

GODALMING TOWN COUNCIL

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Godalming
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26 August 2022

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 1 SEPTEMBER 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

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

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

Committee Members:	Councillor Follows – Chair
	Councillor Weightman – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Kiehl	Councillor Martin
Councillor Neill	Councillor PMA Rivers
Councillor PS Rivers	Councillor Steel
Councillor Stubbs	Councillor Welland
Councillor Williams	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the Extraordinary meeting held on the 11 August 2022, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

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

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

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman 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.

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

7. BUDGET MONITORING

Members to consider a budget monitoring report to 31 July 2022 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Head Office Costs	8,332 o/s	0 u/s
Civic Expenses	1,642 u/s	0 u/s
Town Promotion	553 o/s	0 o/s
Staycation	1,812 o/s	0 u/s
Festivals & Markets	2,256 u/s	2,000 u/s
Christmas Lights	0 u/s	0 o/s
BWP Youth Centre	2,536 o/s	0 o/s
Pepperpot	2,170 u/s	0 o/s
The Square	2,293 u/s	0 u/s
Allotments	164 u/s	0 o/s
Wilfrid Noyce Community Centre	15,916 u/s	11,000 u/s
Bandstand	270 u/s	0 o/s
Godalming Museum	2,224 o/s	1,700 o/s
Land & Property Other	2,612 u/s	0 u/s
Mayors' Charity	498 u/s	0 o/s
Community Store	262 o/s	0 o/s
TOTAL	12,104 u/s	11,300 u/s

The monitoring report shows a current variance of £12,104 underspend against Budget. Items to note in the forecast:

Head Office – timing issues only. SLA Grants totalling £38,000 were paid in July.

Festivals & Markets – the Spring Festival was more successful than budgeted with costs well below that anticipated resulting in an additional £2,500 surplus to budget. This has been offset by a Street Trading license of £500 for the Farncombe area which is a new area of trading and therefore not in the budget (see Farncombe Village & Binscombe Community Vision, Action Point 3).

WN Community Centre – Rebuilding revenue from COVID going better than planned to result in £8k above budget revenue. £3k refund from Everflow for overcharged water usage. Remainder timing issues only.

Museum – £1.7k unplanned expenditure for Curatorial Support.

8. COMMITTEE WORK PROGRAMME

The Committee’s work programme is attached for the information of Members.

9. APPLICATIONS FOR GRANT AID

Information:	£
22/2023 Grants Budget	60,000.00
Allocations this year to date	39,740.00
Balance available for allocation	20,260.00
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22/2023 General Grant Fund Allocation	17,000.00
Allocations this year to date	0.00
General Grant Fund applications this meeting	6,000.00
Balance unallocated if applications agreed	11,000.00
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22/2023 SLA Fund Allocation	38,000.00
Allocations this year to date	38,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	0.00
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22/2023 Council Community Fund Allocation	5,000.00
Allocations this year to date	1,740.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	0.00
Balance unallocated if applications agreed	3,260.00
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Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Members to note that the General Grants Applications and SLA applications are being considered in accordance with the Council’s Grants Funding Policy & Procedures adopted January 2022.

Applications for General Grant Fund Support

Sport in Mind

£2,500 is applied for to support the running of three sport and physical activity sessions for adults with mental health issues in Godalming.

Previous Grants: None

The Brigitte Trust

£500 is applied for to assist with funding for their highly-trained volunteers to support five residents living in Godalming who have a life-threatening diagnosis. This includes training their volunteers, covering their mileage expenses, and also crucially matching new clients in Godalming with volunteers who will be a good fit to their personality, temperament and situation.

Previous Grants: £500 in 2019/20 and £500 in 2021/22.

Farncombe Community Garden

£3,000 is applied for to assist with the purchase of a storage container to house the tools and garden equipment for the Community Garden.

Previous Grants: None

Applications for SLA Funding

Members to note that unless additional funds are provided to the grants budget for 2023 onwards, any award of a new SLA will be funded from monies allocated to the General Grants Fund.

'Stay & Play' at The Wharf Nursery School

Members to receive a letter (attached for the information of Members) requesting consideration of a Service Level Agreement for £3,500 between Godalming Town Council and The Wharf Nursery School for the school to be able to continue to provide for 'Stay & Play' groups for young children aged 1-3 years old and their parents/carers.

Members will be aware that to assist these activities to restart post pandemic, on 13 January 2022, a grant of £3,500 from the General Grants Fund was approved (Min No 398-21 refers). However, to enable the sessions to continue The Wharf Nursery School is seeking an SLA that would provide certainty of funding.

Members to note that if they are minded to approve an award for the requested SLA, unless further provision is made as part of the budget setting process, as of 1 April 2023, of the Council's £70,000 grants budget, £10,000 would be committed to the Climate Grant Fund, £5,000 to the Council's Community Grant Fund, £41,500 to SLA's and £13,500 to the General Grants Fund.

The current SLA agreements of £38,000 expire on 31 March 2024. If the recipient organisations wish for the Council to consider new SLA agreements a submission would be required by 1 August 2023 for consideration by the Council at its September 2023 Policy & Management Committee.

Previous Grants: 1992/93 £100, 2018/19 £470 and 2021/22 £3,500

10. SOCIAL MEDIA BENCHMARKING – ITEM TO NOTE

Through its Communications Policy, Godalming Town Council has identified a need to utilise a communications culture that recognises the importance of digital channels to inform residents, partners and stakeholders who are seeking to find, as well as share, news and information. The report below from the Community & Communications Officer provides Members with an indication of the range of GTC's digital communication engagement and the increases in reach over the previous 18 months.

Social Media Platform Benchmarking 17 December 2020 – 19 July 2022

MEDIUM	7 Dec 2020	19 July 2022	Percentage Growth/Decrease from Dec 2020
Instagram Followers	1,150	1,503 Bot Purge* 14 July 2022	+30.7%
Twitter Followers	228	455	+99.6%
GTC Facebook Likes	836	1,192	+42.6%
GTC Facebook Followers	1,000	1,429	+42.9%
WNC Facebook Likes	141	263	+86.5%
WNC Facebook Followers	153	308	+101.3%
Museum Facebook Likes	600	743	+23.8%
Museum Facebook Followers	696	881	+26.6%

*The BOT Purge was to remove automated accounts

11. COUNCIL PROGRAMME 2019-2023 – ITEM FOR DECISION

Recommendation: Members to resolve to approve the status designation of GTC objectives.

Members to review the Council Programme 2019-2023 adopted by Full Council on 26 September 2019 and last amended by this Committee in May 2022 (attached for the information of Members) and if agreed, approve the status designation of the GTC objectives and the publication of the updated document. Amendments since last review shown in red.

12. JOINT BURIAL COMMITTEE

Recommendation: Should Busbridge PC agree to withdrawing from the Joint Burial Committee arrangements, Members resolve to agree:

- a. The proposed Heads of Terms to support detailed negotiations.
- b. The Town Clerk engages with Busbridge PC to reach an agreed settlement in relation to the division of the Joint Burial Committee's assets.
- c. To engage appropriate surveyors/agents to determine current market value of the lodge houses.
- d. To engage the Council's solicitors to draw up final agreements as required and complete land and property transfers and land registration as required.
- e. Professional costs to be shared between GTC and Busbridge PC in the same proportion as the Joint Burial Committee revenue contributions, GTC to cover upfront costs to be recouped on final agreement and disbursement of JBC funds.
- f. GTC aims to conclude negotiations and reach settlement by 31 March 2023.

Members to consider the correspondence between Godalming Town Council and Busbridge Parish Council in relation to the arrangements of the Godalming Joint Burial Committee and proposals that would reduce the administrative load and improve the effectiveness and efficiency of the burial services provided (attached for the information of Members).

Whilst at this stage GTC is awaiting a formal response from Busbridge PC, Members are requested to approve a potential Heads of Terms (Attached for the information of Members)

for future negotiations that will allow the process, if it is taken forward, to be completed as smoothly and quickly as possible.

13. POLICY DOCUMENT REVIEW – ITEM FOR NOTE

Members to note that although we would now be reviewing the Accessibility Statement – Website & Mobile Applications as the new GTC website has only just gone live, we will be conducting an accessibility audit shortly and will bring this item back at a later date.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GO GODALMING ASSOCIATION

Members are asked to note a report from Councillor Heagin on the Go Godalming Association (report to be tabled for the information of Members) an organisation upon which Councillor Heagin represents the Town Council.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

Members are asked to note a report from Councillor Steel on the Godalming Museum Trust (report to be tabled for the information of Members) an organisation upon which Councillor Steel represents the Town Council.

16. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 13 October 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

18. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101</u> <u>Head Office Costs</u>											
1001 Precept	0	0	0	464,378	464,377	(1)	928,755			50.0%	
1102 Community Infrastructure Levy	0	0	0	10,533	0	(10,533)	0			0.0%	
1202 Grants - WBC	0	0	0	1,770	1,770	0	1,770			100.0%	
1303 Other customer/client receipts	0	1,300	1,300	0	5,200	5,200	16,000			0.0%	
1401 Interest Received	118	5	(113)	434	20	(414)	60			722.8%	
1501 Recharges to Godalming JBC	0	0	0	19,888	19,888	0	39,776			50.0%	
Head Office Costs :- Income	118	1,305	1,187	497,003	491,255	(5,748)	986,361			50.4%	0
4001 Salaries	23,278	24,135	857	95,208	96,540	1,332	289,620		194,412	32.9%	
4002 Employer's NIC	2,470	2,630	160	10,144	10,520	376	31,560		21,416	32.1%	
4003 Employer's Superannuation	4,253	4,375	122	17,395	17,500	105	52,500		35,105	33.1%	
4011 Staff Training	759	250	(509)	2,359	1,000	(1,359)	3,000		641	78.6%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500	0.0%	
4013 Other Staff Expenses	0	50	50	0	200	200	600		600	0.0%	
4102 Property Maintenance	0	200	200	1,752	800	(952)	2,400		648	73.0%	
4103 Maintenance Contracts	0	200	200	364	800	436	2,400		2,036	15.2%	
4111 Energy Costs	129	265	136	685	1,060	375	3,200		2,515	21.4%	
4121 Rents	0	0	0	0	2,400	2,400	2,400		2,400	0.0%	
4131 Rates	0	0	0	0	12,600	12,600	12,600		12,600	0.0%	
4141 Water Services	0	25	25	0	100	100	300		300	0.0%	
4161 Cleaning	275	380	105	1,145	1,520	375	4,560		3,415	25.1%	
4162 Waste Removal	66	50	(16)	192	200	8	600		408	31.9%	
4163 Domestic Supplies	70	10	(60)	103	40	(63)	120		17	85.6%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Workshop Consumables	237	350	113	1,898	1,400	(498)	4,200		2,302	45.2%	
4202 Car Allowances	0	80	80	19	320	301	1,000		981	1.9%	
4203 Other Transport Costs	36	0	(36)	48	0	(48)	0		(48)	0.0%	
4204 Fuel Costs	208	110	(98)	629	440	(189)	1,320		691	47.7%	
4205 Vehicle Maintenance	429	200	(229)	719	800	81	2,400		1,681	30.0%	
4301 Equipment	65	0	(65)	1,462	2,500	1,038	3,500		2,038	41.8%	
4304 Catering & Hospitality	58	25	(33)	143	100	(43)	300		157	47.6%	
4305 Clothes, Uniform & Laundry	233	100	(133)	1,034	400	(634)	1,200		166	86.2%	
4306 Printing	46	200	154	533	800	267	2,400		1,867	22.2%	
4307 Stationery	126	340	214	1,271	1,360	89	4,090		2,819	31.1%	
4311 Professional Fees - Legal	688	0	(688)	1,705	0	(1,705)	0		(1,705)	0.0%	
4313 Professional Fees - Other	0	830	830	2,750	3,320	570	10,000		7,250	27.5%	
4314 Audit Fees	2,000	2,000	0	2,171	2,255	84	3,300		1,129	65.8%	
4315 Insurance	0	0	0	9,469	9,200	(269)	9,200		(269)	102.9%	
4321 Bank Charges	14	30	16	75	120	45	360		285	20.9%	
4322 Postage	15	100	85	142	400	258	1,200		1,058	11.8%	
4323 Telephones	216	230	14	866	920	54	2,765		1,899	31.3%	
4325 Computing	415	795	380	4,022	3,180	(842)	9,540		5,518	42.2%	
4326 Website	45	50	5	268	200	(68)	1,000		732	26.8%	
4331 Newsletter	0	0	0	0	1,100	1,100	4,400		4,400	0.0%	
4341 Grants	38,000	5,000	(33,000)	39,240	20,000	(19,240)	70,000		30,760	56.1%	
4342 Subscriptions	0	500	500	4,240	4,100	(140)	4,600		360	92.2%	
4401 Payments to Godalming JBC	0	0	0	18,872	18,872	1	37,743		18,872	50.0%	
4900 Miscellaneous Expenses	43	165	122	352	660	308	1,875		1,523	18.8%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Debt Charges - Principal	5,176	5,176	0	10,822	10,823	1	32,392		21,570	33.4%	
6001 Debt Charges - Interest	6,071	6,071	0	16,741	16,741	0	45,312		28,571	36.9%	
Head Office Costs :- Indirect Expenditure	85,421	54,922	(30,499)	248,838	245,291	(3,547)	661,457	0	412,619	37.6%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	33,803	23,270	(10,533)	23,270		(10,533)	145.3%	
Head Office Costs :- Other Costs	0	0	0	36,303	25,770	(10,533)	25,770	0	(10,533)	140.9%	0
Net Income over Expenditure	(85,303)	(53,617)	31,686	211,862	220,194	8,332	299,134				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	880	880	2,420		2,420	0.0%	
4162 Waste Removal	0	0	0	151	0	(151)	0		(151)	0.0%	
4301 Equipment	0	0	0	365	0	(365)	0		(365)	0.0%	
4304 Catering & Hospitality	0	50	50	23	200	177	600		577	3.9%	
4305 Clothes, Uniform & Laundry	0	0	0	4	0	(4)	500		496	0.9%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4313 Professional Fees - Other	0	0	0	45	0	(45)	0		(45)	0.0%	
4325 Computing	161	230	69	644	920	276	2,800		2,156	23.0%	
4327 Publicity Advertising	0	0	0	0	0	0	1,200		1,200	0.0%	
4332 Mayor's Expenses	0	100	100	0	400	400	1,200		1,200	0.0%	
4334 Members' Training	50	100	50	125	400	275	1,200		1,075	10.4%	
4900 Miscellaneous Expenses	0	80	80	120	320	200	960		840	12.5%	
Civic Expenses :- Indirect Expenditure	211	780	569	1,478	3,120	1,642	11,680	0	10,202	12.7%	0

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Expenditure	(211)	(780)	(569)	(7,478)	(9,120)	(1,642)	(17,680)				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	1,630	3,300	1,670	3,300			49.4%	
1304 Donations	500	0	(500)	500	0	(500)	0			0.0%	
Town Promotion :- Income	500	0	(500)	2,130	3,300	1,170	3,300			64.5%	0
4162 Waste Removal	0	0	0	403	0	(403)	300		(103)	134.5%	
4163 Domestic Supplies	0	0	0	18	0	(18)	0		(18)	0.0%	
4171 Grounds Maintenance Costs	49	0	(49)	4,303	6,500	2,197	6,500		2,197	66.2%	
4203 Other Transport Costs	240	0	(240)	253	0	(253)	0		(253)	0.0%	
4204 Fuel Costs	53	0	(53)	53	0	(53)	0		(53)	0.0%	
4301 Equipment	0	0	0	2,262	500	(1,762)	500		(1,762)	452.4%	
4304 Catering & Hospitality	9	0	(9)	177	0	(177)	0		(177)	0.0%	
4313 Professional Fees - Other	2,500	0	(2,500)	2,500	0	(2,500)	500		(2,000)	500.0%	
4327 Publicity Advertising	190	1,500	1,310	2,695	2,000	(695)	2,250		(445)	119.8%	
4900 Miscellaneous Expenses	300	0	(300)	320	100	(220)	395		75	80.9%	
Town Promotion :- Indirect Expenditure	3,341	1,500	(1,841)	12,983	9,100	(3,883)	10,445	0	(2,538)	124.3%	0
5001 Transfers from Reserves	0	0	0	(4,500)	0	4,500	0		4,500	0.0%	
Town Promotion :- Other Costs	0	0	0	(4,500)	0	4,500	0	0	4,500		0
Net Income over Expenditure	(2,841)	(1,500)	1,341	(6,353)	(5,800)	553	(7,145)				

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Staycation</u>											
1303 Other customer/client receipts	450	400	(50)	450	400	(50)	400			112.5%	
Staycation :- Income	450	400	(50)	450	400	(50)	400			112.5%	0
4001 Salaries	0	0	0	0	0	0	152		152	0.0%	
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%	
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%	
4162 Waste Removal	0	0	0	0	0	0	900		900	0.0%	
4301 Equipment	0	0	0	0	0	0	520		520	0.0%	
4304 Catering & Hospitality	0	0	0	0	0	0	350		350	0.0%	
4313 Professional Fees - Other	82	0	(82)	82	0	(82)	950		868	8.6%	
4327 Publicity Advertising	1,300	0	(1,300)	1,950	0	(1,950)	1,500		(450)	130.0%	
4343 Licensing/PRS	0	170	170	0	170	170	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	90		90	0.0%	
Staycation :- Indirect Expenditure	1,382	170	(1,212)	2,032	170	(1,862)	4,897	0	2,865	41.5%	0
Net Income over Expenditure	(932)	230	1,162	(1,582)	230	1,812	(4,497)				
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	675	475	(200)	6,440	6,400	(40)	13,600			47.4%	
Festivals & Markets :- Income	675	475	(200)	6,440	6,400	(40)	13,600			47.4%	0
4001 Salaries	0	0	0	0	460	460	1,090		1,090	0.0%	
4002 Employer's NIC	0	0	0	0	69	69	164		164	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Employer's Superannuation	0	0	0	0	85	85	201		201	0.0%	
4162 Waste Removal	0	0	0	60	250	190	600		540	10.0%	
4203 Other Transport Costs	0	0	0	0	200	200	400		400	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	
4304 Catering & Hospitality	0	0	0	75	60	(15)	180		106	41.4%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	1,050	900	(150)	1,650		600	63.6%	
4327 Publicity Advertising	0	0	0	190	1,750	1,560	3,250		3,060	5.8%	
4343 Licensing/PRS	0	0	0	484	110	(374)	220		(264)	220.0%	
4900 Miscellaneous Expenses	0	0	0	9	200	191	1,000		991	0.9%	
Festivals & Markets :- Indirect Expenditure	0	0	0	1,868	4,084	2,216	9,795	0	7,927	19.1%	0
Net Income over Expenditure	675	475	(200)	4,572	2,316	(2,256)	3,805				
<u>108</u> <u>Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	39,050		39,050	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	39,050	0	39,050	0.0%	0
Net Expenditure	0	0	0	0	0	0	(39,050)				
<u>201</u> <u>BWP Community Centre</u>											
1201 Grants - SCC	2,520	0	(2,520)	2,520	0	(2,520)	0			0.0%	
1204 Grants - Other	0	400	400	308	1,600	1,292	5,000			6.2%	
1301 Premises Hire Charges	491	80	(411)	1,425	320	(1,105)	1,000			142.4%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1303 Other customer/client receipts	0	0	0	30	0	(30)	0			0.0%	
BWP Community Centre :- Income	3,011	480	(2,531)	4,283	1,920	(2,363)	6,000			71.4%	0
4001 Salaries	5,752	5,845	93	17,908	23,380	5,472	70,143		52,235	25.5%	
4002 Employer's NIC	303	304	1	976	1,216	240	3,650		2,674	26.7%	
4003 Employer's Superannuation	649	308	(341)	1,752	1,232	(520)	3,700		1,948	47.3%	
4011 Staff Training	18	200	182	18	800	782	2,500		2,482	0.7%	
4012 Recruitment Advertising	0	0	0	0	1,200	1,200	1,200		1,200	0.0%	
4101 Repair/Alteration of Buildings	1,042	0	(1,042)	13,065	0	(13,065)	0		(13,065)	0.0%	
4102 Property Maintenance	1,141	150	(991)	7,932	600	(7,332)	1,800		(6,132)	440.7%	
4103 Maintenance Contracts	0	100	100	945	400	(545)	1,200		255	78.8%	
4111 Energy Costs	314	300	(14)	861	1,200	339	3,750		2,889	23.0%	
4131 Rates	0	0	0	1,347	1,400	53	1,400		53	96.2%	
4141 Water Services	22	40	18	124	160	36	500		376	24.7%	
4161 Cleaning	2,041	750	(1,291)	2,091	3,000	909	9,000		6,909	23.2%	
4162 Waste Removal	148	35	(113)	790	140	(650)	420		(370)	188.1%	
4163 Domestic Supplies	24	6	(18)	183	24	(159)	80		(103)	229.2%	
4171 Grounds Maintenance Costs	0	30	30	0	120	120	400		400	0.0%	
4201 Public Transport	0	0	0	0	25	25	100		100	0.0%	
4202 Car Allowances	14	0	(14)	14	25	12	100		87	13.5%	
4301 Equipment	3,223	250	(2,973)	4,166	1,000	(3,166)	3,000		(1,166)	138.9%	
4304 Catering & Hospitality	102	0	(102)	326	0	(326)	0		(326)	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	125	125	500		500	0.0%	
4307 Stationery	237	30	(207)	296	120	(176)	350		54	84.6%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4313 Professional Fees - Other	145	0	(145)	293	350	57	350		57	83.7%	
4323 Telephones	64	40	(24)	260	160	(100)	480		220	54.1%	
4324 Broadband	0	40	40	0	160	160	480		480	0.0%	
4325 Computing	462	70	(392)	827	280	(547)	850		23	97.3%	
4900 Miscellaneous Expenses	0	40	40	0	160	160	500		500	0.0%	
BWP Community Centre :- Indirect Expenditure	15,699	8,538	(7,161)	54,175	37,277	(16,898)	106,453	0	52,278	50.9%	0
5001 Transfers from Reserves	0	0	0	(12,000)	0	12,000	0		12,000	0.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	(9,500)	2,500	12,000	2,500	0	12,000	(380.0%)	0
Net Income over Expenditure	(12,688)	(8,058)	4,630	(40,393)	(37,857)	2,536	(102,953)				
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	936	725	(211)	3,797	2,900	(897)	8,700			43.6%	
Pepperpot :- Income	936	725	(211)	3,797	2,900	(897)	8,700			43.6%	0
4102 Property Maintenance	0	100	100	555	400	(155)	1,200		645	46.3%	
4103 Maintenance Contracts	0	110	110	79	440	361	1,310		1,231	6.0%	
4111 Energy Costs	55	130	75	295	520	225	1,560		1,265	18.9%	
4131 Rates	0	0	0	0	735	735	735		735	0.0%	
4161 Cleaning	851	250	(601)	899	1,000	101	3,000		2,101	30.0%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	40	42	2	162	168	6	504		342	32.1%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	946	632	(314)	2,060	3,333	1,273	8,979	0	6,919	22.9%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(11)	93	104	(763)	(2,933)	(2,170)	(2,779)				
<u>203 The Square</u>											
1302 Rents	23	563	541	4,545	2,252	(2,293)	6,750			67.3%	
1303 Other customer/client receipts	0	0	0	1,375	1,550	175	1,550			88.7%	
The Square :- Income	23	563	541	5,920	3,802	(2,118)	8,300			71.3%	0
4315 Insurance	0	0	0	1,375	1,550	175	1,550		175	88.7%	
The Square :- Indirect Expenditure	0	0	0	1,375	1,550	175	1,550	0	175	88.7%	0
Net Income over Expenditure	23	563	541	4,545	2,252	(2,293)	6,750				
<u>204 Allotments</u>											
1302 Rents	0	0	0	0	0	0	2,500			0.0%	
Allotments :- Income	0	0	0	0	0	0	2,500			0.0%	0
4102 Property Maintenance	15	0	(15)	15	0	(15)	300		285	5.0%	
4141 Water Services	22	20	(2)	116	80	(36)	240		124	48.1%	
4162 Waste Removal	0	0	0	0	215	215	430		430	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	0	0	0	0	0	0	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	37	20	(17)	131	295	164	1,970	0	1,839	6.6%	0
Net Income over Expenditure	(37)	(20)	17	(131)	(295)	(164)	530				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	3,735	2,000	(1,735)	16,842	8,000	(8,842)	24,000			70.2%	
Wilfrid Noyce Community Centre :- Income	3,735	2,000	(1,735)	16,842	8,000	(8,842)	24,000			70.2%	0
4001 Salaries	0	230	230	0	920	920	2,826		2,826	0.0%	
4002 Employer's NIC	0	35	35	0	140	140	425		425	0.0%	
4003 Employer's Superannuation	0	43	43	0	172	172	520		520	0.0%	
4102 Property Maintenance	107	300	193	5,240	1,200	(4,040)	3,600		(1,640)	145.5%	
4103 Maintenance Contracts	0	600	600	1,149	2,400	1,251	7,200		6,051	16.0%	
4111 Energy Costs	174	484	310	1,546	1,936	390	5,808		4,262	26.6%	
4121 Rents	0	0	0	55	0	(55)	250		195	22.0%	
4131 Rates	0	0	0	2,320	4,900	2,580	4,900		2,580	47.4%	
4141 Water Services	104	110	6	(2,758)	440	3,198	1,320		4,078	(209.0%)	
4161 Cleaning	3,829	1,340	(2,489)	3,879	5,360	1,481	16,080		12,201	24.1%	
4162 Waste Removal	307	160	(147)	887	640	(247)	1,920		1,033	46.2%	
4163 Domestic Supplies	0	50	50	34	200	166	600		566	5.7%	
4301 Equipment	0	300	300	0	1,200	1,200	4,000		4,000	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%	
4323 Telephones	65	65	0	648	260	(388)	780		132	83.1%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4343 Licensing/PRS	94	0	(94)	94	0	(94)	550		456	17.2%	
4900 Miscellaneous Expenses	0	100	100	0	400	400	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	4,680	3,817	(863)	13,094	20,168	7,074	53,629	0	40,535	24.4%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(946)	(1,817)	(871)	1,248	(14,668)	(15,916)	(32,129)				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	74	0	(74)	140	0	(140)	0			0.0%	
Bandstand :- Income	74	0	(74)	140	0	(140)	0				0
4102 Property Maintenance	0	50	50	0	200	200	600		600	0.0%	
4343 Licensing/PRS	0	0	0	70	0	(70)	250		180	28.0%	
Bandstand :- Indirect Expenditure	0	50	50	70	200	130	850	0	780	8.2%	0
Net Income over Expenditure	74	(50)	(124)	70	(200)	(270)	(850)				
<u>207 Godalming Museum</u>											
1302 Rents	0	1,706	1,706	1,706	3,412	1,706	6,824			25.0%	
1303 Other customer/client receipts	0	240	240	6,865	7,105	240	7,585			90.5%	
Godalming Museum :- Income	0	1,946	1,946	8,571	10,517	1,946	14,409			59.5%	0
4001 Salaries	3,814	3,865	51	15,572	15,460	(112)	46,380		30,808	33.6%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 Employer's NIC	314	460	146	1,394	1,840	446	5,520		4,126	25.2%	
4003 Employer's Superannuation	523	690	167	2,187	2,760	573	8,280		6,093	26.4%	
4005 Agency Staff & Contractors	0	0	0	1,700	0	(1,700)	0		(1,700)	0.0%	
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	
4102 Property Maintenance	144	110	(34)	144	440	296	1,320		1,176	10.9%	
4103 Maintenance Contracts	0	100	100	618	400	(218)	1,200		582	51.5%	
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%	
4307 Stationery	0	25	25	157	100	(57)	300		143	52.3%	
4315 Insurance	0	0	0	3,360	3,400	40	3,400		40	98.8%	
4322 Postage	0	80	80	0	320	320	960		960	0.0%	
4323 Telephones	16	15	(1)	66	60	(6)	180		114	36.4%	
4325 Computing	94	225	131	641	900	259	2,700		2,059	23.7%	
4342 Subscriptions	0	0	0	120	0	(120)	3,000		2,880	4.0%	
Godalming Museum :- Indirect Expenditure	4,906	5,570	664	25,958	25,680	(278)	74,560	0	48,602	34.8%	0
5101 Contrib. to Premises Provision	0	0	0	6,625	6,625	0	6,625		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	6,625	6,625	0	6,625	0	0	100.0%	0
Net Income over Expenditure	(4,906)	(3,624)	1,282	(24,012)	(21,788)	2,224	(66,776)				
<u>208 Land & Property - Other</u>											
4102 Property Maintenance	1,098	325	(773)	2,355	1,300	(1,055)	3,900		1,545	60.4%	
4103 Maintenance Contracts	0	100	100	1,147	400	(747)	1,200		53	95.6%	
4111 Energy Costs	62	100	38	281	400	119	1,200		919	23.4%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Water Services	114	270	156	593	1,080	487	3,240		2,647	18.3%	
4151 Fixtures & Fittings	0	250	250	0	500	500	1,000		1,000	0.0%	
4161 Cleaning	2,717	1,210	(1,507)	2,717	4,840	2,123	14,520		11,803	18.7%	
4171 Grounds Maintenance Costs	0	400	400	96	1,600	1,504	5,000		4,904	1.9%	
4301 Equipment	0	0	0	545	0	(545)	0		(545)	0.0%	
4315 Insurance	0	0	0	224	0	(224)	0		(224)	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	450	450	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	3,992	2,655	(1,337)	7,958	10,570	2,612	31,860	0	23,902	25.0%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	0	0	0	4,500	4,500	0	4,500	0	0	100.0%	0
Net Expenditure	(3,992)	(2,655)	1,337	(12,458)	(15,070)	(2,612)	(36,360)				
<u>415 Mayors Charity 2022 - Faraday</u>											
1303 Other customer/client receipts	430	0	(430)	580	0	(580)	0			0.0%	
1304 Donations	306	0	(306)	368	0	(368)	0			0.0%	
Mayors Charity 2022 - Faraday :- Income	736	0	(736)	948	0	(948)	0				0
4313 Professional Fees - Other	450	0	(450)	450	0	(450)	0		(450)	0.0%	
Mayors Charity 2022 - Faraday :- Indirect Expenditure	450	0	(450)	450	0	(450)	0	0	(450)		0
Net Income over Expenditure	286	0	(286)	498	0	(498)	0				

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>416 Community Store</u>											
1304 Donations	3,030	0	(3,030)	6,290	0	(6,290)	0			0.0%	
Community Store :- Income	3,030	0	(3,030)	6,290	0	(6,290)	0				0
4101 Repair/Alteration of Buildings	0	0	0	1,742	0	(1,742)	0		(1,742)	0.0%	
4103 Maintenance Contracts	0	0	0	35	0	(35)	0		(35)	0.0%	
4162 Waste Removal	63	0	(63)	77	0	(77)	0		(77)	0.0%	
4202 Car Allowances	0	0	0	32	0	(32)	0		(32)	0.0%	
4203 Other Transport Costs	0	0	0	158	0	(158)	0		(158)	0.0%	
4301 Equipment	0	0	0	1,037	0	(1,037)	0		(1,037)	0.0%	
4304 Catering & Hospitality	886	0	(886)	3,392	0	(3,392)	0		(3,392)	0.0%	
4307 Stationery	0	0	0	55	0	(55)	0		(55)	0.0%	
4323 Telephones	6	0	(6)	24	0	(24)	0		(24)	0.0%	
Community Store :- Indirect Expenditure	955	0	(955)	6,552	0	(6,552)	0	0	(6,552)		0
Net Income over Expenditure	2,075	0	(2,075)	(262)	0	262	0				
Grand Totals:- Income	13,287	7,894	(5,393)	552,814	528,494	(24,320)	1,067,570			51.8%	
Expenditure	122,020	78,654	(43,366)	423,449	411,233	(12,216)	1,067,570	0	644,121	39.7%	
Net Income over Expenditure	(108,733)	(70,760)	37,973	129,365	117,261	(12,104)	0				
Movement to/(from) Gen Reserve	(108,733)			129,365							

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. To be reported as a Performance Indicator	Quarterly	July 2022
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme now complete	Biennially	Nov 2022
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Biennially	May 2024
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council	Annually	April 2023
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023	6 Monthly	October 2022
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC		October 2021

REPRESENTATION ON EXTERNAL BODIES REPORTS:			Required Date	Revised Date
Fairtrade Steering Group	Cllr Faraday	Report deferred until clarified if still required	26/05/22	
Godalming Park Run Group	Cllr Duce	Report provided	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report provided	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report provided	09/06/22	30/06/22
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report provided	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report provided	30/06/22	14/07/22
Sport Godalming	Cllr Adam	Report provided	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report provided	14/07/22	
Go-Godalming Association	Town Mayor Cllr Heagin	Report expected 1 September 2022 – On this agenda	01/09/22	
Godalming Museum Trust	Cllr Steel	Report expected 1 September 2022 – On this agenda	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report expected 13 October 2022	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report expected 24 November 2022	24/11/22	
SALC	Cllr Cosser	Report expected 24 November 2022	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report expected 12 January 2023	12/01/23	
District Scout Council	Cllr Crooks	Report expected 12 January 2023	12/01/23	
Godalming Park Run Group	Cllr Duce	Report expected 16 March 2023	16/03/23	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 16 March 2023	16/03/23	

Godalming Town Centre Area – Action Plan

Action 1	Planning	Progress
	Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees.	Ongoing
Action 2	Article 4 Directive	
	Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area.	Ongoing
Action 3	Wiggins Yard Environmental Improvement Scheme	
	To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project.	GTC Officers reviewed the Wiggins Yard Appraisal Report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project. Letter sent to WBC – Meeting with WBC Sept 2022
Action 4	Guildford to Godalming Greenway – Cross Godalming Section	
	When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding.	On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway– Godalming Gateway. Outcomes of SCC consultation published.
Action 5	Current Pedestrianisation	
	Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021.	Completed

Action 6	Future Pedestrianisation	
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.		SCC requested to take proposals forward Costs to be sought for working up a scheme for consideration by public consultation
Action 7	Crown Court Pedestrian Area	
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.		Await outcomes of WBC options for The Burys area of Godalming, which may influence considerations for the Crown Court area. Options for Crown Court Public Toilets being investigated for the creation of gender neutral facilities.
Action 8	Community Events – The Green Environment	
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.		Action Complete
Action 9	Community Events – The Green Environment	
Investigate options and costing for the repair of the defective flood light column on The Burys Field.		Quotes to be obtained
Action 10	Community Events – The Green Environment	
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.		Pride in Surrey – held 25 September 2021 Beer Festival September 2022
Action 11	Community Events – Town Centre Built Environment	
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.		Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20).
Action 12	Floral Godalming	
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.		Floral Godalming 2022 progressing on an expanded footprint funded via the Welcome Back Fund.

Action 13	Floral Godalming	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		
Action 14	Signage, Rails, Bollards, Bells, Benches & Buildings	
<ul style="list-style-type: none"> • Conduct a full audit of street furniture • Implement a programme of repair and renovation during 2021 • Audit info-signage for accuracy • Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. 		Repair of Town Centre street furniture carried out April–June 2021. Town centre cross over drains renovated March 2022.
Action 15	The Pepperpot	
Bring forward plans for the exterior repair and repainting of The Pepperpot.		
Action 16	The Pepperpot	
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.		Investigation indicated this proposed option not to be feasible - no future action
Action 17	Buildings of Local Merit	
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.		
Action 18	Public Art	
GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm.		Cllr PMA Rivers initiated Art Forum.
Action 19	Regeneration and Supporting the Local Economy	
<p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <ul style="list-style-type: none"> - encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services; - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time." 		GTC providing online footfall data for businesses to assess potential of Godalming as a business environment

Action 20	Business Improvement District	
Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource or any financial support to be brought to Policy & Management Committee for consideration.		GTC agreed to provide funding and administrative support to a BID taskforce. Chamber of Commerce entering into an agreement with BID consultancy to support a Godalming based BID
Action 21	Devolution of Public Assets	
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.		GTC wrote to WBC December 2020, request acknowledged and within WBC work programme
Action 22	Devolution of Public Assets	
GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council.		

Key Dates for Members' Information (Town Events etc.)

Event	Date
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

GODALMING TOWN COUNCIL

Application for Grant Aid

1.	Name of Voluntary Organisation
	Sport in Mind
2.	Contact Name, Address and Telephone Number
	Jemima Morris Jemima.morris@sportinmind.org 07825 841070
3.	Details of Organisation; is it:
	<ul style="list-style-type: none"> a) A Charity? b) A Trust? c) A Private Limited Company? d) Affiliated to any National Body? e) Any other official registration?
4.	What are the aims and objectives of the Organisation?
	<p>Sport in Mind was formed in 2010 with the aim of delivering sport and physical activity programmes in a supportive environment to help improve the health and wellbeing of adults suffering mental illness (with a core focus on those with serious conditions such as bipolar disorder and schizophrenia). Our mission is simple: to improve the lives of people experiencing mental health problems through sport and physical activity. The charity's innovative work was awarded the Queen's Award for Voluntary Services in 2019, is endorsed by the NHS and has supported the recovery of over 15,000 people to date. Sport in Mind delivers a wide range of sport and physical activity sessions each week across the South East of England in order to support people of all ages, genders and fitness levels. Activities include football, badminton, yoga, tennis, table tennis, walking, gardening and tai chi. Our service also includes a volunteering and training programme for both participants and the wider community. This gives people the opportunity to get involved in a range of areas within the charity.</p> <p>Our programmes are codesigned by people with lived experience of mental health problems and healthcare professionals in order to help aid recovery, improve mental and physical health, rebuild confidence and self-esteem, combat social isolation and empower people to move their lives forward in a positive direction. We provide both inpatient and community programmes.</p> <p>Whilst we are based in Berkshire, over the last few years we have expanded into Counties across the South East, employing 3 development officers to focus on specific Counties. We plan on expanding and developing our services across Surrey, with</p>

	Godalming as a key focus area, to help improve the health and wellbeing of Godalming residents with mental health issues.
5.	Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES , please provide full details.
	No direct trading activity. Grants and fundraising
6.	Please state size of membership and annual subscription levels of Organisation:
	0
7.	Please enclose the following information as applicable to your Organisation:
	<ul style="list-style-type: none"> a) Constitution or Aims b) Copy of accounts (these will not be required for a new organisation) c) Copy of budget for current financial year d) Copy of last annual report to members (this will not be required for a new organisation)
8.	If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
9.	For what specific project are you now seeking financial assistance from the Town Council?
	<p>a) Please provide details</p> <p>We are looking for support towards running 3 sport and physical activity sessions for adults with mental health issues in Godalming. We plan to run one tennis session at Godalming tennis club, starting around April 2023. A Tai chi session at Wilfred Noyce Centre, starting September 2022. We are currently working on establishing one other session in Godalming and are consulting on the activity and venue. Each session is one hour long and open to anyone aged 17+ experiencing mental health issues and free to all.</p> <p>Each user will also be provided with a Sport in Mind Wellbeing Journal, at no cost. We know from research that keeping a journal can help us gain control of our emotions and improve our mental health, so we have developed a journal for people to write and draw their thoughts and feelings, tracking their activity progress and associated moods. It also references the evidence based Five ways to Wellbeing: Connect, Be active, Take notice, Keep learning and Giving. It provides information on improving physical wellbeing, eating healthily, sleep habits and being more active. Each section provides an opportunity to write points down that are positive, worries, fears, activity goals and activity tracker amongst others. We especially want people to associate the changes in their anxiety/stress/mood after exercising regularly. This journal</p>

	<p>helps people prioritise problems, identify negative thoughts and behaviour, fears and concerns and focus on the positive.</p> <p>Training and volunteering is also a key aspect of our work, providing residents with opportunities to gain new skills, play an active role in service design & delivery and enhancing future employment prospects. Regular participants in our sessions and the wider Godalming community will be offered the opportunity to volunteer with Sport in Mind which will also provide them with access to training opportunities.</p> <p>Our sessions provide a safe and supportive environment for people to get more active and meet people with similar needs/challenges to themselves. Sessions are run in a very informal manner and tailored to meet the needs of the service users attending a specific session. Our programmes are codesigned by people with lived experience of mental health problems and are delivered in a relaxed, non competitive and welcoming environment. Each session has one member of staff, who is usually supported by a volunteer.</p> <p>b) Specify</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">- Total Estimated Cost</td> <td style="text-align: right;">£8,406</td> </tr> <tr> <td>- Amount already available</td> <td style="text-align: right;">£5,906</td> </tr> <tr> <td>- Amount expected to be available at commencement</td> <td style="text-align: right;">£5,906</td> </tr> <tr> <td colspan="2">- Dates scheduled to commence and finish – starting September 2022</td> </tr> </table>	- Total Estimated Cost	£8,406	- Amount already available	£5,906	- Amount expected to be available at commencement	£5,906	- Dates scheduled to commence and finish – starting September 2022	
- Total Estimated Cost	£8,406								
- Amount already available	£5,906								
- Amount expected to be available at commencement	£5,906								
- Dates scheduled to commence and finish – starting September 2022									
10.	Are you applying for or have you already received other financial assistance for this project? Please provide details:								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Body</th> <th style="text-align: center; border-bottom: 1px solid black;">Amount Applied For</th> <th style="text-align: center; border-bottom: 1px solid black;">Amount Received</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Waverley Thriving Communities Fund</td> <td style="text-align: center; padding: 5px;">£7,500 in year 1</td> <td style="text-align: center; padding: 5px;">£7,500 – this is towards sessions across Waverley including Farnham, Haslemere and Cranleigh as well as Godalming. We have also received funding for yrs 2 and 3.</td> </tr> </tbody> </table>	Body	Amount Applied For	Amount Received	Waverley Thriving Communities Fund	£7,500 in year 1	£7,500 – this is towards sessions across Waverley including Farnham, Haslemere and Cranleigh as well as Godalming. We have also received funding for yrs 2 and 3.		
Body	Amount Applied For	Amount Received							
Waverley Thriving Communities Fund	£7,500 in year 1	£7,500 – this is towards sessions across Waverley including Farnham, Haslemere and Cranleigh as well as Godalming. We have also received funding for yrs 2 and 3.							
11.	What level of financial assistance are you seeking from Godalming Town Council? State:								
	<p>a) Amount £ 2,500</p> <p>b) Whether you have received a previous grant from the Town Council</p> <ul style="list-style-type: none"> - Amount £ N/A - Date - Project 								
12.	What benefits do you anticipate will be derived by the Godalming community from your project?								
	<p>Those participating in our sport sessions over a 6-month period demonstrated the following: 94% had improved mental well-being; 86% displayed reduced levels of stress and anxiety, 82% had reduced symptoms of depression, 91% highlighted improved levels of self-esteem/ confidence, 84% had improved physical health. We would anticipate similar benefits from those attending from Godalming. We also collect information about clients' engagement in society at baseline and every three months – whether they are in work, education, training or accessing mainstream sport. Understanding how our clients are connecting with wider society provides us with insight into the progress they are making in their recovery journey. Our instructors also make regular notes about how each client is engaging and connecting with others in sessions and improving physically and mentally. We build a picture, through surveys, to show the impact our journals are having on mental health and activity levels. From the people we surveyed to date, 73% said they were inspired to get more active to help their mental health</p>								

having used the journal, with over 70% saying they had enhanced knowledge about mental health, local services available and the benefits of being active since using the journal.

We monitor how many users we support into volunteering roles and how many transition back to work or further education. 85% of our volunteers have progressed to further employment, education or training within 12 months. Again, we would hope the participants of this project will gain similar benefits from the journal and a number through volunteering with Sport in Mind.

We also capture case studies to highlight progress.

Declaration

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed __Jemima Morris_____ Date __2nd August 2022_____

Capacity in which signed __Project Officer_____

Complete and return to:

Town Clerk
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

Please note that financial information provided may be discussed in a public forum

	Mar21	Apr21	May21	Jun21	Jul21	Aug21	Sep21	Oct21	Nov21	Dec21	Jan22	Feb22
Income												
Grants	11,000	24,000	32,000	10,000	10,000	100,000	10,000	10,000	10,000	12,000	12,000	12,000
Fundraising / Donations	30,000	19,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	10,000	40,000	40,000
Other income	50	0	0	0	0	0	0	0	0	0	0	0
Total Income	41,050	43,000	44,000	22,000	22,000	112,000	22,000	22,000	22,000	22,000	52,000	52,000
Expenditure												
Salaries	17,000	19,000	19,000	20,000	20,000	24,000	24,000	28,000	28,000	28,000	28,000	28,000
Programme Delivery	5,000	7,500	7,500	10,000	10,000	15,000	15,000	15,000	15,000	20,000	20,000	20,000
Fundraising	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other costs	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Total Expenditure	25,000	29,500	29,500	33,000	33,000	42,000	42,000	46,000	46,000	51,000	51,000	51,000
Total Surplus / (Deficit)	16,050	13,500	14,500	(11,000)	(11,000)	70,000	(20,000)	(24,000)	(24,000)	(29,000)	1,000	1,000



Godalming Town Council

Supporting Our Community

GODALMING TOWN COUNCIL

Application for Grant Aid

1.	Name of Voluntary Organisation
	The Brigitte Trust
2.	Contact Name, Address and Telephone Number
	Mrs Katie Heyward 316 High Street, Dorking RH4 1QX 01306 881816
3.	Details of Organisation; is it:
	a) A Charity? Charity - registered charity number 288923 b) A Trust? c) A Private Limited Company? d) Affiliated to any National Body? e) Any other official registration?
4.	What are the aims and objectives of the Organisation?
	We aim to provide free emotional support and practical help at home to people in Surrey facing a life-threatening illness. Over 80% of our clients have cancer and around 5% have a neurological problem. 86% are over the age of 65, and 57% live alone. Our work has traditionally alleviated isolation and loneliness by providing our clients with a home-visiting volunteer who will offer a listening ear, practical help and much-needed respite for carers. This has been overwhelmingly positive, with 97% of clients saying they would recommend us to others: "My volunteer's kind, gentle and wise presence makes a great difference."
5.	Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
	We do not charge our clients for any of our services. Aside from fundraising (events, individual donations, charitable trusts and companies), we receive around 1/3 of our income from Surrey Heath Clinical Commissioning Group.
6.	Please state size of membership and annual subscription levels of Organisation:
	Our 106 members each pay a membership fee of £15 per annum. These are not clients.
7.	Please enclose the following information as applicable to your Organisation:
	a) Constitution or Aims b) Copy of accounts (these will not be required for a new organisation) c) Copy of budget for current financial year d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

In the last twelve months we have supported 530 clients in Surrey. This included 476 new referrals – people who were at significant risk of becoming lonely and isolated due to the pandemic, along with 54 pre-existing clients who are living with a life-threatening diagnosis.

Of these individuals, three lived in Godalming.

9. For what specific project are you now seeking financial assistance from the Town Council?

a) Please provide details

We are seeking funding for our highly-trained volunteers to support five residents living in Godalming who have a life-threatening diagnosis. This includes training our volunteers, covering their mileage expenses, and also crucially matching new clients in Godalming with volunteers who will be a good fit to their personality, temperament and situation.

b) Specify - Total Estimated Cost £ 2,215
 - Amount already available £ 738
 - Amount expected to be available at commencement £ 1,238
 - Dates scheduled to commence and finish September 2022-August 2023

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:

Body	Amount Applied For	Amount Received
The Ranmore Charitable Trust	£1,000	Pending
Surrey Heath CCG	£738	£738

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 500

b) Whether you have received a previous grant from the Town Council

- Amount £ 500

- Date July 2021

- Project Supporting people living with a life-threatening diagnosis in Godalming

12. What benefits do you anticipate will be derived by the Godalming community from your project?

We anticipate your residents to experience a reduction in their loneliness and isolation. In the last year, over 90% of our clients have reported feeling less anxious – we have also seen a marked reduction in mental health issues as our vulnerable clients have spoken to our volunteers and they in turn have helped clients get the appropriate support. Throughout the last year, all our clients and volunteers have given regular feedback to ensure we are best meeting their needs. This has been overwhelmingly positive, with 95 per cent of clients reporting that our service is excellent: "It is invaluable having someone to speak to about my issues who understands."

Declaration

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed K Haywood Date 31/05/22

Capacity in which signed Fundraiser

Complete and return to:

Town Clerk
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

Please note that financial information provided may be discussed in a public forum

Detailed Budget

Brigitte Trust 2022 - 2023 Budget by month**INCOME****Grants**

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Surrey Heartlands CCG	4,307	13,807	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	61,188
General Grants - Consultant Led	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
General Grants - Corporate and LA			1,000			1,000			1,000			1,000	4,000
Grant funding Total	8,474	17,974	9,474	8,474	8,474	9,474	8,474	8,474	9,474	8,474	8,474	9,474	115,188

Non Grant funding**Fundraiser Committee activity**

Committee led events													-
Supporter led activity (eg bonfires, restaurants)													-
Staff led community activity (eg collections, sponsored runs)	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
Total Fundraiser Committee activity	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000

Total Legacies/ in Memorium

Total Legacies/ in Memorium	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000
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Donations and Memberships**One off Donations**

Non Clients	208	208	208	208	208	208	208	208	208	208	208	208	2,500
Volunteer/other Expenses donated							83	83	83	83	83	83	500
Clients	167	167	167	167	167	167	167	167	167	167	167	167	2,000
Organisations	667	667	667	667	667	667	667	667	667	667	667	667	8,000

Regular Donations

Non Clients	375	375	375	375	375	375	375	375	375	375	375	375	4,500
Clients													-
Organisations	292	292	292	292	292	292	292	292	292	292	292	292	3,500

Gift Aid

Gift Aid	250	250	250	250	250	250	250	250	250	250	250	250	3,000
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Membership

Membership	83	83	83	83	83	83	83	83	83	83	83	83	1,000
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Total Donations and Memberships

Total Donations and Memberships	2,042	2,042	2,042	2,042	2,042	2,042	2,125	2,125	2,125	2,125	2,125	2,125	25,000
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Investment Income

Investment Income	3	3	3	3	3	3	3	3	3	3	3	3	30
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TOTAL INCOME

TOTAL INCOME	13,852	23,352	14,852	13,852	13,852	14,852	13,935	13,935	14,935	13,935	13,935	14,935	180,218
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EXPENDITURE**CEO**

CEO Salary	2,294	2,294	2,294	2,349	2,638	2,638	2,638	2,638	2,638	2,638	2,638	2,638	30,334
CEO Pension	53	53	53	53	53	53	53	53	53	53	53	53	633
CEO Expenses	67	67	67	67	67	67	67	67	67	67	67	67	800
Sub total	2,413	2,413	2,413	2,468	2,757	2,757	2,757	2,757	2,757	2,757	2,757	2,757	31,766

Operational

Detailed Budget

Stationery	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Office Equipment/IT equipment	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Postage	46	46	46	46	46	46	46	46	46	46	46	46	550
Sundries	150	3,150	150	150	150	150	150	150	150	1,150	150	150	5,800
Bank Charges	8	8	8	8	8	8	8	8	8	8	8	8	90
Pub. Lia. & Dir. Ins.	133	133	133	133	133	133	133	133	133	133	133	133	1,600
Staff recruitment	800												800
Admin Expenses	292	292	292	292	292	292	292	292	292	292	292	292	3,500
Trustee expenses													-
Sub total	4,926	7,126	4,126	4,126	4,126	4,126	4,167	4,322	4,332	5,471	4,471	4,471	55,792
Depreciation	25	25	25	25	25	25	25	25	25	25	25	25	300
TOTAL EXPENDITURE	19,857	21,057	17,957	17,985	19,429	18,429	18,735	19,794	19,554	18,863	17,863	17,863	227,387
NET INCOME	-6,006	2,294	-3,106	-4,134	-5,578	-3,578	-4,800	-5,859	-4,619	-4,928	-3,928	-2,928	-47,169



Supporting Our Community

RECEIVED

20 APR 2022

GODALMING TOWN COUNCIL

Application for Grant Aid

1.	Name of Voluntary Organisation Farncombe Community Garden
2.	Contact Name, Address and Telephone Number Deepa Craig 17 Orchardfield Road Godalming GU7 3PB Tel No. 07751 790840
3.	Details of Organisation; is it: a) A Charity? b) A Trust? c) A Private Limited Company? d) Affiliated to any National Body? e) Any other official registration?
4.	What are the aims and objectives of the Organisation? Our aim is to establish a new working community garden within Farncombe for all the local residents to benefit from, whether it is through taking up gardening for the first time to aid recovery from a physical or mental health problem, finding purpose by volunteering in support of the project, enjoying passing on a passion for gardening to others, or in education as people of all ages are encouraged to learn about horticulture and the importance of encouraging and supporting wildlife.
5.	Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details. No.
6.	Please state size of membership and annual subscription levels of Organisation: We have over 100 volunteers signed up to help, with a core management team of 8 volunteers. We expect more people to become involved as the garden develops.
7.	Please enclose the following information as applicable to your Organisation: a) Constitution or Aims b) Copy of accounts (these will not be required for a new organisation) c) Copy of budget for current financial year d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

We have acquired land for the site through a lease with Surrey County Council. We have registered as a charity and have approved safeguarding, financial controls, trustee, health and safety policies. We have developed links with the local care home, and Broadwater School. We have drawn up a garden plan for the site. We have commissioned professional tree surveys, ecological surveys and topographical surveys of the site. We have held a public meeting to communicate our plans and increase public awareness. We are in the process of registering for gift aid. We are in the process of submitting planning application for our site. We have visited other community gardens to develop our knowledge.

9. For what specific project are you now seeking financial assistance from the Town Council?

a) Please provide details

We need funding for a storage container to house the tools and garden equipment

b) Specify - Total Estimated Cost £ 3,700
 - Amount already available £ 0
 - Amount expected to be available at commencement £ 0
 - Dates scheduled to commence and finish September 2022

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

Not for this specific item

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £3,000

b) Whether you have received a previous grant from the Town Council

- Amount £ n/a
 - Date
 - Project

12. What benefits do you anticipate will be derived by the Godalming community from your project?

It means that we will be able to store garden equipment on site for people who wish to work on the garden. We are planning on having equipment for people with physical disabilities too, to make gardening more accessible. It means people can come and benefit from gardening in a social, supportive environment. People can learn to garden and benefit even if they do not have a garden or gardening tools themselves.

Declaration

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed Devin Date 20/4/22
Capacity in which signed Treasurer

Complete and return to:

Town Clerk
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

Please note that financial information provided may be discussed in a public forum

RECEIVED

20 APR 2022

**Farncombe Community Garden
2022-23 Management Accounts & Budget**

INCOME	Actual to date			Budget	Variance to date	
	Unrestricted	Restricted	TOTAL		£	£
	£	£	£	£		£
Grants		2,500	2,500	40,000	-	37,500
Donations	7,542		7,542	35,000	-	27,458
			-			
	7,542	2,500	10,042	75,000	-	64,958
EXPENDITURE						
One-off Costs						
Pathways			-	15,526		15,526
Fencing			-	6,103		6,103
Planning Permission			-	1,765		1,765
Tree survey costs	662		662	1,500		838
Eco survey costs	600		600	750		150
Water/ plumbing			0	8,400		8,400
Installing vehicle access incl. dropped kerb			0	7,392		7,392
Shipping Container for storage			0	3,700		3,700
Legal fees assoc with lease			0	2,000		2,000
Polytunnel				7,500		7,500
Total one-off costs	1262	0	1262	54,636		15,526
On-going costs						
Garden maintenance & development			0	5,000		5,000
Garden equipment			0	1,000		1,000
Fundraising costs			0	300		300
Other expenses (insurance, website, training, marketing material)			0	2,400		2,400
Insurance	90		90	100		10
Total on-going costs	90	0	90	8,800		8,710
Total Expenditure	1,352	-	1,352	63,436		63,256
NET Surplus / (deficit)	6,190	2,500	9,542	11,564		
Reserves				11,564		

CAPITAL INCOME	Actual to date			Budget	Variance to date	
	Unrestricted	Restricted	TOTAL		£	£
	£	£	£	£		£
Grants for building		-	-	81,100	-	81,100
Donations to building		30,000	30,000	30,000		-
	-	30,000	30,000	111,100	-	81,100
EXPENDITURE						
Building (capital) & installation	-	-	-	111,100	-	111,100
	-	-	-	111,100	-	111,100

RECEIVED

28 JUL 2022

25th July 2022

Andy Jeffery, Town Clerk,
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

Dear Sirs,

I would like to apply for a Service Level Agreements Grant towards the cost "Stay and Play" and "Rhyme Time" groups for families with young children aged from 1 to 3 years of age. £3,500 was kindly awarded by Godalming Town Council from the General Grants Fund in January 2022, which allowed the groups to restart in April 2022, and continue until March 2023. A Service Level Agreements Grant would ensure continuity of this service to the local community from April 2023.

Two "Stay and Play" groups a week take place during term time at the Wharf Nursery School, in the centre of Godalming. The groups each last for an hour and run independently from the nursery school which is local authority maintained. The school provides a room and excellent facilities free of charge, and a skilled and experienced play leader is employed to facilitate "messy play" which many children cannot experience at home. As part of the scheme, the playleader also runs a weekly "Rhyme Time" session at Godalming library, which allows further outreach and contact with families.

In September a weekly "Stay and Play" group will restart at Broadwater Lodge Care home. This group was established before the covid-19 pandemic, but stopped in March 2020 to protect the residents. The interaction between the elderly and very young children was greatly enjoyed by residents and beneficial to their wellbeing, and in the past special relationships have been formed between the "Oldies and Tots". The Wharf Nursery school is keen to re-instate this important form of outreach and the group will be more easily accessible to families living in areas of Farncombe and Binscombe.

All the groups are inclusive and of benefit to families with young children in the Godalming area. There is no charge for the attending the sessions, which helps families who are affected by the present rise in the cost of living, and may not be able to afford paid activities. The sessions are "drop-in" with no booking, and the playleader encourages vulnerable families to attend regularly. Families new to the area, including one from Ukraine, have been welcomed to the groups. If necessary, families can be given the opportunity to become familiar with the playgroup environment before they start, with the help of a supporter.

Families known to be in need of support are encouraged to attend by agencies such as Homestart, Family Centre support workers, health visitors and church-linked baby and toddler groups. Within the Godalming district there are known areas of deprivation which include families with young children. If appropriate, parents can talk to the school Special Educational Needs Co-ordinator or other staff about a concern and if necessary, be directed to further support services.

The "Stay and Play" groups have been well-attended since re-starting, with many positive comments from those attending. Parents and carers are enabled to strengthen bonds with their children through focused play and interaction, and they learn new skills such as songs, how to play and ideas to use at home. The playleader can also promote other activities and events in the local community to the benefit of all families, especially those who are isolated. Details of the groups are on the school website, leaflets in public places and social media.

The playleader has formed special relationships with parents and children, and has observed their confidence increase. For example, one young mother with two children who appeared to be isolated and anxious gradually became more confident to socialise with other parents, and engaged more with her children through play. She felt more at ease with less people in the session than a busy toddler group, and appreciated the time that the playleader spent talking to her. Another parent said that their child who was usually shy in groups is now more relaxed, and others have said that it is a great opportunity to meet with other parents and children.

"Stay and Play" groups used to be funded by Children's Centres, but since the closure of these Centres two years ago, essential facilities for young families have disappeared. During the COVID-19 pandemic the isolation and lack of support worsened. Children in our community born in 2020 and 2021 have not had opportunity to mix with peers, develop social skills and enjoy stimulating activities. Parents and carers have not been able to connect with other families and practitioners, and share concerns. This is likely to impact on their children's social development and well-being, and affect their future. There is already evidence of young children who have been isolated during the pandemic having difficulty in settling into nursery and reception class settings, together with lower levels of language development and social skills.

The long-term nation-wide effects of the COVID-19 pandemic are well documented in published reports. For example, Sutton Trust "Early Years and COVID-19": The Parents' View, May 2021 states that parents expressed that not being able to interact with others had negatively impacted on 0- to 2-year-olds, with 67% stating that the closure of facilities such as children's centres was detrimental to their child's social and emotional development.

"Stay and Play" and "Rhyme Time" are free high-quality early years activities for very young children and their families. The Wharf Nursery is committed to continuing to provide these essential facilities to support the local community.

Please find attached the budget for the current financial year 2022/23, and the full budget proposal for the following three years April 2023 to March 2026. Accounts of grants are kept in the School Fund by the school bursar, and are available for auditing and details shared as appropriate.

If you require any further information or would like to visit the nursery school to discuss the scheme and see the facilities on offer, please do not hesitate to get in touch,

Kind Regards
Jacky Beale (governor of the Wharf Nursery School)



The Wharf Nursery School



Financial Year 22-23

Income	£
National Lottery	3,500
Godalming Town Council	3,500
	<u>7,000</u>

Wharf Nursery based Stay and Play

(1 group started April 2022, 2nd group started June 22)

Salary costs	2,894
Staff insurance	18
Apprentishp levy	14
payroll	30
Resources	750
Admin/ publicity	50
	<u>3,756</u>

Godalming Library Rhyme Time

(started June 22 - 1 hr per week)

Salary costs	536
Apprentishp levy	2
	<u>538</u>

Broadwater Lodge Stay and Play

(1 hour per week to start in September 22)

Salary costs	1,175
Apprentishp levy	5
Equipment	200
Resources	300
Admin/ publicity	25
	<u>1,705</u>

Total forecast expenditure 5,999

Amount to be c/f to 23/24 **1,002**
(as allowed by National Lottery grant)

Financial Year April 23- March 26
5% inflation applied

	23-24	24-25	25-26	
	£	£	£	
Wharf Nursery based Stay and Play				
(2 GROUPS PER WEEK)				
Salary costs	4,126	4,412	4,758	
Staff insurance	38	40	42	
Apprentiship levy	16	18	19	
Payroll	16	17	17	
Resources	945	992	1,042	
Admin publicity	26	28	29	
	<u>5,168</u>	<u>5,506</u>	<u>5,907</u>	<u>16,581</u>
Godalming Library Rhyme Time				
(1 hr per week)				
Salary costs	688	735	793	
Staff insurance	6	7	7	
Apprentiship levy	3	3	3	
	<u>697</u>	<u>745</u>	<u>803</u>	<u>2,245</u>
Broadwater Lodge Stay and Play				
(1 group per week)				
Salary costs	2,063	2,206	2,379	
Staff insurance	19	20	21	
Apprentiship levy	8	9	10	
Payroll	16	17	17	
Equipment				
Resources	473	496	521	
Admin publicity	28	29	30	
	<u>2,606</u>	<u>2,777</u>	<u>2,978</u>	<u>8,361</u>
Total forecast expenditure	<u><u>8,471</u></u>	<u><u>9,027</u></u>	<u><u>9,689</u></u>	<u><u>27,188</u></u>

PROGRAMME 2019-2023

PURPOSE

This document sets out for Members, Staff and the Community how the Town Council will work to achieve its objectives set out in the Neighbourhood Plan in the best interests of all who live and work in the town, and all who use the Town Council's services. It provides direction and focus for future Council strategies, projects and business plans and will help guide the Town Council in setting its budget. It will provide a basis on which to monitor the performance of the Council and will be regularly reviewed and updated as priorities and projects change.

SCOPE

- This document sets out a high level programme of Council activities to meet the broad aims and objectives set out in the 2019 Godalming and Farncombe Neighbourhood Plan for the administrative period 2019-2023.
- It will underpin development of the Council's 2019-2023 business plan.
- Further work will set out in more detail the Council's annual work programme of activities for the period from June 2019 to March 2020 with programmes for subsequent years to be developed on a rolling basis.
- A Delivery Plan will be prepared to provide for each activity in the work programme in detail for the year ahead and more broadly for subsequent years:
 - detailed objectives, accountabilities and target dates;
 - high level metrics to track progress and achievement;
 - Key enablers and dependencies; and
 - Key risks.
- These delivery plans will guide the work of the Council each year and enable progress to be tracked pragmatically against our objectives.

RELATIONSHIP TO OTHER DOCUMENTS

<p><u>Godalming & Farncombe Neighbourhood Plan</u></p>	<p>The Neighbourhood Plan provides a broad context for the Town Council's Aims & Objectives. As it has been extensively consulted upon, and democratically endorsed in the referendum of 9 July, it provides a solid framework and reference point for the development of the Programme document, which should be consistent with it.</p>
<p><u>GTC Business Plan to 2023</u></p> <ul style="list-style-type: none"> • SMART objectives • timetable • accountability/responsibility • dependencies • resources • risks 	<p>In parallel with the development and agreement of the Aims & Objectives Document, Members will work closely with Council Staff to develop a detailed multi-year business plan which will guide both Members and Council Staff's work and provide a basis for budgeting.</p>

<u>GTC Annual Budget</u>	The Aims & Objectives Document sets out what the Council intends to achieve over the next few years, therefore, providing important input into the development of annual budgets, largely via the GTC Business Plan to 2023.
<u>Council's Annual Delivery Plans</u>	While all documents mentioned in this section will be available to the public, it will be important to translate the aims and objectives into a set of easily understood commitments which will be presented to the public in an attractive, easy to understand and informative manner.
<u>Council Accountability</u>	The Aims & Objectives Document is an important factor in ensuring that the public understand what commitments the Council is making and how and when it intends to deliver them; to ensure that the Council can be properly and effectively accountable to those who work and live in the Town.

CONTEXT

Neighbourhood Plan – Vision for Godalming and Farncombe:

'In 2032, Godalming and Farncombe has successfully retained its distinctive historic feel whilst sustainable growth has enabled it to address the challenges that its people have faced.

The historic core of the town has been protected and the increased footfall in the town has helped to retain the vitality of its shops and services. High quality external finishes to new shopfronts and signage have helped to give the community back its High Street that is distinctly 'Godalming'.

The increased footfall has been helped by a recognition that the car has been choking a town unable to resolve its congestion by providing new roads. Instead, pavements, footways and cycle paths have been created and improved along key routes so now more people leave the car at home and instead come to shop, take their children to school or go to work on foot, by bicycle or by bus (including school buses).

Whilst traditional employment has fallen in Godalming and Farncombe, the highly skilled population has taken the opportunity created by the development of more modern workspaces. Small-scale, flexible workspaces and co-working hubs have been developed across the area which have encouraged a growing entrepreneurial spirit and the development of new companies which can share space and network. This has been complemented by the roll-out of faster broadband. Godalming and Farncombe have adapted in order to remain competitive.

This has all helped to encourage more young people with families to live in Godalming. This has been assisted by family housing being freed up by older people who have been able to move into newly built housing and facilities that are specifically designed to address their needs. Whilst this development has been modern in its thinking, it has been designed to be in keeping with the character of the area in which it sits; innovation in design is encouraged but in a way that still means new buildings sit comfortably within their surroundings.

The growing population has not been to the detriment of Godalming and Farncombe's environment or infrastructure. Existing community facilities have been protected and new facilities delivered alongside growth. Equally, new development has protected and enhanced the high quality natural environment which defines the setting of the town and has been designed to maximise sustainability. Godalming and Farncombe has grown, but not at the expense of the environment or the health and wellbeing of its people.'

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 16

Godalming & Farncombe Neighbourhood Plan Objectives

Housing

- To address the housing and social care needs of the population of Godalming and Farncombe.

Transport

- To increase walking and cycling as alternatives to the private car.
- To improve public transport networks and availability.
- To address parking problems, particularly at Godalming and Farncombe stations.

Economy

- To provide modern, flexible employment space for start-ups and growing micro-businesses.
- To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality.

Community and Infrastructure

- To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town.

Heritage and Design

- To ensure that development respects the character of the area.
- To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area.

Environment

- To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits.
- To ensure development enhances the potential for local flora and fauna to thrive.
- To ensure that development is sustainable, particularly in its use of water and energy.
- To ensure development minimises air pollution and removes the need for Air Quality Management Areas.

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 17

GODALMING TOWN COUNCIL PROGRAMME 2019-2023

This document sets out the Town Council's Programme for the period 2019-2023. It is focused on delivering the Neighbourhood Plan objectives. However, the Council has to undertake activities that go beyond the scope of the Neighbourhood Plan. The Neighbourhood Plan sets out how the community vision (see above) will be realised through planning and controlling land use and development change over the plan period 2017 to 2032. These form one part of this programme document, other objectives have been added to reflect the full range of Council work.

	Completed
	No known problems hindering progress
	Minor concerns or known issues which may impede progress
	Major problems putting completion at significant risk
	Abandoned / failed
	No accountability yet assigned

GTC Objective	Status	Plan implementation Date	Notes
Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport)			
Activities			
Establish GTC Environment & Planning Committee.		Jan 2020	Agreed by FC 26 Sept
Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions, including an earlier target of 2025 for all scope 1 and 2 emissions.		Jan 2025 / 2030	Commitment made by GTC 25 July 2019.
Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint.		Annual	Next Audit due May 2023 for period 2021/22
Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming.		25 July 2019	2019/20 funded from Emerging projects fund 2020 onwards as base budget item
Establish criteria for the award of environmental grants.		March 2020	Adopted by FC 23 April 2020
Establish the protocols for reporting environmental implications of recommendations in Officer reports alongside legal, financial and equality implications. Where appropriate these will include the impact of recommendations on CO ² emissions as well as any other relevant environmental factors.		TBC	To be included as on E&P work programme – No progress to date on identifying a practical and achievable criterion on which to base any report. This may become clearer on publication of SI's following consultation on the practical implementation of the

			principles of the Environment Act 2021.
Seek ways to facilitate and encourage our community to reduce direct and indirect CO ² emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate.		Ongoing	Throughout 2020 GTC displayed public information boards at 107-109 High Street, versions of the information has been transferred to information board below the Pepperpot. GTC has set up and is supporting the Godalming Climate Forum and successfully launched the Godalming Green Gala as an annual event in August 2021
Take active steps where possible to encourage: a) increased use of sustainable transport; b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this; c) organisations undertaking construction and building works to adopt sustainable building practices and to provide sustainable developments that minimise carbon emissions; d) development and use of renewable energy sources; e) production, sale and consumption of locally sourced and sustainably produced food; f) adoption of wildlife friendly land and water management practices; g) any other sustainable methods and steps for achieving the Neighbourhood Plan objectives.		TBC	GTC actively supporting the Godalming Cycle Forum to encourage active travel, and is also a lead member of the Community Rail partnership to promote rail travel with active travel options for onward journeys. GTC provided a grant to undertake the feasibility study which supported a successful CIL application for the Godalming Crossway section of the Guildford/Godalming Greenway. GTC is working with WBC & Surrey to develop the Greenway and also engaging with WBC, the Cycle forum and others to provide active travel infrastructure. GTC has worked with WBC and SCC to identify onstreet

			<p>EV charging points and with WBC to identify locations and design of centrally located cycle shelters.</p> <p>GTC has engaged with WBC and SCC consultation for the LCWIP identifying Godalming as a priority area within Waverley.</p> <p>GTC has transferred to 100% UK certified renewable electricity suppliers and is promoting sustainable living through its involvement with the Godalming Climate Forum and the Godalming Green Gala</p> <p>GTC through its Membership of the Joint Burial Committee has procured an electric vehicle to support its grounds maintenance operations, supported a Baseline Net Biodiversity report for Eashing Cemetery and is implementing a programme of activity to provide a Biodiversity Net gain within GTC's largest land area.</p>
Develop, adopt, maintain and review annually a Carbon Reduction Plan.		Annual	Reports are provided annually and will form a Council KPI
Improve public participation in planning.		Ongoing	Formation of E&P committee. GTC promotes via its social media platforms public consultations including developer consultations, thus increasing the reach of those consultations.

			GTC has hosted a number of presentations by developers to facilitate early engagement to influence design as well as providing the opportunity for residents to view the presentations via Live Streaming on the Council's Facebook page.
Where practicable, work with WBC to develop, maintain and run social housing.	G Boyle TBC		Following the publication of the Waverley Affordable Homes Delivery Strategy Document Cllr Boyle has engaged with WBC to identify ways that GTC may support the strategic aims outlined in the policy.
Support Waverley Borough Council in improving the provision of affordable housing.	G Boyle TBC		
Oppose development of fossil fuel mineral extraction.	S Williams		
Discourage single use plastics and promote deposit schemes for plastic bottles.		Ongoing	GTC resolved to support the Godalming Plastic Free Campaign
Protect natural habitats and biodiversity.		Ongoing	Management of green spaces, limited use of pesticides and herbicides. Working with WBC/Thackham and Surrey Wildlife on Community Orchard and gardening projects
Where practicable provide support for rewilding projects.		Ongoing	JBC rewilding at Eashing Cemetery, rewilding of grass verges i.e Wharf Nursery/Flambards Way
Promote strategies for reducing and reusing materials as much as recycling.	TBC		
Provide an information hub to promote understanding of individuals' and communities' impacts on climate change.			The GTC offices at 107-109 High Street are not suited as a drop in-information point. With

			the establishment of the Godalming Climate Forum, and the opening of the “What Next” hub, the focus of delivery of climate change information has moved towards these organisations. However, GTC does promote Climate Change information via its social media channels and the annual Green Gala event.
Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities.		Ongoing	GTC work with Godalming Cycling Campaign, SCC and other partners regarding cycling environment. GTC has supported the installation of new cycle storage facilities and identified areas within the Farncombe and Binscombe Strategy document for bikeability improvements, has adopted a 20 Plenty motion and is lobbying SCC for 20mph zones within the central retail area and two way cycling within the central retail area.
To provide, maintain and operate public drinking water fountains/bottle refill points.			1 st water foundation approved by Council 5 Sept, installation delayed by COVID and challenges in mains connections location to be reviewed. The issues regarding the location of suitable water supplies have been resolved and this project is now able to be taken forward.

Work with local organisations to promote the transfer from incandescent lighting to LED lighting systems and where appropriate provide LED lamps for vulnerable members of the community.		Ongoing	Discussions with CAW and other Community Groups for volunteer base to promote
Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives.		Ongoing	GTC Staff to be utilised where appropriate and within resource
Community Safety			
Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime.		Ongoing	ASB meeting held at Farncombe, GTC working with Police and other agencies to identify issues and investigate preventative measures. Where ASBO issues specifically affect areas of Godalming the Town Clerk joins the Joint Action Group, to assist in identifying causes and prevention methods. GTC has successfully launched the Broadwater Youth Centre to provide alternative safe activities for young people
Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school.	R Ashworth J Purvis A Adam		GTC agreed to support Twenty Plenty campaign and lobby for introduction in Godalming. GTC has submitted proposals to SCC for 20mph zones within the central retail area of Godalming. Exploratory meetings to take place in Autumn 2022 to identify practical solutions and methodology for

			implementation where possible.
Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.	R Ashworth B Crooks		Utilizing experiences gained during the 2020/2021 lockdowns, GTC agreed to bring forward proposals for permanent traffic control measures in the town centre. As part of the 20mph zoning proposals, GTC has submitted options for traffic prohibition orders within the central retail area.
Youth Provision			
Promote engagement with voluntary and statutory providers of youth services to determine how the Council can support increased provision and access to youth provision, support and services within Godalming.		Ongoing	Youth Provision Working Group established, working with local stakeholders to identify practice and sustainable areas which GTC can assist. GTC undertaking public consultation surrounding the provision of youth services in the town, and has agreed to support WBC youth intervention "Friday Night Project" On 14 April 2022, GTC successfully launched the Broadwater Youth Centre, a free facility supporting young people of secondary school age. The first termly report of the youth centre was published in the agenda of the P&M

			committee meeting of 11 August 2022
Develop and support youth engagement in the democratic process.	A Duce		Actions to be determined by outcomes of Youth Provision Working Group
Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.	A Duce S Williams		Actions to be determined by outcomes of Youth Provision Working Group
Support Local Business			
Work with local business organisations, Waverley Borough Council, the Godalming and District Chamber of Commerce and other organisations to promote Godalming as a retail and business centre.		Established and ongoing	GTC work with the Chamber of Commerce and WBC economic development team to promote Godalming and Farncombe. GTC has committed £10,000 of funding to support the creation of a Business Improvement District.
Work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.		Established and ongoing	GTC supports a full programme of Community events both annual and individual national celebratory events. Farmers Markets, Friday Pop-Up, Saturday Pop-Up, Remembrance Day Parade, Godalming Christmas Festival & Lights Switch On, Santa Grotto, Farncombe Christmas Lights, Town Day , Spring Festival, Godalming Community Run, St John's Spring Fair, The Town Show, The Spring Festival, The Food

			Festival, Staycation and for 2021 the Godalming Green Gala.
Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers.	S Wardell		
Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town.			Article 4 Direction Order Made April 2020. This order became out of date on 31 July 2022 as such, on 2 August 2022, WBC issued a new Notice of making an Article 4 (1) direction with immediate effect relating to commercial to residential change of use to the area of land in the vicinity of Godalming railway Station.
Work with local business organisations and other stakeholders; promote sustainable and regenerative business models.	S Wardell		
Equality, Diversity, Inclusion, Health and Wellbeing			
The Council is fully committed to the elimination of unlawful and unfair discrimination and will endeavour to support all groups within our community.		Ongoing	GTC adopts and implements policies to ensure equality of access to its services and facilities and that all people within our community are treated equally.
Work with stakeholder groups to support the establishment of the Godalming Parkrun.			Godalming Park Run was launched in Summer 2021

Support groups, organisations and projects aimed at reducing loneliness and isolation within our community including specific support for those living with or supporting others with mental health issues.		Ongoing	GTC supports the work of the CAW and Farncombe Day Centre through the provision SLA's, provides Grant Aid in Kind for the Godalming Good Neighbours Scheme and supports mental health organisations through provision of its community spaces.
Work with local organisations to support and promote events and activities that inform and engage residents in creating a sense of community, safe spaces, openness and accessibility for all residents and visitors.		Ongoing	GTC supports the work of local charities such as the Cellar Café, The Godalming Dementia Action Alliance and Day Centres
Community Engagement			
Relocation of Godalming Town Council administrative offices to more suitable premises that will enable full access to Council services by all members of our community.			GTC relocated on 1 April 2021
Support monthly Council Consultation & Listening Events.			In person events cancelled throughout 2020 and 2021 to date
Use "listening exercises" to support consultation for key issues.			Listening events no ongoing, social media and direct comms utilised to understand key issues.
Engagement with residents via traditional and social media.		Ongoing	As per GTC Press, Communications and Community Engagement Policies
Actively disseminate information on Councillor attendance, voting record etc.		Ongoing	Members attendance recorded and published on GTC Website GTC Standing Orders state voting is by show of hands

			unless a recorded vote is requested by a Member. Outcomes of votes and recorded votes are detailed in the official minutes of the Council
Establish a large Town Hall Meeting once a year.		Ongoing	GTC required by the LGA 1972 to hold an annual meeting of the parish. The LGA states restrictions on the timing of the meeting but not of its format.
Engage residents in developing priorities for how to spend Community Infrastructure Levy funds.	Chair, E&P Committee		GTC has promoted the use of CIL and has funded two programmes that are supporting local schools and are reviewing a number of potential proposals.
Council Staffing			
Recruit Direct Work Force to reduce and eventually replace use of contractors.		01 Oct 2019	GTC direct maintenance work force recruited, areas identified for specialist contractors, i.e gas safety inspections and electrical installations.
Provide appropriate staffing resource to meet the aims and objectives of the Council.		Ongoing	GTC currently resourced to requirement, requirement to be monitored and reviewed as necessary. Staffing establishment increased to meet the delivery of the Youth Service. Ongoing review of staff resource needs.
Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme.		Ongoing	Training commitment set out in Council's Training Statement of Intent.

Correspondence to date regarding potential changes to the constituent arrangements of the Godalming Joint Burial Committee

Letter from GTC to Cllr Bond of Busbridge Parish Council – 15 June 2022

Dear Cllr Bond

Godalming Joint Burial Committee – Busbridge Parish Council

I am writing to you in your capacity as one of the Busbridge Parish Council Members of the Godalming Joint Burial Committee and the Vice-Chair of Busbridge Parish Council. For completeness and their information, I am also copying Cllr Alison Martin, Chair of Busbridge Parish Council and Cllr Paul Follows, Leader of Godalming Town Council as well as Magie Gad, Busbridge Parish Clerk.

Firstly, it is hoped that this letter is received in the spirit it is sent, which is to seek to reduce the administrative load on Godalming Town Council and reduce the financial cost to Busbridge Parish Council, whilst honouring the historic relationship between Godalming and Busbridge as it relates to Nightingale and Eashing Cemeteries.

At this stage a short history of the Godalming Joint Burial Committee may be beneficial:

History of the Joint Burial Committee and its Cemeteries

Godalming Joint Burial Committee was first formed in 1855 following the Burial Act of 1853 (and others) which was part of a significant series of Victorian reforms all aimed at improving public health. The Local Government Act 1894 further formally established the Joint Burial Committee (or Board as it was then termed). That Board last for 80 years until it was abolished on 31 March 1974 under provisions in the Local Government Act 1972. The current Joint Burial Committee was established by resolution of Godalming, Busbridge and Shackleford Parish Councils under other provisions of the 1972 Act. The minute books of the Committee (and of the former Godalming Borough Council) show that the intention was to establish the new Joint Burial Committee in as identical format to the old Committee as could be managed under the new legislation.

A year later Shackleford Parish Council, having found itself (by virtue of 1974 local government reorganisation) in a different district (Guildford) from Busbridge and Godalming (Waverley) sought to leave the Committee; Godalming and Busbridge resolved to approve Shackleford's request

Currently the Godalming Joint Burial Committee exercises burial functions for its two constituent authorities, Busbridge Parish and Godalming Town Councils.

Each of the cemeteries is held in trust jointly by Godalming Town Council and Busbridge Parish Council (Eashing Cemetery is registered at HM Land Registry, Nightingale Cemetery is not yet). Historically the net expenses of the Committee were shared between the constituent authority's pro rata to the rateable value of each parish. Currently the basis of allocation is pro rata to the taxbase for each parish – that being the number of Band D equivalent households. The taxbase figures are published by Waverley Borough Council each December. Currently Busbridge's share stands at 5.6%.

Under these arrangements it is considered that neither council is entitled to purport to exercise any burial authority function alone except by agreement between the two councils or on intervention of the Secretary of State by order under LGA 1972 s. 254. The arrangements made between the three original authorities (Godalming, Busbridge and Shackleford) do not include any express provision

for non-consensual termination, and none can readily be implied. It should be noted that the mutual agreement of all was necessary for Shackleford's retirement from the joint arrangements, and that disagreement would require resolution by intervention of the Secretary of State.

Current Arrangements

On the withdrawal of Shackleford from the original arrangements the negotiated revenue share for the expenses of the cemetery were met by Godalming Town Council and Busbridge Parish Council. As previously stated, the Busbridge share stands at 5.6% of the funds sought from the constituent council's, which in monetary terms is £2,257. In the same vein, Godalming Town Council share stands at £37,743.

The administrative function of the Joint Burial Committee is vested with Godalming Town Council, which not only includes managing the accounts of the Committee, but also managing the day-to-day operation of the cemeteries. The functions of which are becoming more onerous.

As is demonstrated by the published burial statistics, although Busbridge Parish Council has contributed £32,884 towards the revenue cost of the cemeteries over the last 12 years, no parishioners of Busbridge have been buried within either of the Joint Burial Committee's managed cemeteries.

Proposal

A simple solution for relieving some of the administrative load placed upon Godalming Town Council and the financial cost to Busbridge Parish Council would be to dissolve the Joint Burial Committee. This would allow Godalming's Responsible Finance Officer to manage the Council's affairs as a single corporate entity, which not only reduces costs, but would provide greater efficiency of resources, especially time.

It is appreciated that although no resident of Busbridge Parish has utilised the services of the Joint Burial Committee in over a decade, there is a historical link going back over 160 years, with the more recent arrangements stretching back nearly 50 years.

Regarding future burial arrangements, if Busbridge Parish were minded to consider the dissolving of the Joint Committee arrangements, it is suggested that as part of any separation agreement, that the historic link is continued to be recognised and that current and future residents living within the Parish of Busbridge are able to be buried within the existing cemeteries at the same cost as those residents living in the Parish of Godalming.

Additionally, it is recognised that although the capital land share has not altered since the formation of the existing Joint Burial Committee and the context of the land and property of the Burial Committee held in trust jointly by Godalming Town Council and Busbridge Parish Council remains for burial and associated functions, the revenue reserves have altered and increased since 1974.

It is therefore suggested that if Busbridge Parish and Godalming Town Council were to agree to the dissolution of the Joint Burial Committee in favour of the burial function being vested solely with Godalming Town Council, 6% of the audited revenue share as of 31 March 2022, being £16,718.82, is transferred to Busbridge Parish Council in full and final settlement once both Councils have resolved to approve the dissolution of the Joint Committee and the vesting of the burial function remaining with Godalming Town Council and the reassignment of the land registration documents is complete.

I look forward to receiving your response as to whether Busbridge Parish Council wishes to retain the status quo or explore further the option outline in this letter.

Yours sincerely

Andrew Jeffery
Town Clerk

Busbridge Parish Council proposal response for the Joint Burials Committee – 6 July 2022

Hello Mr Jeffery,

Please find below from Busbridge Parish Council .

Busbridge Parish Council has discussed the proposal for the Joint Burials Committee as outlined in the letter dated 15 June 2022. We are willing to enter negotiation that may lead to Busbridge Parish Council leaving the Joint Burials Committee (JBC) resulting in the dissolution of the JBC.

BPC welcomes the proposal that the historic link is continued to be recognised and that current and future residents living within the Parish of Busbridge are able to be buried within the existing cemeteries at the same cost as those residents living in the Parish of Godalming.

BPC notes the proposal to transfer 6% of the audited revenue share as of 31 March 2022, being £16,718.82, to Busbridge Parish Council.

BPC also notes that both Eashing and Nightingale cemeteries are held in trust jointly by Godalming Town Council and Busbridge Parish Council and that BPC will be removed from all land registration documents. With fixed assets in the latest accounts dated 31st March 2022 valued at £971,629, Busbridge Parish Council would like to enquire why their 6% share (£58,298) has not been included in the proposal.

Busbridge Parish Council looks forward to your response on this matter.

Kind regards,

Magie Gad
Clerk to Busbridge Parish Council

GTC Reply to Busbridge Parish email of 6/7/22: - 7 July 2022

Dear Magie

Thank you for your email, and the positive response to the initial suggestion regarding the future of the Godalming Joint Burial Committee. At this stage we are of course acting without prejudice and exploring possibilities and in that light I note your question regarding the fixed assets.

Having taken advice on the matter, I would wish to contend that the fixed assets should be considered in two groupings. The first is the actual cemetery land and the assets that support the purpose and function of the cemeteries, which include, fencing, boundary walls, chapel and mortuary buildings etc. The second grouping is those assets that it could be argued have a value separate from the function of the cemeteries, it is suggested that these assets are the two lodge houses located external to the cemetery which are currently let on a rental basis (although the rental income is used to offset the operational costs of the cemetery).

It could be argued that the lodge houses could be sold as separate entities without affecting the operation of the cemeteries (other than a reduction in income). As such it could also be argued that the transfer of the sole ownership to GTC could be more favourable to GTC than BPC. Although there are a couple of complicated options to mitigate this such as overage clauses and or profit sharing, by far the simplest and cleanest option is the 'buy out' of BPC share of the asset.

The book values in the GTC asset register are based on an insurance re-instatement value made in 2018. If you are agreeable, I would suggest that we seek an updated insurance and market value (even if the dissolution of the Joint Committee were not to proceed it is good practice to ensure values are current). Based on the outcome of that exercise a revised figure could be negotiated based on the actual tax base percentage share of the audited revenue share as of 31 March 2022 and the market value of the lodge houses. (based on the book value as it currently stands this would be a combined value of approx. £50,600)

If this acceptable we would instruct a local firm of surveyors and valuers to conduct the valuation. At this stage I suggest any professional fees associated with this process are met by the Joint Burial Committee.

Assuming that this is taken forward I would suggest that the governance path would be, following our informal and without prejudice discussions, for GTC to present a Head of Terms which should be agreed by resolution of both GTC and BPC and for authorisation to be given to the Clerks to conduct negotiations in order to bring back final agreements.

Once the Councils have agreed Heads of Terms GTC would appoint its solicitors (Surrey Hills Solicitors) to draw up and pull together the required documentation for formal approval by both councils with a target date for the dissolution of the Joint arrangements no later than 31 March 2023.

I look forward to hearing from you to be able to take this forward. If you wish I would be very happy to have an in person or zoom meeting to take these discussions forward.

Regards

Andy Jeffery
Town Clerk

Busbridge Parish Council proposal response to GTC email of 7/7/22 – 12 July 2022

Hello Andy,

Thank you for your email.

I have passed your reply below to the council and will get back to you with what they discuss in our meeting this week.

Kind regards,

Magie Gad
Clerk to Busbridge Parish Council

Agreement of Head Terms between Godalming Town Council and Busbridge Parish Council for the dissolution of the Godalming Joint Burial Committee – 15 August 2022.

Busbridge Parish Council

1. Agrees to the dissolution by mutual agreement of the Godalming Joint Burial Committee on 31 March 2023.
2. From 1 April 2023 Busbridge Parish Council will no longer hold any responsibility for the burial functions at Eashing Cemetery, Franklin Road, GU7 2LD and Nightingale Cemetery, Deanery Road, GU7 2PG.
3. Busbridge Parish Council agrees that in acknowledgement of the history link between the parishes, residents of Busbridge Civic Parish (or successor parish constituted to serve the same boundaries as exist for Busbridge Parish on 31 March 2023) shall enjoy the same rights of burial at the same fees and charges as residents of Godalming Civic Parish.
4. Busbridge Parish Council's reasonable legal costs (to a maximum of £7,500) incurred as a consequence of the dissolution of the Godalming Joint Burial Committee to be met from the revenue account of the Godalming Joint Burial Committee prior to disbursement of revenue reserves.
5. Busbridge Parish Council agrees to accept a sum of 5.6% of the value of the revenue reserves held within the Godalming Joint Burial Committee account on 31 March 2023 less any outstanding legal costs, plus 5.6% of the insured value of both Eashing and Nightingale Cemetery Lodge Houses as indicated within the fixed asset register on 31 March 2023 in full and final settlement of any assets pertaining to the Godalming Joint Burial Committee.

Godalming Town Council

1. Agrees to the dissolution by mutual agreement of the Godalming Joint Burial Committee on 31 March 2023.
2. From 1 April 2023 Godalming Town Council will assume sole responsibility for the burial functions at Eashing Cemetery, Franklin Road, GU7 2LD and Nightingale Cemetery, Deanery Road, GU7 2PG.
3. Godalming Town Council agrees that in acknowledgement of the history link between the parishes, residents of Busbridge Civic Parish (or successor parish constituted to serve the same boundaries as exist for Busbridge Parish on 31 March 2023) shall enjoy the same rights of burial at the same fees and charges as residents of Godalming Civic Parish.
4. Godalming Town Council's reasonable legal costs (to a maximum of £7,500) incurred as a consequence of the dissolution of the Godalming Joint Burial Committee to be met from the revenue account of the Godalming Joint Burial Committee prior to disbursement of revenue reserves.
5. Godalming Town Council transfers no later than 30 June 2023 a sum equating to 5.6% of the value of the revenue reserves held within the Godalming Joint Burial Committee account on 31 March 2023 less any outstanding legal costs.
6. Godalming Town Council transfers no later than 30 June 2023 a sum equating to 5.6% of the insured value of both Eashing and Nightingale Cemetery Lodge Houses as indicated within the fixed asset register on 31 March 2023.

7. Godalming Town Council to instruct the Town Council's solicitors to arrange for the assignment of Eashing Cemetery, Nightingale Cemetery and associated lodge houses to the sole ownership of Godalming Town Council.
8. Godalming Town Council's reasonable legal costs in managing the dissolution of the Godalming Joint Burial Committee to be met from the revenue account of the Godalming Joint Burial Committee prior to disbursement of revenue reserves.

GODALMING TOWN COUNCIL

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

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

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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