

## 8. Farncombe Village Sign – installed 2014



## 9. Town Bridge Signs

Two in number – each side of the bridge. These are not in the Town Council's ownership but require restoration as part of the town's heritage and no authority other than GTC is likely to undertake this work.



## Fingerposts

There are numerous finger posts in the town centre and while none are in the Town Council's ownership GTC has been maintaining them and occasionally adding finger posts since 2011.



### 10. Fingerposts on Flambards Way near Homebase

The "Police Station" fingerpost needs removing



### 11. Fingerposts in Crown Court car park near The Jack Phillips



**12. Fingerposts in Crown Court/High Street (on a lamp column)**



**12a. Fingerposts in Crown Court/High Street detail showing that incorrect fittings have been used on a lamp column**





13. Fingerposts High Street junction with Great George St



14. Fingerposts Pepperpot



15. Fingerposts Church Street



**16. Fingerpost High Street near Red Lion**



**16a. Fingerpost High Street near Red Lion detail showing correct clamp fitting on a lamp column**



## Audit of other assets in the Public Realm

### Gates

This is not an exhaustive list of the Town Council's gates but is the most significant



**1. First of two oak gates at Meadow allotments** believed to have been installed in the period 2000-2005 (uniquely amongst allotment gates these are specifically listed in the Town Council's asset register). This gate is in good condition.



**2. Second of two oak gates at Meadow allotments** believed to have been installed in the period 2000-2005. This gate is in good condition.





### 3. Gate at Old Drift Way – by Godalming United Church

Installed October 2016 this gate is in very good condition



### 4. High Street Barrier

Not in Godalming Town Council's ownership but in GTC's control as GTC is the only user of the gate (for road closures for community events). The gate is in good condition.

## Other Features



### 5. Cycle racks High Street (outside Fatface)

Installed in 2015 as part of a Godalming Together CIC street enhancement initiative. These racks are in good condition (and are used regularly).





### **6. Feature – Zoe’s Garden Upper High Street**

Not in Godalming Town Council’s ownership but GTC has undertaken significant work maintaining and tidying the area. A bench has been replaced (see Audit of Benches) a litter bin installed and the pavours all replaced. In due course (within the next 5 years the railings will need painting)



### **7. Feature – shelter at end of Queen St on Flambards Way**

In the absence of any other authority prepared to do the work GTC has replaced missing tiles on this structure which remains in good condition as a result.







### **8. Lamp column outside GTC offices**

In GTC's ownership (a gift from Mayen) this column is in sound condition



### **9. Tree & planter in Farncombe Street**

Installed in October 2016 by the Farncombe Initiative this planter is in good condition.

# Highways Localism

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# A Partnership with Surrey County Council, Local Councils, Residents Associations, Voluntary Groups and Other Community Organisations

## The Highway Localism offer

Surrey County Council has a vision to conserve and enhance the character of the county, retaining the attractive towns, villages and countryside.

There is an opportunity for increased local influence and involvement in achieving this vision through making use of the highways budgets available to Local Committees.

This document gives more information on what parish and town councils and other local organisations can do to be part of this. Local groups other than parish and town councils will need to demonstrate that they have the status to take out an agreement for their organisation in order to take this work forward.

Minor Highways tasks may be 'one-off jobs or might require the employment a 'lengthsman'. The **lengthsman** should be either:

- Self-employed with relevant experience in this type of work, or
- Directly employed by the local council or organisation

They must have:

- A minimum of £5million **Public Liability Insurance**.
- **Relevant training and experience**. Information on required training will be provided.
- Their own **transport and equipment** to undertake any of the activities they are being asked to.

The lengthsman hours/ month in the area should be discussed between the administering body and the lengthsman.

### Activities that *could* be undertaken are:

- Sign cleaning (non-illuminated)
- Cutting back overgrown vegetation – e.g. overhanging the footway or overgrowing a sign
- Management of epicormic tree growth (growth at the base of trees)
- Work on rights of way (see Path Warden Scheme below)
- Graffiti removal, if on county property
- Fly posting removal, if on county property
- Minor ditch maintenance, keeping gullies clear of leaves etc to deal with surface water flooding

### Activities that *cannot* be undertaken are:

- Maintenance of streetlighting or illuminated signs or bollards
- Arboriculture (tree maintenance)
- Any excavation of the highway, footpaths or verges that requires the highway service plans or searches for utilities such as telephone cables, pipes etc
- Work on roads that would require a road or lane closures and where the speed limit is greater than 40mph

### Responsibilities

The **lengthsman** is responsible for:

- Undertaking the work programme provided by the administering parish or other body
- Providing reports on the completion or status of the jobs comprising the work programme, including reasons why jobs could not be completed and if it has been rescheduled
- Maintenance of all equipment they would need to complete the tasks requested
- The health and safety of themselves (or employee if a company) when travelling to and undertaking any work
- Attending any meetings requested by the administering parish, other body or the county council  
Organising appropriate training for themselves or staff such as use of a chainsaw or safe use/

handling of herbicide, and making sure they undertake the work in accordance of appropriate legislation

- Maintaining the required £5million Public Liability Insurance for as long as they have the position
- Reporting any urgent highway defects directly to the county council

The **local council, other organisation or lead body** (if administering for more than one area) is responsible for:

- Hiring the lengthsman /men, making sure that they are capable of undertaking the work required
- Arranging and monitoring of the works programme, including maintaining a record of completed work
- Providing the works programme to a nominated county council officer, so as to avoid duplication of work and better coordination
- Arranging for payment of invoices on completion of work or on a weekly/monthly hour rate basis
- Arranging any meetings required
- Reporting any highways defects to the county council if informed by the Lengthsman in the course of their work
- Obtaining the agreement from any other groups for you to administer the Lengthsman scheme on their behalf
- Producing an annual audit to be given to the county council at the end of the financial year

The **county council** is responsible for:

- Arranging for the payment to the local council, residents association or other organisation
- Providing any useful information to the local council, residents association or other organisation
- Working with the relevant party to make sure that the work undertaken is sufficient in quantity and standard

### **Public Rights of Way and the Path Warden Scheme**

The County Council's Countryside Access Team is keen to support parish/town councils who are interested in carrying out work on their local rights of way network. Work can be carried out directly by the parish council under their maintenance powers in conjunction with the county council or by utilising volunteers either working directly for the parish or under the County Council's Volunteer Path Warden Scheme, where individuals can undertake minor maintenance work on rights of way. Training, support and advice are available to set up parish volunteer groups and/or to individuals who sign up to the warden scheme. This is an opportunity for parishes to become more involved in rights of way in their area, with the potential to get funding for volunteers' work or use a lengthsman in the way outlined above. An improved web-based reporting system for rights of way problems and a parish guide to rights of way are scheduled for the future.

If you are proposing to carry out work on public rights of way as part of the scheme, would like support setting up a volunteer group or interested in the Path Warden Scheme, please contact the Countryside Access Team: [rightsofway@surreycc.gov.uk](mailto:rightsofway@surreycc.gov.uk).

### **Taking offers forward**

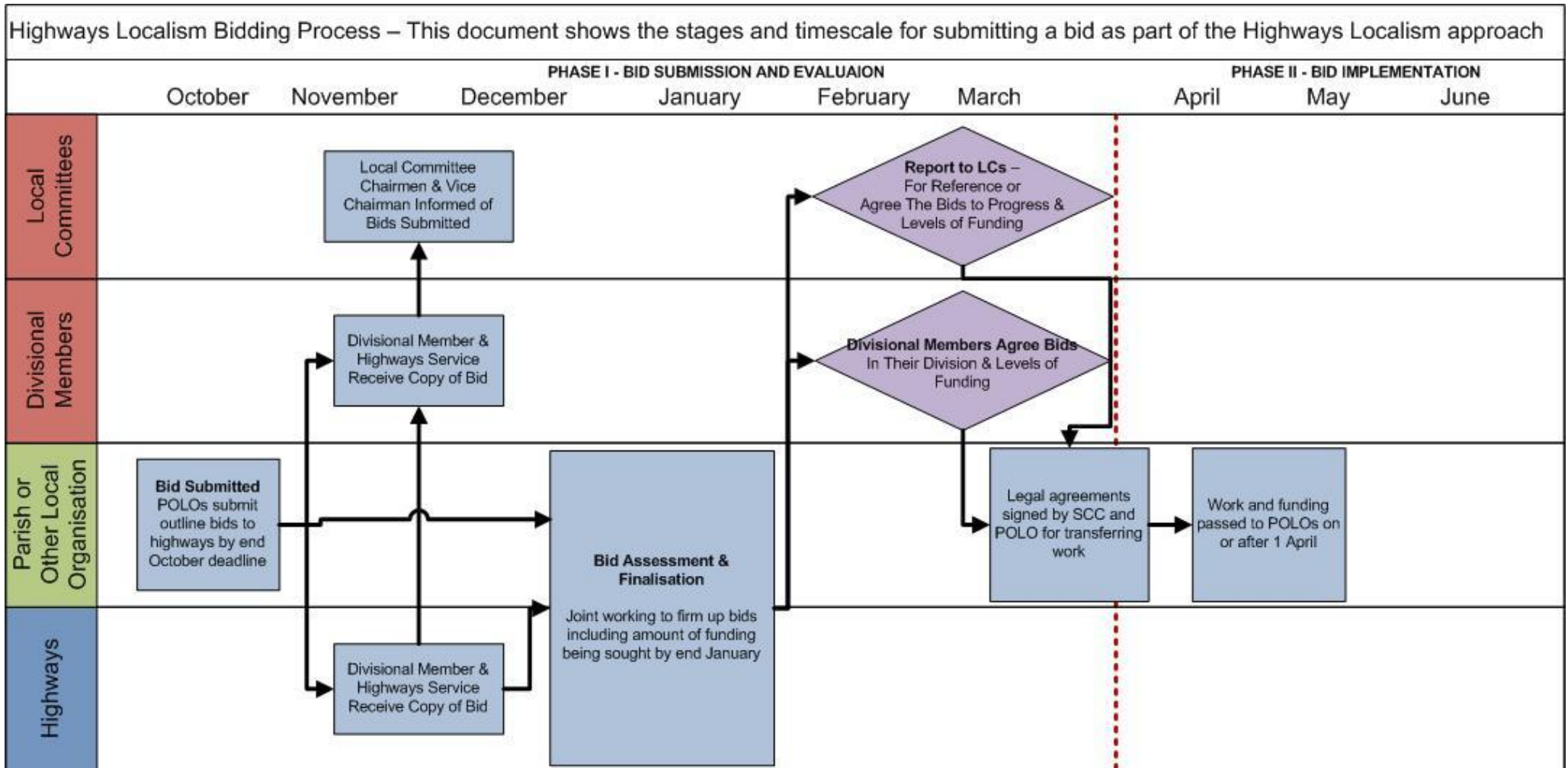
A key step for interested local organisations is to engage with the county councillor for the area to see if they would like to play a sponsoring role where local committee funding is being sought.

**Please complete the bid form and return it to [highwayslocalism@surreycc.gov.uk](mailto:highwayslocalism@surreycc.gov.uk) and your county councillor (details for Surrey County Councillors are available [here](#)).**

Once you have submitted your bid - it will be checked and agreed by officers in the Highways Service before being formally agreed by the Divisional Member or Local Committee.



# Highways Localism Bidding Process



## Some Localism Options to choose from

COUNTY COUNCIL	DISTRICT / BOROUGH COUNCILS	PARISH/ TOWN COUNCILS
Examples of work that might be undertaken by the parish/ town council or other local organisation that is currently done by Surrey County Council.		
<p><b>Highway Minor Works:</b></p> <ul style="list-style-type: none"> <li>■ Removal of soil/detritus</li> <li>■ Cutting back vegetation overhanging the road or footway</li> <li>■ Clearing footways of weeds/moss</li> <li>■ Removing vegetation from parapets or fences.</li> <li>■ Highway grass cutting and strimming around posts</li> <li>■ Reporting defects</li> </ul> <p><b>Signs, excluding street name plates (including reflector posts):</b></p> <ul style="list-style-type: none"> <li>■ Cleaning</li> <li>■ Minor repairs</li> </ul> <p><b>Drainage:</b></p> <ul style="list-style-type: none"> <li>■ Localised ditching</li> <li>■ Cleaning channels</li> </ul>	<p><b>Environmental:</b></p> <ul style="list-style-type: none"> <li>■ Sweeping</li> <li>■ Litter clearance</li> <li>■ Removal of fly-posting</li> <li>■ Land drainage (not highway)</li> <li>■ Graffiti/unauthorised sign removal</li> <li>■ Street name plates cleaning and repair</li> <li>■ Repair of street furniture including litter bins, benches, bus stops</li> <li>■ Reporting</li> <li>■ Grass cutting</li> </ul>	<p><b>Community:</b></p> <ul style="list-style-type: none"> <li>■ 'Eyes and ears' for public open spaces, public rights of way, play areas, playing fields, associated fences, styles etc.</li> <li>■ Acting as eyes and ears for the community regarding vulnerable parishioners and anti social behaviour such as noise, car crime etc.</li> <li>■ Reporting</li> </ul>

Due to the health and safety implications the work carried out by parish / town councils and other organisations will *not* undertake cleaning, repair or any work on:

- Street Lighting
- Illuminated signs and bollards (i.e. any street furniture with an electrical connection)
- The live road, and,
- Patching and structural repairs (no excavation due to possibility of underground apparatus)
- Emergency call-outs to highway incidents.



# Highway services – what are they?

## SCC LOCAL HIGHWAY SERVICES

- Emergency response to incidents on the Highway
- Flooded Roads
- Highway Hedge trimming
- Licences for works on the highway
- Resurfacing and surface dressing
- Regulation of activities on the public highway
- Road Drains (Gully emptying and highway drainage systems)
- Road and footway maintenance (day to day repairs)
- Road and footway repairs (larger planned maintenance schemes)
- Road opening licences
- Road markings maintenance (white and yellow lines)
- Sign repairs and cleaning
- Vegetation encroachment on the highway
- Verge grass cutting in rural areas
- Visibility grass cutting in rural areas
- Weed control
- Salt bin filling
- Section 38 Highway Agreements & Road adoptions
- Utility Company coordination of highway works
- Winter Maintenance salting of the roads

## WIDER SURREY COUNTY COUNCIL RELATED SERVICES

- Street Lighting
- Status of roads, searches
- Development Control Policy
- Development Control Highway financial Contributions
- School Transport
- Safety Engineering
- Road Safety team
- Traffic Lights and Information systems
- Transport Policy

## TRAFFIC MANAGEMENT

- Banned turns
- Bus Lanes
- Bus Stops
- Cycle Routes
- Diversions
- Guard Rails
- New advisory and regulatory signs
- New Direction Signs
- New Road markings
- One Way Streets
- Pedestrian Crossings
- Pedestrian Zones
- Residents parking schemes
- Speed Limits
- Street Name Plates
- Temporary Road Closures.
- Traffic Calming
- Traffic Regulation Orders
- Waiting Restrictions

## DRAINAGE

- Land drainage advice
- Flood protection & alleviation

## Health and safety guidance for employing a 'Lengthsman' or other contractor

All companies should have a **Health and Safety Policy and guidance for staff**. You should ask for a copy of this as part of the process to let the contract.

The Highways Localism work requires that any Health and Safety Policy also consider members of the public, such as pedestrians and road users, and not just employees or sub-contracted staff.

This should be checked and confirmed with the contractor before you agree the contract with them.

The local council, residents association or other group has a **responsibility to monitor the Health and Safety practices of the contractor**. This means that -

- you have the power to stop them from working if you think it is unsafe or not meeting their Health and Safety Policy or guidance
- you are not responsible for payment of any 'time lost' rectifying the unsafe working conditions
- you need to remind the contractor to keep their policy, risk assessments etc up to date.

Where traffic management is required for implementation of the works, the Surrey County Council Streetworks Team ([streetworks@surreycc.gov.uk](mailto:streetworks@surreycc.gov.uk)) will need to be contacted to agree times and dates of the work.

For more information on Health and Safety either talk with your local Highways officer, for the use of volunteers please refer to the guidance from the Countryside Group. For the Rights of Way leaflet please email [rightsofway@surreycc.gov.uk](mailto:rightsofway@surreycc.gov.uk).



## Insurance and Training Requirements for the Highways Localism Scheme

### Public Liability Insurance and Highways Localism

- All organisations should have cover for at least £5m public liability.
- Costs of this insurance can vary from organisation to organisation
- Information and advice on public liability and other insurance has been shared at events run by SALC (Surrey Association of Local Councils).
- Public Liability Insurers such as Came and Company, who insure a number of parishes in Surrey, can be found online.

## Training Required to Work on the Highway

### NRSWA training and accreditation –

- **Training costs** may be funded up to £200/ successful bid, with a repayment of this cost if the trainee leaves within one year of being trained, or a 50% repayment of this cost if the trainee leaves within 2 years.
- A contractor or organisation responsible for working on the highway will require staff to **have NRSWA (New Roads & Street works Act) training and accreditation**. This is valid for 5 years.
- **The appropriate modules are**
  - Operative Unit 02 - Signing, lighting and guarding and
  - Supervisor Unit 10 - Monitoring signing, lighting and guarding.These are stand alone courses in their own right. **Re-accreditation is required within five years.**
- The workers will be required to have Operatives NRSWA training and accreditation and supervisors will be required to have Supervisors NRSWA training and accreditation.
- **At each site there must be at least one person with valid Operatives training accreditation at all times.**
- The specific training and accreditation required is for the modules listed above - **the signing, lighting and guarding of roadworks**. Other modules are not applicable.
- NRSWA accreditation is required for **any excavation and reinstatement in the Highway**, including works on the verge e.g. erecting posts/bollards/railings or for ditching works.
- **Accredited training courses are widely available with a 1 to 2 day specific module on signing, lighting and guarding.** A contractor should be able to get up to speed by next April provided all appropriate employees complete the accredited training courses, including passing the examinations.

## Criteria for bid assessment

A bid may be more favourable in the following circumstances -

### **1. Where 'value for money' is achieved through the proposal**

This might be where a proposal can be demonstrated to be cost efficient, adding value and offering greater efficiencies than other options.

### **2. Partnership working with the county council**

This would be where the bidder is already, or has previously been, working with the county council, in some capacity. For example:

- Being part of a local flood forum
- Already undertaking work for the county council

### **3. Partnership working with other organisations**

Are two or more groups joining together to administer the lengthsmen? A higher amount of work can keep administrative costs and time down if partners are working in a group.

### **4. Matched funding eg:**

- 50 / 50 match – where a bid for funding will be equally matched by the bidder
- Co-funded – where the bidder puts some funding into the scheme
- Over and above – where the bidder states that they will pay for any extra work; or work required to complete the scheme or function; if and when the funding from the bid has been spent.

**(In these instances the amount of funding being put forward by the bidder should be stated on the bidding form, even if an approximation)**



### Funding Arrangements, Financial Reporting and Work Monitoring

#### Funding Arrangements

Funding will be by **Grant payment** in advance of the scheme starting.

If your bid is agreed you will need to supply

- your bank account details
- confirmation of who will be administering the scheme (the parish clerk for instance).

A **Grant Funding Agreement** (GFA) form will need to be signed by all parties. The county council will then arrange for the payment to be made directly into the account specified by BACS.

#### Financial Reporting and Work Monitoring

There is a **reporting form** to return as part of this Information Pack. This reporting form has been kept as simple as possible; it focuses on 'how are things going'? You need to complete this form during the year –

- approximately 6 months into the scheme - indicating how much of the funding has been spent and whether you will be able to spend all the funding by the end of the financial year.
- at the end of the scheme - towards the end of the financial year, giving feedback on how the work has gone.

The reporting form will make up part of a report **to the relevant Local Committee**. Therefore it may need to be submitted in advance of the timeframe given above.

The form should be sent to -

- relevant Highways officers
- [highwayslocalism@surreycc.gov.uk](mailto:highwayslocalism@surreycc.gov.uk)
- your local county councillor

## Frequently Asked Questions.

### **What are the timeframes for this initiative?**

*Bids need to be submitted in the autumn to carry out the work from April the following year. They may take a little while to explore, share with Highways and the county member and finalise, so early conversations are an advantage.*

### **What funding is there available?**

*Budgets for Localism projects are agreed by the local committees early in the new year. These are often based on the value of bids received prior to the meeting so it is important to contact your county councillor as soon as possible.*

### **How should a county councillor be involved in this process?**

*The local county councillor is key to this process – to champion a proposal from a local organisation and support it through to agreement if appropriate. The local county councillor should be approached at the beginning of the process and may be involved in discussions as the bid is developed with Highways and the local organisation.*

### **When should I talk to Highways officers about this process?**

*At the early stages and then throughout, so that the bid is realistic, fits with existing services and all necessary health and safety and training requirements are met. Once the process is agreed and in place, the Highways team at the local level (Community Highways Officer) should be aware of how the work is progressing and any possible issues.*

### **We are a residents group – can we also apply?**

*If you are a formally established local organisation, with a group bank account then get in touch with us on [highwayslocalism@surreycc.gov.uk](mailto:highwayslocalism@surreycc.gov.uk) and we can explore how you might be able to get involved in helping to carry out Highways tasks in your local area.*

### **Can we use our existing contractors?**

*Yes you may wish to use an existing contractor if they are able to do the work and it is good value for money. They will need to meet health and safety, insurance and training requirements.*

### **Can we use this money to be trained?**

*If you/ your contractor need specific training to carry out the work (see separate information sheet), you may apply for support in paying for this. There are some conditions to this financial support. Highways officers can advise.*

### **Can we use volunteers for this work?**

*Yes, but they would need to meet all health and safety, insurance and training requirements. Highways officers can advise.*

### **Is it better if we do this work with our neighbouring parishes?**

*If you are a small parish council, it may be worth sharing the work across neighbouring parishes as the administrative work can be shared, the support from other parishes may help you resolve any problems, you may get better value for money. There are models to look at/ talk to in Surrey if you need more information. Contact the [highwayslocalism@surreycc.gov.uk](mailto:highwayslocalism@surreycc.gov.uk) email address for more advice.*

**We don't have much money, will we need to put our own funding in?**

*Providing some of your own funding may be considered positively by the county council members.*

**Does this mean Surrey County Council will stop doing some jobs?**

*Unless the bid proposal is to take on a key area of Surrey County Council Highways work (eg Lingfield Hub Grass Cutting arrangements), the council will continue to carry out county council work, with the parish council taking on some additional/ enhanced work eg vegetation clearing, cleaning signs.*

**Do I need to fill in lots of complicated forms?**

*No – we have tried to keep the forms and processes as simple as possible. There is an application form, the Grant Funding Agreement to be signed, a monitoring form after 6 months, and a requirement to give feedback at the end of the year.*

**What monitoring are we required to do?**

*As the work is underway you will need to monitor it throughout, liaising with the local Highways team if needed. There is a six month monitoring form to return and feedback at the end of the year.*

**What are our responsibilities if we are a lead parish for the group?**

*You will be taking the lead on managing the scheme for the group of parishes, so for example managing the work of a contractor, monitoring, reviewing delivery, coordinating any issues and communicating with the parishes in the group and Highways, setting up any meetings as required. It may be that some of this work can be shared with the other parishes from the start.*

**Who is responsible for risk assessments?**

*The contractor will need to have assessed the risks and act accordingly. As the employing organisation you would need to make sure this happened. If you are doing the work, this will be your responsibility.*

**I don't understand parts of the Grant Funding Agreement (GFA), is there someone I can talk to who can explain it?**

*This document was written by the Surrey Association of Local Councils (SALC) and Surrey County Council together. We have tried to keep it as simple as possible. If need to talk to someone about it, try contacting Anne Bott, Assistant Director at SALC on [annemareebott@hotmail.co.uk](mailto:annemareebott@hotmail.co.uk) 07515 892443.*

**What happens if we can't get some of the jobs done?**

*Talk to the local Highways officers as soon as you think there may be a problem. If the issue cannot be rectified and the tasks continue to be outstanding, there may be a need to return some funding.*

**Will there be money in the future, this doesn't seem enough and we are keen to do more?**

*This initiative is in the early stages and will be monitored to see how much interest there is in the work and how much funding might therefore be considered for the future.*



## Communities Initiative Group CIG

### St Marks Community Centre

The CIG includes representatives from SCC, WBC, the town council, St Marks Community Centre and church, local groups active in the community and local residents. It meets regularly, usually every two months.

It acts as a sounding board for local residents and relays concerns to council officers. It receives updates about changes in the community, particularly the housing developments on Ockford Ridge. It prepares a community newsletter distributed to residents on Ockford Ridge and Aarons Hill.

The CIG organises a variety of events and community days including a spring, summer and Christmas community day and fair, hosted an open day for WBC to show plans for the new housing, and prepared an “in kind” list of projects for the Site D building contractor.

The CIG has applied for and been successful in obtaining lottery funding from the following:

- a) Peoples Health Trust: this is an ongoing project to firstly survey residents’ health needs, and secondly develop activities and events for the community. The national funding is targeted at areas of poor health. Residents will be setting up a Facebook page to gather views, a questionnaire will be mailed out and a door to door campaign will take place.
- b) GOLO: funds have been obtained for the Busy Bees toddlers group in order to purchase toys.

The CIG supports a food bank which is actively used throughout the year

It also supported Roots for the Future, a tree planting event. The Centre was opened on a Sunday for a presentation and hot refreshments. The event was also financially supported by the town council and the Mayor attended the event.

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

1. Name of Voluntary Organisation - 1254 (Godalming) Squadron Air Training Corps
2. Contact Name, Address and Telephone Number

Mr Andy Brittain  
Chairman  
Air Cadet Training Hut  
Hallam Road  
Godalming  
Surrey  
GU7 3HW  
07768 853463

3. Details of Organisation; is it

- a) A Charity? Yes
- b) ~~A Trust?~~
- e) ~~A Private Limited Company?~~
- d) Affiliated to any National Body? Yes
- e) ~~Any other official registration?~~

4. What are the aims and objectives of the Organisation?

The 3 main aims of the Air Training Corps are:

- Promote and encourage a practical interest in aviation and the Royal Air Force among young people.
- Provide training which will be useful in the Services and civilian life.
- Encourage the spirit of adventure and develop qualities of leadership and good citizenship.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.

No \_\_\_\_\_

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6. Please state size of membership and annual subscription levels of Organisation.

The Squadron has cadets from a variety of backgrounds between the ages of 12 and 18. We currently have 31 cadets with a further 15 new recruits joining on 17<sup>th</sup> January 2017.

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.

The Squadron has no requirement from our headquarters for an annual report. We are currently saving and raising money to get a mini bus and do plan to create a PC based flight simulator (if funding is awarded by the Godalming Community fund) early in the new year.

Godalming Air Cadets is one of around 900 Squadron's in the UK and 25 from Surrey. Some of the activities are provided by the Royal Air Force and others at a more local level. Our cadets have been very busy over the last year and have taken part in the following activities:

- ATC Sunday Parade - February 2016
- Junior NCO Leadership Course - March 2016
- Wing Shooting - March 2016
- South Downs (orienteering) competition - April 2016
- Crowborough Adventure Training Camp - April 2016
- Weapons Training – Longmoor - May 2016
- Surrey Wing 5a Side competition - May 2016
- Surrey Wing Athletics - May 2016
- Godalming Town Show - June 2016
- Isle of Wight Camp - July 2016
  - Including D of E bronze
  - Including basic cadet training
  
- RIAT Flying Camp - July 2016
- Archery in Farnham - August 2016
- Capel Curig Adventure Camp - August 2016
  
- Summer Camps at the following RAF Stations
  - RAF Marham - August 2016
  - RAF Boulmer - July 2016
  - RAF Wittering - July 2016
  - RAF Shawbury - August 2016
  
- 75<sup>th</sup> Anniversary of 1254 & ATC - September 2016
- Battle of Britain Parade Brookwood - September 2016
- Remembrance Day – Godalming - November 2016
- Surrey Wing Camp - October 2016
- Flying at RAF Boscombe Down - October 2016
- Flying at RAF Boscombe Down - December 2016
- Surrey Wing Cross Country - December 2016
- Youth First Aid Course - December 2016

We provide activities to provide all sports, shooting, flying, camping, Duke of Edinburgh award scheme, leadership courses, first aid, air shows and much more. Our training syllabus gives our cadets the opportunity to gain recognised industry qualifications in leadership and a BTEC in aviation studies.



9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

Due to the reduction in shooting, the ATC has embraced Archery as an alternative and competitive sport. Our staff are qualified in the same way as they are for shooting and cadets cannot take part unless they pass a safety test. The Squadron would like to purchase their own archery equipment so that this can be included in our training and activity programme. The use of archery equipment gives the Squadron more flexibility in where we can provide the activity and would not be limited to approved rifle ranges.

b) Specify	- Total Estimated Cost	£923.08
	- Amount already available	£0.00
	- Amount expected to be available at commencement	£923.08
	- Dates scheduled to commence and finish –	

We would anticipate all the equipment to be available from the supplier. A duration of 1 month from approval of funding.

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

<b>Body</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<hr/>		
None		

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

a) Amount £923.08

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

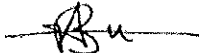
- Amount £ - No previous applications
- Date
- Project

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

1254 Squadron has cadets from Godalming and the surrounding villages. We pull from 4 different schools and provide a safe, disciplined and very structured environment for which the cadets can grow. Having our own archery equipment would mean all cadets now and in the future can learn and take part in a challenging and fun sport. The Squadron only managed one full day of archery in the last year and by having our own equipment we would be able to increase this to a full structured training course throughout the whole year. In the winter time, we would use the underground rifle range next to our hut and in the summer by arrangement with local farmers and archery clubs.

Archery is not about just firing arrows and the Squadron would use this to teach our cadets in a variety of skills including personal discipline, teamwork, independence, self-esteem and confidence.

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

Signed  Date 17<sup>th</sup> December 2016

Capacity in which signed Chairman

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings,  
Bridge Street, Godalming, Surrey, GU7 1HT.

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

Current AC Exp

1254 (Godalming) Squ ATC  
Accounts 2014-15  
Current AC - Expenditure

Bank Date	Voucher No	Payee	Cheque No	Cleared?	Amount	Bank charges/transfers	Allocation to sub-headings:	Cadot	Sport	Canteen	Insurance	Godalming Fair	Social & Fun-raising ATC Dinner	Engraving	Telephone	Equipment	Utilities and Other Payments Consumables	Postage	Donations	Activities
07.04.15			101077		123.40						123.40									
14.04.15		Center Insurance	101078	y	390.00															
11.05.15		Surrey Wing (Achoery)	101083	y	175.00															
11.05.15		Darren Jones	101081	y	75.75															
20.05.15		A. Brittain	101079	y	116.50											116.50				
20.05.15		C. Stewart	101080	y	9.96												9.96			
02.06.15		Godalming Round Table	101082	y	80.00															
02.06.16		Surrey Wing (Subs)	101084	y	684.00															
21.07.15		Motli8 (T-shirts)	101085	y	394.60															
19.08.15		A. Brittain	101088	y	164.47															
21.08.15		R. Hodgson	101086	y	22.99															
26.08.15		Motli8 (T-shirts)	BP	y	991.16															
23.10.15		A. Brittain	101089	y	48.47															
04.11.15		Motli8 (T-shirts)	101090	y	357.60															
29.11.15		Godalming Mesonic	BP	y	320.00															
03.12.15		A Brittain (for B Cooney)	BP	y	576.00															
16.01.16		D. Jones	BP	y	95.00															
16.01.16		Surrey Wing (Subs)	BP	y	441.00															
19.01.16		Unity Bank	BP	y	516.00															
22.02.16		A. Brittain	101094	y	184.33															
10.03.16		S. Hodgson	101093	y	35.00															
22.03.16		Center Insurance	BP	y	127.48															
					0.00															
					5908.71		516.00	1125.00	35.00	0.00	250.88	80.00	1177.99	12.50	392.54	1839.86	35.44	13.50	40.00	390.00

Check (Column totals)

(For other Expenditure, e.g. Canteen, Consumables etc, see also Alto cards)



1254 CowenAC inc ATC  
 Current AC - Income

Date	Subject	Total	Bank Interest	ATC Transfer	Consultants	Custom	Tabulators	Debitors	Fundraising	Sport	Club	ATC Dinner	Arbiters
01.03.15	Balance b/w/bk/Verdant	10204.45											
07.04.15	Transfer?	174.50											
13.05.15	Subs - Suddell	72.00				170.00							
15.05.15	Subs - Chiswell	19.50											
15.05.15	Subs - Wilson	100.00											
18.05.15	Subs - Hill	69.00											
18.05.15	Subs - Collins	69.00											
20.05.15	Subs - G Rowley	87.00											
21.05.15	Subs - Harris	19.50											
26.05.15	Subs - Joga	30.00											
05.05.15	Subs - H Wilson	82.00											
05.05.15	Caravan?	46.00				40.00							
05.05.15	Tickets	30.00											
19.05.15	Subs - Little	19.50				30.00							
03.07.15	Subs - Wood	82.00											
03.07.15	Subs - Cooper	26.00											
14.07.15	Subs - Phip	7.00											
03.06.15	Subs - Murphy	36.00											7.00
10.06.15	Subs - Fleming	82.00											
19.06.15	Subs - Whitehouse	82.00											
27.06.15	Subs - Ewden	35.00											
01.09.15	Subs - Little	19.50											
06.09.15	Subs - Swantonburgh	82.00											
24.07.15	Subs - Vingo (F50 Juice)	75.00				75.00							
19.10.15	293 Stuy (Mixed Forces day)	200.00											200.00
02.10.15	Subs - Reaney	45.00											
23.10.15	Subs - Reaney	23.50				26.00							
23.10.15	Subs - Reaney	46.50											
16.11.15	Subs - G Wilson	65.00											
03.12.15	Subs - Chiswell (Dinner?)	75.00											
07.12.15	Subs - Blairhouse	19.50											75.00
08.12.15	Subs - Collins	36.00											
17.12.15	Align (Dinner)	30.00											
07.01.16	Subs - Swantonburgh	82.00											
13.01.16	Subs - Swantonburgh	1136.54											1136.54
13.01.16	Subs - Swantonburgh	140.00											
13.01.16	Subs - Swantonburgh	142.48				142.48							
14.01.16	Subs - Swantonburgh	74.00											
14.01.16	Subs - Swantonburgh	82.00											
31.01.16	Align (Dinner x 2)	40.00											
07.02.16	Subs - Murphy	30.00											
24.02.16	Subs - Swantonburgh	85.00											
26.02.16	Subs - Fleming	21.00											
07.03.16	Subs - Swantonburgh	19.50											
09.03.16	Subs - Phip	62.00											
17.03.16		0.00											
17.03.16		1728.122	0.00	0.00	2430.00	787.66	229.00	586.10	0.00	0.00	0.00	350.00	1904.00

Check (Cash on hand) 7703.70  
 plus opening balance 19228.02  
 Total before expenses 17281.22





Deposit AC  
 1254 (Godalming) Sqn ATC  
 Accounts 2015-16  
 Deposit A/C

Date	Description	Debit	Credit	Balance
01.04.15	Bal brought fwd		6252.15	6252.15
04.06.15	Interest		.88	6253.03
04.09.15	Interest		.88	6253.91
04.12.15	Interest		.88	6254.79
04.03.16	Interest		.88	6255.67
31.03.15	Bal carried fwd	.00	6255.67	6255.67



Balance sheet

1254 (Godalming) Sqn ATC  
Accounts 2014-15  
Balance Sheet at 31 March 2015

Balance brought forward at 01.04.15	
Current a/c	10028.52
Deposit a/c	<u>6252.15</u>
Total	16280.67

Current a/c  
Income

Interest	0.00
A/C Transfers	0.00
Cadet subs	2426.00
Canteen	787.96
T-shirt sales	229.50
Donations	836.10
Fundraising	635.45
Sport	0.00
Camp	0.00
ATC Dinner	353.00
Activities	<u>1964.69</u>
Total Inc	7232.70

Current a/c  
Expenditure

Bank charges/transfers	516.00
Subs to Wing	1125.00
Sport	35.00
Canteen	0.00
Insurance	250.88
Godalming Fair	80.00
ATC Dinner	1177.99
Engraving	12.50
Telephone	392.54
Equipment	1839.86
Consumables	35.44
Postage	13.50
Donations	40.00
Activities	390.00
Total Exp	<u>5908.71</u>

Excess of Income over Expenditure	1323.99
C/A Balance carried forward	<u>11352.51</u>

C/A Balance carried forward	11352.51
Deposit a/c balance	<u>6255.67</u>

Calculated Total at HSBC Bank	17608.18
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Check:

Actual Current a/c at	31-Mar-16	11352.51
Actual Deposit a/c at	"	<u>6255.67</u>

Actual total at HSBC Bank	<u>17608.18</u>
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Unity Trust Bank balance	300.00
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Alto Card Bal	Hubbard	89.91
	Deacon	<u>340.67</u>
	Total	430.58

Total all accounts at 31 Mar 16	18338.76
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Unity Trust Bank  
 a/c 20251541  
 (feeds Alto pre-paid cards)

Date	Description	Debit	Credit	Balance
01.04.15	Balance brought forward			394.00
03.06.15	Alto top up (Hubbard)	300.00	394.00	94.00
03.06.15	Alto card closure x 2	10.00		84.00
20.01.16	from HSBC Current a/c		516.00	600.00
21.01.16	Alto 2 top up (Deacon)	300.00		300.00
31.03.16	Balance carried forward			300.00
	Totals	610.00	910.00	300.00

Unity Trust Bank  
 Alto Pro-paid Card a/c's

Date	Description	Debit	Credit	Balance
01.04.15	Balance brought forward		108.79	108.79
03.06.15	Transfer to Deacon	108.79		0.00
	A/C closed	108.79	108.79	0.00

Date	Description	Debit	Credit	Balance
01.04.15	Opening balance		131.27	131.27
03.06.15	Transfer to Deacon	131.27		0.00
	A/C closed	131.27	131.27	0.00

Date	Description	Debit	Credit	Balance
01.04.15	Opening balance		5.11	5.11
03.06.15	Transfer from Hodgson		108.79	113.90
03.06.15	Transfer from Rowley		131.27	245.17
05.06.15	Card lead fee	0.50		244.67
05.06.15	Card lead fee	0.50		244.17
10.11.15	H-P Ltd Bracknell	78.00		166.17
06.01.16	Afthrop Trampoline, Guildford	125.00		41.17
21.01.16	Transfer from Unity A/C		300.00	341.17
21.01.16	Card lead fee	0.50		340.67
31.03.16	Carried forward	204.50	545.17	340.67

Alto Card Payments Allocation

Bank charges	Sport	Canteen	Insurance	Godalming Fair	ATC Dinner	Engraving	Telephone	Equipment	Consumables	Postage	Donations	Activities
0.50												
0.50								78.00				125.00
1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.00	0.00	0.00	0.00	125.00
Total debit: 204.50												

Date	Description	Debit	Credit	Balance
03.06.15	A/C opened		300.00	300.00
10.06.15	Initial load		300.00	600.00
10.06.15	Card issue fee	6.00		594.00
30.07.15	Bishops sports	42.00		552.00
08.09.15	Fuel - Esso Hogs Back	23.50		528.50
10.09.15	Sainsburys Godalming	5.50		523.00
18.09.15	Charterhouse Club	30.00		493.00
28.09.15	Fuel - Esso Hogs Back	42.86		450.14
05.10.15	Wilco, Bordon	19.00		431.14
07.10.15	Fuel - Morrisons A'snot	31.79		399.35
28.10.15	Sainsburys Godalming	9.44		389.91
31.03.16	Carried forward	210.09	300.00	389.91

Bank charges	Sport	Canteen	Insurance	Godalming Fair	ATC Dinner	Engraving	Telephone	Equipment	Consumables	Postage	Donations	Activities
6.00								42.00				23.50
		5.50										30.00
		19.00										42.86
		9.44										31.79
6.00	0.00	33.94	0.00	0.00	0.00	0.00	0.00	42.00	0.00	0.00	0.00	128.15
Total debit: 210.09												
Total all cds: 414.59												

Total Alto card spend for year: 414.59

Total Balance at 31 March 16: 430.58

1254 (Godalming) Sqn ATC  
Budget 2017-18

Balance Brought forward £16,878

**Income**

Subs	£3,000	30 @ £100 per annum
Canteen	£800	
Clothing Sales	£300	Items sold to cadets at cost
Donations		
- Surrey Community Foundation	£2,000	Flight Simulator
- Godalming Borough Council	£923	
- Other	£2,000	
Fund Raising		
- Christmas Bag Packing	£1,500	
- Tangmere Cockpit	£600	
Sport	£300	
Camp	£300	
Dinners	£1,000	
Activities	£2,500	
Minibus sponsorship	£1,000	
<b>TOTAL</b>	<b>£16,223</b>	

**Expenditure**

Centor Insurance	£150
Surrey Wing Subs	£1,500
Canteen	£400
Clothing	£1,000
Minibus	
- Purchase	£17,000
- Servicing	£500
- Insurance	£800
Sport	£100
Camp	£100
Dinners	£500
Activities	£400
Telephone/Internet	£400
Consumables	£40
Postage	£20
Website	£300
Godalming Town Fair	£100
Equipment	£500
Bank Charges	£600
Remembrance Day Wreath	£60
<b>TOTAL</b>	<b>£24,470</b>

Income less Expenditure **(£8,247)**

**End of Year Balance £8,631**





## CONSTITUTION

1. **Definitions. No:1254 (Godalming) Squadron ATC**, shall accord the terms used in this document the following meanings:
  - a) The (Association or Squadron) Committee shall mean the Civilian Committee.
  - b) The Squadrons' Non-public Sports and Welfare Fund or "the Charity" shall mean the Squadron Civilian Committee Funds.
  - c) The authority for the management of the squadrons' non-public fund is vested in the Civilian Committee Trustees.
2. **Introduction.** All Air Training Corps Squadron Associations will be managed in accordance with the provisions of this Constitution.
3. **Purpose of the Squadron Association.** The purpose of the Squadron Association ('the Association') is to fully support the squadron commander to further the objects of the Air Training Corps ('the ATC') as contained in the Schedule to the Royal Warrant and as amended from time to time but in particular to support activities which foster the spirit of adventure amongst the squadron's cadets and develop their qualities of leadership and good citizenship.
4. **Squadron Funds.** The Association, through the auspices of its Committee, is responsible for the raising and management of funds for the squadron. These funds are known as the squadron non-public sports and welfare fund. This is a charitable fund and is often referred to in this document as the 'charity'. The fund is used primarily for the direct benefit of the squadron's cadets.
5. **The Association Committee.** The Association and its property shall be managed and administered by a committee comprising the three office holders and other members appointed in accordance with the Constitution. These office holders and other committee members are together called the "committee" in the Constitution. These individuals are trustees and holders in respect of the non-public fund. They do not have any responsibilities in respect of public funds. The responsibilities of trustees of squadron associations is contained in ACP 11, Chapter 5, para's 19 to 24.
6. **Eligibility for Membership of the Association.** Membership of the Association is open to individuals over 18 years of age drawn from any or all of the following:
  - a. Parents or Guardians of cadets serving in the squadron.
  - b. Current members of the Committee.
  - c. By invitation representatives of local companies or organisations within the community with an interest in youth.
  - d. By invitation representatives of the Local Education Authority, Police, Fire Ambulance and other organisations concerned with youth and citizenship training who have indicated that they wish to support the activities of the squadron.
  - e. Invited individuals experienced in working with young people.
  - f. A member of the local RAFA Branch Committee.



## CONSTITUTION

- g. The Wing Chairman.

Parents of current cadets together with existing Committee Members and the person filling the role of Wing Chairman are automatically Association members.

7. **Refusal of Application for Association Membership.** Application for membership of the Association will only be refused if the Committee, acting reasonably and properly, consider it to be in the best interests of the Association to refuse the application. The Committee must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision. Such grounds may include but are not limited to those specified in ACP 11, Chapter 5, para 11.

8. The Committee must consider any written representations the applicant may make about the decision. The Committee's decision following any written representations must be notified to the applicant in writing but shall be final.

9. **Transfer of Membership.** Membership is not transferable to anyone else.

10. **Register of Association Members.** The trustees must keep a register of names and e-mail and/or postal addresses of the members.

11. **Objects of the Association.** The objects of the Association are to support, where appropriate, the objectives of the ATC as outlined in ACP 11 [Chapter 1 and to fully support the Squadron Commander to fulfil these objectives by funding those activities not in receipt of public funding; in particular;](#)

a. The advancement of the education and training of the squadron's cadets in the principles of good citizenship and service to the community, so as to develop their physical, mental and spiritual capacities and assist them to grow to full maturity as individuals and members of society.

b. To improve the conditions of life of the cadets by the provision of facilities or equipment for recreation or other leisure time activities.

c. Other than making claims for fuel expenses for approved journeys undertaken by squadron owned mini buses, the Association has no control or involvement in public fund expenditure.

12. **Termination of Association Membership.** Association membership will be terminated if:

a. The member dies or, if the organisation he or she represents, ceases to exist.

b. The member resigns by written notice to the Committee.

c. Any sum due from the member to the Association is not paid in full within six months of it falling due.

d. The member is removed from membership by a resolution of the Committee that it is in the best interests of the Association that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

(1) The member has been given notice in writing why a proposal is to be made for termination at least twenty one days before the Committee meeting at which the resolution will be proposed.





## CONSTITUTION

(2) The member or, at the option of the member, the member's representative (who need not be a member of the Association) has been allowed to make representations to the meeting.

13. **General Meetings.** The Association must hold a general meeting within twelve months of the date of the adoption of the constitution.

a. **Annual General Meetings (AGMs).** The AGM of the Squadron Association should be held, so far as is reasonably practicable, in a designated month. If the meeting cannot be held in the designated month the period of time since the last AGM should not exceed fifteen months.

b. **Ordinary General Meetings (OGMs).** Squadrons may choose to hold two General meetings each year. The second of these is known as an OGM.

c. **Extraordinary General Meetings (EGMs).** All general meetings other than AGMs and OGMs shall be called EGMs. Three members of the Committee, or the relevant ATC Regional Chairman, may call an EGM at any time.

d. The Association must also call an EGM if requested to do so by at least ten members or 10% of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Committee fails to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this Constitution.

14. **Notification of General meetings.** The minimum period of notice required to hold any general meeting of the Association is fourteen days from the date on which the notice is deemed to have been given other than a notice period of 21 days must be given for the AGM.

a. A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.

b. Notice for the AGM shall normally be issued by the Secretary on the instruction of the Committee Chairman or the relevant ATC Regional Chairman.

c. The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an AGM, the notice must say so.

d. The notice must be drawn to the attention of all the members of the Association and to the Committee and to the Wing Chairman.

15. **Quorum.** No business shall be transacted at any general meeting of the Association unless a quorum is present. A quorum is either:

a. Four members entitled to vote upon the business to be conducted, or;

b. One tenth of the total membership at the time, whichever is the greater.

The authorised representative of a member organisation shall be counted in the quorum. If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.



## CONSTITUTION

16. **Chairman.** General meetings shall be chaired by the person who has been elected as Chairman of the Committee. The Chairman will have the casting vote. During the election of officers and trustees for the following year, the Squadron President, or Wing Chairman will chair the proceedings before handing over to the newly-elected Chairman. In the absence of both, the squadrons Commanding Officer will conduct the election process.

17. **Votes.** Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

18. **Composition of the Committee.** There should be a minimum of 5 and a maximum of 12 members of the Committee and shall have the following officers:

- a. Chairman.
- b. Secretary
- c. Treasurer.

19. **Ineligibility for Appointment as Officers and Committee Members.** The following may not be appointed as members of the Committee:

No person may be appointed to any role within the Squadron Committee if:

- a. VR(T) Officers, Adult WOs or SNCOs, Chaplains, Civilian Instructors, cadets and other young people under the age of 18 years. The Officer Commanding and Squadron Chaplain are ex-officio members but with no voting rights.
- b. A person whose service in the Corps (in any capacity) has been terminated.
- c. Their appointment has not been renewed because of inappropriate behaviour.
- d. They have resigned as a direct consequence of any allegation of inappropriate behaviour that is investigated by a statutory child protection body, police force, financial regulator, or Corps enquiry that would have reasonably been expected to lead to termination or non-renewal.
- e. They have been convicted of any offence involving dishonesty or deception, unless the conviction is legally regarded as spent.
- f. They are undischarged bankrupts.
- g. They have made compositions with their creditors and have not been discharged.
- h. They have at any time been removed by the Charity Regulators or by the Courts in the United Kingdom from being a trustee because of misconduct.
- i. They are disqualified from being company directors.
- j. No person is eligible to be appointed as a member of the Committee if he or she is disqualified from acting as a Committee member under the provisions of clause 21b or no longer meets the criteria set out in the Trustee Declaration Form.
- k. A person who is unwilling to act as a charity trustee of the squadron's non- public fund.





## CONSTITUTION

l. A person who has failed to make payments under County Court administrative orders.

m. Any person who is not a member of the Association.

### 20. Appointment Mechanisms of Committee Members.

a. The Association in a general meeting shall elect the officers and the other committee members.

b. Each of the Committee members shall retire at the point of the election process of the AGM subsequent to that of their appointment but shall be eligible for re-election at that same AGM.

c. In the event of the suspension of an officer or other Committee member, the relevant Regional Chairman, in conjunction with the Wing Chairman, may appoint any person, eligible and willing to serve, to act as an officer or other Committee member for the duration of that suspension.

d. The relevant Regional Chairman or the Committee may appoint any person, eligible and willing to serve, to fill a vacancy arising on the Committee as a result of the resignation or removal of an officer or other Committee member. Committee members so appointed shall retire at the point of the election process in the AGM following his or her appointment but shall be eligible for re-election at that same AGM.

### 21. Suspension and Exclusion of Committee Members.

a. The relevant Regional Chairman may, in accordance with the Avoidance of Disputes Procedures (see ACP 11, Annex B), suspend a Committee member by notice in writing ('suspension notice').

b. Any Committee member who has been served a suspension notice is excluded from attending Committee meetings and excluded from exercising any powers of a Committee member for the duration of their suspension.

c. No Committee member may be suspended for a period exceeding 6 months from the date of the suspension notice.

### 22. Disqualification and Removal of Committee Members. A Committee member shall cease to hold office if that person:

a. Is disqualified from acting by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

b. Ceases to be a member of the Association.

c. In the written opinion, given to the Committee, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months.

d. Is absent without the permission of the Committee from all their meetings held within a period of six consecutive months and the Committee resolves that he or she be removed.

e. Is removed by resolution of the Committee in accordance with the procedures specified in ACP 11, [Chapter 5](#), para 40 to 47. Notice to be given in writing of the resolution. Resolution to be



## CONSTITUTION

confirmed by 2/3rds absolute majority of the whole of the committee or 75% of the actual committee present.

f. Is removed by a resolution of the Association's members at a general meeting by a majority vote.

g. Is removed by notice in writing by the relevant Regional Chairman in accordance with the procedures specified in ACP 11, Annex B.

### 23. **Duties of the Committee.** The Committee has the following duties:

a. To manage the business of the Association.

b. To act as charity trustees of the squadron non-public fund for the time being of their appointment as Committee members.

c. To undertake such other duties as are specified from time to time in ACP 11 in respect of Squadron Committees.

### 24. **Application of the Income and Property.**

a. The income of the non-public fund and property or assets sourced from this fund shall be applied solely towards the promotion of the Objects.

b. A Committee member may pay out of, or be reimbursed from, the property of the non-public fund reasonable expenses properly incurred by him or her when acting as a Trustee on behalf of the non-public fund.

c. No Committee member may be paid or receive any benefit for being a Committee member. This does not prevent:

(1) A Committee member from buying goods or services from the Charity or otherwise enjoying the facilities provided by the Charity upon the same terms as other users.

(2) The purchase of indemnity insurance for the Committee members against any liability, by virtue of any rule of law, would otherwise attach to a Committee member or other officer in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:

(a) Fines.

(b) Costs of unsuccessfully defending criminal prosecutions for offences arising out of fraud, dishonesty or wilful or reckless misconduct of the Committee members or other officer.

(c) Liabilities to the non-public fund that result from conduct that the Committee member or other officer knew, or ought to have known, was not in the best interests of the Charity, or in respect of which the person concerned did not care whether that conduct was in the best interests of the Charity or not.





## CONSTITUTION

25. **Committee Meetings.** No Committee business shall be transacted at any meeting unless a quorum is present. A quorum is:

- a. Three members entitled to vote upon the business to be conducted at the meeting;
- b. One third of the Committee members at the time;
- c. whichever is the greater, provided that one of the Committee members attending is an officer of the Committee.

The Squadron's Officer Commanding, Squadron President and the Squadron Chaplain shall be entitled to attend Committee Meetings but shall have no vote on the matters arising.

26. **Irregularities in proceedings.**

a. Subject to sub-clause (b) of this clause, all acts done by a meeting of the Committee, shall be valid notwithstanding the participation in any vote of a Committee member:

(1) Who was disqualified from holding office;

(2) Who previously retired or who had been obliged by the constitution to vacate office;

(3) Who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise; if, without the vote of that Committee member; and that committee member being counted in the quorum, the decision has been made by a majority of the Committee members at a quorate meeting.

b. Sub-clause a. of this clause does not permit a Committee member to keep any benefit that may be conferred upon him or her by a resolution of the Committee if the resolution would otherwise have been void.

c. No resolution or act of:

(1) A Committee member,

(2) The Committee, and

(3) An Association general meeting, shall be invalidated by reason of the failure to give notice to any member of the Association or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member of the Association or the Squadron.

27. **Minutes.** The Secretary of the Committee/Association must keep minutes of all:

- a. Appointments of Committee members.
- b. Proceedings at meetings of the Association.
- c. Committee Meetings including:

(1) The names of the Committee members present at a Committee meeting.



## CONSTITUTION

(2) The decisions made at the meetings.

(3) Where appropriate the reasons for the decisions.

28. **Notices.** The Association may give any notice to a member either by one or more of the following means:

- a. Verbally, in person.
- b. By sending it by post in a prepaid envelope addressed to the member at his or her address.
- c. By hand delivery to the address of the member.
- d. By electronic communications to the member's address.

29. **Amendment of the Constitution.** Proposals for the amendment of this Constitution may only be made by the Squadron Association to the Air Cadet Council through the relevant Wing and Regional Councils provided that:

- a. No amendment may be made that would have the effect of making the non-public fund (the Charity) cease to be a charity in law.
- b. No amendment may be made to alter Clauses 5, 18, 23 or 24 without the prior written consent of the Charity Commission and for squadrons located in Scotland by OSCR.
- c. Any amendment to this governing document, agreed by the ACC, must be sent to the Charity Commission and OSCR within 21 days and 90 days respectively of it being amended.

30. **Dissolution of the Association.** The Association may be dissolved by:

- a. A directive of the Air Cadet Council (ACC) of the Air Training Corps (ATC); or
- b. A resolution, approved by the ACC, passed by the Association's members in general meeting. If the Association is to be dissolved, the Committee will remain in office and be responsible for winding up the affairs of the Association in accordance with this clause and the following:
- c. If relevant, the Committee members must collect in all the assets of the Association and pay for all the liabilities of the Association from their squadrons' non-public fund.
- d. The Committee members must apply any remaining property or money to the squadron's non-public fund. In no circumstances shall the net assets of the fund be paid to or distributed among the members of the Committee or Association.
- e. The Committee members must apply any remaining property and/or money:
  - (1) Directly for the Objects
  - (2) By transfer to another squadron or the wing non-public funds.
  - (3) In such other manner as the Charity Commission for England and Wales ("The Commission") may approve in writing in advance.





## CONSTITUTION

(4) Should one of the Scottish charities wish to dissolve then they must seek consent from OSCR before taking this action. Consent must be applied for no less than 42 days before the dissolution has to take place.

f. If relevant, a copy of the final accounts of the Association should be forwarded to the relevant Wing Headquarters who will determine what will happen to any surplus cash or asset.

### 31. Choice of Law and Interpretation.

a. The governing law of the Charity shall be the law of England and Wales.

b. This document shall be interpreted in accordance with the law of England and Wales, provided that it will not permit the charity's property to be applied for any purpose or transferred to any organisation which is not charitable in accordance with any statutory provision in force in any other part of the United Kingdom.

32. **Signatures.** A fully signed copy of the Constitution Document should be retained by the Squadron Secretary and a copy of this signatory page only forwarded to Wing Headquarters for file purposes. Copies of both the Constitution for Squadron Associations and Committees and this signatory page only may be found on Bader SharePoint in the Civilian Committee information area.

Chairman: .....	Date: .....
Secretary: .....	Date: .....
Treasurer: .....	Date: .....
Member: .....	Date: .....
Member: .....	Date: .....
Member: .....	Date: .....
Member: .....	Date: .....
Member: .....	Date: .....
Member: .....	Date: .....



Invoice #

Oct 28, 2016

Shipping Address

Barry Poulter,  
1, Heathyfields Road  
Folly Hill,  
FARNHAM, Surrey GU9 0BN  
United Kingdom

Invoice Address

Barry Poulter,  
1, Heathyfields Road  
Folly Hill,  
FARNHAM, Surrey GU9 0BN  
United Kingdom

T: 07947300160  
E: barrypoulter1602@hotmail.com

Shipping : Shipping Option Courier  
Payment : Purchase Order

qty	items	shelf	codes	price	total
<input type="checkbox"/> 1	Bohning Fletch-Tite Platinum	I-D-1F	700807	£2.76	£2.76
<input type="checkbox"/> 6	F.I.T.A. approved reinforced 40cm paper face	D-C-3	701801	£0.16	£0.96
<input type="checkbox"/> 1	Saunders Nocking Pliers	E-D-40B	701096	£8.50	£8.50
<input type="checkbox"/> 1	Beiter Target Face Pins - 50mm - (Qty 10)	H-B-19F	701846	£1.75	£1.75
<input type="checkbox"/> 1	ERA Heavy Duty Backstop Netting 2.7m x 12m - White	PALLET-8	701066	£167.26	£167.26
<input type="checkbox"/> 1	MTM Arrow Case Compact - Clear Smoke	PALLET-34	704208	£19.18	£19.18
<input type="checkbox"/> 5	MAC Basic Recurve Case - Blue	PALLET-31	704618	£10.17	£50.85
<input type="checkbox"/> 4	Cartel Ground Quiver	C-E-4	702125	£5.52	£22.08
<input type="checkbox"/> 2	Gompy Bow Stringer - Limb/Top	N-B-2F	702156	£4.06	£8.12
<input type="checkbox"/> 12	Easton H Nock - Blue	ZG-J-3	715747	£0.29	£3.48
<input type="checkbox"/> 20	Brass Nock Set - Medium (1 only)		717901	£0.16	£3.20
<input type="checkbox"/> 10	Hoyt Super Rest - Right Handed		718540	£0.84	£8.40
<input type="checkbox"/> 4	Hoyt Super Rest - Left Handed		718541	£0.84	£3.36
<input type="checkbox"/> 2	Mybo Stralght Jacket Layered Foam Target		719795	£30.00	£60.00
<input type="checkbox"/> 30	Easton Jazz Arrow Ready To Use - 2016 - 30"	I-1-C	723482	£2.85	£85.50
<input type="checkbox"/> 5	Cartel Midi Extention Sight	C-E-5	700347	£3.76	£18.80
<input type="checkbox"/> 5	Recurve Bow String - Dacron - For a 66" Bow	M-D-2B	706323	£2.92	£14.60
<input type="checkbox"/> 4	Soma Neonine Tab - Right Handed - Medium	H-1-C	702387C	£3.91	£15.64
<input type="checkbox"/> 1	Soma Neonine Tab - Left Handed - Medium	H-1-C	702388C	£3.91	£3.91



qty	items	shelf	codes	price	total
<input type="checkbox"/> 4	Core Pulse Take Down Recurve Riser - 24" - Right Handed	P-E-12	700700	£20.42	£81.68
<input type="checkbox"/> 1	Core Pulse Take Down Recurve Riser - 24" - Left Handed	P-E-11	700701	£20.42	£20.42
<input type="checkbox"/> 2	Core Pulse Take Down Recurve Limbs - 68-64" - 16-18#	N-E-7	701651	£24.50	£49.00
<input type="checkbox"/> 2	Core Pulse Take Down Recurve Limbs - 68-64" - 20-22#	N-E-8	700708	£24.50	£49.00
<input type="checkbox"/> 2	Core Pulse Take Down Recurve Limbs - 68-64" - 24-26#	N-E-9	700709	£24.50	£49.00
<input type="checkbox"/> 4	Krossen Fabric Armguard - Large		725003	£3.71	£14.84

Sub Total £762.29

Shipping £6.94

VAT £153.85

**Grand Total £923.08**



**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

RECEIVED  
21 DEC 2016

1. Name of Voluntary Organisation KIDS OUT

2. Contact Name, Address and Telephone Number Mr and Mrs A. M. Luscombe  
Holmefield  
Hurtmore Road  
Godalming  
Surrey GU7 2RB  
Tel.: 01483 420451

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? To provide a FREE  
DAY OUT FOR DISADVANTAGED KIDS AGED 6 - 12  
AND THEIR TEACHERS / CAREERS.

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. ELEVEN ROTARY CLUBS AT £850 PER YEAR.

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TO ENABLE MORE CHILDREN IN THE GODALMING AREA  
TO PARTICIPATE IN THE DAY OUT.

- b) Specify
- Total Estimated Cost £
  - Amount already available £
  - Amount expected to be available at commencement £
  - Dates scheduled to commence and finish JUNE 14<sup>th</sup> 2017

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

YES - AS SHOWN

Body	Amount Applied For	Amount Received

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 NO

- Amount £
- Date
- Project

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

AN EXCELLENT FREE DAY OUT FOR LOCAL DISADVANTAGED  
CHILDREN.

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

Signed  Date 21/12/16

Capacity in which signed COMMITTEE MEMBER.

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

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

Each year a number of local Rotary Clubs including Godalming Woolsack R C come together and organise a fun day for c 800 Children who are either disabled or from disadvantage backgrounds from our local Schools.

The fun filled day in June offer the children many activities including; Miniature Steam Railway rides, Fairground rides, Mega Inflatable slides, Disco, Face Painting, Transfers, Pets for therapy, Clowns, Millar's Ark farmyard animals, Balloon race, Football, Netball, Golf game, Crockery Smashing.

We provide each child and carer with refreshments throughout the day consisting of sandwiches, fruit, cakes ,hot and cold drinks, Ice creams and a BBQ.

Each child is provided with a Kids Out T shirt and Cap to wear on the day and to keep as a souvenir of their special Kids Out day .

As you can appreciate there is a considerable cost involved in staging this event and we find, yet again, that costs have increased.

As chairman of the Kids Out event for 2017 I wondered if there might be any possibility of a donation from your Town Council to assist us for the 2017 event.

I would very much welcome the opportunity to discuss with you in more detail the event if you wish.

Kind Regards

Michael Smailes    Chairman of the Kids Out Committee 2017

Contact Details:

Home tel. no. 01252 519772

Mobile no.    07734745193



KIDS OUT BUDGET 2017

**INCOME**

Aldershot	850.00	Rushmoor	850.00
Ash & Blackwater	800.00	Woking	850.00
Farnborough	850.00	Woking District	850.00
Farnham	850.00	Godalming Woolsack	850.00
Farnham Weyside	850.00	Rushmoor BC	
Fleet	850.00	Waverley DC	
Hart	850.00	Kids Charity	750.00
Godalming & Hook		Food & Drink Sales	250.00
		<b>Total income</b>	<b>10,300.00</b>

**EXPENDITURE**

**Entertainment**

Mr Magic	200.00	booked
Millers Ark	495.00	booked
Disco	150.00	booked
Bouncy Castle (VAZ Leisure)	400.00	booked
Fairground Rides (Joe Young)	1,800.00	booked
Fairground Rides (Maynes Leisure)	680.00	booked
Miniature Steam Railway	300.00	booked
Lucky Dip	150.00	
Baloon Race	185.00	booked
	<u>4,360.00</u>	

**Food & Ice Cream**

750 Packed Lunches	2,107.00	TBA
Refreshments	200.00	booked
Ice Cream	600.00	booked
BBQ	1,320.00	booked
	<u>4,227.00</u>	

**T Shirts, Caps, Wristbands**

Wrist bands	0.00	690 @ £1.99 + 10 @ £2.35
T Shirts & Adult Caps	1,397.00	750 @ £1.90
? → Kids Caps	1,425.00	
	<u>2,822.00</u>	

**Equipment Hire**

Marquees	300.00	booked
Tables & Chairs		
PA System	150.00	booked
	<u>450.00</u>	

**Transport Coach Hire**

Meath School	390.00	TBA
Henry Tyndale School	50.00	TBA
	<u>440.00</u>	

**Site Charges**

Refuse Collection	30.00	
First Aid St Johns	206.40	booked
	<u>236.40</u>	

late invoice 2016

680.00

**TOTAL 13,215.40**

Maynes Leisure

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

1. Name of Voluntary Organisation Rotary Club of Farnborough
  
2. Contact Name, Address and Telephone Number Michael Smailes, Hollybank, 8, Waverley Road, Farnborough GU14 7EY. Home: 01252 519772 Mobile: 07734745193
  
3. Details of Organisation; is it
  - a) A Charity? Yes
  - b) A Trust?
  - c) A Private Limited Company?
  - d) Affiliated to any National Body? Yes Rotary Clubs of GB and International
  - e) Any other official registration?
  
4. What are the aims and objectives of the Organisation? To encourage and foster the ideal of service as a basis of worthy enterprise. (Please refer to the Object of Rotary for full aims and objectives)  

---
  
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. Eleven Rotary Clubs are involved with the Kids Out event each donating £850.00.  

---
  
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.

The special projects and activities undertaken by the Rotary Club of Farnborough for 2016 included: Donkey Derby, Kids Out, School Mock interviews, Farnborough Rotary Access Garden, Rotary Young Chef National competition, Rotary Young Writer National competition, providing schools with Pictorial Dictionaries and supporting a number of local charities.

---

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

please provide details.

---

### Kids Out 2017

A number of local Rotary Clubs join together to provide a fun day out for Children that are disabled and for Children from disadvantaged backgrounds.

Entertainment for the Children consists of: Miniature Steam Train rides, Fairground rides, face painting, Transfers, Balloon race, Crockery smashing, Football, Netball, Clowns, Golf game, lucky dip, Inflatable slides, Pets for therapy, Farm yard animals, BBQ, Sandwiches, Fruit, Drinks, Ice creams and Candy floss.

- 
- b) Specify
- |   |   |
|---|---|
| - Total Estimated Cost                            | £13,000.00  |
| - Amount already available                        | £10,800.00  |
| - Amount expected to be available at commencement | £13,000.00  |
| - Dates scheduled to commence and finish          | commence 14 <sup>th</sup> June 2017, finish 14 <sup>th</sup> June 2017. |

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
Local Councillor Grants	£250.00 each	Nil to date

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

a) Amount £500.00

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

- Amount £ No
- Date
- Project

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

---

The children from the Godalming Schools invited will have a fun day out and experience activities that they would not usually participate in. It will also encourage and assist confidence and self-belief in each individual.

---

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

Signed Michael Smailes Date 17<sup>th</sup> December 2017

Capacity in which signed Chairman

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

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

## Kids Out 2017 Budget

Expenditure:

### Entertainment:

Mr Magic	200.00	Booked
Millers Ark	495.00	Booked
Disco	150.00	Booked
Bouncy Castle (Vaz Leisure)	400 .00	Booked
Fairground Rides (Joe Young)	1,800.00	Booked
Fairground Rides (Maynes Leisure)	680.00	Booked
Lucky Dip	150.00	
Balloon Race	185.00	Booked
<b>£ 4,060.00</b>		

### Food & Ice Cream:

Packed lunches	2,107.00	TBA
Refreshments	200.00	Booked
Ice Cream	600.00	Booked
BBQ	1,320.00	Booked
<b>£4,227.00</b>		

### T Shirts, Caps & Wrist Bands

Wrist Bands	0.00	Sufficient left over from last year
T Shirts & Adult Caps	1,397.00	
Kids Caps	1,425.00	
<b>£2,822 .00</b>		

The cost of the T Shirts was £1.99 each and the caps were £1.90. I think that we should assume we will need to buy caps for all the children attending this year so 750 x £1.90.

An estimate for the T shirts would be 685/690 at £1.99 and possibly 10 at £2.35 which is the larger size.

### Equipment Hire

Marquees	300.00	Booked
Table & Chairs	0.00	
PA system	150.00	Booked
<b>£450.00</b>		

### Transport- Coach Hire

Meath School	390.00	TBA
Henry Tyndale School	50.00	TBA
<b>£440.00</b>		

### Site Charge

Refuse Collection	30.00	
St. John First Aid	200.0	Booked
<b>£230.00</b>		

**£12,229 .00 plus late invoice from 2016 event £680.00 from Maynes Leisure. Total £12,909.00**

## **The Object of Rotary**

To encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

1. The development of acquaintance as an opportunity for service;
2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
3. The application of the ideal of service in each Rotarian's personal, business and community life;
4. The advancement of international understanding, goodwill, and peace through a world-fellowship of business and professional persons united in the ideal of service.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.