

Independent Examiner's Report to the Trustees of Citizens Advice Waverley

I report on the accounts of the company for the year ended 31 March 2017 set out on pages 21 to 27.

Respective responsibilities of Trustees and examiner

The charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145 (5) (b) of the 2011 Act); and
- state whether particular matters have come to my attention.

Basis of the independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is

limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Sections 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J Brooks FCCA
PPK Accountants
Sandhurst House
297 Yorktown Road
Sandhurst
Berkshire
GU47 0QA

Date: 2 November 2017

Statement of Financial Activities

Statement of financial activities for the year ending 31 March 2017.

	Restricted Funds	Designated Funds	Unrestricted Funds	Total 2017	Total 2016
	£	£	£	£	£
INCOMING RESOURCES					
Income resources from charitable activities					
Voluntary income	3	0	0	355,395	376,777
Investment income	3	0	0	2,009	1,910
Income from charitable activity	3	13,619	0	9,474	104,896
TOTAL INCOMING RESOURCES	13,619	0	366,878	380,497	483,583
RESOURCES EXPENDED					
Charitable activities	4	19,407	3,504	393,529	524,370
Governance	4	0	0	2,105	1,929
Unrealised loss on investments		0	0	0	2,610
TOTAL RESOURCES EXPENDED	19,407	3,504	395,634	418,545	528,909
NET MOVEMENT IN FUNDS	-5,788	-3,504	-28,756	-38,048	-45,326
Transfers		828	2,594	-3,422	0
NET MOVEMENT AFTER TRANSFERS	-4,960	-910	-32,178	-38,048	-45,326
TOTAL FUNDS AT 1 APRIL 2016	36,674	8,000	127,998	172,672	217,998
TOTAL FUNDS AT 31 MARCH 2017	31,714	7,090	95,820	134,624	172,672

Balance Sheet

Balance sheet as at March 2017.

	Notes	Restricted Funds	Designated Funds	Unrestricted Funds	Total 2017	Total 2016
		£	£	£	£	£
FIXED ASSETS						
Tangible assets	6	0	7,090	0	7,090	8,178
Investments	7	0	0	52,212	52,212	50,203
CURRENT ASSETS						
Debtors	8	0	0	8,936	8,936	8,155
Cash at bank and in hand		31,714	0	109,348	141,062	162,283
		31,714	0	118,284	149,998	170,438
Creditors falling due within one year	8	0	0	-74,676	-74,676	-56,147
NET CURRENT ASSETS		31,714	0	43,608	75,322	114,291
NET ASSETS		31,714	7,090	95,820	134,624	172,672
FUNDS						
	9					
Restricted					31,714	36,674
Designated					7,090	8,000
Unrestricted					95,820	127,998
TOTAL FUNDS					134,624	172,672

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

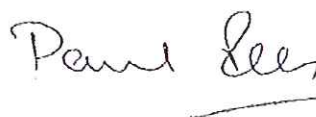
The Trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and

395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 17 November 2017 and were signed on their behalf by:



Paul Rees, Chair of Trustee Board

Date: 17 November 2017

Notes to the Financial Statements

Notes to the financial statement
for the year ending 31 March 2017

1. Share Capital and members' liability

The charitable company is limited by guarantee and does not have a share capital. In the event of the charitable company being wound up every member, whilst he or she is a member, or within one year after he or she ceases to be a member, undertakes to contribute to the assets of the company such amount as may be required not exceeding one pound.

2. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

(a) Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' EFA, and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Financial Reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

- the requirements of Section 7 Statement

- of Cash Flows;
- the requirement of Section 3 Financial Statement Presentation paragraph 3.17(d);
- the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44, 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of Section 12 Other Financial Instruments paragraphs 12.26, 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirement of Section 33 Related Party Disclosure paragraph 33.7.

(b) Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

(c) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is possible that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

(d) Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Short leasehold - straight line over 10 years
Fixtures and Fittings - 33% on cost

(e) Taxation

The charity is exempt from corporation tax on its charitable activities.

Notes to the Financial Statements

(f) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes with the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

(g) Leases

Where the company enters into leases that entail taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a 'finance lease'. There were no finance leases in force during the year. All other leases are treated as 'operating leases' and the rental charges are charged to the income and expenditure account as they are incurred.

(h) Intangible Income

The company enjoys considerable support of volunteers in all areas of its activities and no monetary value is placed on this benefit in these accounts.

Notes to the Financial Statements

3. Incoming Resources

	Restricted Funds	Unrestricted Funds	Total 2017	Total 2016
	£	£	£	£
Local Authority Grants	0	275,235	275,235	274,825
Donations, Fundraising and Cost Recovery	0	80,160	80,160	101,952
Voluntary Income	0	355,395	355,395	376,777
Investment Income	0	2,009	2,009	1,910
Income from Charitable Activity	13,619	9,474	23,093	104,896
Total Incoming Resources	13,619	366,878	380,497	483,583

4. Resources Expended

	Restricted Funds	Designated Funds	Unrestricted Funds	Total 2017	Total 2016
	£	£	£	£	£
Salaries (Note 10)	7,230	0	241,819	249,049	268,452
Premises (Note 11)	0	0	93,680	93,680	93,726
Telephone	0	0	6,927	6,927	17,565
Travel and Parking	518	0	24,469	24,987	32,564
Training Costs	13	0	5,309	5,322	11,907
Office Running Costs	11,200	0	20,310	31,510	40,305
Office/Sundries	268	0	1,015	1,283	54,517
Depreciation	178	3,504	0	3,682	5,408
Charitable Activities	19,407	3,504	393,529	416,440	524,444
Governance	0	0	2,105	2,105	1,929
Unrealised loss on Investments	0	0	0	0	2,610
Total Resources Expended	19,407	3,504	395,634	418,545	528,983

Notes to the Financial Statements

5. Net Movement in Funds

	Total 2017	Total 2016
	£	£

The net movement in funds is stated after charging:

Independent Examiner's Fee	1,260	1,200
Depreciation	3,682	5,408

6. Tangible Fixed Assets

	Leasehold Buildings Haslemere	Leasehold Improvements Godalming	IT Office Equipment	Office Equipment and Furniture	Total
	£	£	£	£	£
Cost					
As at 1 April 2016	34,310	17,469	29,484	43,247	124,510
Additions	0	0	2,595	0	2,595
As at 31 March 2017	34,310	17,469	32,079	43,247	127,105
Depreciation					
As at 1 April 2016	34,310	10,481	28,534	43,007	116,332
Charge for the year	0	1,747	1,936	0	3,683
As at 31 March 2017	34,310	12,228	30,470	43,007	120,015
Net Book Value					
As at 31 March 2017	0	5,241	1,609	240	7,090
As at 31 March 2016	0	6,988	950	240	8,178

7. Investments

	Total 2017	Total 2016
	£	£
Balance bought forward	50,203	50,903
Funds invested	0	0
Dividends received	2,009	1,910
Unrealised loss on investment	0	-2,610
Closing balance	52,212	50,203

Notes to the Financial Statements

8. Debtors and Creditors

	Unrestricted Funds	Total 2017	Total 2016
	£	£	£
Debtors			
Sundry Debtors	3,251	3,251	4,385
Prepayments	5,685	5,685	3,770
	8,936	8,936	8,155
Creditors			
Accruals	71,533	71,533	51,815
Income in Advance	3,143	3,143	4,332
	74,676	74,676	56,147

9. Restricted Funds

	Balance as at 01/04/2016	Income Resources	Expenditure in the Period	Transfers	Balance as at 31/03/2017
	£	£	£	£	£
Farnham Over 60 Home Visits	625	0	58		567
District Outreach Project	6,556	40	0		6,596
Local Assistance Scheme (LAS)	3,604	2,071	0		5,675
Healthwatch Surrey	4,764	9,408	14,172		0
Advice Services Transition Fund	178	0	178		0
Financial Literacy Project	7,685	0	4,748		2,937
Other Projects	13,261	2,100	250	828	15,939
Total Restricted Funds	36,673	13,619	19,406	828	31,714

Notes to the Financial Statements

Healthwatch and Local Assistance

These projects have been funded by grants as part of a project managed by Citizens Advice Surrey.

10. Salary Costs

During the year Citizens Advice Waverley employed 17 paid staff (8.9 FTE). Of these 2 (0.3 FTE) were employed on restricted fund projects. There were no highly paid staff. An analysis is provided below.

The company does not operate a pension scheme. A contribution towards a pension is made, calculated at 6% of salary, paid from commencement of employment.

No Trustee received any remuneration in either 2016/17 or 2015/16. Reimbursed expenses totalled £374 (£381 in 2015/16).

11. Operating Lease Commitments

As at 31 March 2017, the company had annual commitments under non-cancellable operating leases as follows:

Cranleigh

The office in Village Way, Cranleigh is leased from Cranleigh Parish Council for 30 years from 25 March 2011, rent free. A figure of £8,750, the open market rental value of the premises, is included in premises costs and in local authority grants.

Farnham

The office in South Street, Farnham is leased from Waverley Borough Council for 3 years starting from 28 April 2015, for £14,600 per annum.

Godalming

The office in Bridge Street, Godalming is leased from Waverley Borough Council for 10 years from 10 January 2011, for £20,000 per annum.

Haslemere

The office in Well Lane, Haslemere is leased from a private landlord for a term of 5 years from 15 June 2014, for £16,500 per annum.

Analysis of Salaries

	Total 2017	Total 2016
	£	£
Central Staff	75,612	78,230
Office Operations	166,207	127,900
Staff Cost from Unrestricted Funds	241,819	206,130
Office Operations from Restricted Funds	7,230	62,322
	249,049	268,452

Thank You to our Supporters

Local Authority

Waverley Borough Council
Surrey County Council

Town Councils

Farnham Town Council
Godalming Town Council
Haslemere Town Council

Parish Councils

Busbridge Parish Council
Chiddingfold Parish Council
Cranleigh Parish Council
Ellens Green Mission Hall Fund
Ewhurst Parish Council
Fernhurst Parish Council
Grayshott Parish Council
Lurgashall Parish Council
Lynchmere Parish Council
Northchapel Parish Council
Witley Parish Council
Wonersh Parish Council

Other Organisations

Ahmadiyya Muslim Association
Big Lottery Fund
Bordon, Liphook & Haslemere Charity
Cranfold Job Club
Cranleigh Community Fund
Cranleigh & District Nursing Association
Cranleigh Lions
Elizabeth Finn Care
Farnham Golf Club
Farnham Hedgehogs
Farnham Lions
Farnham Round Table
Farnham United Reformed Church
Frith Hill Residents Association
Godalming Lions
Godalming Round Table
Godalming Rotary
Godalming United Church
Grayshott Golf Society
Grayshott Tea Party
Hadspen Wine Club
Haslemere Food Bank

Haslemere Macular Society
Henry Smith Charity
Inner Wheel of Farnham
Isabella Schoeder Trust
John Beanes Charity
Little Lumpy Bike Ride
Meadrow Unitarian Chapel
Oonagh Jeffrey Trust
Opportunities Project
Society of Friends Godalming
SSAFA - the Armed Forces Charity
Surrey Arts
Surrey Welfare Rights Unit
The Dempster Trust
The Dove Trust
The Rotary Club of Godalming Woolsack
Waitrose (Farnham & Godalming)
Wings and Wheels

Special Thanks

To our volunteer fundraising team:
Nina Howells - Chair of Fundraising Committee
Larry Westland CBE
Denise Baker

To individuals who have made a special contribution to fundraising this year:

Doug and Nina Smit
Keith and Corinne Stocker
Jo Reynolds
Ken Griffiths
Stella Mills
Jenny Andrews
Barbara Dawkins
Mark Dumas
Hugh Craig
John Jeffrey
Angela Wainwright

and to Surrey County Councillor Nikki Barton for her support to our Haslemere Advice Centre.

Thanks also to the many individuals and local businesses who have helped us this year by supporting, sponsoring and attending our fundraising events.

Citizens Advice Waverley
36 Bridge Street
Godalming
Surrey GU7 1HP

Tel: 03448 487 969
waverleycab.org.uk

Company number: 04823693
Charity number: 1098859

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or, by combining it with other information, which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by **Godalming Town Council and the Godalming Joint Burial Committee**, which is the data controller for your data.

Other data controllers the Council works with:

- other data controllers, such as other local authorities;
- community groups;
- charities;
- other not for profit entities;
- contractors;
- credit reference agencies.

We may need to share your personal data that we hold with other data controllers so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers”, which mean we are all collectively responsible to you for your data. Where each of the parties listed above is processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data, where necessary, to perform its tasks:

- names, titles, and aliases, photographs;
- contact details such as telephone numbers, addresses, and email addresses;
- where they are relevant to the services provided by a Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality,

education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- where you pay for activities such as use of a Council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- the personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - in limited circumstances, with your explicit written consent;
 - where we need to carry out our legal obligations;
 - where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about;
- kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- to deliver public services including understanding your needs to providing the services that you request and to understand what we can do for you and inform you of other relevant services;
- to confirm your identity to provide some services;
- to contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);

- to help us to build up a picture of how we are performing;
- to prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- to enable us to meet all legal and statutory obligations and powers including any delegated functions;
- to carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally, as necessary, to protect individuals from harm or injury;
- to promote the interests of the Council;
- to maintain our own accounts and records;
- to seek your views, opinions or comments;
- to notify you of changes to our facilities, services, events and staff, Councillors and other role holders;
- to send you communications which you have requested and that may be of interest to you (these may include information about campaigns, appeals, other new projects or initiatives);
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council;
- to allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- the data controllers listed above under the heading "Other data controllers the Council works with";
- our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- on occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. ***The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests, which are manifestly unfounded or excessive may be subject to an administrative fee.

2. ***The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. ***The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. ***The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. ***The right to data portability***

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

- You can withdraw your consent easily by telephone, email, or by post (see contact details below).

7. *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [this web page](#) [add URL]. This Notice was last updated in April 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, GU7 1HT

Email: office@godalming-tc.gov.uk

PRIVACY NOTICE

For Councillors, Staff* and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the Council including former staff* and former Councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification is when a living person can be identified directly by using the data or by combining it with other information (e.g. a list of staff may contain personnel ID numbers rather than names, but if you use a separate list of the ID numbers which gives the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by **Godalming Town Council and the Godalming Joint Burial Committee** which is the data controller for your data.

The Council works together with:

- other data controllers, such as other local authorities, public authorities, Central Government and agencies such as HMRC and DVLA;
- staff pension providers;
- former and prospective employers;
- DBS services suppliers;
- payroll services providers;
- recruitment agencies;
- credit reference agencies.

We may need to share personal data we hold with them so that they can carry out their responsibilities to the Council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where, for example, two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about;
- kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- names, titles, and aliases, photographs;
- start date/leaving date;
- contact details such as telephone numbers, addresses, and email addresses;
- where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants;
- non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers;
- financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed;
- other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims;
- next of kin and emergency contact information;
- recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral));
- location of employment or workplace;
- other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies;
- CCTV footage and other information obtained through electronic means such as swipecard records;
- information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes:

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations:

- making a decision about your recruitment or appointment;
- determining the terms on which you work for us;
- checking you are legally entitled to work in the UK;
- paying you and, if you are an employee, deducting tax and National Insurance contributions;
- providing any contractual benefits to you;
- liaising with your pension provider;

- administering the contract we have entered into with you;
- management and planning, including accounting and auditing;
- conducting performance reviews, managing performance and determining performance requirements;
- making decisions about salary reviews and compensation;
- assessing qualifications for a particular job or task, including decisions about promotions;
- conducting grievance or disciplinary proceedings;
- making decisions about your continued employment or engagement;
- making arrangements for the termination of our working relationship;
- education, training and development requirements;
- dealing with legal disputes involving you, including accidents at work;
- ascertaining your fitness to work;
- managing sickness absence;
- complying with health and safety obligations;
- to prevent fraud;
- to monitor your use of our information and communication systems to ensure compliance with our IT policies;
- to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution;
- to conduct data analytics studies to review and better understand employee retention and attrition rates;
- equal opportunities monitoring;
- to undertake activity consistent with our statutory functions and powers including any delegated functions;
- to maintain our own accounts and records;
- to seek your views or comments;
- to process a job application;
- to administer Councillors' interests;
- to provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- where we need to perform the contract we have entered into with you;
- where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- where we need to protect your interests (or someone else's interests);
- where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;

- in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - in limited circumstances, with your explicit written consent;
 - where we need to carry out our legal obligations;
 - where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme;
 - where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- we do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law;
- in limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent;
- you should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- we may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy;
- less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public;
- we will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the Council including administrative support or, if processing is necessary for compliance, with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers’ tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- our agents, suppliers and contractors, for example, we may ask a commercial provider to manage our HR/payroll functions, or to maintain our database software;
- other persons or organisations operating within local community;
- other data controllers, such as local authorities, public authorities, Central Government and agencies such as HMRC and DVLA;
- staff pension providers;
- former and prospective employers;
- DBS services suppliers;
- payroll services providers;
- recruitment agencies;
- credit reference agencies;
- professional advisors;
- trade unions or employee representatives.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4. *The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
 - 5. *The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 - 6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see contact details below).
 - 7. *The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [this web page \[add URL\]](#). This Notice was last updated in April 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, GU7 1HT.

Email: office@godalming-tc.gov.uk

Subject Access Policy, Procedures and Template Response Letters

Subject Access Requests Policy

1. Upon receipt of a Subject Access Request (SAR) Godalming Town Council will:

- (a) Verify whether it is the controller of the data subject's personal data. If it is not a controller, but merely a processor, the Council will inform the data subject and refer them to the actual controller.
- (b) Verify the identity of the data subject. If needed, the Council will request further evidence on the identity of the data subject.
- (c) Verify the access request. The Council will establish if the request is sufficiently substantiated and determine whether the SAR is clear regarding what personal data is requested. If the Council is uncertain of what data is required, it will request additional information from the data subject.
- (d) Verify whether requests are unfounded or excessive (in particular because of their repetitive character). If so, the Council may refuse to act on the request or charge a reasonable fee.
- (e) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- (f) Verify whether the Council processes the data requested. If the Council does not process any data it will inform the data subject accordingly. The Council will, at all times ensure the internal SAR policy is followed and progress is monitored.
- (g) Ensure data is not changed as a result of the SAR. However, routine changes as part of the processing activities concerned are permitted.
- (h) Verify whether the data requested also involves data on other data subjects and will make sure this data is filtered before the requested data is supplied to the data subject. If data cannot be filtered, the Council will ensure that other data subjects have consented to the supply of their data as part of the SAR.

2. Responding to an SAR

- (a) Godalming Town Council will respond to an SAR within one month after receipt of the request, however:
 - (i) if more time is needed to respond to complex requests an extension of another two months is permissible. The Council will communicate this to the data subject as soon as possible after the need for an extension of time becomes apparent, but within the first month;
 - (ii) if the Council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- (b) If an SAR is submitted in electronic form, the Council will aim to respond using the same means.

- (c) Where data on the data subject is processed, the Council will provide the following information in the SAR response:
- (i) the purposes of the processing;
 - (ii) the categories of personal data concerned;
 - (iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules¹ or EU model clauses²;
 - (iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - (v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - (vi) the right to lodge a complaint with the Information Commissioner's Office ("ICO");
 - (vii) if the data has not been collected from the data subject, the source of such data;
 - (viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- (d) Provide a copy of the personal data undergoing processing.

¹ "Binding Corporate Rules" is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisation's headquarters is located. In the UK, the relevant regulator is the Information Commissioner's Office.

² "EU model clauses" are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

Procedure to be followed on Receipt of a Subject Access Request

A Subject Access Request may be received by any member of staff or Councillor, therefore, all staff and Councillors are to be aware of the following procedure:

On receipt of a Subject Access Request the following actions must be done:

1. **MUST:** On receipt of a subject access request, the person receiving it must **forward** it immediately to the Town Clerk, copied to the Support Services Officer.
2. **MUST:** Correctly **identify** whether a request has been made under the Data Protection legislation.
3. **MUST:** Any member of staff, and as appropriate, Councillor, who receives a request to locate and supply personal data relating to an SAR must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** **Respond** within one calendar month after accepting the request as valid.
6. **MUST:** the Subject Access Requests must be undertaken **free of charge** to the requester unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** Where a requester is not satisfied with a response to an SAR, the Council must manage this as a **complaint**.

In Managing a Subject Access Request the Town Clerk (or in his/her absence the Support Services Officer) must:

1. Notify the Chairman of the Audit Committee upon receipt of a request.
2. Ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the Council relating to the data subject.
3. Clarify with the requester what personal data they need. They must supply their address and valid evidence to prove their identity. The Council accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):
 - Current UK/EEA Passport
 - UK Photocard Driving Licence (Full or Provisional)
 - Firearms Licence/Shotgun Certificate
 - EEA National Identity Card
 - Full UK Paper Driving Licence
 - State Benefits Entitlement Document*
 - State Pension Entitlement Document*
 - HMRC Tax Credit Document*
 - Local Authority Benefit Document*
 - State/Local Authority Educational Grant Document*
 - HMRC Tax Notification Document
 - Disabled Driver's Pass
 - Financial Statement issued by bank, building society or credit card company+
 - Judiciary Document such as a Notice of Hearing, Summons or Court Order
 - Utility bill for supply of gas, electric, water or telephone landline+
 - Most recent Mortgage Statement
 - Most recent Council Tax Bill/Demand or Statement
 - Tenancy Agreement
 - Building Society Passbook which shows a transaction in the last 3 months and your address.

4. Depending on the degree to which personal data is organised and structured, search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which the Council, or where appropriate individual Councillors, have responsibility for or owns.
5. Not withhold personal data because it is believed it will be misunderstood; instead, an explanation should be provided with the personal data. Personal data must be provided in an “intelligible form”, which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. The Council may seek to agree with the requester that the personal data will be viewed on screen or that files will be inspected in the Council’s offices. Exempt personal data from the released documents will be redacted and an explanation of why that personal data is being withheld is to be provided.
6. Make this clear on forms and on the Council website.
7. Achieve this through the use of induction, by performance and training, as well as through establishing and maintaining appropriate day to day working practices.
8. Maintain a database allowing the Council to report on the volume of requests and compliance against the statutory timescale.
9. When responding to a complaint, the Council must advise the requester that they may complain to the Information Commissioner’s Office (“ICO”) if they remain unhappy with the outcome.

Sample Letters to be used in Responding to a Subject Access Request

1. All letters must include the following information:

- (a) the purposes of the processing;
- (b) the categories of personal data concerned;
- (c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules³ or EU model clauses⁴;
- (d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- (e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- (f) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- (g) if the data has not been collected from the data subject: the source of such data;
- (h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

³ “Binding Corporate Rules” is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisation’s headquarters is located. In the UK, the relevant regulator is the Information Commissioner’s Office.

⁴ “EU model clauses” are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

2. Replying to a Subject Access Request Providing the Requested Personal Data

[Date]

[Name]
[Address]

Dear [Name of data subject]

Data Protection Subject Access Request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

3. Release of part of the personal data, when the remainder is covered by an exemption

[Date]

[Name]
[Address]

Dear [Name of data subject]

Data Protection Subject Access Request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we asked the following areas to search their records for personal data relating to you:

- [List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the Council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

4. Replying to a Subject Access Request explaining why you cannot provide any of the requested personal data

[Date]

[Name]
[Address]

Dear [Name of data subject]

Data Protection Subject Access Request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is 'legally privileged' because it is contained within legal advice provided to the Council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the Council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the Council should set out the reason why some of the data has been excluded.]

Yours sincerely

6. 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.	Quarterly	12 April 2018
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Reports expected at approximately six-monthly intervals.	Bi-annual	24 May 2018
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Full Council signed a Memorandum of Understanding with other agencies and created a £25,000 earmarked reserve for a future Flood Alleviation scheme and, contribution of land.	N/A	Construction Due to begin mid 2018
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Report received October 2017 – Communications Officer's Post Established 01 Feb 2017. Comms Officer to submit draft Comms strategy/policy document to Comms Working Group.		October 2018
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	Tenancy at Will for public toilets signed and toilets re-opened on 15 November. Solicitors appointed for completion of lease(s). Awaiting update from Solicitor.	N/A	Draft Lease to P&M 1 March 2018
WW1 2018 (INC GODALMING WAR MEMORIAL)	Town Clerk	46-16	Order placed with mason for new memorial plaques. The civic aspects of the Remembrance day events to be taken to the Mayoralty Committee – 24 May 2018.		11/11/2018
FIREWORKS	Town Clerk	173-16	Preparations for 2018 event underway.	Annual	12 July 2018
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Next report due Nov 2018	2 yearly	Nov 2018
INVESTMENT STRATEGY	RFO	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy. Strategy to be brought to this committee 24 May		Dec 2018

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	N/A	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.	25/05/17	25/05/19
ENGAGEMENT OF INTERNAL AUDIT	RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17.	Annual	Jan 2019
BUSINESS PLAN WORKING GROUP	Town Clerk	328-17	Group on 4 April anticipated report to P&M on 24 May 2018.		
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Sport Godalming	Cllr P Martin	51-16	Report provided.	25/05/17	
Godalming/Joigny Friendship Association	Cllr Hunter	81-15	Report provided.	25/05/17	
Godalming/Mayen Association	Cllr Thornton	51-16	Report provided.	13/07/17	
Waverley Citizens' Advice	Cllr S Bott	51-16	Presentation by CAB on 14 Sept	13/07/17	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	No report as no meetings of the Godalming Transportation Task Group have been held.	07/09/17	
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report provided.	07/09/17	
Go Godalming Association	Cllr Gordon-Smith	51-16	Report provided	19/10/17	
Holloway Hill Sports Association	Cllr T Martin	51-16	Report provided	19/10/17	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Godalming Museum Trust	Cllr Gordon-Smith	51.16	Report provided	30/11/17	
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report deferred to 12 July 2018	30/11/17	12/07/18
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report provided	18/01/18	
Godalming Together CIC	Cllr Purkiss	51-16	Report provided	18/01/18	
SALC	Cllr Cosser	51-16	Report provided	22/03/18	
SCC – Tree Wardens	Cllr Williams	51-16	No report as no meetings of the Tree Wardens – suggested removal from Reps list agreed.	22/03/18	
Waverley Cycle Forum	Cllr Purkiss		Report expected 12 April 2018	12/04/18	
District Scout Council	Cllr Wheatley		Report expected 24 May 2018	24/05/18	
Fairtrade Steering Group	Cllr Wheatley		Report expected 24 May 2018	25/05/18	
St Mark's Community Centre Management Committee	Cllr Pinches		Report expected 12 July 2018	12/07/18	
Farncombe Day Centre	Cllr Gray		Report expected 12 July 2018	12/07/18	
Sport Godalming	Cllr P Martin		Report expected 6 September 2018	06/09/18	
Godalming/Joigny Friendship Association	Cllr Hunter		Report expected 6 September 2018	06/09/18	
Godalming/Mayen Association	Town Mayor		Report expected 18 October 2018	18/10/18	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Waverley Citizens' Advice	Cllr S Bott		Report expected 18 October 2018	18/10/18	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton		Report expected 29 November 2018	29/11/18	
Godalming & District Chamber of Commerce	Cllr Poulter		Report expected 29 November 2018	29/11/18	
Go Godalming Association	Cllr Gordon-Smith		Report expected 20 December 2018	20/12/18	
Holloway Hill Sports Association	Cllr T Martin		Report expected 20 December 2018	20/12/18	
Godalming Museum Trust	Cllr Gordon-Smith		Report expected 17 January 2019	17/01/19	
St Mark's Community Initiative Group	Cllr Bolton		Report expected 17 January 2019	17/01/19	
Godalming Together CIC	Cllr Purkiss		Report expected 7 March 2019	07/01/19	
SALC	Cllr Cosser		Report expected 7 March 2019	07/01/19	
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019	11/04/19	
District Scout Council	Cllr Wheatley		Report expected 11 April 2019	11/04/19	
Fairtrade Steering Group	Cllr Wheatley		Report expected 23 May 2019	23/05/19	
Farncombe Day Centre	Cllr Gray		Report expected 23 May 2019	23/05/19	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Annual Town Meeting	Thursday, 19 April 2018
St John's Spring Fair	Saturday, 5 May 2018
Farmers' Market	Saturday, 28 April 2018
Annual Council/Mayor Making	Thursday, 10 May 2018
Godalming Run	Sunday, 13 May 2018
Farmers' Market	Saturday, 26 May 2018
Town Show & Carnival	Saturday, 2 June 2018
Mayor's Civic Service	To be confirmed
Farmers' Market	Saturday, 30 June 2018
Summer Food Festival	Saturday, 7 July 2018
Farmers' Market	Saturday, 28 July 2018
Staycation	Saturday, 4–Sunday, 12 August 2018
Farmers' Market	Saturday, 25 August 2018
Farmers' Market	Saturday, 29 September 2018
Farmers' Market	Saturday, 27 October 2018
Godalming Fireworks	Friday, 2 November 2018
Remembrance Sunday	Sunday, 11 November 2018
Christmas Festival & Light Switch-On	Saturday, 24 November 2018
Blessing of the Crib and Carol Service	Saturday, 8 December 2018
Mayor's Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019

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Tel 01483 414093

email mcilwraithrichard@gmail.com

4 April 2018

By email and by hand (letter only)

Dear Mr Jeffrey,

re Marshall Road cycle path – Section 106 money

I am writing to you on behalf of the Godalming Cycle Campaign to ask Godalming Town Council to recommend to Waverley Borough Council that the Section 106 money it currently holds be spent on building a cycle and pedestrian path linking Marshall Road to Summers Road / Farncombe Street, Farncombe.

I am attaching to the email version of this letter the Godalming cycle Campaign's document entitled ' Guildford to Godalming Greenway – Farncombe link '

On page 4 of the document paragraphs B07.05 / .06 detail the shared cycle/ footpath we would like to see built.

There is currently a footpath only linking Marshall Road to Summers Road/ Farncombe Street and the proposal is that this be widened by one metre into the railway embankment to create the foot and cycle path.

Members of the Town Council may be aware that a similar scheme was recently completed at the other end of Marshall Road where a footpath has been widened into a cycle and footpath linking Meadow and Marshall Road by purchasing a strip of land belonging to Jewson's builders merchants.

Indeed, I understand Councillor Cosser was the main instigator in getting this built.

These 2 Cycle/ footpaths are designed to link into the Guildford to Godalming Greenway giving a safe off road cycle and pedestrian route from Farncombe and Binscombe through to Godalming High Street and

we hope that in the long term that will see a considerable increase in Farncombe and Binscombe residents cycling and walking in safety and peace instead of using their cars to get to the centre of Godalming which will reduce congestion on the roads in Godalming.

I understand my colleague Martyn Sandford has sent you full details of the Guildford to Godalming Greenway project and understand plans are afoot for the Godalming Cycle Campaign to address the Town Council on this project in the near future.

We believe there are excellent prospects that this cycle/footpath will be built as we have a copy of a draft agreement entered into between Network Rail who own the railway embankment and Sustrans who are the national charity building cycle paths. Under the agreement Network Rail allows Sustrans to build the cycle path on the embankment. The document appears to have been created in 2006 however the cycle/foot path was never built and we are in correspondence with both parties to establish the current status of that agreement and can report back on this to the Town Council if they would like further information.

You will see from the enclosed document that we estimate the total cost of building this cycle foot path is between £10,000 and £50,000 and that is our best estimate and the people who will have a better idea of the likely cost will be Sustrans or Surrey County Council who will carry out the actual building.

We are assuming that the Section 106 funds that Waverley currently holds will not be sufficient to cover the whole cost of building the path even if all the funds were used for this purpose. We anticipate that this project, like many others will be sourced from a variety of different sources over an extended period of time.

For example we are also making representations to Surrey County Council who hold further Section 106 funds and we are hopeful that both Sustrans and Surrey County Council will be able to come up with funds from their own building budgets over time to complete the funds needed.

We would like to ask Godalming Town Council to recommend allocating the maximum amount possible to the building of the cycle footpath.

Please don't hesitate to contact me if you would like any further information.

Thanks for your help,

yours sincerely,

Richard McIlwraith

Godalming Cycle Campaign

Enclosure : Farncombe Link

A Guildford to Godalming Greenway

- Farncombe Link

The table to the right, shows the codes have been used to indicate that *Current State* of the route. Note that only the physical condition of the path is assessed, i.e., its current availability to the public for walking and/or cycling is not considered. Roadside paths that currently have only footway status and some paths across land that is not in public ownership may rate Green or Amber because they have good potential for greenway use.

Colour Code	Current State
Green	Good surface and reasonable width
Amber	Poor quality requiring improvement
Red	Well below standard or non-existent

Indicative Costs are provided to give an idea of the scale of development required to bring the route to an acceptable standard. They are very tentative and will require revision during the feasibility investigation for each development. They are quoted in bands as shown in the table to the right.

Cost Bands (£)
< 1k
1k - 10k
10k - 50k
50k - 100k
> 100k

Link 07 – To Farncombe Village and train station

From the spine route near the Meadow/Chalk Road roundabout this links to Farncombe Village and train station. From here there are quieter, residential roads serving the population of Farncombe and Binscombe.

Why is this link important?

This branch is an essential part of the proposed greenway network. By linking into the Guildford to Godalming spine, it will serve the important role of joining Farncombe and Godalming. The distance between these two centres is just one mile yet often people choose to drive between them rather than walk or cycle. Anecdotal evidence suggests that the busy roads and road crossings deter people from walking and cycling.

The provision of a greenway route will encourage people to try alternative modes of travel, reducing pollution and congestion and improving health. It will provide an attractive route for people to get from their homes to shops, schools, train-stations and local leisure facilities.



The proposed route capitalises on the excellent link that has been established alongside Jewsons between Chalk Road and Marshall Road by improving the remaining Godalming to Farncombe route.



At the Godalming end, a new bridge over Hells Ditch is proposed which will join the Guildford to Godalming spine to the Marshall Road link via a shared-use crossing of Meadow. The crossing will also benefit children and parents travelling to and from Godalming Junior School which is close by.

Towards Farncombe, Marshall Road provides a relatively quiet and well surfaced route almost to Farncombe Village. At the Farncombe end of Marshall Road, a short section of footpath requires upgrading to complete the link to the level-crossing. From here shops and the station are all easily accessible and onward travel to Broadwater and Binscombe is easy.



Units of Work - Link 07 – To Farncombe Village and train station

Map Ref.	Issue/Opportunity	Proposal	Photos	Current State	Indicative Cost
B07.01	A small section of open space to the east of Meadow presents an opportunity to link the spine route in Catteshall Meadow to a Farncombe path.	Construct a shared-use path and bridge to connect the spine route to Meadow.		Red	>100k
B07.02 to B07.03	The Chalk Road-Marshall Road link is currently disconnected from Godalming by an intimidating roundabout and busy roads.	Construct crossings and a realign the road-side path.		Red	50k-100k
B07.03 to B07.04	Shared-use pathway exists from Chalk Road to Marshall Road.	No action required		Green	

B07.04 to B07.05	Marshall Road is a quiet, residential road suitable for walking and cycling.	No action required.		Green	
B07.05 to B07.06	The kerb prevents cycle access to the pathway which is too narrow even for its current use as a footway.	Drop the kerb and provide markings to guide cycle access. Widen the path to provide shared-use using land adjacent to railway.		Red	10k-50k
B07.06	Street furniture restricts access where the path joins Farncombe Street adjacent to the level-crossing. The level-crossing and access to the rail-station are not designed with pedestrian or cyclist safety in mind.	Relocate the rubbish bin and post carrying the level-crossing stop lights. Adjust road markings to indicate cycle turn-in/out. Improve the level-crossing road layout and station access for pedestrians and cyclists.		Red	1k-10k



Anti-Vandal Ruby Bus Shelter

Excl. Tax: **£2,500.00**

Incl. Tax: **£3,000.00**

IN STOCK



Product Options

Shelter Size (Any One)

3000mm + **£0.00**

4305mm L + **£545.00**

5610mm L + **£985.00**

Steel Panels (Any One)

Rear Panels Only + **£0.00**

Rear & Side Panels + **£295.00**

RAL Colour Code

1023 Traffic Yellow + **£0.00**

3000 Flame Red + **£0.00**

5002 Ultramarine Blue + **£0.00**

5017 Traffic Blue + **£0.00**

6005 Moss Green + **£0.00**

7015 Slate Grey + **£0.00**

6024 Traffic Green + **£0.00**

9005 Jet Black + **£0.00**

9010 Pure White + **£0.00**

Custom Colour + **£200.00**

Custom Colour + **£0.00**

Bin (Any One)

None + £0.00

Bin: Mounted to frame + £135.00

Bolts Pack - Fixing and Assembly (Any One)

None + £0.00

Bolts Pack - Fixing and Assembly + £40.00

Details

This Anti-Vandal Ruby Shelter is a heavy duty shelter based on the robust construction of our standard Ruby Shelter. With vandalism on the rise we have designed this shelter so that the back and side panels can be galvanised and powder coated steel sheets. Shelter Specification 1365mm Roof width x 2480mm Tip Roof Height 3x standard lengths (others available on request) - 2-5 person capacity: 3000mm L

- 5-7 person capacity: 4305mm L

- 7-9 person capacity: 5610mm L Roof: 6mm dimmed polycarbonate curved Glazing: Galvanised and Powder Coated Steel Sheet Seating: Timber planked bench with back support as standard (Steel or Injected plastic seating also available on request) Choice of steel back or complete steel (back and sides) Delivery time

Typical delivery time: 4 weeks

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a 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 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 Interest	Non-Pecuniary Interest	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 non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.