

GODALMING TOWN COUNCIL

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Annual Meeting of the Godalming Town Council to be held (pursuant to Public Notice) in the Council Chamber, Waverley Borough Council, The Burys, Godalming on **WEDNESDAY**, 20 MAY 2026 at 7.00pm.

Andy Jeffery

DATED this 12th day of May 2026

Andy Jeffery
CEO to the Town Council

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

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

A G E N D A

1. ELECTION OF TOWN MAYOR

To ELECT a Town Mayor for the ensuing Civic year:

Proposer: Cllr Thomson
Secunder: Cllr Marshall

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

2. THE NEW TOWN MAYOR

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

3. DECLARATION OF ACCEPTANCE OF OFFICE

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

4. THE CONSORT

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

5. VOTE OF THANKS TO RETIRING TOWN MAYOR

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

Proposer: Mr Martin Cosser – Charlie's Promise
Secunder: Mrs Shirley Faraday – WhatNext?

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

6. PRESENTATION OF PAST MAYOR'S BADGE

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

7. ELECTION OF DEPUTY MAYOR

To ELECT a Deputy Town Mayor for the ensuing Civic year

Proposer: Cllr PMA Rivers

Secunder: Cllr Duce

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

8. CONSORT TO THE DEPUTY MAYOR

To receive their Chain and Badge of Office.

9. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 14 May 2026.

10. APOLOGIES

TO RECEIVE apologies for absence.

11. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

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

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

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

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting,
- A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

13. QUESTIONS BY MEMBERS

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

14. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

TO RECEIVE official announcements, letters etc.

15. COUNCIL SERVICE COMMITTEE STRUCTURE FOR MUNICIPAL YEAR 2026/27

Members are asked to **RESOLVE** that the Council shall operate with the following Standing Committees for the 2026/27 municipal year:

- Management Committee;
- Staffing Committee;
- Audit & Governance Committee;
- Planning Committee;
- Community, Events & Culture Committee;
- Cemeteries, Open Spaces & Sustainability Committee; and
- Youth Service Committee.

16. ADOPTION OF GOVERNANCE FRAMEWORK

Members are asked to consider and **RESOLVE** to adopt with immediate effect the Council's revised governance framework comprising:

- Standing Orders;
 - Annex A – Committee Terms of Reference & Reporting Structure;
 - Appendix A – Reporting & Escalation Framework;
 - Annex B – Scheme of Delegation and;
- Financial Regulations.

Documents attached for the information of Members.

Members to note two changes to the draft Schedule of meetings considered on 23 April – Changes due to clashes with either WBC Full Council meeting or WSUA Full Council meetings.

17. SCHEDULE OF MEETINGS 2026/27

Members to **RESOLVE** to approve the schedule of meetings for the 2026/27 municipal year (copy of schedule attached for the information of Members).

18. APPOINTMENT OF THE LEADER/SPOKESPERSON OF THE COUNCIL

Members to **ELECT** the Leader of the Council (who shall also serve as Chair of the Management Committee).

19. APPOINTMENT OF MEMBERS TO STANDING COMMITTEES

Members to consider and **RESOLVE** to approve the allocation of committee places and to appoint Members to the Council's Standing Committees in accordance with the Council's Political Balance Policy (nominations schedule attached for the information of Members).

Members to note that the 'TBC' nominations within the attached schedule will be tabled as an amendment to the attached schedule if received before the meeting or called for as part of this agenda item.

20. APPOINTMENT OF COMMITTEE CHAIRS

To appoint the Chairs of the Council's Standing Committees in accordance with Standing Orders.

Recommendation:

To **RESOLVE** that the Chairs of Committees be appointed as follows:

- Management Committee – Cllr Follows
- Staffing Committee – Cllr Heagin
- Audit & Governance Committee – Cllr Thomson
- Planning Committee – Cllr Crowe
- Community, Events & Culture Committee – Cllr Marshall
- Cemeteries, Open Spaces & Sustainability Committee – Cllr Paul Rivers
- Youth Service Committee – Cllr Duce

Members to Note: Vice-Chairs of Committees will be elected at the first meeting of each Committee in accordance with Standing Orders.

21. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

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

22. ADOPTION OF KEY DOCUMENTS

Members are asked to consider and **RESOLVE** to adopt with immediate effect the following documents (attached for the information of Members):

- Treasury and Investment Strategy
- Risk Management Strategy
- Health & Safety Policy Arrangements

Additionally, members are asked to **RESOLVE** to authorise the CEO to update Council's Policy and Procedures as necessary to reflect the newly adopted service committee's names and reporting requirements.

23. SAFETY POLICY STATEMENT

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

24. TASK & FINISH GROUPS & ADVISORY GROUPS

Members to **RESOLVE** to agree the membership of the Task & Finish / Advisory Groups shown below:

ADVISORY GROUP OF STAFFING (SHE)

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

Chair of Staffing
Leader of the Council
Deputy Chief Officer

MUSEUM CO-ORDINATION

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

Councillor TBC
Councillor TBC
TC, Curator
2 x GMT Members

LOCAL GOVT REORGANISATION “LGR GROUP”

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

Councillor Heagin
Councillor Marshall
Councillor Holliday
Councillor Weightman
Councillor S Downey

25. **APPROVAL OF DIRECT DEBITS**

Members to **RESOLVE** to authorise the RFO to continue payments by use of variable and fixed direct debits where current instructions exist. The list of current suppliers paid by direct debit is shown at Annexe B.

26. **LETTER OF ENGAGEMENT – INTERNAL AUDITOR**

Members to **NOTE** that as directed by Full Council on 12 February 2026 (Min No 530-25 refers) the CEO has signed an Engagement Letter with Mulberry Authority Services Ltd to act as the Council’s Internal Auditor for the financial years 2026/27 to 2028/29 inclusive (letter of engagement to be tabled for the information of Members).

Members will note that the Engagement letter sets out the period of engagement, responsibilities of the Council and internal auditors, the scope of audit, the required electronic publication and communication. The auditor’s limitation of liability, fees, cancellation of service provision and agreement of terms.

27. **RECEIPT OF COMMITTEE MINUTES**

To receive the minutes of the former Committee structure (prior to adoption of the Service Committee model).

	Meetings Dated
Audit Committee	16 April 2026
Environment & Planning	23 April 2026
Policy & Management Committee	23 April 2026
Staffing Committee	16 April 2026

28. **SEALING OF DOCUMENTS, ETC**

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

29. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held on Thursday, 4 June 2026 at 6.30pm in the Council Chamber.

30. **ANNOUNCEMENTS**

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

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

ANNEXE A NOMINATIONS TO EXTERNAL BODIES 2026/27

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVES 2025/26</u>	<u>REPRESENTATIVES 2026/27</u>
District Scout Council	Cllr Crooks	
Fairtrade Steering Group	VACANT	
Farncombe Day Centre	Cllr Crowe	
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Steel	
Godalming & District Chamber of Commerce	Cllr Holliday	
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr PMA Rivers	
Holloway Hill Sports Association	Cllr Heagin	
NALC Super Council Network	Cllr Heagin	
Sport Godalming	Cllr Adam	
St Mark's Community Centre Management Committee	Cllr Kiehl	
SALC	Cllr Heagin Cllr Thomson	
Waverley Borough Active Travel Forum (formerly Godalming Cycle Forum)	Cllr Crooks	
What Next?	Cllr Crooks	

ANNEXE B APPROVAL OF VARIABLE DIRECT DEBITS

<u>SUPPLIER</u>	<u>SUPPLY</u>	<u>TYPE OF DIRECT DEBIT</u>
British Gas	Energy	Variable
Smartestenergy Business Ltd	Energy	Variable
Everflow Ltd	Water	Variable
FuelGene	Fuel	Variable
O2	Telephony	Variable
IT Support & Security	IT support & Cyber security	Variable
Room 101 Ltd	Website Support	Fixed
Citation	Health and Safety Audits and support	Fixed
HMRC	Payroll costs (Tax, NI & student Loan payments)	Variable
Waverley BC	Business Rates	Variable
HSBC Commercial Card	Corporate credit card	Variable
HSBC	Bank Charges	Variable
PWLB	Public Work Loan repayments	Variable



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]

CONTENTS

STANDING ORDERS	4
Section One: Meetings.....	4
Section Two: Ordinary Council Meetings	6
Section Three: Proper Officer/Responsible Finance Officer/Leader of the Council	7
Section Four: Motions Requiring Written Notice	8
Section Five: Motions Not Requiring Written Notice	9
Section Six: Rules of Debate.....	9
Section Seven: Code of Conduct	11
Section Eight: Minutes	12
Section Nine: Disorderly Conduct	13
Section Ten: Recission of Previous Resolutions	13
Section Eleven: Voting on Appointments	13
Section Twelve: Accounts & Accounting Statement	13
Section Thirteen: Execution and Sealing of Legal Deeds	14
Section Fourteen: Committees.....	14
Section Fifteen: Extraordinary Meetings.....	17
Section Sixteen: Financial Controls & Procurement	17
Section Seventeen: Canvassing of and By Councillors	18
Section Eighteen: Inspection of Documents & Confidential Information	18
Section Nineteen: Matters Affecting Council Staff	19
Section Twenty: Responsibilities to Provide Information	19
Section Twenty-One: Relations With The Press/Media	19
Section Twenty-Two: Responsibilities Under Data Protection Legislation	20
Section Twenty-Three: Management of Information.....	20
Section Twenty-Four: Standing Orders Generally	20
ANNEX A- COMMITTEE TERMS OF REFERENCE & REPORTING STRUCTURE.....	21
Overview of Committee Structure	21
General Principles of Committees.....	21
Full Council	21
Management Committee.....	22
Staffing Committee	22
Audit & Governance Committee.....	23
Planning Committee.....	23
Community, Events & Culture Committee	24
Cemeteries, Open Spaces & Sustainability Committee	24
Youth Service Committee	24

<i>APPENDIX A – REPORTING & ESCALATION FRAMEWORK</i>	26
Governance and Committee Reporting Structure	26
Service Committee Reporting Flow	26
Call-In of Delegated Decisions	29
ANNEX B – SCHEME OF DELEGATION	32
Part A – Council and Committees	32
Part B – Reporting & Escalation Framework	33
Part C – Call-In of Delegated Decision	35
Part D – Proper Officer (Chief Executive Officer)	36
Part E –Responsible Financial Officer	37
Part F – Financial Control & Reserves	38
Part G – Staffing Committee Authority	38
Part H – Financial Delegation Levels	39
Part I – Urgent Matters	39
Part J – Officer/Member Boundaries	39
Part K – Leader of The Council	40
Part L – Absence of the Chief Executive Officer	40
Part M – Table of Authorised Expenditure & Limits	41
Table 1A – Management Committee	41
Table 1B – Community, Events & Culture Committee	42
Table 1C – Youth Service Committee	42
Table 1D – Cemeteries, Open Spaces & Sustainability Committee	42
Table 1E – Staffing Committee	43
Table 2 – Delegated Authority & Financial Limits	44
Table 3 – Authorisation of Invoices	45

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 100.

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 6.**

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).

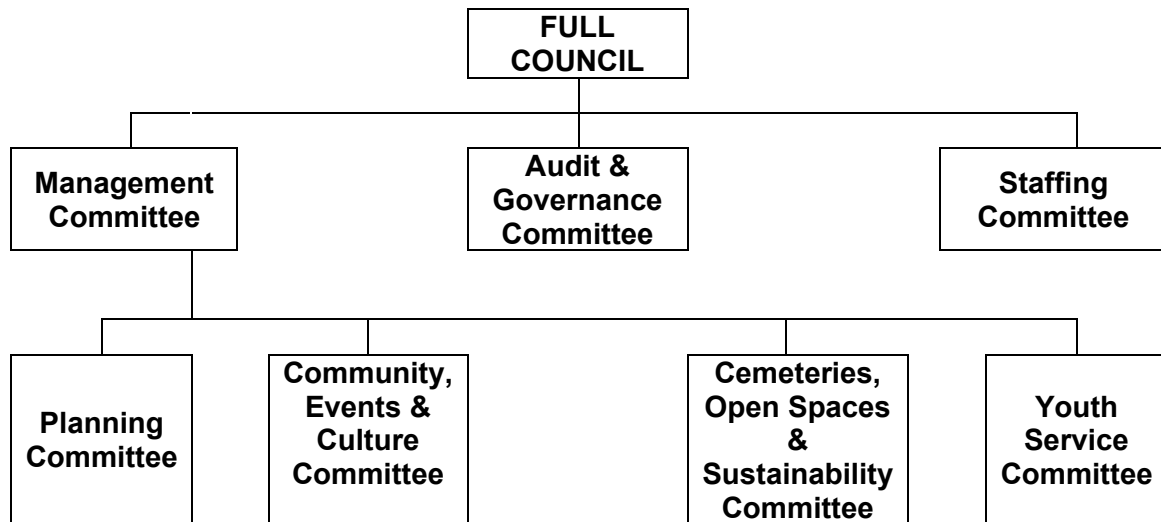
Meeting Frequency

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.

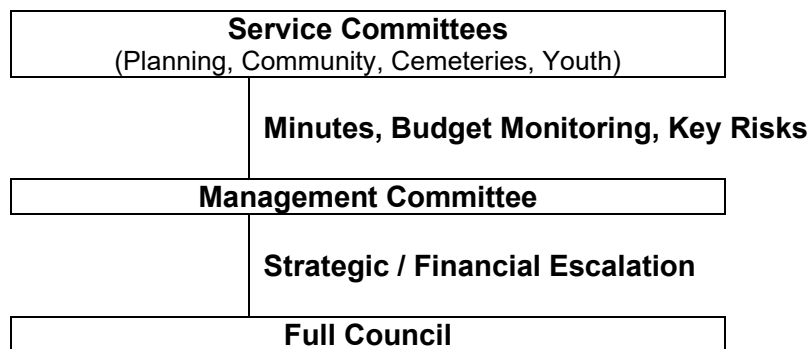
GOVERNANCE AND COMMITTEE REPORTING STRUCTURE



Key Principles:

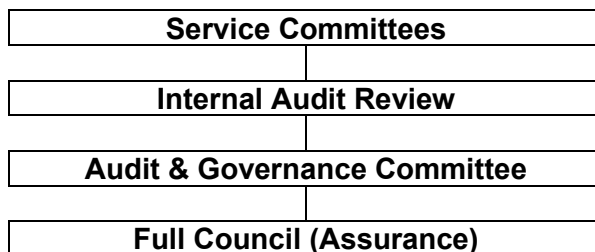
- Service Committees operate under delegated authority.
- Management Committee provides financial and corporate coordination.
- Full Council retains all statutory and reserved powers.
- Audit & Governance provides independent assurance.
- Staffing Committee retains employer oversight responsibilities.

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.

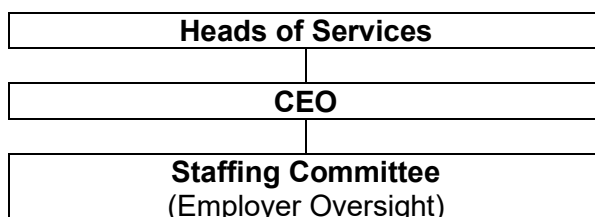
Audit and Assurance Flow



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

Cost Centre	Description	Notes
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

Scope	Description
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

Body/Officer	Cost Centres/Area of Responsibility	Financial Authority	Restrictions/Notes
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 NB: 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

Officer	Authorisation Level	Notes
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

CONTENTS

CONTENTS	1
1. General	2
2. Risk management and internal control	3
3. Accounts and audit.....	3
4. Budget and precept.....	4
5. Virement controls	5
6. Procurement	6
7. Banking and payments.....	7
8. Electronic payments	8
9. Cheque payments	9
10. Payment cards	9
11. Petty cash	9
12. Payment of salaries and allowances	10
13. Loans and investments	10
14. Income	11
15. Payments under contracts for building or other construction works	11
16. Stores and equipment	11
17. Assets, properties and estates	11
18. Insurance	12
19. Suspension and revision of financial regulations	12
Appendix 1 - Tender Process.....	13

Date of Adoption: **20 May 2026**
Amended:

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.
- 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
- 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.
- 1.4. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 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.
- 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.
- 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**

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 reasonably 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.

The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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 Committee shall review its draft budget and submit any proposed amendments to the RFO not later than the 15 day of November each year. The management Committee shall consider the consolidated draft budget at its November 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 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, an earmarked reserve shall be agreed by Full Council. Withdrawal from an earmarked reserve may be approved by:
 - The Management Committee for expenditure up to £50,000 within approved policy;
or
 - 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;
- 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

6. PROCUREMENT

- 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.
- 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.
- 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.
- 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.**
- 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.
- 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.
- 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.**
- 6.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least three fixed-price quotes.
- 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.
- 6.10. For smaller purchases, officers shall seek to achieve value for money.
- 6.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 6.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. 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.
- 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 Management Committee. Avoidance of competition is not a valid reason.
- 6.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 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.

- 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.
- 6.17. No expenditure may be authorised that will exceed the approved budget for that cost centre other than by resolution of the Full Council or a duly delegated committee acting within its Terms of Reference and delegated authority, except in an emergency.
- 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.
- 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.
- 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.
- 6.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

7. BANKING AND PAYMENTS

- 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.
- 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.
- 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.
- 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.
- 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.
- 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 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 Management Committee).

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 (Management Committee). The council (or 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.

8. ELECTRONIC PAYMENTS

- 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.
- 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.
- 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.
- 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.
- 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}.
- 8.6. A full list of all payments made since the last meeting shall be provided to the next Management Committee meeting and appended to the minutes.
- 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 Management Committee at least every two years.

- 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 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.
- 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 Management Committee at least every two years.
- 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.
- 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.
- 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.

9. CHEQUE PAYMENTS

- 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.
- 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.
- 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.

10. PAYMENT CARDS

- 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 Management Committee.
- 10.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Management Committee. Transactions and purchases made will be reported to the Management Committee and authority for topping-up shall be at the discretion of the Management Committee.
- 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.
- 10.4. Use of personal credit or debit cards of members or staff is discouraged.

11. PETTY CASH

- 11.1. The council will not routinely maintain a cash float.
- 11.2. The RFO may create a cash float for a one-off community event. All cash received must be banked intact.

12. PAYMENT OF SALARIES AND ALLOWANCES

- 12.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 12.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 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).
- 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.
- 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.
- 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.
- 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.
- 12.8. Before employing interim staff, the council must consider a full business case.

13. LOANS AND INVESTMENTS

- 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.
- 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 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.
- 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.
- 13.4. All investment of money under the control of the council shall be in the name of the council.
- 13.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 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.

14. INCOME

- 14.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 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.
- 14.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Management Committee by the RFO and shall be written off in the year. The committee's approval shall be shown in the accounting records.
- 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.
- 14.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 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.
- 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.

15. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 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.
- 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.

16. STORES AND EQUIPMENT

- 16.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 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.
- 16.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 16.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

17. ASSETS, PROPERTIES AND ESTATES

- 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.
- 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.
- 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.
- 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.

18. INSURANCE

- 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.
- 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.
- 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 Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers (in consultation with the Clerk).
- 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.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 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.
- 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.
- 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.

GODALMING TOWN COUNCIL

SCHEDULE OF MEETINGS 2026/27

<u>MAY 2026</u>				
				Bkd
7	ELECTION (Shadow Unitary Authority)			
14	Full Council	6.30PM	Council Chamber	✓
20	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	✓✓
28	Planning Audit & Governance (Internal Audit)	6.30PM 7.00PM**	Oglethorpe	✓
<u>JUNE 2026</u>				
4	Full Council (Annual Accounts)	6.30PM	Council Chamber	
11	Planning Staffing	6.30PM 7.00PM**	Oglethorpe	✓
18	Management (CIL)	6.30PM	Council Chamber	
25	Cemeteries, Open Spaces & Sustainability	6.30PM	Oglethorpe	✓
28	CIVIC SERVICE	10.30AM	Venue to be Confirmed	
<u>JULY 2026</u>				
2	Planning Youth Service	6.30PM 7.00PM**	Oglethorpe	✓
9	Audit & Governance	6.30PM	Oglethorpe	✓
16	Community, Events & Culture (Grants)	6.30PM	Oglethorpe	✓
23	Planning Management	6.30PM 7.00PM**	Council Chamber	✓
30 (29)	Management (date to be confirmed) NOTE :WBC Full Council 29 th , WSUA Full Council 30 th	6.30PM	Council Chamber	
<u>AUGUST 2026</u>				
20	Planning	6.30PM	Oglethorpe	✓
27	Cemeteries, Open Spaces & Sustainability	6.30PM	Oglethorpe	✓
<u>SEPTEMBER 2026</u>				
3	Management	6.30PM	Council Chamber	✓
10	Planning Staffing	6.30PM 7.00PM**	Oglethorpe	✓
17	Full Council	6.30PM	Council Chamber	✓
<u>OCTOBER 2026</u>				
1	Planning Youth Service	6.30PM 7.00PM**	Oglethorpe	✓
22	Planning Cemeteries, Open Spaces & Sustainability (Budget)	6.30PM 7.00PM**	Oglethorpe	✓
29	Audit & Governance (Risk Management) Community, Events & Culture (Budget)	6.30PM 7.00PM**	Oglethorpe	✓

Items in blue indicate an amendment from the original schedule

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

<u>NOVEMBER 2026</u>				
8	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	✓
12	Planning Staffing (Budget)	6.30PM 7.00PM**	Oglethorpe	✓ ✓
26	Management (Budget 1)	6.30PM	Council Chamber	✓
<u>DECEMBER 2026</u>				
3	Planning Management (Budget Standby)	6.30PM 7.00PM**	Council Chamber	
10	Full Council (Precept)	6.30PM	Council Chamber	✓
<u>JANUARY 2027</u>				
7	Planning	6.30PM	Oglethorpe	✓
21	Management	6.30PM	Council Chamber	
28	Planning Youth Service	6.30PM 7.00PM**	Oglethorpe	✓
<u>FEBRUARY 2027</u>				
4	Audit & Governance (Internal Audit Recommendation) Community, Events & Culture	6.30PM 7.30PM**	Oglethorpe	✓
11	Cemeteries, Open Spaces & Sustainability	6.30PM	Oglethorpe	✓
18	Planning Staffing	6.30PM 7.00PM**	Oglethorpe	✓
25	Full Council	6.30PM	Council Chamber	
<u>MARCH 2027</u> (Maundy Thursday – 25 March 2027/Easter Monday – 29 March 2027)				
4	Management	6.30PM	Council Chamber	✓
18	ANNUAL TOWN MEETING	7.00PM	Council Chamber/MP	✓✓
25	Planning	6.30PM	Oglethorpe	✓
<u>APRIL 2027</u>				
8	Management	6.30PM	Council Chamber	✓
15	Audit (Review System of Internal Control) Community, Events & Culture	6.30PM 7.00PM**	Pepperpot	✓
22	Planning Youth Service	6.30PM 7.00PM**	Oglethorpe	✓
29	Full Council	6.30PM	Council Chamber	✓
<u>MAY 2027</u>				
6	ELECTION (Local)			
13	Councillor Induction Event	7.00PM	WNY (TBC)	✓
20	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	✓✓

Items in blue indicate an amendment from the original schedule

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

FESTIVALS:

Spring Festival	(1 st Saturday in April)
Summer Festival	(1 st Saturday in July)
Staycation	(1 st complete week in August)
Christmas Festival	(Last Saturday in November)

Event	Date
2026	
Spring Festival	Saturday, 4 April 2026
Annual Council/Mayor Making	Thursday, 20 May 2026
Godalming Run	Sunday, 17 May 2026
Town Show	Saturday, 30 May 2026
Farncombe Market	Saturday, 6 June 2026
ChoirBLAST	Saturday, 13 June 2026
Summer Food Festival	Saturday, 4 July 2026
Classic Car Show	Sunday, 5 July 2026
Staycation	Saturday, 1-Sunday, 9 August 2026
Antiques & Vintage/Artisan Market	Saturday, 8 August 2026
Duck Race	Saturday, 12 September 2026
Farncombe Market	Saturday, 19 September 2026
Heritage Weekend	Saturday, 19 & Sunday 20 September 2025
Antiques & Vintage/Artisan Market	Saturday, 3 October 2026
Town Fireworks	Friday, 6 November 2026
Remembrance Sunday	Sunday, 8 November 2026
Christmas Lights Switch-on	Sunday, 22 November 2026
Christmas Festival Market	Saturday, 28 November 2026
Farncombe Christmas Lights Switch-on	Friday, 4 December 2026
Farncombe Christmas Market	Date tbc

Events in red are organised by Godalming Town Council

Items in blue indicate an amendment from the original schedule

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

Godalming Town Council – Committee Nominations

1. POLITICAL PROPORTIONALITY

Council composition (18 Members):

- Lib Dem: 11 (61%)
- Green: 3 (17%)
- Labour: 2 (11%)
- Conservative: 2 (11%)

committees (excluding Planning, which is explicitly removed from proportionality):

- Management (11 seats)
- Staffing (5)
- Audit (5)
- Community (5)
- Cemeteries (5)
- Youth (5)

Total proportional seats = **36 seats**

Proportional allocation

Group	Share	Seats (36 total)
Lib Dem	61%	22
Green	17%	6
Labour	11%	4
Conservative	11%	4

Points to Note when nominating to Committees

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

A Member shall not serve simultaneously as Chair of more than one Standing Committee unless the Council resolves otherwise.

Management Committee = 11 Members (no more than 2 members of audit committee are permitted to also be members of Management Committee)

Political Party	Nominee
Liberal Democrat	Chair - Leader of the Council – Cllr Follows
Liberal Democrat	Cllr Heagin
Liberal Democrat	Cllr Marshall
Liberal Democrat	Cllr Paul Rivers
Liberal Democrat	Cllr Duce
Liberal Democrat	Cllr Adam
Liberal Democrat	Cllr Crowe
Green	TBC
Green	TBC
Labour	Cllr S Downey
Conservative	Cllr Holliday

Staffing Committee = 5 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Heagin
Liberal Democrat	Cllr Crowe
Liberal Democrat	Cllr Duce
Green	TBC
Labour	Cllr C Downey

Audit & Governance Committee = 5 Members (Chair of Audit may not be chair or vice-chair of any other committee, nor be Mayor or Deputy Mayor)

Political Party	Nominee
Liberal Democrat	Chair – Cllr Thomson
Liberal Democrat	Cllr Marshall
Liberal Democrat	Cllr Steel
Green	TBC
Conservative	Cllr Martin

Community, Events & Culture Committee = 5 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Marshall
Liberal Democrat	Cllr Penny Rivers
Liberal Democrat	Cllr Heagin
Green	TBC
Labour	Cllr S Downey

Cemeteries, Open Spaces & Sustainability Committee = 5 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Paul Rivers
Liberal Democrat	Cllr Adam
Liberal Democrat	Cllr Duce
Green	TBC
Conservative	Cllr Martin

Youth Committee = 5 Members

Political Party	Nominee
Liberal Democrat	Chair – Cllr Duce
Liberal Democrat	Cllr Heagin
Liberal Democrat	Cllr Crowe
Labour	Cllr C Downey
Conservative	Cllr Holliday

Planning Committee = 5 Members – No Political Proportionality- One member per ward

Political Party	Nominee
Binscombe Ward	TBC
Ockford & Central Ward	Cllr Marshall
Charterhouse Ward	TBC
Farncombe & Catteshall Ward	Cllr Crowe
Holloway Ward	Cllr Martin

TREASURY & INVESTMENT POLICY

INTRODUCTION

Godalming Town Council (the 'Council') acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. In preparing its investment policy the Council is required under Section 15(1) of the Local Government Act 2003 to have regard to the requirements set in the Department for Communities and Local Government *Statutory Guidance on Local Government Investments* and guidance within *Governance and Accountability for Local Council's Practitioners Guide 2016*.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment;
- For the purpose of prudent management of its financial affairs.

The *Statutory Guidance on Local Government Investments* defines an investment as '*all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit*'. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

The Council defines its treasury management activities as '*the management of the Council's cash flows, its banking transactions, the effective control of the risks associated with those activities and the pursuit of best value performance consistent with those risks*'.

The Council defines its non-financial assets held to partially generate a profit as '*all of the buildings where rent or hireage fees are charged*'.

TREASURY INVESTMENT OBJECTIVES

The Council's treasury investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in Sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or lend and make a return, is unlawful and the Council may not engage in such activity.

SHORT TERM TREASURY INVESTMENTS

Short term investments are those offering high security and high availability, made in Sterling and maturing within two years.

For the prudent management of its treasury balances whilst maintaining sufficient levels of security and liquidity, the Council will use deposits with banks and building societies, Licensed Deposit Takers (licensed by either the Prudential Regulation Authority or Financial Conduct Authority), UK local authorities and other UK public authorities.

Institutions should meet the required rating at the time of investment.

Required ratings:

Type	Minimum Rating	Definition		
	Fitch	Moody's	S&P	
Short Term investments (maturities of less than one year)	F1	P-1	A2	Strong capacity to meet financial commitments. Low to medium risk. Numeral indicates higher end of rating
Medium Term investments (maturities of up to five years)	AA	AA	AA	Strong capacity to meet Financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances. Low to medium risk.

Of those institutions meeting the required rating at the time of investment, preference should be given to those with strong ethical and sustainable practices.

The Responsible Finance Officer, in consultation with the Chairman of the Audit & Governance Committee and Proper Officer, shall have the delegated power to invest in short term investments, with any such investment reported to the next Full Council meeting. The Council is ultimately responsible for its investments.

NON-SPECIFIED TREASURY INVESTMENT

These investments have greater potential risk – examples include investment in money markets, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

LONG TERM TREASURY INVESTMENTS

Long term treasury investments shall be defined as greater than two years. The Council will use the same criteria for assessing long term investment as for short term investments. Should the Council wish to invest for periods greater than two years, it **must** identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums before committing to such an investment. The Responsible Finance Officer shall require Full Council approval before entering into any long term investment. The Council is ultimately responsible for its investments.

NON-FINANCIAL ASSETS

The Council's strategy in relation to the buildings it holds for income generation is to undertake regular maintenance to ensure they remain in proper working order, and to accumulate sufficient reserves to enable any major maintenance works to be completed as and when required.

The Council will also ensure that adequate insurance cover is held to mitigate the loss of income should significant damage ever occur.

REVIEW AND AMENDMENT

As recommended under the *Statutory Guidance on Local Government Investments*, this policy will be reviewed annually by the Audit Committee and ratified each year by Full Council.

The Council does not normally employ in-house or external financial advisors but will rely on information which is publicly available.

The Council reserves the right to make variations to the Policy at any time, subject to the approval of Full Council. Any variations will be made available to the public.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this document will be published on the Council's website and a hard copy will be available from the Council's office

RISK MANAGEMENT STRATEGY

1 INTRODUCTION

1.1 This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management
- Why does the Council need a risk management strategy
- What is the Council's philosophy on risk management
- What is the risk management process Roles and Responsibilities
- Future monitoring

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision making processes and
- Manage risk in accordance with best practice

2 WHAT IS RISK MANAGEMENT?

2.1 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'¹

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst case scenario Government intervention.

¹ Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

- 2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 WHY DOES THE COUNCIL NEED A RISK MANAGEMENT STRATEGY?

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all committees/service areas have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2015² to establish and maintain a systematic strategy, framework and process for managing risk.

4 RISK MANAGEMENT POLICY STATEMENT

Godalming Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Council's management processes.

² Accounts and Audit Regulations 2015 (SI 2015/234 Pt 2)

5 IMPLEMENTING THE STRATEGY

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – the financial impact is passed to others e.g. by revising contractual terms;

Sharing – the risk is shared with another party;

Insuring – insure against some or all of the risk to mitigate financial impact; and

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Assessment of Risk - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following scoring:

Scoring Matrix

Likelihood (examples)	Level/Score	Impact (examples)
Has never occurred	Low 1	Dangers are low or it would have little or no effect on Council services/isolated complaints/financial impact less than £5,000
Occasional occurrence/ rare event or hazard is secure with little or no danger	Medium 2	Risks are managed within the Council/ adverse service user complaints/ service disruption/minor injuries and near misses to staff or public/ financial impact exceeds £5,000
Regular occurrence	High 3	Adverse local media attention/extensive public complaints/adverse comment by regulator or auditors/significant service disruption/failure to meet key performance indicators/injuries to public or staff/legal action against Council/ financial impact exceeds £15,000
Almost certain to occur	Extreme 4	Fatality/disabling injury to public or staff/ adverse national media attention/external intervention/total service disruption/ extensive legal action against Council/ financial impact exceeds £25,000

Priority Ranking – the ranking of an individual risk is calculated by a simple multiplication of likelihood and impact

Risk Assessment Matrix						
Likelihood of Risk	4	Extreme	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
			Low	Medium	High	Extreme
			1	2	3	4
			Impact of Risk Occurring			

Extreme Risk	Immediate action required
High Risk	Action as soon as possible
Medium Risk	To be addressed within next 3 – 6 months
Low Risk	Further Action only when viable to do so

6 ROLES AND RESPONSIBILITIES

- 6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.
- 6.2 **Elected Members** – risk management is seen as a key part of the elected Member's governance role and there is an expectation that elected members will lead and monitor the approach adopted, including
- a) Approval of the Risk Management Strategy;
 - b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
 - c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
 - d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3 **Employees** – will undertake their job within risk management guidelines. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.
- 6.4 **Chief Executive Officer** – will act as the Lead Officer on Risk Management, and be responsible for overseeing the implementation of the Risk Management Strategy. The CEO will:
- a) provide advice as to the legality of policy and service delivery choices;
 - b) provide advice on the implications for service areas of the Council's corporate aims and objectives;
 - c) update the Council on the implications of new or revised legislation;
 - d) assist in handling any litigation claims;
 - e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
 - f) advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- 6.5 **Responsible Finance Officer** – as the Council's Section 151 will:
- a) assess and implement the Council's insurance requirements;
 - b) assess the financial implications of strategic policy options;
 - c) provide assistance and advice on budgetary planning and control;
 - d) ensure that the Financial Information System allows effective budgetary control;
 - e) maintain the Council's Risk Register;
 - f) effectively manage the Council's investment and loan portfolio.
- 6.6 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

- 6.7 **Audit & Governance Committee** – Review and future development of the Risk Management Policy and Strategy will be overseen by the Audit & Governance Committee.
- 6.8 **Training** – Risk Management training will be provided to elected members and staff through a variety of mediums. The aim will be to ensure that both elected members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.
- 6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7 FUTURE MONITORING

- 7.1 **Review of Risk Management Strategy** - This strategy will be reviewed annually.

8 CONCLUSION

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

HEALTH & SAFETY POLICY ARRANGEMENTS

ORGANISATION AND RESPONSIBILITIES

1. Elected Members' Obligations

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition, an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) being harmed or committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- the implementation of the Health & Safety Policy; and
- regular monitoring and review of health and safety practices, procedures, and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Town Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

Elected members shall actively promote a positive health & safety culture through personal example and reinforcement of the Council's Health & Safety Policy.

2. The Town Clerk

The responsibility for fulfilling the Health & Safety Policy of the Council rests with the Town Clerk. The Town Clerk will ensure that the policy is carried out through responsible delegation of duties to the Operations & Compliance Officer - as defined below.

The Town Clerk is responsible for ensuring that:-

- staff are aware of their obligations and carry them out in accordance with the Health & Safety Policy;
- effective reporting and communications exist within the organisation and with the users of the Council's premises (**See Annex 1**);

- unresolved problems of health and safety are brought to the attention of the Council.

3. The Operations & Compliance Officer

The Operations & Compliance Officer will ensure that the Health & Safety Policy is implemented within all the Town Council's premises and on all Town Council land.

The Operations & Compliance Officer shall:-

- ensure that risk assessments are undertaken and regularly reviewed for work activities in the Town Council's premises. Where significant risks are identified, the Operations & Compliance Officer is to ensure that safe systems of work or other control strategies are put into place to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum.
- advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Health & Safety Policy;
- ensure that, where an issue cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- have oversight that all work undertaken by contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
 - (a) providing the contractor with up-to-date GTC Health & Safety Policy, and other relevant GTC Policies;
 - (b) any other location specific information (e.g. Fire Risk Assessments, Asbestos Reports etc) ;
 - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
 - (c) co-ordinating exchange of information between contractors, Council staff and others who may be affected by any Council contract;
 - (c) obtain risk assessments and method statements (RAMS) for tasks that are to be carried out by contractors, and monitor compliance with the recommended controls;
- ensure those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are recorded;
- consistently set a good personal example;.

4. Godalming Town Council Functional Managers

All Godalming Town Council functional managers shall:-

- prepare risk assessments for any activities or events that they are organising. Functional Managers can ask the Operations & Compliance Officer for guidance and assistance.

- in the event of an incident or accident, Functional Managers are to accurately record the details of the accident or incident on the Accident and Incident Form (**See Annex 3**);
- identify any health & safety training needs within their team;
- incorporate a review of health and safety behaviour into performance appraisals;

5. Godalming Town Council Employees

All Godalming Town Council employees shall:

- take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by their acts and omissions at work;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- attend health and safety training as directed by the Council, utilise or follow such training and use any personal protective equipment (PPE) or clothing provided to them.
- report any hazard, defects involving equipment, systems, procedures or buildings and any accidents or aggressive incidents to their line manager, or to the Operations & Compliance Officer.

6. Godalming Town Council Contractors

All Godalming Town Council contractors shall:-

- only allocate competent individuals to work on Godalming Town Council contracts, ensuring that they have received all relevant information and training for the work to be carried out;
- take reasonable care for their own health and safety, and that of their colleagues, or anyone else who might be affected by their omissions at work;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all statutory provisions;
- provide risk assessments and method statements (RAMS) covering all aspect of work to be undertaken, and ensure that they are complied with;
- report any accidents or aggressive incidents to their Godalming Town Council employing Officer, or directly to the Operations & Compliance Officer.

7. Other Health & Safety Policies and Procedure Documents

Godalming Town Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for GTC's elected members and staff to follow. See Annex 2

Annexes

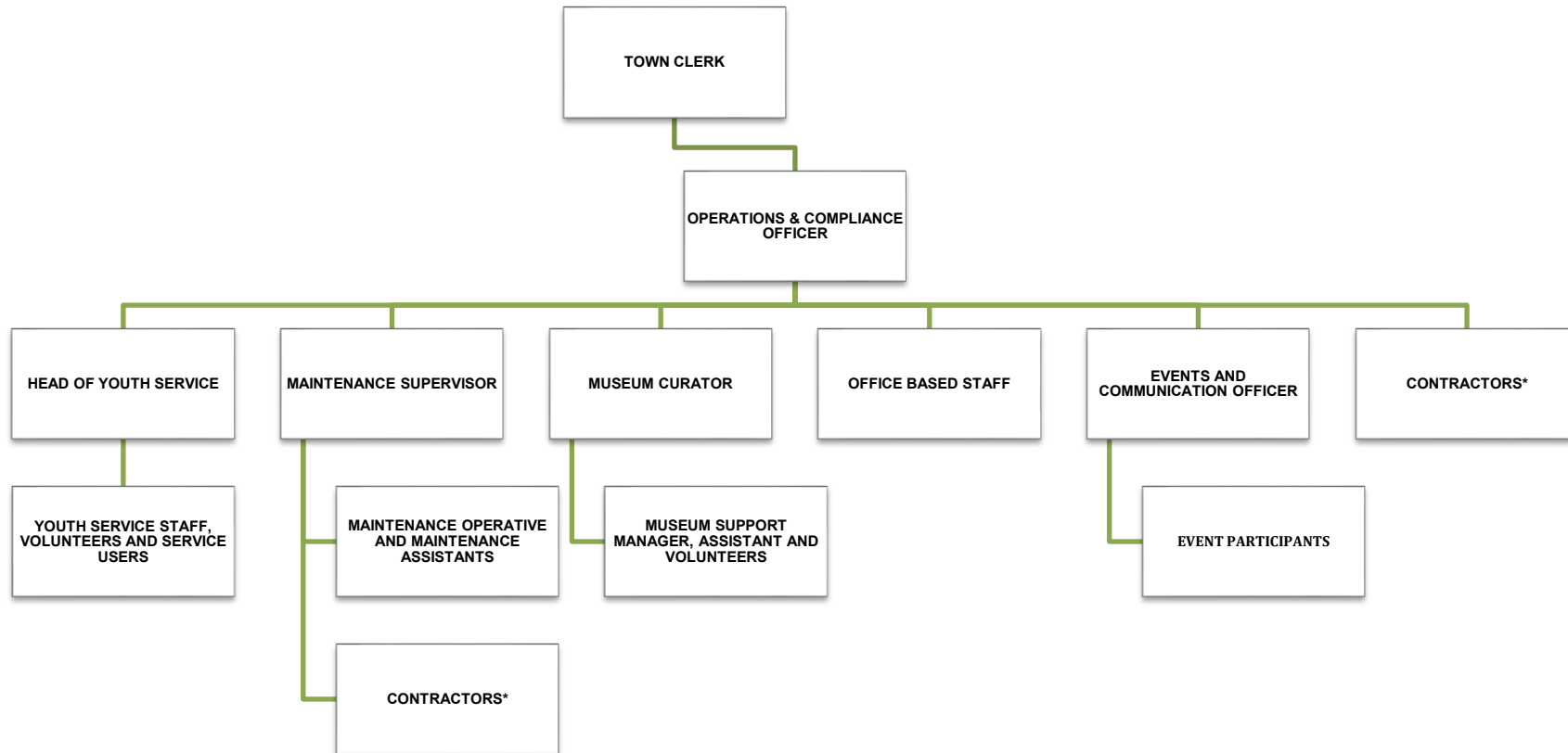
Annex 1 – Health & Safety Organisational & Reporting Structure

Annex 2 – Index of Godalming Town Council policies and procedures forming part of the health & safety structure.

Annex 3 – Accident or Incident Report Form

**GODLAMING TOWN COUNCIL
HEALTH & SAFETY POLICY – ANNEX 1
HEALTH & SAFETY ORGANISATIONAL & REPORTING STRUCTURE**

The diagram below shows how health and safety issues are reported:



*Contractors will report issues to the Operations & Compliance Officer, Maintenance Operative or Maintenance Assistants depending on the task being conducted.

HEALTH & SAFETY POLICY – ANNEX 2

Godalming Town Council (GTC) requires all contractors carrying out works on behalf of GTC to visit <https://godalming-tc.gov.uk/council-policies-procedures/>, and familiarise themselves with the following policies and procedures:-

- Health & Safety Policy
- Health & Safety Policy Arrangements
- Safeguarding – Youth
- Safeguarding
- Equality & Diversity Policy

Please sign below to confirm that you have read and understood the policies and procedures

Name _____

Signature _____

Company _____

Date _____

HEALTH & SAFETY POLICY – ANNEX 3

ACCIDENT/INCIDENT REPORT FORM

Reference
No:

Use this form for reporting accidents, incidents or hazards which have occurred.

If the accident/incident has resulted in someone suffering **serious injury** (e.g. broken bones) please report it **immediately** to the **Operations and Compliance Officer**.

DETAILS OF PERSON FILLING IN THIS FORM

Your Name:	Today's Date:
Position:	Work Phone No.:

DETAILS OF ANY INJURED (if no-one was injured, go straight to next section)

Name:	Contact Phone No.:					
Address:						
Is She/He a (<i>circle one</i>):	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 15%;">Staff</td> <td style="border: 1px solid black; width: 15%;">Visitor</td> <td style="border: 1px solid black; width: 15%;">Contractor</td> <td style="border: 1px solid black; width: 15%;">Public</td> <td style="border: 1px solid black; width: 15%;">Other:</td> </tr> </table>	Staff	Visitor	Contractor	Public	Other:
Staff	Visitor	Contractor	Public	Other:		
If Staff, Job Title:	Section:					
Age:	Male / Female:					

DESCRIPTION OF THE ACCIDENT or INCIDENT (e.g. a near-miss)

Date & Time:	Place:
Describe what happened including details of any injury:	

FIRST AID TREATMENT

Was the person treated by a First Aider?	Yes	No	Don't Know	Not applicable
<i>If 'Yes': Give Name of First Aider:</i>				
<i>...and record here what First Aid was given:</i>				

WITNESS STATEMENTS

Name:	Contact Phone no:
Describe what you witnessed:	
Name:	Contact Phone no:
Describe what you witnessed:	

**This next section is to be filled in by the injured person.
PLEASE CONFIRM THAT YOU AGREE WITH THE INFORMATION ABOVE:**

Signature	Date
Please add any comments here.	

This page is to be completed by a manager only.

REPORTABLE ACCIDENTS AND INCIDENTS

HSE Injury Classification	(Tick box)	HSE Incident Classification	(Tick box)
Fatal injury		Contact with electricity	
Bone fracture excluding finger, thumb or toe		Contact with machinery	
Amputation of arm, hand, finger, thumb, leg, foot or toe		Drowned or asphyxiated	
Blinding or permanent sight reduction		Exposed to explosion	
Crush injuries leading to brain damage or organ damage		Exposed to fire	
Serious burns		Exposed to a harmful substance	
Scalping requiring hospital treatment		Fall from a height (if so, how far?)	
Loss of consciousness caused by head injury or asphyxia		Injured by an animal	
Injuries associated with working in an enclosed space leading to hypothermia or heat-induced illness, resuscitation, hospitalization for over 24 hours		Lifting and handling injuries	
		Physical assault	
Did the injured person...		Slipped trip or fall on the same level	
...become unconscious?		Struck against something	
...need resuscitation?		Struck by an object	
...sustain an injury which required them being taken straight to hospital?		Struck by a moving vehicle by something moving, flying or falling	
...remain in hospital for more than 24 hours?		Trapped by something collapsing	
...due to the incident become unable to work for... ...more than 7 days? (RIDDOR reportable)		An occupational disease arising out of the work (e.g. dermatitis). ALL: Refer to guidance on RIDDOR	
...more than 3 days? (NB: just for the record, not RIDDOR reportable)		A dangerous occurrence (e.g. a near-miss) which could have been serious. ALL: Refer to guidance on RIDDOR	
None of the above		None of the above	
Record the names and phone numbers of any witnesses or others notified:			

Is the accident/incident reportable under RIDDOR? (any ticked boxes above – if in doubt, read guidance)	Yes	No	If 'Yes' Date Reported: Signature:

ACCIDENT or INCIDENT INVESTIGATION AND PREVENTION

Has an investigation been carried out?	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', by whom</i>				
What were the conclusions?				
Was the activity covered by a Risk Assessment?	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', does the Risk Assessment need revising?</i>	Yes	No	(detail in management action below – continue on separate sheet if necessary)	
<i>If there was No Risk Assessment, is one needed?</i>	Yes	No		
<p>Notes: The information given may be passed onto the Health & Safety ('H&S') Enforcing Authority (where this is required by law); our Insurers (to advise on risk/claims matters); our H&S/HR professionals (to provide information about accidents or incidents, injuries and illness), and Company Managers (to discuss general accident and adverse incident prevention strategies).</p>				

HEALTH & SAFETY POLICY STATEMENT

Godalming Town Council is committed to providing a first-class service to its residents, businesses and visitors to our town.

The health and safety of all those affected by our activities is a key consideration in provision of that first-class service. This includes our employees, the users of our services and facilities, those attending our events as service providers, volunteers or visitors and contractors providing services to us or on our behalf.

This is to be achieved through a combination of:

- Ensuring that foreseeable risks are assessed so that, as far as is reasonably practicable, preventative and protective measures are introduced or systems of work are devised where significant risks to health and safety are controlled. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- Provision of relevant and appropriate information, advice and training to employees and others working under our direct control regarding the risks to which they may be exposed and actions expected of them to protect themselves and others
- Provision of appropriate information to others using our facilities or attending our events regarding their own responsibilities to ensure the health and safety of their employees, customers or others affected by their activities
- Provision and maintenance of a work environment that is safe, that avoids risks to health, wherein all tools and equipment provided are suitable for their tasks and safe for use
- Encouraging a positive safety culture in which employees can raise issues or share concerns and where there is post-event evaluation and accident investigation as part of a quest for continuous improvement
- Provision of adequate resources to ensure that services can be delivered in the safe manner envisaged and that appropriate arrangements are made for staff welfare

The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual has a legal obligation to take reasonable care for their own health and safety and for the health and safety of people who may be affected by their actions.

The Chief Executive Officer will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Signed: _____ (Chief Executive Officer) Date _____

Signed: _____ (Mayor) Date _____

GODALMING TOWN COUNCIL

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

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

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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