ockford Ridge: Listening  
to the Needs of Families with Young  
Children

**January 2026**





## Executive Summary

This review summarises progress on enhancing services for families with children aged 0–5 in Ockford Ridge through the utilisation of the Hub. The initial research highlighted gaps in provision, barriers to access, and opportunities for co-production. Key priorities included stay-and-play sessions, parenting support, and inclusive health-focused activities. Engagement with families emphasised affordability, flexible timings, and welcoming environments. Collaboration between providers and transparent communication were identified as critical for success.

### Recommendations and implications from initial project

The findings from the initial project's, research and focus, pointed to several clear service implications for design and delivery in Ockford Ridge:

1. Prioritise services for zero to five that combine child development activities, parenting support and preventative health interventions, ensuring they are accessible, inclusive and affordable.
2. Maintain clear communication with parents and carers about the scope and focus of the services provided, ensuring smooth transitions as children grow and avoiding perceptions of age-related exclusion.
3. Always build meaningful, ongoing community involvement into service development and decision-making, with transparent feedback loops and proactive outreach to underserved groups.
4. Strengthen collaboration between local providers, to develop joint working practices, create shared referral pathways and support navigation of the complex service landscape, to deliver a more cohesive and efficient service that better meets parent needs.
5. Demonstrate responsiveness to community needs through well-timed communication, impactful, visible actions and sustained programmes of public engagement.





## Ockford Ridge/Aaron's Hill Hub

The Hub is a new community building on Ockford Ridge, given to Godalming Town Council by the developer Cala Homes and was originally the marketing suite for Cala Homes.

Godalming Town Council (GTC), own and oversee the management and bookings for the Hub; advertising it as suitable for small group or one-to-one type activities and children's birthday parties. It has limited parking and consists of a meeting/activity room, a kitchen and disability WC (the building is accessible for all users). It can be hired privately through GTC, with rates ranging from £10.25 to £20.50/ hr.



Ockford & Aarons Hill Hub - Kitchen



Ockford & Aarons Hill Hub - Main Hall

## Services using the Hub

### Homestart Waverley

Homestart Waverley's 'Stay and Play' group focuses on children 0-5 years and their families. It has been running for two terms and there have been 12 families join. The sessions can be quiet as some families would prefer a morning, noting that toddlers tend to nap in the afternoon; the current sessions run in the afternoon.

Attendance to sessions can be quite ad hoc; some weeks it's one family, other times there are 4/5. Most stay for the whole 2-hour session, a few arrive later after nap times. The demographics include ages ranging from 3 months to 6 years old, one child is being home educated too. Families include Asian, African, whilst others are white British. Seven of the families are from the new estate, three are from Aaron's Hill and two are out of area (Haslemere and Farnborough).

Families have been provided with sleep advice and signposted to government websites and Citizens Advice for benefit advice, information on community





cupboards and foodbanks as well as community transport. One of their Home-Start mums has shown an interest in running the session, with their support, which is exactly what they'd hoped for. This would be after September 2026, and they are hopefully of securing funding to keep supporting the group until such time as it can become independent.

Limitations of the group include the timing of group, being difficult in the afternoon for some families and toddlers, where it can interrupt their nap schedules. Moving this to a morning subject to booking availability and staffing could offer a solution, also providing a stairgate across the hall to make it more secure, would be an enhancement (the stairgate has since been provided; Homestart responded quickly, once this feedback was received). Additionally, whilst staff and families like the venue, it is difficult to advertise sessions when in progress, as they cannot display notices. Local families have said they didn't know it was on and only noticed when they walked past. They ask families to promote it locally and share where possible to help increase attendance.

### **Catalyst/Citizens Advice/Homestart Community Hub**

The Catalyst/CA/Homestart Community Hub was developed to provide a collaborative session focussing on adult mental health alongside providing ad-hoc advice and guidance funded through the Mental Health Investment fund.

Catalyst, who have predominantly led this session, moved from the Ockford Hub to St Mark's Community Centre next to the school, which they identified as being more accessible and prominent. *"This moved aimed to increase footfall and enhance visibility, helping to raise awareness and engagement with local residents"*. They specifically mentioned the challenges of not being able to put up advertising materials at the Ockford Hub, as being a barrier. During their time at the Hub, they supported 2 individuals. Waverley Borough Council continue to support this by ensuring their Housing service know about it, so they can promote it to tenants in the locality.

Homestart also attended sessions at the Hub over the course of a few weeks, when it opened but only had one individual attend. Following that they moved to St Mark's Community Centre from September, which is busier and known within the community that they are targeting.





## Godalming town Council

Godalming Town Council hires it out to groups/ private hirers who use it for pilates and yoga classes for members of the local and wider community.

Godalming Youth Service provide youth work sessions twice a week at the Hub. They have previously provided some sessions focused on 'well women', but the program they provide changes with the needs of the area. At present, sessions are aimed at young people at the beginning of secondary school.

One group has been established in close partnership with the local primary school, who refer pupils from year 6, whom they think would most benefit from being part of the youth provision.

A second group, relatively recently established, grew out of the youth services long-term mobile vehicle sessions at the skate park. They have worked in this area for approximately two years and have built up a good rapport with local children. As the Winter sets in, sessions on the mobile vehicle cease being viable as young people's attendance when it is excessively wet or cold reduces. The Youth Service are now running a small, targeted session for youth in the area, who are not involved with the Youth Service in any capacity i.e. do not attend the main youth club at Broadwater Park.

## Waverley Borough Council

The Housing officer for the area has a surgery at the Hub once a month, this is fairly quiet, and attendance is often low, but people can ring Housing Services to access this support too. Waverley Borough Council were exploring whether to move it to St Mark's Community Centre down the road, as people are more familiar with accessing and attending this centre but for the moment and the foreseeable future they plan to remain at the Hub, to continue the current 'drop in' sessions. They are expanding 'drop in' sessions at other community centres across the area, so will monitor these in comparison to 'drop ins' at the Hub.

## Joyfull Greens

Joyfull Greens is a social enterprise working with communities in Surrey to stay healthy and happy with planet friendly food. They are a community project based in Godalming, aimed at tackling social isolation, mental and physical health and sustainability. Through food and cooking, they work to increase access to affordable,





healthy and sustainable food, improve health and community wellbeing by bringing people together.

They receive funding from Waverley Borough Council to deliver community cookery sessions from various venues across the borough. For the Hub, they have delivered five cookery sessions, running one class each month since June 2025 to build a presence. Unfortunately, due to illness and bereavement November's session was cancelled. They had hoped to initiate collaborations with local groups and charities sooner but sadly had to cancel some pre-booked dates.

They had a total of 38 individuals, including 7 children and teenagers, attending these five sessions. Their demographics are mainly people over 65 (often living alone, non-drivers, and sometimes struggling with public transport), as well as carers, families on low income, and single parents. They have also welcomed some 'walk-ins' including people using the food bank (down at St Mark's Community Centre). Several participants return each month allowing them to engage with clients over several sessions.

Participants consistently comment on how light and bright the venue feels, the Joyfull Greens mention they value this too; the planting and nature around the Hub align perfectly with their aim to promote wellbeing.

Feedback from Ockford residents include the following:

*"Thank you all three of you for giving me something to do. There's not a lot like your cooking sessions, especially when I rely on poor public transport. You've filled one of my alone days. Things like what you do are well needed, and I'm grateful for it."*

*"Thank you for all the enthusiasm and effort you bring every time. You're so cheerful, helpful, kind, and approachable—I'm so happy to be part of it."*

*"I've been participating in the cookery class since it started. The team are very friendly and helpful. I've learned about planet-friendly food and enjoyed cooking a variety of recipes each month. The venue is spacious, well-lit, and creates a fantastic atmosphere."*

*"The class was a genuine social experience. At the end, we all enjoyed a delicious lunch together!"*





One carer who attended with a child/care recipient experiencing severe anxiety shared: *“X really enjoyed the class and asked to do more. Brilliant—I enjoyed it too! Thank you for keeping the class on.”*

### **Some limitations experienced by Joyfull Greens include;**

- They are a new project, so awareness in the community is still very minimal
- Limited knowledge of the local community
- Parking sometimes used by non-Hub visitors (though improving)
- Potentially some local restraint by residents to using the Hub, greater promotion of what is offered could help
- As a newly formed CIC, they can't yet commit to long-term dates
- Feedback from charities suggests transport is a challenge for many vulnerable individuals (Many don't drive)

As the funder Waverley Borough Council are aware that for some sessions take up was low, despite the Hub being a great venue for their delivery. They are working with Joyfull Greens to explore another venue in Godalming that is more central and accessible to more people. From the end of February 2026, they will be relocating to the Denningberg Centre, in Godalming town centre. This will provide more visibility in the town and provides better access for its attendees.

### **Other planned provision**

Surrey Child and Family Health were very enthusiastic and grateful about the opportunity to make use of the Ockford Ridge Hub; to potentially offer Speech and Language therapy sessions. However, due to changes in their service this year they have not been able to make use of the Hub, but they would very much hope that they may be able to do so in the future.

The Mill Medical Practice did discuss the idea of ad hoc clinics at a PCN meeting and at practice level, but due to infection control regulations around clinics and staffing while covering clinics at the practice, it was not possible for them to commit to clinics at the Hub. The Mill actively promote the Hub at practice level and will continue to signpost people to the services who do use the building.





## Limitations

There are several limitations facing the Hub. These includes limited parking spaces (5/6 on site) and limited on road parking throughout the Ockford Ridge estate.

A very small number of residents have been opposed to advertising the Hub including pop up flags, posters and external advertising on the building, preferring to adhere to management rules/ regulations of the estate. This has impacted the ability to raise awareness of activities and sessions for many of the services offered at the Hub, including 'walk ins' and planned/ prebooked users.

Organisations have indicated that with the Hub being on the border between the existing estate and the new one and that people are used to accessing St Mark's Community Centre, it will take time for residents to get used to the new facility. This may be the reason why take-up (of the services on offer) from local residents has been lower than hoped. It can take time to build trust with the original community. It is also a challenge for some with new people moving into the area and it can take a long time for people to want to go to things. St Mark's Community Centre is just down the road, which is already established and has a Centre Coordinator, which is something the Hub does not have. At the Hub individual groups need to promote what they are doing and services they offer, on site promotion is limited and promotion outside the venue is not permitted at any time.

## Next steps

As Godalming Town Council manage bookings for the site, this will continue for both private hires and those linked to them by other organisations/ funders. In terms of organisations currently using the venue, these will continue, but they will need to continue self-promotion of their services, though various avenues including online advertising sessions via posters/flyers in local community venues and networks, and with assistance from their funders.

Whilst one of the key recommendations from the initial project was to focus on enhancing services for families with children aged 0–5 in Ockford Ridge (through the utilisation of the Hub). It has been identified that this has been achieved to some degree but there remain opportunities to develop this further, potentially in closer working with the St Mark's Community Centre, Godalming Town Council, VCSE partners and in wider promotion of services and the offer for this demographic.





To further assess the need of the community surrounding the Hub, the original steering group and research team could be reconvened to assess the impact and scope of the Hub and its future. Fundamentally, this would also need to work alongside Godalming Town Councils' long-term plans for the Hub, assess the impact of other nearby community centres, impact of further impending housing developments on the site, input from residents, tenants and community members/groups as to what other activities and support they wish to be delivered and accessed from the Hub.



12. OFFICERS REPORT ON KIIT4KIDS MOTION

**Subject:**

Provision Accommodation to Support Kit4Kids Children's Clothing Service

<https://www.kit4kids.org.uk>

**1. Purpose of Report**

To provide information to Members in consideration of a Motion for Council support to provide accommodation on Council-owned land to enable the continued operation of the Kit4Kids children's clothing service.

**2. Background**

2.1 Kit4Kids is a local charitable organisation providing **free children's clothing for ages 0–16** to families in need.

2.2 The organisation has been given notice to vacate its current premises by **2 May 2026**.

2.3 It is anticipated that:

- The service will need **to place stock into storage, and**
- **There will be a cessation of service provision until** an alternative location is secured.

2.4 The interruption of this service will have a direct impact on vulnerable families within the community.

2.5 The Town Council could provide temporary accommodation through the siting of a portable single-storey building (circa 35.68 sqm) at the Youth & Community Centre. It should be noted that although this is smaller than their current location, it is an achievable option that could be delivered.

**3. Site Considerations**

3.1 A number of siting options have been assessed.

3.2 These options would result in the loss of between 2 and 5 parking spaces.

3.3 The preferred location is:

- At the end of the front car park, adjacent to the Rangers' compound

3.4 This option results in the loss of only 2 parking spaces and minimises operational disruption.

3.5 The site is:

- Hard surfaced (no groundworks required)
- Logistically suitable for access and servicing

However, whilst achievable, the running of a suitable power supply will require some ground works.

**4. Operational Impact**

4.1 The Head of Youth Services has been consulted and has confirmed that:

- The proposal will not adversely affect the operation of the Youth & Community Centre.

4.2 Operational considerations include:

- Alignment of opening hours
- Shared site access and safeguarding of users

4.3 These matters can be managed through agreed operating arrangements.

## 5. Alignment with Corporate Plan

The proposal aligns strongly with the Council's Corporate Plan:

### **Investing in Our Community**

- Supports community-based provision addressing local need
- Provides in-kind support for a voluntary organisation delivering Council objectives, similar to the support provided when setting up the food bank.

### **Children & Young People**

- Directly supports families and young people
- Complements the Council's Youth Service provision

### **Wellbeing**

- Promotes community wellbeing and reduces inequality

### **Environmental Considerations**

- Encourages reuse of clothing and reduction of waste

## 6. Legal Powers

6.1 The Council may act under:

### Primary Power

- Localism Act 2011 – General Power of Competence

### Supporting Power

- Local Government Act 1972, s.137

6.2 The provision of accommodation to support a community service is within the Council's powers.

## 7. Planning Considerations

7.1 The proposal may be delivered under permitted development rights:

- GPDO 2015 – Schedule 2, Part 12, Class A (legislation provided at Annex A and can be viewed at <https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/12> )

7.2 This permits:

- Erection of small buildings on Council land
- Where required for the exercise of its functions

7.3 Given:

- The modest scale (35.68 sqm)

- Temporary nature
- Clear community function

it is considered the proposal qualifies as permitted development.

## 8. Financial Implications

### 8.1 Estimated costs:

Item	Estimated Cost
12-month Hire	£5,148
Delivery & Installation	£2,000-£5,000
Connection Costs	£1,000
Insurance	Minimal

**Total estimated cost:** £9,000 – £14,000 (with contingent)

### 8.2 Funding source:

- **Emerging Projects Reserve** (£58,500)

## 9. Risk Assessment

### Service Risk

- Temporary interruption already unavoidable due to notice timeline
- Council intervention reduces duration of disruption

### Financial Risk

- Cost variation

**Mitigation:** Fixed-price procurement and contingency

### Planning Risk

- Potential challenge to permitted development

**Mitigation:** GPDO 2015 – Schedule 2, Part 12, Class A (a), A.2 & C

### Operational Risk

- Parking loss (2 spaces)
- Site coordination

**Mitigation:** Preferred siting minimises impact;

### Reputational Risk

- **Positive:** Clear, visible support for vulnerable families
- **Negative:** Limited, provided impacts are well managed

### Environmental Risk

- Low (temporary structure, reuse-based service)

## 10. Deliverability

10.1 Delivery within an acceptable timeframe is achievable, subject to:

- authority to proceed
- Supplier availability

10.2 It is acknowledged that:

- A **short service interruption is unavoidable**, but
- Council intervention will significantly reduce long-term disruption.

## 11. Options

### **Option 1 – Proceed**

Provide accommodation for a 12-month period.

### **Option 2 – Do Not Proceed**

Service likely displaced or unavailable locally for an extended period.

## 12. Recommendation

It is recommended that the Members:

1. **Consider whether to resolve to approve the implementation of the actions set out in the Motion.**

## ANNEX A

### The Town and Country Planning (General Permitted Development) (England) Order 2015

- [UK Statutory Instruments](#)
- [2015 No. 596](#)
- [SCHEDULE 2](#)

#### PART 12 Development by Local Authorities Class A

##### **Permitted Development**

**A.** *The erection or construction and the maintenance, improvement or other alteration by [F1 or on behalf of] a local authority or by [F1 or on behalf of] an urban development corporation of—*

- (a) *any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;*
- (b) *lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.*

##### **Interpretation of Class A**

**A.1** For the purposes of Class A, “urban development corporation” has the same meaning as in Part 16 of the Local Government, Planning and Land Act 1980 (urban development) [M1](#).

**A.2** The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment **not exceeding 4 metres in height or 200 cubic metres in capacity.**

#### Class B

##### **Permitted development**

**B.** *The deposit by a local authority of waste material on any land comprised in a site which was used for that purpose on 1st July 1948 whether or not the superficial area or the height of the deposit is extended as a result.*

##### **Development not permitted**

**B.1** Development is not permitted by Class B if the waste material is or includes material resulting from the winning and working of minerals.

[F2]Class BA - holding of a market by or on behalf of a local authority

**Permitted development**

**BA.** *The use of any land for the purposes of holding a market by or on behalf of a local authority and the provision on the land of any moveable structure for the permitted use* [F3]....

**Development not permitted**

**BA.1** Development is not permitted by Class BA [F4]if the land—

- (a) is, or is within, a site of special scientific interest; or
- (b) is, or contains, a scheduled monument.]]

**Interpretation of Part 12**

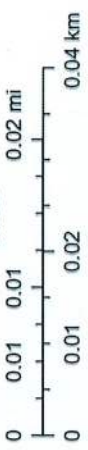
**C.** For the purposes of Part 12, “local authority” includes a parish council [F5], a National Park authority and the Broads Authority].

# Broadwater Youth & Community Centre Access



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Boundary - District and Boroughs

## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

#### Expression of Interest Form

#### *Combe Road Recreation Ground*


VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a>
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Combe Road Recreation consisting of 3,076sqm Latitude 51.200876, Longitude -0.606207. bounded by properties on Coombe Road, Warren Road, Green Lane with pedestrian access off Coombe Road and Green Lane
Type of transfer requested.  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Freehold  This land is a 'landlocked' neighbourhood recreation ground with a children's play area within. The reorganisation of Local Government saw this land transfer from Godalming Borough to Waverley District Council (later Waverley Borough Council). It is strongly contended that as with many thousands of other recreation grounds and village greens throughout the country that had a strong local heritage, the Combe Road Recreation Ground should have more properly been transferred to the newly formed Godalming Town Council (GTC). At that time this would also have been in line with recreation grounds in pre-existing parish areas in the newly formed Waverley District such as Elstead and Cranleigh. GTC believe this is an opportunity to return this community asset in perpetuity to the community area of which it serves
Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.	Godalming Town Council wishes to maintain year-round access and use for local residents for recreation, exercise, and play, especially for local children.  Use of the recreation ground is important for the health and wellbeing for the well-being of children and families  GTC believes the transfer and management of this key recreation ground in Biscombe area of Farncombe Village from WBC to GTC is in keeping with Waverley's Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working

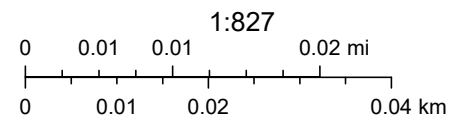
	<p>collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.</p> <p>In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.</p> <p>GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income. GTC has over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 19.5FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>Residents of Farncombe and Godalming who use this recreation ground for exercise and and play activities.</p>

# Combe Road Recreation Ground, Godalming



4/13/2026, 3:30:55 PM

 Boundary - District and Boroughs



## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

#### Expression of Interest Form

#### *Crownpits Recreation Ground*


VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a>
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Crownpits Recreation consisting of 2596sqm Latitude 51.179965, Longitude -0.60736075 bounded by Brighton Road and Crownpits Lane.
Type of transfer requested.  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Freehold  This neighbourhood recreation ground with a children's play area within, is located within the Crownpits Conservation Area and is an integral part of the special character that defines the CA.  The reorganisation of Local Government saw this land transfer from Godalming Borough to Waverley District Council (later Waverley Borough Council). It is strongly contended that as with many thousands of other recreation grounds and village greens throughout the country that had a strong local heritage, the Crownpits Road Recreation Ground should have more properly been transferred to the newly formed Godalming Town Council (GTC). At that time this would also have been in line with recreation grounds in pre-existing parish areas in the newly formed Waverley District such as Elstead and Cranleigh. GTC believe this is an opportunity to return this community asset in perpetuity to the community area of which it serves
Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.	Godalming Town Council wishes to maintain year-round access and use for local residents for recreation, exercise, and play, especially for local children.  Use of the recreation ground is important for the health and wellbeing for the well-being of children and families  As highlighted in Waverley Borough Council's Conservation Area appraisal document, Crownpits CA has a limited area of open

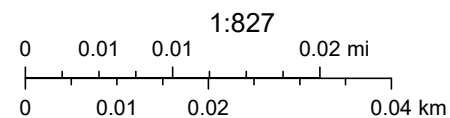
	<p>space However, the Recreation Ground, which includes a LEAP (Local Equipped Area of Play) adds to the family friendly character of the area. It is also important to note that of special interest within the conservation area is the vista looking south and north along Brighton Road from the Recreation Ground. Godalming Town Council wishes to ensure that this special character feature of the area remains available for generations to come.</p> <p>GTC believes the transfer and management of this key recreation ground in The Crownpits Conservation area from WBC to GTC is in keeping with Waverley’s Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.</p> <p>In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.</p> <p>GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit. And would ensure the aspirations for improvements to the recreation ground set out in the Conservation Area appraisal would continue to be a priority.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income. GTC has over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 19.5FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>Residents of who use this recreation ground for exercise and play activities.</p>

# CrownPits Recreation Ground



4/15/2026, 12:17:22 PM

 Boundary - District and Boroughs



## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

#### Expression of Interest Form

#### *Longbourne Green Local Equipped Area of Play*


VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a>
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Longbourne Green play area consisting of 4891sqm Latitude 51.203539, Longitude -0.61087042 bounded on the two sides of the triangle by Oak Mead to the North West and Barnes Road to the South East with the other two sides being edges by the footpaths of Longbourne Green
Type of transfer requested.  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Freehold  This land is a green open space within a housing development containing a Local Equipped Area of Play (LEAP).  The reorganisation of Local Government saw this land transfer from Godalming Borough to Waverley District Council (later Waverley Borough Council). It is strongly contended that as with many thousands of other recreation grounds and village greens throughout the country that had a strong local heritage, the Combe Road Recreation Ground should have more properly been transferred to the newly formed Godalming Town Council (GTC). At that time this would also have been in line with recreation grounds in pre-existing parish areas in the newly formed Waverley District such as Elstead and Cranleigh. GTC believe this is an opportunity to return this community asset in perpetuity to the community area of which is serves
Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.	Godalming Town Council wishes to maintain year-round access and use for local residents for recreation, exercise, and play, especially for local children.  Use of the recreation ground is important for the health and wellbeing for the well-being of children and families  GTC believes the transfer and management of this key recreation ground at Longbourne Green from WBC to GTC is in keeping with Waverley's Corporate Strategy 2020 – 2025 which states that

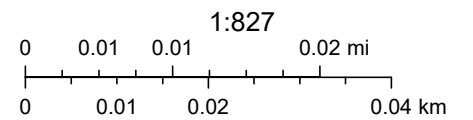
	<p>WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.</p> <p>In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.</p> <p>GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income. GTC has over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 19.5FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>Residents of Farncombe and Godalming who use this recreation ground for exercise and and play activities.</p>

# Longbourne Green Play Area



4/15/2026, 1:59:54 PM

 Boundary - District and Boroughs



## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

#### Expression of Interest Form

#### *Ockford Ridge Green Play Area Ground*


VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a>
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Ockford Ridge Green play Area consisting of 3,296sqm Latitude 51.179370, Longitude -0.62958688 bounded on the three sides of the triangle by the road known as Ockford Ridge.
Type of transfer requested.  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Freehold  This land is a traffic island containing a Local Equipped Area of Play (LEAP) including a Multi -Use Games Area. Additionally, it also contains a site compound used for the re-generation of the Ockford Ridge housing stock, whose permission for continued use for a 5-year period is subject to planning application WA/2026/00460 dated 14/04/2026.  The reorganisation of Local Government saw this land transfer from Godalming Borough to Waverley District Council (later Waverley Borough Council). It is strongly contended that as with many thousands of other recreation grounds and village greens throughout the country that had a strong local heritage, the Combe Road Recreation Ground should have more properly been transferred to the newly formed Godalming Town Council (GTC). At that time this would also have been in line with recreation grounds in pre-existing parish areas in the newly formed Waverley District such as Elstead and Cranleigh. GTC believe this is an opportunity to return this community asset in perpetuity to the community area of which is serves
Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.	Whilst recognising the importance of use of part of this land for the site compound for the regeneration project, it is important to note that not only does Godalming Town Council wish to maintain year-round access and use for local residents for recreation, exercise, and play, especially for local children, it also believes it is in the interest of residents that the future decision

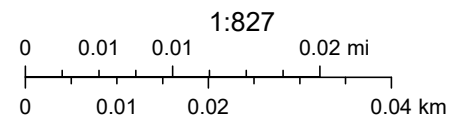
	<p>on use of land post regeneration project lie at the most local level possible.</p> <p>Use of the recreation ground is important for the health and wellbeing for the well-being of children and families</p> <p>GTC believes the transfer and management of this key recreation ground at Ockford Ridge from WBC to GTC is in keeping with Waverley’s Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.</p> <p>In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.</p> <p>GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income. GTC has over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 19.5FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>Residents of Farncombe and Godalming who use this recreation ground for exercise and and play activities.</p>

# Ockford Ridge Green Play Area



4/15/2026, 1:33:57 PM

 Boundary - District and Boroughs



## 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.