



## **GODALMING TOWN COUNCIL**

### **STANDING ORDERS**

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

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

**Version 1**

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# STANDING ORDERS

## SECTION ONE: MEETINGS

Mandatory for Full Council meetings ●

Mandatory for committee meetings ●

References to committees shall apply equally to sub-committees

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

## Public Questions and Statements

5. A standard item will appear on all agendas of Ordinary Meetings of the Council and Standing Committees to allow, at the discretion of the Town Mayor/Chair, those -members of the public on the electoral roll of Godalming Town Council; or a young person under 18 whose parent or guardian is on the electoral roll; or with business premises in the town (evidenced by a business rates bill); or user of the Town Council's premises; to make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda-
  - i. The period of time designated for public participation at a meeting in accordance with Standing Order 5 shall not exceed 15 minutes unless directed by the chair of the meeting.
  - ii. Subject to Standing Order 5i. a member of the public shall not speak for more than three minutes.
  - iii. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.
  - iv. A person who speaks at a meeting shall direct his comments to the chair of the meeting.
  - v. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

## Questions by Members

6. At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chair or the Chief Executive Officer which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.

- i. Notice of the question must be given in writing and delivered to the Chief Executive Officer at least two clear working days before the meeting, signifying to whom the question is put.
  - ii. A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
  - iii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for questions.
  - iv. Each question will be put and answered without discussion, but the person questioned may decline to answer.
7. **Subject to Standing Order 8 below, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of the meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report of commentary is available as the meeting takes place or later to persons not present.**
  8. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ●●**
  9. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ●●**
  10. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Deputy Town Mayor. ●**
  11. **The Town Mayor, if present, shall preside at a meeting of the Full Council. If the Town Mayor is absent from the meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from the meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●**
  12. **Subject to a meeting being quorate (at least one third of the council or committee subject to a minimum of three councillors), all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. ●●**
  13. **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the Chair gave an original vote. (See also Standing Orders 28 and 29 below.) ●●**
  14. **Unless provided otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. ●**
  15. The minutes of a meeting shall include an accurate record of the following:

- i. The time and place of the meeting;
  - ii. The names of councillors who are present and the names of councillors who are absent;
  - iii. Interest that have been declared by councillors and non-councillors with voting rights;
  - iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered
  - vi. If there was a public participation sessions; and
  - vii. The resolutions made.
16. A councillor shall submit apologies for absence to the Chief Executive Officer 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).

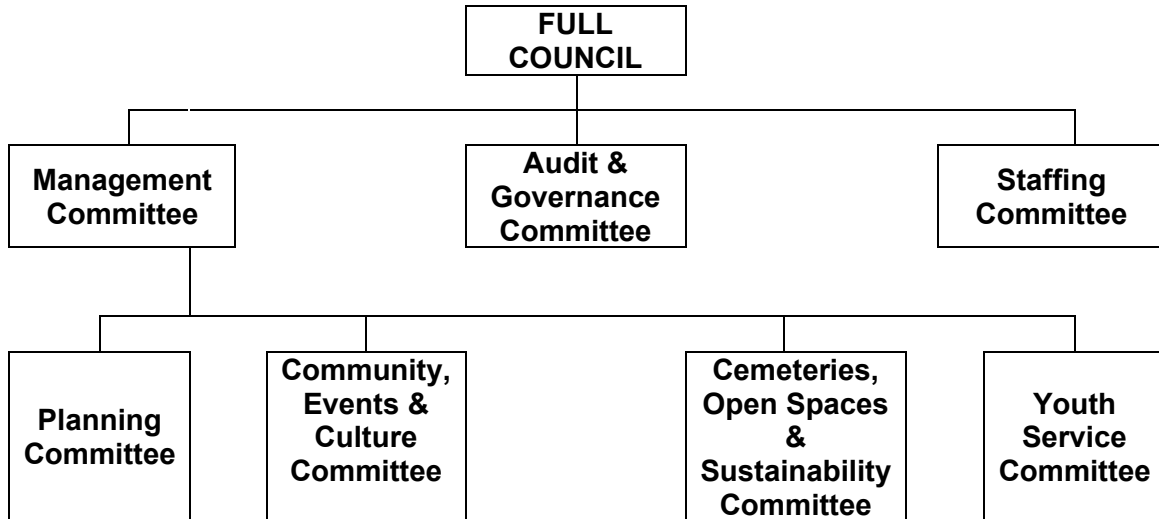
### **Meeting Frequency**

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.

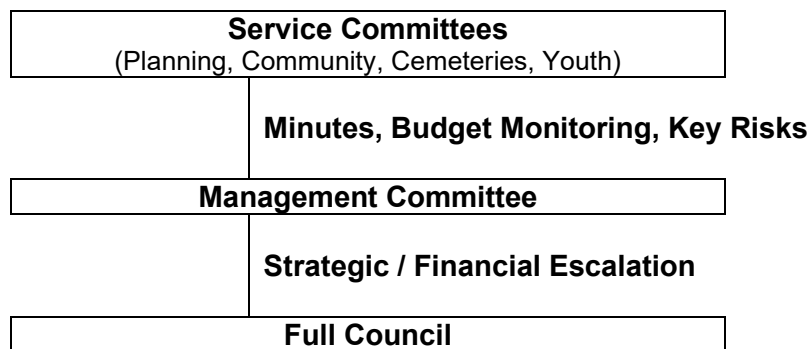
### **GOVERNANCE AND COMMITTEE REPORTING STRUCTURE**



#### **Key Principles:**

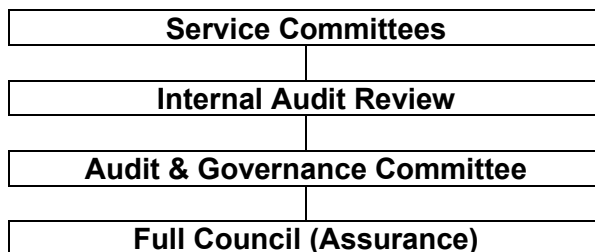
- Service Committees operate under delegated authority.
- Management Committee provides financial and corporate coordination.
- Full Council retains all statutory and reserved powers.
- Audit & Governance provides independent assurance.
- Staffing Committee retains employer oversight responsibilities.

### **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.

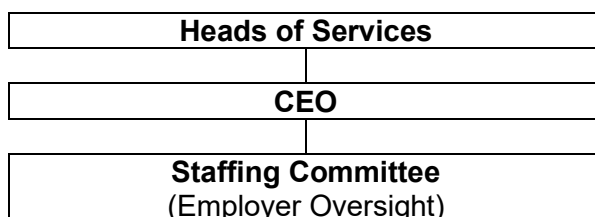
## Audit and Assurance Flow



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

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

### 31. **Additional Responsibilities:**

- Corporate finance coordination

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

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

Community Engagement, Culture & Events Portfolio

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

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

Nominal Code	Description
4341	Community Grants

### 33. *Grant Control Structure:*

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

## TABLE 1C – YOUTH SERVICE COMMITTEE

Youth Provision & Associated Programming

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

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

Environmental & Burial Services

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

**TABLE 1E – STAFFING COMMITTEE**

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

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

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

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

### 34. Supporting Financial Controls

#### Virements

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

### 35. Ear Marked Reserves (EMR)

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

### 36. General Reserve

- Full Council approval required

**TABLE 3 – AUTHORISATION OF INVOICES**

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