

# Godalming Town Council



**Annual Report  
2013-14**

This version of the report is published by Godalming Town Council for the Annual Town Meeting 10 April 2014

A second version including the Town Council's Accounts for 2013/14 will be published on 30 June 2014



### Godalming Town Council.....

- Continues a Mayoral tradition dating back to 1575
- Has 20 elected Members
- Controls assets of £11.1 million
- Holds almost 50 council or committee meetings a year; all of which are open to the public
- Employs/retains a Town Clerk, Personal Assistant to the Town Clerk & Mayor, Facilities & Cemeteries Manager, Responsible Finance Officer, Godalming Project Co-ordinator, Sergeant-at-Mace and a Community Centre Manager (that is nearly five full-time equivalent staff)
- Provides £43,000 a year funding to local organisations
- Manages four community spaces; the Old Town Hall (Pepperpot), the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Godalming Bandstand
- Provides the land for over 200 allotments
- Together with Busbridge Parish Council owns and runs two cemeteries
- Provides Christmas Lights for the Godalming Town Centre and Farncombe Village Centre
- Runs both a Spring Festival and a Christmas Festival annually
- Is one of a diminishing number of councils in the UK still to require its councillors and staff to wear robes and regalia at council meetings and civic occasions
- Organises the Town's annual Remembrance Sunday Parade
- Nominates representatives to serve on about 20 local voluntary, public and community organisations including the new Community Interest Company
- Comments on over 300 planning applications each year
- Runs an annual Staycation week every August
- Facilitates the planning of numerous community events



# INTRODUCTION

---

Hello – and welcome to Godalming Town Council's 2013/14 Annual Report.



Godalming Town Council has been around in one form or another since 1575. The organisation of local government has changed over the years and today Godalming Town Council is the third in three tiers of local government for the town; the other two being Surrey County Council and Waverley Borough Council.

Godalming Town Council has 20 councillors representing the five wards within the town – you can find councillors' contact details at the back of this report. The Town Council has a number of roles, one of the most important of which is to foster and encourage a sense of community in the town and to act as advocate for the town when dealing with other local authorities, the health service and so on. I have been elected by my fellow Town Councillors to serve as Mayor for the year to May 2014.

It has been such a pleasure and a privilege to serve the town as its first citizen this year and something I shall treasure for time immemorial. I never ceased to be amazed by the veritable army of volunteers who work within the town. As the youngest Mayor in the town's history I was keen to take the mayoralty to a new generation and from the very first day of my term of office I have kept an online diary of the events I have attended along with many photos on Facebook. This has proved to be very popular with many people telling me that they had no idea how busy the town was and that they went to an event as a result of my posting it online.

I was lucky enough to start the inaugural Godalming Run following the success of the Jubilee run held the previous year and the number of participants was amazing. The run itself raised funds for the new Sport Godalming Go for Gold: Road to Rio programme (providing funds for local young sportsmen and women who will, hopefully, be going to the Summer Olympics 2016 in Rio de Janeiro) that I had the pleasure of launching.

A more unusual event saw me attempting to beat a world record live on BBC Radio Surrey. The record was eating as many sweetcorn kernels with a toothpick in three minutes. I managed 82 which was some way short of the record which stands at 236!

A highlight of the year for me was Staycation. I am deeply indebted to everyone who was involved in the organisation of this magnificent week of events and activities. The Mayoress and I both took a holiday from work in order to completely immerse ourselves in the Staycation programme and what a week it was. We managed to attend 30 different events throughout the week from sports events to organised walks and concerts, even a roller disco! A particularly moving part of the week was the blessing of my nearly new-born godson at Ladywell Convent, a rare treat indeed. As ever, the bandstand events (both during Staycation and throughout the summer) were a frequent source of fun and the



## INTRODUCTION

---

whole mayoral family enjoyed spending time in the park listening to the wide range of music.

Organised by Godalming & Villages Lions Club, this year's town bonfire was, perhaps, even more memorable than it might have been. On hearing the bonfire had been razed to the ground a week early I launched a Facebook campaign via my own Mayor of Godalming page to Save the Bonfire. My initial post about the problem eventually reached over 48,000 people and I was interviewed on two local radio stations as well as by the local paper. I was inundated with offers of help and come the day of the bonfire itself, an army of well over 100 volunteers met me onsite along with six articulated lorries full of pallets and wood. The bonfire ended up considerably bigger than usual and it was phenomenally well attended. The community spirit within the town was truly awe-inspiring that weekend.

The many town festivals throughout the year were as successful as ever. It is always a pleasure to welcome the stall holders to the town, in particular the French Market holders, many of whom hailed from near a town I used to live in on the outskirts of Paris. I was also fortunate enough to attend the Amazing Thai Festival held at Secrett's where I met the Thai ambassador. My daughter, the Mayorling, was particularly spoiled with all the delicious food on offer.

Christmas brought about its own challenges for the town with flooding and loss of power hitting all areas. Many of the town's businesses stayed open despite much adversity and it was great to see the Blitz spirit kicking in. Amazingly the Churches Together Christmas Lunch still went ahead and it was possibly one of the few hot Christmas lunches on offer in the town. I am absolutely sure those vulnerable people who attended the lunch were very grateful and I was very glad to be able to welcome them all.

In February I was very sad to hear of the death of the town's Sergeant-at-Mace Allan Ketchell who had served 14 Mayors before me. Allan was a familiar sight around the town and was probably best known for leading the council on the Remembrance Parade. The Town Council bestowed upon him the honour of a full Civic Funeral which was very well attended by his family, numerous townsfolk and many past mayors.

My mayoral year will finish with a sponsored 20-mile kayak from Weybridge back to Godalming in aid of my mayoral charity (Homestart in Waverley). The idea for which, came from a Staycation event with the Go Godalming Youth Canoe Club. I hope to raise a lot for the charity and felt that this was a fitting way to end my year in office.

At all the events throughout my year I have always been amazed at the dedication so many put in to the organisations that mean so much to them. There really is so much to do in Godalming and the town is a much better place for it. I am extremely humbled to have been the mayor of such a great place and I wish my successor all the best in what is, most likely, the best job in the world.

Councillor Tom Martin  
Mayor of Godalming 2013/14



## REVIEW



The Godalming Run 2013



Christmas Festival 2013



## REVIEW

---

For 2013/14 Godalming Town Council agreed that it had three priorities for the town:

- to support the development of services for young people;
- to enable all residents to share in the advantages of living here; and
- to preserve the town's heritage.

Bearing these priorities in mind here are some of the things that Godalming Town Council has achieved in the past year. We have:

- Adopted the General Power of Competence – this is a legal technicality which puts the Council in a better position to act for the benefit of our community
- Supported numerous voluntary organisations in the town with grant aid totalling more than £42,000 (see the section on grants on page 10 of this report)
- Committed time and resources to a Neighbourhood Development Plan for Godalming & Farncombe; holding a very successful launch meeting on 23 January 2014 - which can still be watched at <http://www.godalming-tc.gov.uk/gofarnp>
- Continued to provide Christmas Lights to both Godalming Town Centre and Farncombe Village Centre



# COMMITTEES

---

## Policy & Management Committee

### What is it?

A Committee of 19 Councillors that deals with most of the Council's business, discusses Council policy and manages all the Council's assets – its finances, staff and properties.



Councillor Liz Wheatley  
Committee Chairman 2013/14

### What has it done?

- Met ten times
- Considered 22 grant applications and awarded £42,952.80 in grants to local organisations (see page 10 of this report)
- Welcomed two of the Wey Valley Artists to studios at the Wilfrid Noyce Centre following closure of the Old Fire Station
- Supervised the organisation of Staycation 2013
- Decided to take the Spring and Christmas Festivals under direct Town Council management
- Reviewed and recommended new Standing Orders for the conduct of business at meetings of the Council and its Committees
- Installed a new flagpole at the Godalming War Memorial
- Formed a working group to consider the future of the Wilfrid Noyce Centre
- Undertaken safety work at The Pepperpot installing new exterior steps and a balustrade

## Planning & Environment Committee

### What is it?

A Committee of 19 Councillors that looks at and makes comments on all Godalming planning applications. This Committee also considers issues relating to the local environment and infrastructure.



Councillor Stefan Reynolds  
Committee Chairman 2013/14

### What has it done?

- Met 16 times (every 3 weeks)
- Made comments to the Planning Authority (Waverley Borough Council) on 365 planning applications
- Initiated the process for developing a Neighbourhood Plan for Godalming



# COMMITTEES

---

## **Mayoralty Committee**



### **What is it?**

A Committee of six Councillors that considers and makes recommendations to the Full Council on the selection, appointment and protocols of the Mayor and Deputy Mayor.

Councillor Tony Gordon-Smith  
Committee Chairman 2013/14

### **What has it done?**

- Met once
- Nominated Councillor Andrew Wilson as Mayor and Councillor Anne Bott as Deputy Mayor for 2014/15

## **Audit Committee**



### **What is it?**

A Committee of five Councillors that considers the adequacy of the Council's risk management framework and the associated control environment, and oversees the financial reporting process.

Councillor Steve Bott  
Sub-Committee Chairman 2013/14

### **What has it done?**

- Met three times
- Reviewed financial controls and risks
- Supervised arrangements for the review of internal controls and Internal Audit

## **Staffing Sub-Committee**



### **What is it?**

A Committee comprising of five Councillors that considers all matters relating to the appointment and management of Council staff and makes recommendations to the Policy & Management Committee.

Councillor Paul Robinson  
Sub-Committee Chairman 2013/14

### **What has it done?**

- Met three times
- Reviewed staffing policy documents
- Supervised key staff management issues

# JOINT BURIAL COMMITTEE



Terracotta Memorial at Nightingale Cemetery – Before and After Restoration





# GODALMING JOINT BURIAL COMMITTEE

---

## Godalming Joint Burial Committee



### What is it?

A committee with six Councillors from Godalming Town Council and two from Busbridge Parish Council charged with managing Godalming's two cemeteries – Nightingale Cemetery in Farncombe and Eashing Cemetery at Ockford Ridge.

Councillor Andrew Wilson  
Committee Chairman 2013/14

### What has it done?

- Met five times
- Interred 20 bodies and 19 sets of ashes
- Sold the exclusive rights of burial for 28 plots
- Continued with the removal of failing and storm damaged trees at Eashing and Nightingale Cemeteries
- Worked with St Marks Church and Green Oak School to engage pupils with the act of remembrance for those buried in war graves at Godalming cemeteries, which this year included at service of Remembrance at St Marks Church
- Worked with our contractors to continue the eradication of bracken and nettles within Eashing Cemetery
- Continued with the planting scheme for the natural burials area
- Begin preparations in Nightingale and Eashing Cemeteries to create wildflower areas, which will include extensive sowing of poppy seeds to commemorate WW1
- Identified 81 failing memorials in Nightingale Cemetery and begun a programme of repairs
- Restricted the sale of new burial plots at Nightingale Cemetery to the residents of Godalming and Busbridge only
- Agreed to undertake investigations at Nightingale Cemetery to ascertain whether it is possible to identify new areas for burial plots, as well as locating unused existing plots whose exclusive rights of burial have expired
- Worked with Godalming Museum to create an exhibition on the 'Historical exploration of Godalming's cemeteries'
- Improved the energy efficiency of Nightingale Cemetery Lodge by installing secondary glazing
- Worked with the Godalming Ancestral Tourism Project to expand the Godalming Joint Burial website to host Godalming Ancestry pages - see [www.godalmingancestry.co.uk](http://www.godalmingancestry.co.uk)



## GRANTS

---

As already stated, in the past year Godalming Town Council has supported numerous organisations in the town with grant aid totalling more than £42,000. This is an important part of the Town Council's work recognising the huge contribution that these organisations make to the quality of life in our community.

In 2013/14 the largest of these grants was to the Waverley Citizens Advice Bureau (CAB) to ensure the continued provision of a CAB service in Godalming; this Council has provided a significant grant to the CAB for more than a decade. The Council has also continued to provide on-going support to Godalming Museum and Hospital Hoppa. A number of organisations were also given grant aid in the form of free use of one of the Town Council's buildings for meetings or to facilitate an event (those grants are included below and a cash value put on the grant so that the support is properly accounted for).

One-off grants in 2013/14 included a payment to enable the Charterhouse Club to extend their Zumba programme for youngsters at Broadwater School and another sum to fund new kitchen equipment and uniforms at the Farncombe Day Care Centre. Also new this year was a grant to Skillway to offset part of the rent payable by the charity to the Godalming Joint Burial Committee.

Below is a full list of all grants made by Godalming Town Council in the financial year 2013/14.

### Summary of Grants Awarded 2013/14

	£
Age Concern Farncombe	544.40
Charterhouse Club	850.00
Churches Together in Godalming & District	600.00
Citizens Advice Waverley	26,250.00
Godalming & District Community First Responders ( <i>Grant aid in the form of free use of premises</i> )	126.00
Godalming Museum Trust	4,600.00
Godalming Round Table ( <i>Grant aid in the form of free use of premises</i> )	100.00
Godalming Together CIC ( <i>Grant aid in the form of free use of premises</i> )	210.00
Godalming Trust	994.40
Godalming Trust ( <i>Grant aid in the form of free use of premises</i> )	208.00
Go Godalming Association ( <i>Grant aid in the form of free use of premises</i> )	84.00
Meath Epilepsy Trust ( <i>Grant aid in the form of free use of premises</i> )	36.00
Skillway	1,350.00
Sport Godalming	1,000.00
St Johns Spring Fair ( <i>Grant aid in the form of free use of premises</i> )	100.00
The Cellar Café	800.00
Victim Support	100.00
Waverley Hoppa Community Transport (Hospital Hoppa)	5,000.00
	<hr/>
	42,952.80

Full details of the Council's grants scheme can be found on the Town Council's website – [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk) or may be obtained from the Town Clerk (contact details at the back of this report).





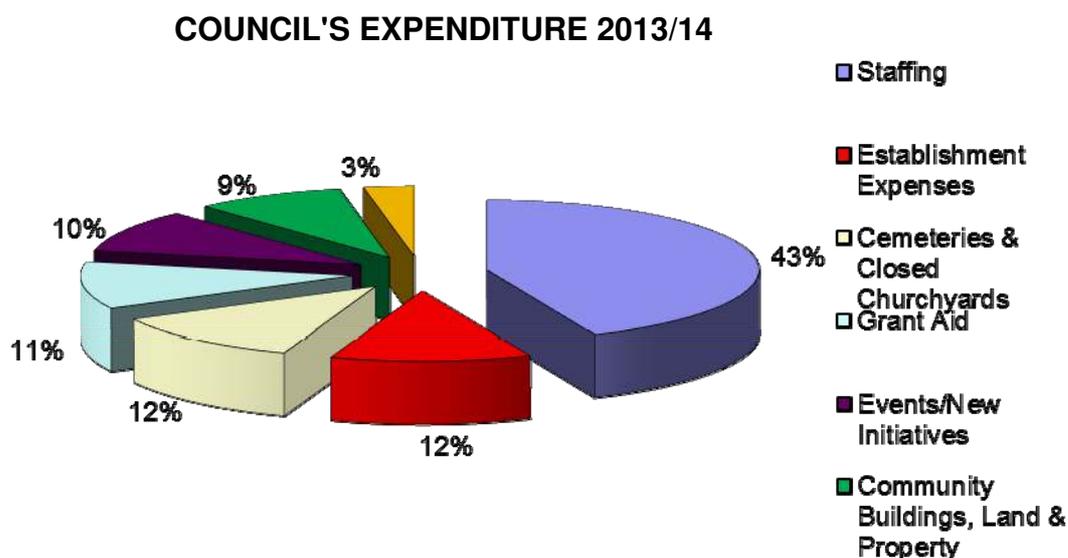
# MONEY

## ANNUAL ACCOUNTS 2013/14

The Council's accounts are prepared in accordance with the Account & Audit Regulations 2011. They are subject to internal audit (by an independent auditor appointed by the Town Council) and to external audit (by an independent auditor appointed by the Audit Commission). Every year local government electors are given an opportunity to examine the Council's accounts and financial records. The 2013/14 accounts and records will be available for public inspection from 2 June to 27 June 2014. The accounts will be published on the Town Council's website.

Below is a summary of how the Council's budget (including overheads) was spent in 2013/14. Note that these figures are based on the latest estimates of expenditure, not actual figures because, at the time of writing, the 2013/14 accounts had not yet been finalised.

The Council's Responsible Finance Officer is Janet Crossman.





## CONTACTS

Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT  
Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Web: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

Town Clerk: Louise Goodfellow

### Your Town Councillors

#### BINSCOMBE WARD

Cllr S Bott, Acorns, The Fairway Godalming, GU7 1PG	01483 420014
Cllr DM Hunter, 86 Furze Lane, Farncombe Godalming, GU7 3NP	01483 421231
*Cllr L Wheatley, 1 Sol-Y-Vista, Frith Hill Road, Godalming, GU7 2EF	01483 423492
*Cllr A Wilson, 8 Dean Road, Godalming GU7 2PJ	01483 417607

#### CENTRAL & OCKFORD WARD

Cllr PJ Robinson, 39 Bargate Rise, Godalming, GU7 2LR	07515 891750
*Cllr JR Thomson, The Garden Flat, 9 Shadyhanger, Godalming, GU7 2HR	01483 428266
*Cllr S Thornton, 38 Old Barn View, Godalming, GU7 1YR	01483 425733
Cllr JE Woodham, 5 Twycross Road, Godalming, GU7 2HH	01483 420310

#### CHARTERHOUSE WARD

<sup>0</sup> Cllr S Cosser, 3 Hillside Way, Godalming, GU7 2HN	01483 414035
*Cllr RA Gordon-Smith, 15 Nightingale Road, Godalming, GU7 3AG	01483 424483
Cllr JM Poulter, 27 Nightingale Road, Godalming, GU7 2HP	01483 417051
*Cllr SN Reynolds, Brooklands, Red House Lane, Elstead, GU8 6DR	01483 421601

#### FARNCOMBE & CATTESHALL WARD

Cllr AK Lister, 13 Woodmancourt, Mark Way, Godalming, GU7 2BT	01483 419574
Cllr JE Noyce, 19 Overbrook, Godalming, GU7 1LX	01483 429815
*Cllr R Welland, 19 Elm Road, Farncombe, Godalming, GU7 3SW	01483 527445
*Cllr N Williams, 26 Town End Street, Godalming, GU7 1BH	01483 239997

#### HOLLOWAY WARD

Cllr AM Bott, Acorns, The Fairway, Godalming, GU7 1PG	01483 420014
Cllr CM Gordon-Smith, 15 Nightingale Road, Godalming, GU7 3AG	01483 424483
<sup>0</sup> *Cllr PJ Martin, 18 Windy Wood, Godalming, GU7 1XX	01483 425644
*Cllr TE Martin, 17 South Hill, Godalming, GU7 1JT	01483 416237

\*Waverley Members

<sup>0</sup>Surrey County Council Members