



# Godalming

Town Council

**Annual Report  
2017-18**

This version of the report is published by Godalming Town Council for the Annual Town Meeting 19 April 2018.

A second version including the Town Council's Accounts for 2017/18 will be published by September 2018.

## Godalming Town Council.....

- continues a Mayoral tradition dating back to 1575;
- has 20 elected Members;
- controls assets of £11.1 million;
- holds almost 35 council or committee meetings a year; all of which are open to the public;
- has a current staffing establishment of six full-time employees to fulfil the functions of the Council, including its governance, financial management, administrative support and communications, the operation of the Town Council's community facilities and cemeteries, as well as its community engagement activities and safeguarding responsibilities and since October 2017 for the curating of the Godalming Museum. Additionally, the Council also employs two part-time employees, one of whom supports the Museum Curator and co-ordinates the many wonderful museum volunteers, the other supporting the weekend users of the Wilfrid Noyce Centre. The Council also supports the honorary position of Sergeant-at-Mace who serves at civic events;
- provides up to £58,000 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;
- responsible for the provision of paid staff at Godalming Museum and the upkeep of the Museum buildings;
- responsible for the provision of public toilet facilities in Godalming town centre and Farncombe village;
- provides the land for over 200 allotments;
- together with Busbridge Parish Council owns and runs two cemeteries;
- provides an annual Firework event;
- provides Christmas Lights for the Godalming Town Centre and Farncombe Village Centre;
- runs the Spring and Christmas Festivals;
- supports the Chamber of Commerce in the running of the Summer Food Festival;
- facilitates eight Farmers' Markets per annum;;
- is a partner in the organisation and safe delivery of the Godalming Run;

# FACTS

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- 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 18 local voluntary, public and community organisations;
- runs an annual August Staycation week;
- facilitates the planning of numerous community events.



## REVIEW



It has been a very rewarding six months in my role as the Mayor of Godalming. I say this with great pride and appreciate the confidence of my fellow Councillors in allowing me this privilege again, albeit for a shorter time.

As ever, it has been a very busy civic year for the Mayor of Godalming which started in May. I would like to thank the Deputy Mayor, Cllr Nick Williams and the Deputy Mayoress, Mrs Jeanne Williams, for their support. They have attended many events throughout the year on the Mayor's behalf.

In Spring and Summer there were many community events enthusiastically supported by the then Mayor, including the ever successful Staycation. Most of these took place because of the strong and respectful working relationships between the many organisations, the Town Council and its Staff. Without this partnership working, developed over many years, it would not be possible to achieve all that we do.

My first engagement, as Town Mayor, was Remembrance Sunday. I am always immensely proud of how the Town conducts Remembrance Sunday. This is due, in no small measure, to the preparation beforehand as ever led by the Support Services Executive who works closely with the Town Clerk and other organisations. This year our procession was led by a Piper, a young lady from Scotland. She played beautifully and added considerable solemnity to the occasion. The placing of the wreaths at the War Memorial is both emotional and humbling. This year will be even more significant commemorating the 100<sup>th</sup> anniversary of the end of WW1. It is my hope that schools and other similar organisations and families will, throughout this year, take the opportunity to enhance children's understanding of the significance of the date and help them understand the importance of Remembrance Day 2018.

This year the Fireworks Celebrations was a 'sell out'. This was the second year that the Town Council organised the event. It is no mean feat, given the numbers attending, the logistics and the health and safety implications. Some improvements were introduced having learned from the first year including more food outlets and a different range of other activities. The event was very well received judging from the feedback on social media. Regrettably some were unable to get tickets because of its growing popularity. Preparations for 2018 are well underway.

Once again all the Christmas activities starting at the end of November were great fun and attracted many visitors into the Town. Switching on the lights is always exciting and it was an opportunity for the community to meet Rev Jane Vlach. I also enjoyed switching on the Farncombe lights and, although very cold, all this was forgotten with some beautiful singing from the children of Farncombe Infants School. The mince pies and coffee served in the Farncombe Day Centre were well received and added to the occasion.

The annual Scouts & Guides' Christmas Carol Service at Charterhouse, as ever, provided a wonderful celebration of Christmas. The children's procession was adorable.

We are fortunate to boast a plethora of organisations and talent that makes Godalming so vibrant and such a wonderful place to live. With Steve, I have attended many wonderful events run by different organisations and individuals who have tirelessly worked within their local community to ensure that everyone has an opportunity to be involved and not be isolated. Many come under the umbrella of the aptly named 'Go Godalming Association'.

# REVIEW

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It is not possible to mention all the Volunteers individually in this Report which, in itself, is testament to the extent of the number of volunteers and organisations that we have. However, as the Mayor, I am pleased that I have had the opportunity to acknowledge our appreciation of them when attending their events or through the Volunteer Awards.

Organisations covering Sports and Performing Arts – choral, operatic and dramatic - are also important in any community. We enjoy it in an abundance. There is so much talent for us to celebrate and it is right that we all work together to provide the opportunity for the development of all emerging talent.

We have seen improvements to our environment. The Farncombe Initiative has gone from strength to strength and undertaken many initiatives to enhance the area. There have been similar improvements in Godalming and, in this respect, I do personally wish to acknowledge, with gratitude, the generosity of The Caudle Memorial Trust. The latest enhancement, which will benefit from the Trust, will be the introduction of planters into Godalming High Street.

I am not sure whether the reopening and reinstatement of the Public Conveniences in Farncombe and Godalming can be considered an 'enhancement'. Nevertheless, since the Town Council assumed responsibility for the buildings following their closure there is a definite improvement – inside and out. Improvement or not, they are a 'necessity' to many and I do know that our residents are very appreciative of the retention of the facilities by the Town Council.

In 2017 not only did we see the devolving of responsibility for the Public Conveniences to the Town Council, the Town Council also agreed to assume responsibility for the Godalming Museum. The overall management remains with the Godalming Museum Trust. However, we are delighted that the two excellent members of staff have joined the GTC Team.

Finally, the Wilfrid Noyce Community Centre, which I officially opened in 2016, goes from strength to strength and its success is demonstrated from the need to build an additional meeting room to accommodate demand from the community and other users.

In the course of 2017/18 the Town Council has not stood still and has continued to build on its commitment to the Parish to provide or maintain services wherever it can. At the same time the Council has put in place a new Staffing Structure which will further improve even more joint working with the community on new initiatives.

As the Civic Year draws to an end I wish to end this report with expressing my personal thanks to the Town Council Staff who have worked so hard to deliver the many initiatives in uncertain times. I do know that their commitment to the Council and the Town is recognised not only by Councillors, but by many in the various organisations and the Community.

Councillor Anne Bott  
Mayor of Godalming 2017/18



**GODALMING MUSEUM**



**OGLETHORPE HALL**

2017/18 saw Godalming Town Council continue to both manage its existing programme of community events and activities, whilst also working to develop new opportunities and facilities for the town. During the previous 12 months Godalming Town Council has achieved:

- **Efficient Delivery of Services** – Having undergone a change of staff and taken on new services, Godalming Town Council has undergone an internal reorganisation in order to deliver services as efficiently and effectively as possible within its available resource.
- **Improved and Expanded Community Facilities required for a Growing Population** – The initial refurbishment and extension of the Wilfrid Noyce Centre, completed in March 2016, proved so successful that demand exceeded capacity. The Council brought forward phase two of the project and the Oglethorpe Hall was completed in October 2017. Both phases of the project were completed within budget.
- **Increased Revenue** – In June, the Council's Support Services Team introduced specialist booking and invoicing software for the Council's community buildings. Godalming Town Council has increased the usage of its community facilities, thus improving revenue generation whilst managing costs to the end user.
- **Ownership of the Godalming Museum** – In 2017 Godalming Town Council signed an agreement with Waverley Borough Council to transfer the Freehold of Godalming Museum to the Town Council. As part of the agreement Godalming Town Council has been able to secure funding for the future maintenance of, at 600 years old, one of the oldest buildings in Godalming. The Town Council, working with The Godalming Museum Trust, has provided a secure long-term future for this valuable, educational and important asset to the Town.
- **Management of Public Conveniences** – Faced with the prospect of the town centre and Farncombe village not having public toilets, Godalming Town Council secured the lease of each of the buildings and took over the management of these important community facilities. The Council has begun a programme of upgrading the facilities and has provided hygienic baby changing facilities at each location.
- **Neighbourhood Plan** – With the support of the Town Council, community volunteers produced The Godalming & Farncombe Neighbourhood Plan which, on 22 March 2018, was 'adopted' by Godalming Town Council as the 'Qualifying Body' for submission to public consultation.
- **Staycation** – Following the successful transition of the Staycation Farncombe Family Fete to the Farncombe Day Centre Fete, the Staycation Fete moved to a new location and became a new event at Aaron's Hill called 'Dogalming'. Eighty family dogs entered into a highly successful dog show and the local community enjoyed a superb day out at the Aaron's Hill recreation ground. 2017 saw the busiest Staycation week ever with many families taking full advantage of the 70+ events on offer to enjoy a 'family holiday at home'. Staycation not only provides benefit to residents but also the organisations and businesses who provide the Staycation activities.

- **Grants** – The Town Council provided grants to community organisations and projects totalling £55,000 (see section on grants on page 12). The largest of the grant awards being made to Citizen’s Advice Waverley (CAW). The Town Council has worked with CAW to promote the excellent work it does to other grant making bodies in the Borough, resulting in additional grants being awarded to CAW.
- **Boarden Bridge** – Following the closure, due to structural weakness, of the ancient footbridge across the River Wey, Godalming Town Council, with the generous support of The Caudle Memorial Trust, worked with its own contractors and Surrey County Council to reopen this much loved and important historic bridge.
- **Farncombe Initiative** – The Town Council continues to support the Farncombe Initiative, which has seen local residents identify and undertake improvement projects within the Farncombe area.
- **Economic Development** – Working with the Godalming & District Chamber of Commerce, Godalming Town Council has helped to sustain the economic vibrancy of the primary retail area, through its support of farmers’ markets, annual festivals and Christmas light displays. Additionally, Godalming Town Council has supported ‘mystery shopping’ exercises in order to provide feedback and advice to participating retailers and businesses. The Council has resolved to explore possibilities for the sustainable provision of a weekly market in the town.
- **Dementia Friendly Godalming** – Godalming Town Council has joined with the Godalming Local Dementia Action Alliance to support a Dementia Friendly Godalming. The Wilfrid Noyce Centre has been built to be dementia friendly by use of appropriate design and colour palates. On taking over the public toilets, Godalming Town Council upgraded the hand wash facilities to ensure they were dementia friendly. The Town Council has committed to audit its public buildings and provide awareness training for its staff.

# 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 and properties.



Councillor Stefan Reynolds  
Committee Chairman 2017/18

### What has it done?

- Met eleven times;
- considered 20 grant applications and awarded £55,000.00 in grants to local organisations (see page 13 of this report);
- successfully managed negotiations to take ownership of the Godalming Museum and the Public Toilets in Godalming town centre and Farncombe village;
- worked in partnership with the Environment Agency and others on flood alleviation proposals for Godalming to ensure our community will be the first to benefit from new permanent flood defences along the River Wey;
- completed phase 2 of the Wilfrid Noyce Centre refurbishment programme bringing the project in on time and on budget.

## Planning & Environment Committee – Dissolved May 2017

Full Council RESOLVED (Min No. 676-17 refers) to dissolve the Planning & Environment Committee and to adopt the required changes to Standing Orders to support the decision.

In considering the proposal Members agreed that residents will be better served by the change in process due to:

- Ward Members having a more detailed knowledge of the character and needs of specific localities within the town and the concerns of their constituents;
- Ward Members being able to 'call-in' planning applications to Waverley Borough Council (the decision-making body) for a final decision by members of Waverley's Central Planning Committee, where at least one Godalming town councillor per ward is currently a member and can speak to the application;
- Members being able to refer a specific planning application to the Policy & Management Committee for consideration by Godalming Town Council as a body so that it may make its representation to Waverley Borough Council.

Members further RESOLVED that in order to facilitate the consideration of a planning issue by the Policy & Management Committee, a standing agenda item 'Planning Matters' would be placed on all future Policy & Management Committee agendas.

## 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 Steve Cosser  
Committee Chairman 2017/18

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

- Met twice;
- following the resignation of the incumbent Mayor, the committee nominated Councillor Anne Bott as Mayor for the remainder of the 2017/18 civic year;
- nominated Councillor Nick Williams as Mayor and Councillor Nick Pinches as Deputy Mayor for 2018/19.

## 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 Andrew Bolton  
Committee Chairman 2017/18

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

- Met four times;
- reviewed financial controls and risks;
- supervised arrangements for the review of internal controls and Internal Audit.

Achieved an unqualified audit report with recognition that the Council takes policies and procedures very seriously, follows best practice regulations and adapts to changes in regulations and technologies to maintain compliance.

## Staffing Committee

### What is it?



A Committee comprising of five Councillors that considers all matters relating to the appointment and management of Council staff and staffing policy and makes recommendations to the Full Council.

Councillor Steve Cosser  
Committee Chairman 2017/18

### What has it done?

- Met ten times;
- managed the staffing elements of the internal reorganisation for delivery of Council services;
- reviewed the Council's leave policy;
- reviewed the Council's Sickness Absence & Sick Pay Policy;
- reviewed the Council's IT Code of Conduct Policy;
- reviewed the Council's Social Media Policy;
- set out the Council's Statement for the Management of Staff.

## **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 Liz Wheatley  
Committee Chairman 2017/18

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

- Met four times;
- interred 20 bodies and 8 sets of ashes;
- sold the exclusive rights of burial for 28 plots;
- installed 'Dragon's Teeth' along the verges at Eashing Cemetery to prevent unauthorised vehicle movement on the grassed areas.

# MONEY

As stated earlier in the report, Godalming Town Council has supported a wide range of organisations in the town with grant aid totalling £55,000. 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 2017/18 the largest of these grants was to the Citizens Advice Waverley (CAW) to ensure the continued provision of a CAW service in Godalming. This Council has provided a significant grant to the CAW for more than a decade. The Council has also continued to provide on-going support to Godalming Museum and Sport Godalming. 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 2018/19 included payments to Farncombe Day Centre to assist with the running of its minibus, which is a vital lifeline for the many elderly residents who use it. Godalming Band to help fund new uniforms, Godalming United Church for upgrading of kitchen facilities used by many community groups within the town and the Eikon Charity for directed youth work within the Godalming area.

Below is a full list of all grants awarded by Godalming Town Council in the financial year 2017/18.

Farncombe Youth Football Club	5,000.00
Godalming Museum Trust	5,000.00
Godalming United Church	3,500.00
St Marks Community Centre	1,493.00
Friends of Broadwater Park (Grant Aid in Kind)	93.00
The Godalming Trust (Grant Aid in Kind)	208.00
Godalming & District Community First Responders (Grant Aid in Kind)	126.00
Go Godalming Association	42.00
Farncombe & District Allotment Association (Grant Aid in Kind)	21.00
Farncombe Day Centre	3,000.00
The Cellar Café	825.00
Sport Godalming	1,000.00
Churches Together in Godalming & District	650.00
Citizens Advice Waverley	28,000.00
Home-Start in Waverley	500.00
Godalming Band	1,500.00
The Godalming Trust	1,200.00
Revitalise	750.00
Go Godalming Association (Grant Aid in Kind)	73.00
The Eikon Charity	2,019.00
	<hr/>
	£55,000.00

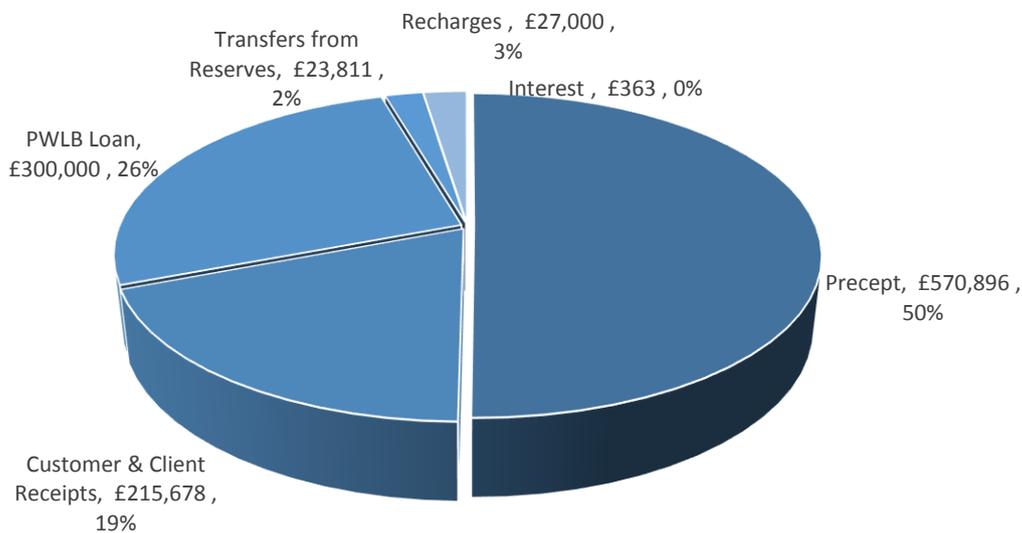
Full details of the Council's grants scheme can be obtained from the Town Clerk (contact details at the back of this report) or on our website - [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk).

## ANNUAL ACCOUNTS 2017/18

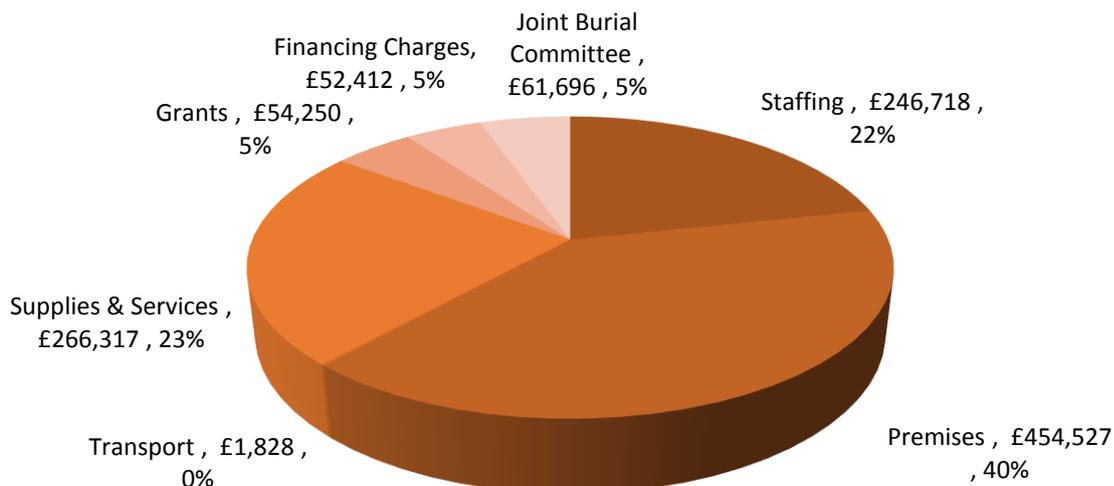
The Council's accounts are prepared in accordance with the Account & Audit Regulations 2015. They are subject to internal audit (by an independent auditor appointed by the Town Council) and to external audit (by a different independent auditor). Every year local government electors are given an opportunity to examine the Council's accounts and financial records and the accounts will also be published on the Town Council's website.

Below is a summary of how the Council's budget (including overheads) was spent in 2017/18. Note that these figures are based on the most up to date actual figures available at the time of writing, but that they may be subject to change because the 2017/18 accounts have not yet been finalised.

### Where the Money Came From



### Where the Money Went



# CONTACTS



Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

Tel: 01483 523575  
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: Andy Jeffery

Your Town Councillors:

## BINSCOMBE WARD

Cllr MA Gray, 3 Netherwood Court, Filmer Grove, Godalming, GU7 3AF	01483 427159
*Cllr DM Hunter, 86 Furze Lane, Farncombe, Godalming, GU7 3NP	01483 421231
*Cllr JE Wheatley, 1 Sol-Y-Vista, Frith Hill Road, Godalming, GU7 2EF	01483 423492
Cllr RJG Wainwright, 4 South Hill, Godalming, GU7 1JT	01483 861771

## CENTRAL & OCKFORD WARD

*Cllr AJC Bolton, 4 Huxley Close, Godalming, GU7 2AS	01483 429078
Cllr NC Pinches, 9 Hilltop Close, Guildford, GU3 3HR	01483 234253
Cllr O Purkiss, 21 Overbrook, Godalming, GU7 1LX	07493 014625
*Cllr PD Follows, Flat 30, Weirview Place, Catteshall Lane, Godalming, GU7 1DE	07946 288824

## CHARTERHOUSE WARD

Cllr SW Cosser, 3 Hillside Way, Godalming, GU7 2HN	01483 414035
*Cllr RA Gordon-Smith, 15 Nightingale Road, Godalming, GU7 3AG	01483 424483
Cllr JM Poulter, 59 Edison House, Flambard Way, Godalming, GU7 1FF	01483 389439
*Cllr SN Reynolds, Brooklands, Red House Lane, Elstead, Godalming, GU8 6DR	01483 421601

## FARNCOMBE & CATTESHALL WARD

Cllr JE Noyce, 19 Overbrook, Godalming, GU7 1LX	01483 429815
Cllr KA Walden, Flat 2, 42 Croft Road, Godalming, GU7 1DD	01483 374575
*Cllr RA 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 SJ Bott, Acorns, The Fairway, Godalming, GU7 1PG	01483 420014
0*Cllr PJ Martin, 18 Windy Wood, Godalming, GU7 1XX	01483 425644
*Cllr TE Martin, Tanglewood, Station Lane, Enton, Godalming, GU8 5AE	01483 527006

\*Waverley Members

0Surrey County Council Members

Your Town Council Staff:

Rita Tong – Responsible Finance Officer  
Lynne Purnell – Support Services Executive  
Suzie Gortler – Community & Communications Officer  
Karen Warner – Facilities Supervisor  
Andrew Redfern – Weekend Caretaker

Alison Pattison – Godalming Museum Curator  
Angela Terelak – Godalming Museum Volunteer Co-ordinator