



GODALMING TOWN COUNCIL

STANDING ORDERS

**Adopted by Full Council on
22 January 2009**

THE COUNCIL

Meetings

1. Meetings of the Council shall be held at 6.30 pm unless the Council otherwise decides at a previous meeting.
2. **The Statutory Annual Meeting shall be held:**
 - a) **in a Borough/Town/Parish election year on a Thursday within fourteen days following the fourth day after the ordinary day of elections to the Council, and**
 - b) **in a year which is not a Borough/Town/Parish election year, on a Thursday in May as determined by the Council.**
3. **Four other meetings of the Council, three of which shall be the statutory meetings, shall be held at approximately three monthly intervals, the actual dates to be determined by the Council.**
4. **The Town Mayor, or in his/her absence the Deputy Town Mayor, shall preside at all meetings of the Council provided that in the absence of both the Town Mayor and Deputy Town Mayor, the meeting shall be presided over by the person appointed by the meeting and such person may exercise all the powers of the Town Mayor in relation to the conduct of the meeting.**

Proper Officer

5. Where under the Local Government Act 1972 or any other enactment, or statutory instrument or regulation made under authority of such Act or instrument any function is required to be carried out by the "proper officer", then for the purposes of the following functions under the Local Government Act 1972 viz:

Section 115(2)	Receipt of money due from other officers
Section 146(1)	Declaration and certificates with regard to investments
Section 228(3)	Accounts

the "proper officer" shall be the Finance Officer and for all other purposes the "proper officer" shall be the Town Clerk.

Quorum

6. **Seven Members shall constitute a quorum.**
7. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Town Mayor may fix.

Voting

8. Members shall vote by show of hands, or if at least two Members so request, by signed ballot.
9. **If any Member so requests, the Town Clerk shall record the names of Members who voted on any question so as to show whether they voted for or against it.**
10.
 - a) **Subject to b) and c) below, the person presiding may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he/she gave no original vote.**
 - b) **If the person presiding at the annual meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Town Mayor and Deputy Town Mayor until the end of their term of office, he/she may not give an original vote in an election for Town Mayor.**
 - c) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.**

Order of Business

11. **At each Annual Meeting the first business shall be:**
 - a) **To elect a Town Mayor and Chairman of the Council.**
 - b) **To receive the Town Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.**

- c) **To decide when any Declarations of Acceptance of Office, which have not been received as provided by law shall be received.**
 - d) **To elect a Deputy Town Mayor and Vice Chairman of the Council.**
12. **At every meeting other than the Annual Meeting**
- a) **The first business shall be to appoint a Chairman if the Mayor and Deputy Mayor be absent and to receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or if not then received to decide when they shall be received**
 - b) **Business is then to proceed in accordance with Standing Order 13.**
13. After the first business has been completed the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-
- a) to read and consider the Minutes – provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting the minutes will be taken as read.
 - b) **after consideration to approve the signature of the Minutes by the person presiding as a correct record.**
 - c) **to deal with business expressly required by Statute to be done.**
 - d) to receive such communications as the person presiding may wish to lay before the Council.
 - e) to answer questions.
 - f) to dispose of business, if any, remaining from the last meeting.
 - g) to receive and consider reports of Committees.
 - h) to receive and consider reports from officers of the Council.
 - i) to authorise the sealing of documents.

- j) to consider motions in the order in which they have been notified.
- k) any other business specified in the summons.

(NB. The Council cannot legally decide anything under the general heading of “any other business”. It must have been specified in the summons.)

Reports of Committees

14. Reports of Committees shall be considered by the Town Council as follows:

- a) The person presiding will call upon the Chairman of the Committee or in his/her absence the Vice-Chairman or other person approved by the Council.
- b) The Chairman/Vice-Chairman or approved person will introduce the report of his/her Committee and move the reception and adoption.
- c) The motion for reception and adoption of the report will be seconded by the person presiding. There shall be no question or debate on the motion except in accordance with paragraph d).
- d) All business relating to the reports of committees shall be in one or more of the following forms:
 - i) Questions and amendments directed to the accuracy of the report.
 - ii) Other questions.
 - iii) Motions for the acceptance or amendment of a recommendation in a report.
- e) Standing Order 25 (Rule of Debate) shall apply as if each recommendation in a Committee report were a separate motion before the Council which has been properly moved and seconded, except that the person presiding may direct that any particular part of a recommendation shall be treated as a separate motion.
- f) At the end of the debate on a Committee report, the reception and adoption of the report, including recommendations as accepted or

adjusted during debate, shall be put to the Council as a single motion.

15. A motion to vary the order of business on the grounds of urgency
 - a) may be proposed by the person presiding or by any Member and, if proposed by the person presiding, may be put to the vote without being seconded; and
 - b) shall be put to the vote without discussion.

Resolutions Moved on Notice

16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 9 clear working days before the next meeting of the Council.
17. The Clerk shall date every notice of resolution or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to inspection by every Member of the Council.
18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
19. If a resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the person presiding, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
21. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

Resolutions Moved Without Notice

22. Resolutions dealing with the following matters may be moved without notice:-
- a) To appoint a Chairman of the meeting.
 - b) In the absence of the elected Chairman and Vice-Chairman of a Committee, to approve another Councillor to present the reports of that Committee.
 - c) To correct the Minutes.
 - d) To approve the Minutes.
 - e) To alter the order of business.
 - f) To proceed to the next business.
 - g) To close or adjourn the debate.
 - h) To refer a matter to a Committee.
 - i) To appoint a Committee or any Members thereof.
 - j) To adopt a report.
 - k) To authorise the sealing of documents.
 - l) To amend a motion.
 - m) To give leave to withdraw a resolution or an amendment.
 - n) To extend the time limit for speeches.
 - o) To exclude the press and public.
 - p) To silence or eject from the meeting a Member named for misconduct.
 - q) To invite a Member having an interest in the subject matter under debate to remain.
 - r) To give the consent of the Council where such consent is required by these Standing Orders.

- s) To suspend any Standing Order. (Other than those in bold type).
- t) To adjourn the meeting.

Questions

23. a) A Member of the Town Council may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is concluded.
- b) A Member of the Town Council may:-
- i) If two clear days' notice in writing has been given to the Town Clerk, ask the person presiding or the Chairman of any Committee any question relating to business of the Council, and
 - ii) With the permission of the person presiding, put to him/her or to the Chairman of any Committee questions relating to urgent business, of which such notice has not been given, but a copy of any such question shall, if possible, be sent to the Town Clerk not later than 12 o'clock noon on the day of the meeting.
- c) Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.
- d) Where the reply to any question cannot conveniently be given orally, it shall be deemed a sufficient reply if the answer is circulated to Members of the Council with the minutes of the meeting at which the question has been asked.

Rules of Debate

24. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the person presiding.
25. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the person presiding, be

reduced to writing and handed to him/her before it is further discussed or put to the meeting.

- b) A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech shall exceed four minutes, except by consent of the Council.
- e) An amendment shall be either:-
 - i) To leave out words.
 - ii) To leave out words and insert or add others.
 - iii) To insert or add words.

but such omission or insertion of words shall not have the effect of introducing a new proposal into or of negating the motion before the Council.

- f) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- g) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- h) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- i) A Member may rise to make a point of order or a personal explanation. A Member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- j) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission

has been asked for its withdrawal unless such permission has been refused.

- k) When a resolution is under debate no other resolution shall be moved except the following:-
- i) To amend the resolution.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate.
 - iv) That the question now be put.
 - v) That a Member named be not further heard.
 - vi) That a Member named do leave the meeting.
 - vii) That the resolution be referred to a Committee.
 - viii) To exclude the public and press.
 - ix) To adjourn the meeting.
26. A Member shall stand when speaking unless permitted by the person presiding to sit on account of infirmity.
27. a) The ruling of the person presiding on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the person presiding.
- c) If two or more Members rise, the person presiding shall call upon one of them to speak and the other(s) shall resume their seats.
- d) Whenever the person presiding rises during a debate all other Members shall be seated and silent.
28. A Member shall speak of another in the Council during the transaction of business by his or her name prefixed by the appropriate civic title.

Closure

29. At the end of any speech a Member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded the person presiding shall put the motion but, in the case of a motion “to put the question”, only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate

or of the Council shall not prejudice the mover's right of reply at the resumption.

Disorderly Conduct

30. a) All Members must observe the Code of Conduct which was adopted by the Council on 17 May 2007, a copy of which is annexed to these Standing Orders.
- b) No Member shall at a meeting persistently disregard the ruling of the person presiding, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- c) If, in the opinion of the person presiding, a Member has broken the provisions of paragraph b) of this Order, the person presiding shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- d) If either of the motions mentioned in paragraph c) is disobeyed, the person presiding may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

Right of Reply

31. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution

32. A Member may, with the consent of his/her seconder, move amendments to his/her own resolution.

Power to Resolve into Committee

33. The Town Council may resolve itself into a Committee of the whole Council and any Member shall speak as often as he/she desires. Upon the conclusion of the consideration of the question the Council shall

resume and the resolution or resolutions passed in Committee shall be put from the chair without a further motion being made.

Rescission of Previous Resolution

34. a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 16 Members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

Voting on Appointments

35. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

Discussions and Resolutions Affecting Employees of the Council

36. If any questions arise at a meeting as to the appointment, promotion, dismissal, salary or conditions of service, or as to the conduct of any person employed by the Council, the public and representatives of the press shall be excluded from the meeting during consideration of such matter unless the Council or Committee, or Sub-Committee (as the case may be) shall otherwise decide.

Sealing of Documents

37. a) Where any document is required to be executed by the Council under Seal, it shall be executed by the fixation of the Council's Common Seal.
- b) The Common Seal shall be authenticated by the signature of the Town Mayor (or in his/her absence the Deputy Town Mayor) and the Town Clerk, (or in his/her absence the Deputy Town Clerk).

Civic Ceremonial

38. Civic ceremonial is observed at the Statutory Annual Meeting of the Town Council and thereafter on a quarterly basis, when the Sergeant-

at-Mace will be in attendance with the Mace. The Town Clerk, Town Mayor and Councillors should be present appropriately attired wearing ceremonial robes of office and regalia.

39. Numerous other ceremonial occasions take place during the Council Year when Councillors will be required to be present, appropriately attired and wearing ceremonial robes and regalia.
40. Standing Order 30 a) shall also apply mutatis mutandis to ceremonial occasions other than Council meetings.

COMMITTEES

Standing Committees

41. For the conduct of day to day business of the Council there shall be established three standing committees to be known as the:
 - Policy & Management Committee
 - Planning & Environment Committee
 - Mayoralty Committee
42. There shall also be established two sub-committees of the Policy & Management Committee to be known as the:
 - Staffing Sub-Committee
 - Audit Sub-Committee
43. Each standing committee may appoint ad hoc advisory committee as they see fit.
44. The terms of reference of the standing committees and sub-committee shall be as follows:

Policy & Management Committee

45. Purpose

To address and, where appropriate, formulate policy, other than that determined by the Planning & Environment Committee, for consideration by the Council; to manage the Council's financial and other assets as delegated by the Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business.

Functions

- a) To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them.
- b) To maintain an overview of Council initiatives and report to the Council on their impact and effectiveness.

- c) To make recommendations to the Council on constitutional issues.
- d) To ensure the Council is adequately resourced to achieve its aims.
- e) To prepare annual budgets reflecting the Council's agreed strategy and priorities, putting these forward for the Council's approval and recommend a precept to the Full Council
- f) To secure effective control of expenditure authorising items of expenditure on behalf of the Council and to scrutinising expenditure against budgets through the year.
- g) To appoint the auditors of the accounts.
- h) To consider the audited accounts and report on them to the Council.
- i) To make recommendations to the Council on charges for the use of Council properties; and on other fees and charges.
- j) To decide on applications for grants made by local organisations.
- k) To oversee the Council's banking and investment arrangements and keep investment policy under review.
- l) To ensure the proper management of the properties and amenities owned, controlled or provided by the Council.
- m) To develop strategy on media relations, and to formulate policy on public participation;
- n) In consultation with the Town Clerk, to agree principles for the Management of Committee business;
- o) To recommend appointment to outside bodies;
- p) To act as a channel for communications with external partners;
- q) To prepare the Council's report presented at the Annual Town Meeting;
- r) To oversee the maintenance and development of the Council's website.

Staffing Sub-Committee

46. Purpose

To consider all matters relating to the appointment and management of Council staff and make recommendations to the Policy & Management Committee.

Functions

- a) On behalf of the Policy & Management Committee to oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment and management of the Town Clerk;
- b) To consider the remuneration, superannuation and terms of service of Council staff and make recommendations thereon to the Policy & Management Committee;
- c) To ensure that the Council has in place good staffing policies including Harassment, Equal Opportunities, Disciplinary, Grievance, Health & Safety;
- d) To ensure there are appropriate arrangements for staff development and training and performance monitoring and appraisal.

Audit Sub-Committee

47. Purpose

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

Functions

- a) To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements
- b) To review annually the effectiveness of internal audit

- c) To receive all reports from the internal auditor
- d) To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit

Planning & Environment Committee

48. Purpose

To discharge the Council's functions relating to the local environment and infrastructure.

Functions

- a) To formulate, for the Council's consideration, policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals.
- b) To consider and comment on policy proposals and initiatives by the Government or other authorities which have implications for the Town's environment, highways and amenities.
- c) To consider and comment on all applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation.
- d) On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

Mayoralty Committee

49. Purpose

To consider and make recommendations to the Full Council on the selection and appointment of the Mayor and Deputy Mayor

Functions

- a) To recommend to the Full Council a policy for the appointment of Mayor and Deputy Mayor and to keep it under review;

- b) To nominate a Mayor and Deputy Mayor each year for approval by the Council;
- c) To consider and determine in consultation with the Mayor all matters relating to the Council's civic and ceremonial functions, and events;
- d) To recommend to Full Council an allowance for the Mayor.

Accountability of Committees

50. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting. The Staffing Sub-Committee shall be accountable to the Policy & Management Committee.

The Audit Sub-Committee shall report to the Policy & Management Committee.

Composition of Committees

51. a) The Policy & Management Committee

The Policy & Management Committee shall comprise 19 Members of the Council. The Mayor shall not be a member of the Policy & Management Committee.

b) The Staffing Sub-Committee

The Staffing Sub-Committee shall comprise 5 Members of the Council of whom one will be the Chairman of the Policy & Management Committee.

Meetings of the Staffing Sub-Committee shall be called by the Chairman of the Sub-Committee as required; the Town Clerk shall be responsible for Clerking the Sub-Committee.

c) The Audit Sub-Committee

The Audit Sub-Committee shall comprise 5 Members of the Council.

Meetings of the Audit Sub-Committee shall be called by the Chairman of the Sub-Committee as required; the Responsible

Finance Officer shall be responsible for Clerking the Sub-Committee.

d) The Planning & Environment Committee

The Planning & Environment Committee shall comprise 19 Members of the Council. The Mayor shall not be a member of the Planning & Environment Committee.

e) The Mayoralty Committee

The Mayoralty Committee shall comprise 6 Members of the Council of which at least 3 shall have served as Town Mayor, together with the three most recently elected Members.

Meetings of the Mayoralty Committee shall be called by the Town Clerk as required; the Town Clerk shall be responsible for Clerking the Committee.

52. Quorum

One half of the Members of any Standing Committee shall constitute a quorum; in the case of the Staffing and Audit Sub-Committees the quorum shall be three Members.

53. Substitutes

a) Substitutes may be used when Members are unable to attend meetings of the Mayoralty Committee or Staffing Sub-Committee or Audit Sub-Committee. Such substitutes may be called for any Committee meeting up to 4.00 pm on the day of the meeting.

b) Substitutes shall be of the same political group as that of the Member being substituted.

c) The maximum number of substitutes permitted per Committee shall be as follows:

Staffing Sub-Committee	3
Audit Sub-Committee	3
Mayoralty Committee	3

(substitutes for the Mayoralty Committee must be qualified in accordance with Standing Order 46d)

Frequency of Committee Meetings

54. As far as practicable The Planning & Environment Committee and the Policy & Management Committee will meet approximately every three weeks. The Staffing Sub-Committee, Audit Sub-Committee and the Mayoralty Committee will meet as and when required.

Appointment of Committee Members

55. At least four weeks before the first business meeting of the Council after 1 May each year, the Town Clerk shall invite every Member to state his/her preference for service on the Staffing Sub-Committee, Audit Sub-Committee and/or the Mayoralty Committee. The Town Clerk shall also determine the number of places on those two Committees which are to be filled by the Members of each political group represented on the Council, ensuring, as far as possible, that the allocation of places reflects the balance of political representation on the Council as a whole.
56. The Council shall then appoint Members to Committees at its first business meeting, having regard both to the preferences expressed by Members and the provisions of Standing Order 48.

Term of Office of Standing Committees

57. The Council will determine the terms 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:
 - a) They resign, collectively or individually and their successors are appointed; or
 - b) A review of committee places by the Council; or
 - c) Resignation as a member or members of the Council; or
 - d) The first business meeting of the next Local Government Year. In an election year they shall retire when the Council is dissolved for the election.

Election of Chairmen and Vice-Chairmen

58. Each Standing Committee and Sub-Committee shall elect a Chairman and Vice-Chairman from among their number at meetings convened for

this purpose during the course of the meeting of the Council at which the Members of Standing Committees are appointed.

59. The term of office of Committee Chairmen and Vice-Chairmen shall be the same as that of their Committee. Chairmen and Vice-Chairmen may be re-elected for second and subsequent terms of office.

Procedure at Standing Committees

60. Agendas and any supporting papers, reports and minutes of all Standing Committees and sub-committees shall be circulated to all Members of the Council at the same time as they are circulated to Members of Committees with the exception of confidential papers, reports and minutes of the Staffing Sub-Committee, and Audit Sub-Committee which shall only be circulated to Members of the relevant committee/sub-committee.
61. Any Member of the Council, having given notice to the Chairman and the Town Clerk may attend any meeting of any Standing Committee and may address that meeting on an agenda item with the leave of the person in the chair for that meeting.
62. The provisions of Standing Orders Nos. 1, 7, 8, 9, 10, 13 a) b), 15, 16, 19, 21, 22, 24, 25 a) b) c) e) f) g) i) k), 27, 28, 29, 30, 31, 32, 34, 35, and 36 shall apply mutatis mutandis to all Committee proceedings provided that where, at any Committee, any resolution is carried by a majority of less than two votes, then immediately after the vote is taken it shall be open to any Member present to propose that the motion shall be referred to the Town Council in the form of a recommendation for adoption at its next meeting. If such a proposition is supported by not less than one third of the Members present at the meeting then the motion to which it relates shall be treated as a recommendation instead of a decision taken under delegated powers.
63. Standing Committees may, at their discretion, invite up to two individuals who are not Members, including those who are not Members of the Council, to take part in their discussions on particular subjects for periods up to one year. Such individuals may receive the Committee papers which relate to their subject; but may not attend for any business declared to be confidential by the Committee and may not vote on any Committee decisions, the period of such an individuals participation may be extended beyond one year.
64. Every Standing Committee may delegate to the Town Clerk, powers to exercise any of their functions in case of urgency or for other special

reasons. The Town Clerk, if exercising such a power, must inform the Committee Chairman (or in his/her absence the Vice Chairman) before exercising the power and shall report on the matter to the next meeting of the Committee.

Godalming Joint Burial Committee

65. At the first business meeting of the Council following an election, six Councillors shall be elected as the Council's representatives on the Godalming Joint Burial Committee to serve for the ensuing four-year term. The Joint Burial Committee is formed with Busbridge Parish Council who elect two Parish Councillors to serve on the Committee.

Working Parties

66. Every Standing Committee may appoint one or more Working Parties 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 Working Party must complete its work. A Working Party shall be disbanded as soon as it has completed the tasks given to it.
67. The Standing Order concerning the procedure of Standing Committees shall apply, mutatis mutandis, to the procedure of Working Parties appointed by those Committees.

FINANCIAL

Budget

68. Estimates of income and expenditure for the forthcoming financial year shall be prepared by the Finance Officer in consultation with the Town Clerk and submitted for consideration by the Policy & Management Committee at their January meeting each year for recommendation to Council

Precept

69. The Policy & Management Committee shall recommend the Council to issue a precept on the Borough Council. The Town Clerk is authorised to sign the precept.

Banking Arrangements and Cheques

- 70. The Council's bankers shall be authorised to honour all cheques drawn on the Council's accounts or orders for transfer between accounts notwithstanding that any such payments or transfers may cause an account to be overdrawn or increase an existing overdrawn balance provided the order for payment or transfer is signed by any two of the holders, for the time being, of the following offices:**

- **The Town Mayor**
- **The Deputy Town Mayor**
- **The Chairman of any Standing Committee**
- **The Vice-Chairman of any Standing Committee**

Provided that they shall be different persons.

Town Mayor's Allowance

71. The Allowance payable to the Town Mayor for his/her year of office shall be included in the Annual Estimates of expenditure submitted to the Council immediately preceding his/her year of office.

Accounting

72. All accounting procedures and records of the Council shall be determined and maintained by the Finance Officer who shall also maintain a continuous internal check of all financial transactions.

73. The Finance Officer shall present to a meeting of the Policy & Management Committee as soon as reasonably practicable after the end of each Financial Year a copy of the Council's audited accounts.

Expenditure and Income

74. a) Expenditure shall not be incurred or a reduction in income authorised unless it is covered by Annual Estimates or by a special financial provision approved by the Policy & Management Committee.
- b) When expenditure appears likely to exceed the amount provided in the Estimates or income appears likely to be less than the figure included in the approved Estimates, it shall be the duty of the Finance Officer as soon as may be, to report such matters to the Policy & Management Committee.

Expenditure on Goods and Services

75. The Finance Officer shall submit to each ordinary meeting of the Policy & Management Committee a Schedule of Payments made since the last meeting.
76. The Policy & Management Committee shall in each case decide
- a) Limits up to which the Town Clerk/Finance Officer may incur expenditure within the approved Estimates, without further reference to Committee.
- b) Limits up to which competitive tenders or quotations for goods and/or services may be dispensed with.
- c) The numbers of tenders/quotations which shall be invited according to the estimated value of the goods or services involved in the case of all goods and services not falling within b) above.

Neither the Council nor any Committee or Sub Committee is bound to accept the lowest tender.

- d) Provided that where special circumstances prevail the Policy & Management Committee may dispense with competitive quotations or vary the number to be invited in any case.

- e) If no tenders are received or if all the tenders are identical the Council or Committee or Sub Committee may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

PUBLIC PARTICIPATION

Admission of the Press and Public to Meetings

77. **The public and press shall be admitted to all meetings of the Council and Standing Committees, which may however temporarily exclude the public or the press or both, if to do so is in the public interest in view of the confidential or special nature of the business to be transacted.**
78. The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
79. If a member of the public interrupts the proceedings at any meeting, the person presiding may, after warning, order that he/she be removed from the Council Chamber.
80. After Apologies for Absence have been given the person presiding may for a period of up to fifteen minutes in total permit members of the public present at the meeting, and 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 do one of the following:
 - a) make a statement; or
 - b) ask a question relating only to the business of the Council or relevant Committee (as applicable); or
 - c) present a petition (of at least ten signatures);

provided that:

- i) at least two clear working days' notice of the matter shall have been given to the Town Clerk in writing providing details of the subject matter and of the resident and if relevant the rest of the question. The Town Clerk shall satisfy himself/herself that it is a proper matter to be brought before the Council or Committee;
- ii) the Town Clerk shall put a written copy of any question before the members present at the meeting;
- iii) the person presiding at the meeting may, at their discretion, defer the presentation of the statement, question or petition until the appropriate point in the agenda is reached;

- iv) *no more than four members of the public shall be permitted to speak on any one subject;*
- v) *the member of the public shall identify himself/herself before speaking at the meeting;*
- vi) *all matters shall be addressed to the Chairman and the time allowed for making a statement or asking a question shall not exceed four minutes;*
- vii) *all responses to statements, questions or petitions shall be given by the person presiding at the meeting without debate, save that the person presiding may allow councillors to ask questions of the member of the public to clarify what is being said.*

A general public period of this kind will not be available during the annual Council meeting when the Mayor-Making ceremony takes place.

GENERAL

Complaints

- 81. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in the manner set out by the Council's Complaints Procedure.

Standing Orders

- 82. Any or every part of the Standing Orders, except those printed in **bold type**, may be suspended by resolution in relation to any specific item of business.
- 83. Any alterations to these Standing Orders require the authorisation of the Council with the agreement of two thirds of the Councillors present and a minimum of 13 Councillors.
- 84. A copy of these Standing Orders shall be given to each Member by the Town Clerk upon delivery to him/her of the Member's Declaration of Acceptance of Office.