

## **PARISH OF GODALMING**

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held via Zoom on THURSDAY, 16 JULY 2020 at 7.00pm.

DATED this 10<sup>th</sup> day of July 2020.

Andy Jeffery  
Clerk to the Town Council

**The meeting of the Full Council of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/86991061525?pwd=YUQveFRTQ0VWdkt3OE1lZkluSXJUUT09>

**Meeting ID: 869 9106 1525**  
**Password: 902909**

### **A G E N D A**

1. **MINUTES – ITEM FOR DECISION**

THE TOWN MAYOR to accept as a correct record the Minutes of the meetings of the Council held on the 19 December 2019 and 30 April 2020.

2. **APOLOGIES**

TO RECEIVE apologies for absence.

3. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

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

4. **WELCOME REMARKS**

The Mayor to welcome members of the public and update the Council on Mayoral activities.

5. **PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC**

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

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting,
- A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

6. QUESTIONS BY MEMBERS

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

7. RECEIPT OF OFFICIAL ANNOUNCEMENTS – ITEM FOR DECISION

To receive official announcements, letters, etc.

8. POLICY ADOPTION

Members to resolve to agree to adopt the following documents:

Document Title	Review Date/Version	Web address
Standing Orders	25 April 2019 Amended 26 September 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/09/Standing-Orders-25-April-2019-Amended-26-September-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/09/Standing-Orders-25-April-2019-Amended-26-September-2019.pdf</a>
Scheme of Delegation	7 March 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-7-March-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-7-March-2019.pdf</a>
Financial Regulations	26 September 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/11/Financial-Regulations-26-September-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/11/Financial-Regulations-26-September-2019.pdf</a>
Treasury & Investment Policy	19 July 2018	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Treasury-and-Investment-Policy-Adopted-19-July-2018.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2018/07/Treasury-and-Investment-Policy-Adopted-19-July-2018.pdf</a>
Equality & Diversity Policy	15 November 2018	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Equality-Diversity-Policy-15-November-2018.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Equality-Diversity-Policy-15-November-2018.pdf</a>
Health & Safety Policy	10 January 2019	<a href="https://godalming-tc.gov.uk/wp-content/uploads/2019/01/Health-Safety-Policy-10-January-2019.pdf">https://godalming-tc.gov.uk/wp-content/uploads/2019/01/Health-Safety-Policy-10-January-2019.pdf</a>

Documents are available for viewing at the indicated web address.

9. SAFETY POLICY STATEMENT

Members are requested to authorise the Mayor as Chair of the Council to sign Godalming Town Council's Safety Policy Statement (attached for the information of Members).

10. TO RECEIVE REPORTS FROM CHAIR OF UNDERMENTIONED COMMITTEES

**Policy & Management Committee**

Community Store Working Group to bring forward proposals – see separate item on this agenda.

11. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

Meetings Dated

Policy & Management Committee

26 May 2020

25 June 2020

12. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 14 May 2020.

13. GRANTS – ITEM FOR DECISION

Information:

	£
<b>2020/2021 Grants Budget</b>	60,000.00
(excluding Environment & Planning Committee <b>Carbon Reduction &amp; Biodiversity Fund of £10,000)</b>	
Allocations this year to date	42,434.00
Balance available for allocation	17,566.00
<b>2020/2021 General Grant Fund Allocation</b>	22,000.00
Allocations this year to date	7,934.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	5,640.00
Balance unallocated if applications agreed	8,426.00
<b>2020/2021 SLA Fund Allocation</b>	33,000.00
Allocations this year to date	33,000.00
Balance unallocated	00,000.00
<b>2020/2021 Council Community Fund Allocation</b>	5,000.00
Allocations this year to date	950.00
Council Community Fund applications this meeting	350.00
Balance unallocated if applications agreed	3,700.00
Total balance unallocated if applications agreed	<u>12,126.00</u>

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members

**Applications for Council Community Funding**

Farncombe Cricket Club – Application Sponsor Cllr Adams

£350 is applied for to help meet the costs of purchasing a new BBQ.

The introduction of an outreach cricketing coaching programme to Godalming Junior School, Loseley Fields and Busbridge Juniors, resulted in an increase in new members to the junior

section and despite the interruptions caused to the current season, it is hoped that this initiative can be maintained and expanded. The pre-season plan in March 2020 would have been a club expansion for women's cricket. The BBQ is to support the social and fundraising activities of the cricket club (Email from Farncombe CC attached for the information of Members).

Previous Grants: None

### **Applications for General Grant Fund Support**

#### **Roots for the Future CIC**

£640 is applied for to help meet the costs of engaging with a school group and its families to replant the trees on Aarons Hill to make the planting site more hospitable to fledgling saplings. Previous Grants: £1,015 in 2016/17

**NB:** Although the aims of this project are to increase appreciation and respect for local green spaces and nature within them, along with climate change awareness raising, Officers consider it appropriate that the application is considered as a general grant as opposed to a Carbon Reduction & Biodiversity Fund application as that fund is aimed towards projects where a primary objective is to reduce CO<sup>2</sup> emissions and promote biodiversity. However if Members consider the Carbon Reduction & Biodiversity Fund is the appropriate fund, they may either determine that any grant awarded to this project is allocated from that fund or that the application is deferred until such time as the Environment & Planning Committee meets in formal session.

#### **Rotary's Waverley COVID-19 Support Fund**

£5,000 is applied for to support the Rotary's Waverley COVID-19 Support Fund. This fund aims to assist those who face financial distress as a result of unemployment or under employment caused by the impact of the COVID-19 pandemic on businesses.

Previous Grants: None

14. **PROPOSAL FOR AN URGENT TREATMENT CENTRE AT MILFORD COMMUNITY HOSPITAL – ITEM FOR DECISION**

**Recommendation: Members to resolve whether they agree for the Mayor, as Chair of the Council, to write a letter of support on behalf of the Council to the Friends of Milford Hospital and Busbridge Parish Council for an Urgent Treatment Centre located at Milford Hospital.**

Members to consider a report from The Friends of Milford Hospital and Busbridge Parish Council (attached for the information of Members) and determine whether they wish to confirm their support for the proposal.

15. **COMMUNITY STORE WORKING GROUP – ITEM FOR DECISION**

**Recommendations: Members to resolve to agree:**

1. if no other suitable location is established prior to 4 September 2020, the Community Store is relocated to Broadwater Park Community Centre;
2. authorise the Working Group to explore offers of alternative locations and accept the best available offer if considered to be of greater overall benefit to:
  - a. the sustainability of the Community Store;
  - b. the existing and potential future users of the Community Storeand:
  - c. is acceptable to the administrators of the Voluntary Supporters' Group;

d. places no greater staffing requirement upon GTC than the current arrangements.

**3. the allocation of set-up costs (excluding staff time) to facilitate the relocation of the Community Store of up to £1,500.**

Further to the resolution of the Policy & Management Committee of 25 June (Min. No. 25-20 refers) for an 'in principle' agreement that Godalming Town Council maintain a Community Store to support the alleviation of food poverty for at least the next 6 months, Members to receive a report from the Chair of the Community Store Working Group (attached for the information of Members), which sets out further details and recommendations to support the Community Store.

**16. REOPENING OF COMMUNITY CENTRES – ITEM TO NOTE**

Members to receive a report (attached for the information of Members) from the RFO and Facilities Supervisor informing Members of the restrictions imposed upon the re-opening of community buildings and the processes to be put in place to ensure GTC is COVID-19 compliant.

**17. REOPENING HIGH STREETS SAFELY– ITEM TO NOTE**

In line with the requirements agreed on 25 June by the Policy & Management Committee to support the Reopening High Streets Safely Fund (Minute 28-20) Cllr Ashworth and Duce have worked with the Communications Officer to refine the messages for the campaign in the anticipation of exercising the approved delegated authority to authorise the Town Clerk to incur costs associated with the campaign.

Members to receive an oral report from the Town Clerk relating to the implementation of the campaign.

**18. TOWN WARDENS – ITEM FOR DECISION**

**Recommendation: Members to resolve whether to continue with the deployment of Town Wardens beyond the current cessation date of 25 July.**

Members to receive an oral report from the Town Clerk relating to the role of Town Wardens.

**19. REINTRODUCTION OF COMMITTEE MEETINGS – ITEM FOR DECISION**

**Recommendations:**

- 1. Members to resolve to agree to the reintroduction of scheduled meetings of the Policy & Management and Environment & Planning Committees from the week commencing 31 August.**
- 2. Members to resolve to agree that meetings of the Audit, Joint Burial, Staffing and Mayoralty Committees are to be limited to those meetings required to meet a statutory or regulatory requirement (as indicated in the schedule below) or to consider urgent issues requiring resolution by committee. Non-scheduled meetings to be called by the committee clerk following consultation with the committee chair.**
- 3. Members to resolve to agree the meeting schedule set out below (until notified otherwise, all meetings to be conducted via Zoom):**

3 September

Policy & Management

7.00pm

10 September	Audit	6.00pm
17 September	Environment & Planning Full Council	6.30pm 7.30pm**
8 October	Environment & Planning (Grants)	7.00pm
29 October	Environment & Planning Policy & Management	7.00pm 7.00pm**
12 November	Joint Burial (Budget)	5.30pm
19 November	Environment & Planning	7.00pm
10 December	Environment & Planning	7.00pm
17 December	Policy & Management (Revised Estimates & Budget) Full Council (Precept Setting)	7.00pm 7.30pm**

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later utilizing the same Zoom meeting link as the preceding meeting.

## 20. HENRY SMITH CHARITIES TRUSTEE

**Recommendation: Members to resolve to approve a nominee as one of the Town's Trustees of the local Henry Smith charities.**

The two charities, the Educational Foundation of Henry Smith Charity and the Henry Smith Charity, based in Godalming (not to be mistaken for the Henry Smith Charity based in London) are jointly operated under a common board of Trustees. These charities exist to make grants to the needy in the ancient parish of Godalming. The joint annual income generated from investments enables grants of approximately £4,000 per annum in support of children/young people and adults in need.

Historically, the Town Council nominates three Trustees to represent the town, (although it should be noted that the Town Council nominees are not restricted to elected members and the 'term of office' of a Trustee is not linked to the election cycle). The Trustees meet formally twice a year but the business of the charities is conducted by email and telephone between meetings.

The current trustees nominated by the Town Council are Mr Andrew Wilson - term expiry 20/3/2021, Mr Tony Gordon Smith (currently Chairman) - term expiry 20/3/2021 and Mrs Joy Poulter whose term of appointment as a Trustee nominated by the Town Council has now expired.

Mrs Poulter has indicated that she would be prepared to continue to be one of the Town's representatives but realises that the Town Council may wish to nominate another person.

## 21. CORPORATE PAYMENT CARD

**Recommendations:**

- 1. Members to resolve to agree that the Responsible Finance Officer apply for a Commercial Card for the Town Clerk with a transaction limit of £5,000 and a credit limit of £10,000 (limits to be reviewed by 31 March 2021 by the Audit Committee).**

**2. Members to resolve to approve the Credit Card Policy.**

**3. Members to resolve to authorise the Responsible Finance Officer to reclaim the £500 advance from the Town Clerk upon receipt of the Commercial Card.**

Officers are finding that more and more businesses they are dealing with are requiring upfront payment for goods and services and will not grant credit facilities. This has necessitated that the Town Clerk use his personal credit card to ensure there are no delays in receiving the goods and services required to maintain Council services. In 2019/20 the Council reimbursed the Town Clerk £9,086.30 and in the first quarter of 2020/21 has reimbursed him £3,807.35.

The Council has advanced £500.00 to the Town Clerk in an endeavour to ensure he is never out of pocket, but this is a situation that often cannot be avoided. The Responsible Finance Officer is making weekly reimbursements to minimise the period the Town Clerk is essentially funding Council activities.

In line with other local Town Councils (such as Haslemere and Farnham), the Responsible Finance Officer recommends that Godalming Town Council apply for a corporate credit card for the Town Clerk. Our current bank, HSBC, offers a Commercial Card at an annual cost of £32.00 (although the first year's fee is waived). Initially, a £5,000 transaction limit and £10,000 credit limit is recommended due to the renovation works at 107-109 High Street. The limits should to be reviewed by the Audit Committee before the end of the financial year to determine whether any adjustments are required.

A Credit Card Policy has been drafted (attached for the information of Members) to provide guidelines for the use of a corporate credit card.

22. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

23. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 17 September 2020 at 7.30pm, or on completion of the preceding meeting whichever is the later. The form and location of the meeting to be confirmed in the meeting summons.

24. ANNOUNCEMENTS

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

THE COUNCIL MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. GDPR

25. BAD DEBT WRITE OFF

In accordance with the Council's Credit Control Policy (adopted by Full Council at its meeting on 19 November 2015), amounts under £200 should be written off if not collected after following credit control procedures, and customers should be taken to small claims tribunal for amounts between £200 and £5,000.

The Responsible Finance Officer therefore requests that this Council authorise the write off of one debtor and the lodging of one claim with the smalls claim tribunal (confidential report attached for the information of Members).





Alex

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**From:** [REDACTED]  
**Sent:** 12 March 2020 16:26  
**To:** Alex Adam  
**Subject:** Grant towards BBQ - Farncombe Cricket Club.

Dear Alex

I am approaching yourself as our local town councillor to seek some support in gaining funding for a club project. As a not for profit club we strive to raise our own revenues through social activities. One of our events is to hold Barbecues throughout the summer for our Juniors and families to socialise around, whilst raising funds. Creating these social interactions help us to recruit and retain our members. These interactions actually grow other activities in the club such as a Ladies section this coming season, many of the ladies have come from the membership of their sons and daughters through the juniors section. We just need to maintain this momentum and I am looking for support to do so through a grant.

We have reached a situation where our current gas fired barbecue is a health hazard and is being disposed off. Would it be possible for you to seek funding through the Town Council for a grant of £350 for a new substantial barbecue unit that can cope with upwards of 100 people - children, siblings and parents at our Friday night coaching sessions through the summer months.

If I can provide any further information or correspondence needed to support such an application, then please let me know.

Kind Regards

Graham Ekins  
Farncombe CC – Chairman.

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

1. Name of Voluntary Organisation Roots for the Future CIC
2. Contact Name, Address and Telephone Number Francesca Fryer Rigden  
8 Mead Cottages, Catteshall Rd, Godalming, GU7 3DP  
07531 676512
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? It is a Community Interest Company, Ltd by Guarantee
4. What are the aims and objectives of the Organisation? Roots for the Future brings people together in their communities to plant trees to tackle climate change. While all ages are welcome, we focus on children and young people with the vision that we can inspire the next generation to live more harmoniously with nature.
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.  
Some of our tree planting workshops are paid for directly by the landowner, rather than through grants. We also provide a woodland maintenance service with the vision that mature trees are given the best chance of survival.
6. Please state size of membership and annual subscription levels of Organisation. N/A
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.  
See annual report attached with this application, submitted to Companies House with our accounts, and available on our website.

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

Please see attached additional pdf document for the answers to questions 9, 10, 11 and 12.

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

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

a) Amount £

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

- Amount £
- Date
- Project

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

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

Signed F.Fryer Date 29/6/2020

Capacity in which signed Director and Co-founder

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.

9.

a)

Roots for the Future is a Godalming based social enterprise which has been bringing together neighbours, friends and families to make a positive difference to their environment through tree planting for the last four years. Tree planting is a simple yet effective way to tackle environmental problems such as poor air quality and flooding both of which affect us here in South West Surrey.

Our workshops engage communities in their local green spaces in tree planting, outdoor exploration and games. We use forest school style games for children and highlight how trees and plants are the fundamental basis of all life, as well as crucial to maintaining a sustainable environment. We invite all ages to participate, and envisage that our focus on children and young people will help to inspire the next generation to address climate change with environmental solutions.

In 2016, the year we were founded, we successfully applied for funding from the town council for two tree planting workshops in two residential areas in Godalming. One of these was within the community of Ockford Ridge and Aaron's Hill. Since then, thanks to a mix of dry summers, grass competition and vandalism, quite a few of the trees haven't made it. After a couple of discussions with St Mark's and All Saints school head and caretaker about a workshop to restore the two little woodlands, I would like to apply for another fund to undertake this.

We would like to engage a suitable school group and their families to replant the trees that haven't made it and make the site more hospitable to fledgling saplings. The school is keen to get involved in projects that deepen their connection with the immediate communities around them, and this workshop is an ideal opportunity to assist that.

Our workshops reach communities that might not ordinarily get involved in outdoor or environmental activities such as tree planting. Since lockdown, people have an increased appreciation for their green spaces and nature and want to take this opportunity to take advantage of their renewed enthusiasm of the outdoors. Participants will be shown how to plant the trees and how to help the trees thrive. They will also be encouraged to take responsibility for the saplings to ensure they are protected from any potential damage, either natural or human-caused.

We invite local ward and borough councillors to attend our tree planting workshops. It's an ideal opportunity to join in and work with their constituents in a relaxed and informal space. I have already had an enthusiastic response from one of the Ward Councillors about the plans and permission from Waverley Borough Council to replant at the sites.

b) Specify

- **Total Estimated Cost** £640

- **Amount already available** £0

- **Amount expected to be available at commencement** £640

- **Dates scheduled to commence and finish** I would like this event to take place in the autumn, sometime in November ideally. That will depend on government guidelines on social distancing and gatherings in an outdoor space. It is a one day event.

**10. Are you applying for or have you already received other financial assistance for this project?**

**Please provide details:**

n/a

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

a) Amount £640

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

Yes in 2016, see above

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

Tree planting is a simple yet effective way to tackle environmental problems such as poor air quality and flooding both of which affect us here in Godalming and the surrounding areas.

We believe that gathering people in this way contributes to social cohesion and that tree planting strengthens communities. When people plant trees together, relationships grow alongside the trees.

According to Natural England, the government's conservation advisor, children who live close to green spaces are less likely to experience an increase in body mass index over time, and older people live longer in areas with more green space. In addition their research showed that those who visit the outdoors every day, take part in gardening, or are members of voluntary environmental organisations have higher feelings of happiness and well-being.

We believe the positive benefits to the community from our tree planting workshops will be:

- Opportunity for residents to spend an afternoon outside, doing something positive for their communities
- Opportunity for an outdoor activity close to home, after lockdown
- Increased well-being of those taking part
- Increased social cohesion within the community
- Steps towards increased beautification of the areas
- Outcomes of education and skills in planting for the participants
- Increased appreciation and respect for local green spaces and nature within them
- Creating an opportunity for Ward Councillors to work informally with their constituents
- Climate change awareness raising
- Helping local government reach sustainability targets
- Opportunity for St Marks and All Saints school to deepen their connection with the community

## **Request to Godalming Town Council concerning Rotary's Waverley COVID Support Fund**

The Rotary Clubs of Godalming are working to establish a fund to provide support to those in need in the aftermath of the COVID crisis, in the area covered by Waverley Borough Council. There is anticipated to be a significant increase over the next few months in the number of people in our Borough suffering from food poverty or other financial distress as a result of unemployment or under employment caused by the impact of the COVID pandemic on businesses.

The aim of the fund is to:

- Raise money from those in the community who are willing and able to support others at this time of need.
- Provide support to all residents, but particularly in those geographical areas not covered by other funds in the Waverley area and to supplement them where required.
- Provide advice to claimants. This will be delivered by Citizens Advice Waverley who will help ensure that money is given to those most in need, and individuals make best use of funding provided.

The Initial Partners include the two Rotary Clubs of Godalming. We expect the other Rotary Clubs in the Borough also to support this effort. . The Rotary, via its district organisation has donated £2,000 to support the fund and the Godalming Woolsack Rotary Club have pledged to match this sum, this is on top of the support already provided to local organisations since the start of the pandemic; £2,000 to St Marks Food Bank, £500 to the Cellar, £2,000 to the Domestic Abuse Outreach Service and £750 each to Phylis Tuckwell Hospice and the Air Ambulance.

We will be in contact with the Funds already established in Farnham and Cranleigh so that we co-ordinate our activities and do not accept multiple applications from one individual. We are also starting to apply for grants from other sources and to coordinate action with other local funds in the Borough.

### Donations and claims

Personal and organisational donations will be held in the Godalming Woolsack Charity Trust Fund (Charity number 1079545). The availability of the Fund to receive both donations and requests will be publicised widely through print and online media and potential applicants will be directed to a dedicated website, now under preparation at [www.rotaryc19fund.org](http://www.rotaryc19fund.org) for an application form. We will also have a fundraising page on Just Giving.

### Governance / Organisation

The establishment of the Waverley COVID Support fund has been endorsed by Waverley Borough Council, which sent a message to this effect on June 24 to all Town and Parish Councillors.

The Trustees of the Rotary Club of Godalming Woolsack Charity Trust Fund will have responsibility for Rotary's Waverley COVID Fund but may delegate responsibility to a committee (including at least one Rotarian and one representative of Citizens Advice Waverley) for assessment of applications and decisions regarding provision of financial support.

### Our Request

Financial support for this Fund is sought from those Towns (Haslemere, Godalming) and Parish councils in Waverley that are not already supporting such a fund. Whilst acknowledging the different approaches between Waverley's main towns, it is understood that Farnham Town Council has donated £5,000 to the

Farnham Support Fund and would like to request that Godalming Town Council consider a similar level of support for Rotary's Waverley COVID Support Fund.

In considering this request we would ask that it is viewed as a holistic approach for the Godalming area to an unprecedented situation linked to other support organisations and groups as shown in the diagram below.





**Milford Hospital. At the heart of  
Guildford and Waverley CCG**



**UTC proposal  
June 2020**

## Proposal for an Urgent Treatment Centre at Milford Community Hospital

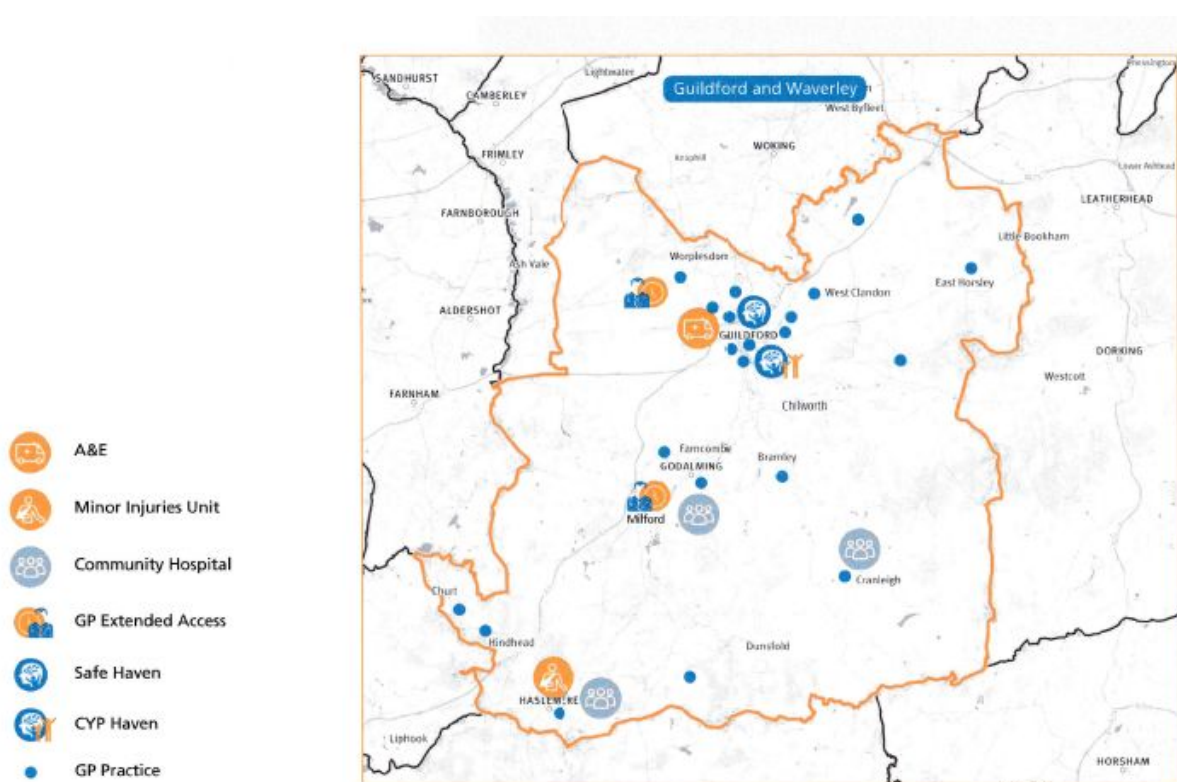
### Positioned at the Heart of Guildford & Waverley CCG Area

#### Introduction

In July 2017, NHS England published *Urgent Treatment Centres – Principles & Standards*, in which it states (p.4, para. 3): “... the public told us of the confusing mix of walk-in centres, minor injuries units and urgent care centres, in addition to numerous GP health centres and surgeries offering varied levels of core and expanded service.” For this reason, they wanted to establish Urgent Treatment Centres across the country “...alongside hospital A&E departments to allow the most efficient flow of patients to the service that best suits their needs.” (p.6 para.2). We strongly believe that the Guildford and Waverley (G&W) CCG area would benefit greatly from having a UTC.

This draft proposal is in response to the G&W CCG Better Care Together Programme and is submitted by The League of Friends of Milford Hospital and Busbridge Parish Council.

The following map of Guildford and Waverley shows the current distribution of A&E, a minor injuries unit, 3 community hospitals, GP practices, extended access GP practices (offering pre-bookable appointments outside core contractual hours, either in the early morning, evening or at weekends), the Safe Haven (providing out of hours help and support to people and their carers who are experiencing a mental health crisis or emotional distress) and the CYP Haven (a mental health and emotional wellbeing crisis drop-in for children and young people aged 10-18).



For a full list of GP practices in Guildford and Waverley, please visit [www.guildfordandwaverleyccg.nhs.uk/info.aspx?p=4](http://www.guildfordandwaverleyccg.nhs.uk/info.aspx?p=4)

It is essential that there are robust communications between these clinical facilities and the chosen UTC. If this were to be at Milford Hospital, this would be built into their standard operating procedures.

There also needs to be reliable clinical support from relevant consultants based in the area. Milford Hospital in the past has benefited from out of hours (OOH) and day visits from local GPs. At an operational level, local GPs would find Milford an appealing hospital in which to work, as would junior doctors if staffing at this level were ever contemplated.

Apart from the obvious geographical advantage and existing community hospital services, providing 20-bed inpatient rehabilitation staffed by nurses, occupational therapists, physiotherapists and healthcare assistants, Milford Hospital has a large parking area and level access for disabled patients.



### **Geography**

A UTC positioned adjacent to an existing community hospital site makes sense as there will be existing facilities and services already in place which can be used, upgraded or added to. This proposal concentrates mainly on the use of these facilities. However land is available for a partial or complete new build.

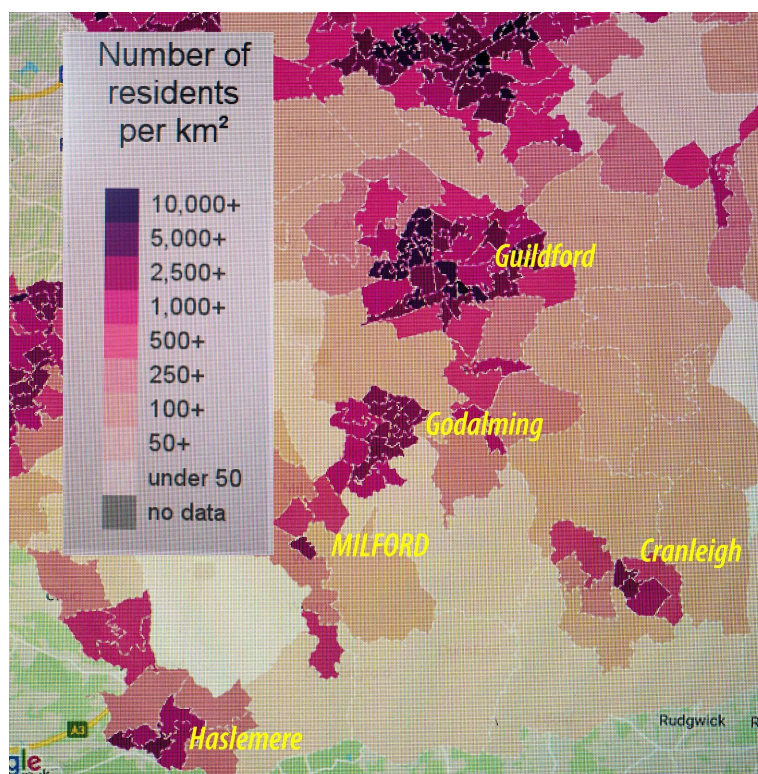
Of the three community hospitals in the G&W CCG area Milford Hospital is the most centrally positioned (ref. map on p. 1). It is the closest to the Royal Surrey County Hospital (RSCH) A&E department, which is frequently under pressure, especially at weekends and bank holidays.

Equality of access for patients of the whole CCG area is essential. The more central the site, the more it will be used by patients seeking urgent treatment, but not requiring the services of our A&E department at the RSCH.

## Demographics

The population of the G&W area is about 270 000. The most densely populated areas are those around Guildford and Godalming. Some 20% of the G&W residents are 65+ years of age. This number of 41300+ is projected to rise to 49200 by 2027 & then will include a higher proportion of people of 85+ years of age. Young adults make up a relatively high proportion of the population of the area, partly due to the University in Guildford. Patients can expect to live in 'not good' health for 12.8 years longer than the national average. This inevitably means Long Term Conditions (LTC) will need careful management. In OOH GP surgery times, a UTC central in the area will be of incalculable value, particularly if it is working in parallel with the existing Day Assessment Treatment Centre (DACT) at Milford Hospital.

Huge housing developments are expected in the G&W area in the next few years, and these are likely to increase the proportion of children in the population. A UTC needs to be able to meet the needs of a growing, changing and aging population.



### **Transport Links**

Public transport and other environmentally friendly modes of transport are increasingly encouraged. However we feel it is also realistic to think that, as with patients who mostly arrive at A&E, anyone with an urgent medical condition is likely to get a lift from a family member or friend.

This is not always easy in the Guildford and Waverley area due to the road infrastructure and traffic levels. It is often said that in Surrey “We do not have roads ....we have lanes. “. There is only the one main trunk road in the area, the A3 and few A roads. Despite this, Milford is particularly well connected, being next to the A3 and with an ambulance average journey time of only ten minutes from Milford Hospital to The Royal Surrey County Hospital.

We have measured average car journey times from populated sites at the perimeter of the G&W area and have found the following to be the times taken:

Haslemere centre - 13 minutes

Alfold - 15 minutes

East Farnham - 15 minutes

North Guildford - 17 minutes

Pirbright - 18 minutes

Wisley - 19 minutes

Ellens Green - 24 minutes

Little Bookham - 27 minutes

### **Average Ambulance Journey Times from Milford**

To RSCH: 10 minutes

To Frimley Park Hospital: 17 minutes

### **Air Ambulance.**

There is a grassed area in Leithfield Park close to the ambulance entrance to the hospital which measures nearly 50 x 50 sq metres and which would be suitable for emergency use as a helicopter pad.

### **Public Transport**

Trains: Milford Hospital is less than a mile from Milford Station, itself on the London to Portsmouth mainline. It is also only a ten minute drive from Godalming station with its taxi rank, also on the Portsmouth line. The line gives direct access to Haslemere, Witley, Godalming, Farncombe, Guildford and other routes from there.

Buses: The hospital is served by two bus routes, The 503 from Hambledon via Station Lane to Guildford and the 523 from the hospital main entrance to Guildford. While these currently only provide a combined service of one bus per day in each direction these services could easily be expanded given the need.

Hoppa buses also serve Milford Hospital and we know would be pleased to expand their service.

### **Car access and parking**

Milford Hospital is extremely well provided for in terms of both car access and parking.

There are three separate access points to the Hospital site providing entrance and exit points to the main car park as well as a further entrance point to the Ambulance drop off.

The main car park has spaces for 68 cars, and in addition there are 10 spaces outside the maintenance buildings and a further 12 spaces next to the Ambulance drop off.

The deep tarmac verges on both sides of the main entrance and exit are not currently used for formal parking but if marked up with painted lines would provide a further 44 spaces.

The hospital therefore currently has a total 90 spaces for cars to park and the ability to easily provide a further 44.

Were a UTC to be located at Milford Hospital, there is adequate space for a further very large car park should this be needed.



### **GP Practices in the Area**

There are 21 GP practices, embodying 28 surgeries in the G&W area. (A full list of these is available on the G&W website.) Of the 21 practices:

- a total of 7 are within a 4 mile radius of Milford Hospital
- a further 8 practices are in the Guildford area
- 

Please note we have not included GP practices outside the G&W CCG area.

We strongly believe that there will be sufficient interest and local ability in GPs being prepared to cover the services required at a UTC 24/7, 8am – 8pm.

Over many years, Milford Hospital has had OOH support from local GPs. This has been in addition to visiting consultants from the RSCH and its own resident house doctors. Currently all doctors at the Hospital are from the RSCH. OOH coverage is also provided by the RSCH.

### **Milford Hospital Site**

Milford Community Hospital is situated in extensive grounds (10 acres). These grounds belong to NHS England.

### **Services Already offered at Milford Hospital**

- 2 x 10 bedded wards, including step-up and step-down beds
- Community X-ray
- DATC (Day Assessment & Treatment Centre): providing holistic assessment for elderly patients, including check-ups, a Parkinson's Disease clinic, podiatry, dressings, Speech & Language consultation & referral, physiotherapy, occupational therapy.

Over many years the multitude of changes of use of the Hospital demonstrate its flexibility e.g. the speedy use of the old Cedar ward by Chiddingfold Surgery, when this was demolished by fire in 2019; and most recently changes necessitated by the Covid 19 crisis.

### **Financial implications**

There are considerable cost savings to be made by locating the UTC at Milford Hospital.

#### **Capital Costs**

The hospital grounds and buildings are owned by the NHS. This therefore will eliminate the cost of buying or renting a site.

#### **Overhead and running costs.**

Staffing and administrative costs will be the same wherever the UTC is located. However, by placing the UTC at Milford Hospital, already a substantial, 24hr, 7 day a week facility, we anticipate that there will be economies of scale that can be achieved in the running costs. These will be in such areas as building & ground maintenance, cleaning, catering, security, sterilisation services,

ambulance parking areas, suitable wheelchair access + a level site for patients with reduced mobility, step-up beds as available and shared X-ray usage.

### **Staffing Issues**

Leithfield Park is a new housing estate which surrounds Milford Hospital. It comprises 108 new homes and was built there in the last 5 years. It being newly developed it offers 33% affordable housing. There are a further 480 new houses to be built in the near future on Ockford Ridge, a site between Milford and Godalming and over 100 more on Milford Golf Course. These modern homes could well attract potential staff for a UTC in the area and Milford Hospital itself. Godalming has superb public transport links, which run from early to late each day. We are confident that a new UTC would attract dynamic young nurses to a stimulating work place and an attractive area in which to live and work.

### **Conclusion**

We believe that this proposal will meet the national requirements for a UTC. It will:

- bring out-of-hospital improved outcomes for patients
- use an existing site & some of its services
- provide a reduced demand for A&E services in Guildford
- represent good value for money
- be an attractive, stimulating place for key staff to work
- have the necessary cover from GPs in the area
- be readily accessible to patients across the whole of the G&W area and therefore used by them
- be able to meet the needs of our increasing & changing population
- rationalise & standardise services, giving the public better understanding of where to go in an emergency (as per NHS publication '*UTC: Principles and Standards*' July 2017)

### **Community Support**

In the last week, a very early draft of this proposal has been shown to 6 local parish councils, all of whom fully support the Milford Hospital proposal as being the most sustainable for a UTC with an integrated service in the G&W area. These include:

- Compton
- Seal and Send
- Shackleford
- Puttenham
- Busbridge
- Bramley



## **Appendix 1**

### **Urgent Treatment Centre Services**

Urgent treatment centres (UTC) provide urgent medical attention to people with conditions that are not immediately life-threatening. They are led by GPs and open for at least 12 hours a day every day of the week (including bank holidays). They can be accessed via calling NHS111 or their general practitioner, but people can also use them as a walk-in service.

They are equipped to diagnose and treat many of the most common ailments including:

- sprains and strains
- suspected broken limbs
- minor head injuries
- cuts and grazes
- bites and stings
- minor scalds and burns
- ear and throat infections
- skin infections and rashes
- eye problems
- coughs and colds
- feverish illness in adults
- feverish illness in children
- abdominal pain
- vomiting and diarrhoea
- emergency contraception

UTCs require access to investigations, including urine and blood tests, pregnancy tests, electrocardiograms and simple X ray facilities.

Use of Urgent Treatment Centres can relieve pressure on Accident and Emergency Departments (A&E) which exist to deal with life-threatening situations.

15. COMMUNITY STORE WORKING GROUP – 2<sup>ND</sup> REPORT – 16 JULY 2020

1. Introduction

At the meeting of the Policy & Management Committee of Godalming Town Council held on 25 June, Members approved in principle that the Town Council should maintain a Community Store to support the alleviation of food poverty for at least the next 6 months. Additionally, Members requested that the Community Store Working Group brings forward further proposals to Full Council on 16 July, This reports is in support of that request.

2. Working Group Considerations – 30 June 2020

Following the decision of the Policy & Management Committee, The Community Store Working Group met on 30 June 2020.

With the Community Store currently utilising the Wyatt Room and Caudle Hall at the Wilfrid Noyce Centre, the Working Group considered the financial impact upon the Council of retaining the Community Store within its most significant revenue asset. In doing so the RFO presented to the Working Group a paper setting out options for continued usage of Godalming Town Council community facilities to support the Community Store.

Members acknowledged that whichever option was recommended to the Council, in addition to staffing costs in the relocation, direct costs would be incurred, which are estimated in the region of £1,500.

The sum of loss of income for the various venues shown in the paper is based upon last year's figures and does not reflect a true loss to the Council because of the impact of coronavirus on the lettings.

The Working Group accepted that the small hall at Broadwater Park appeared the most favourable for a number of reasons:

- parking (free and plentiful – charges in Crown Court start on Monday);
- a proper office for staff who can then engage in other work;
- garden and storage space; and
- the NHS who rent the hall now would move to the Caudle Hall and be able to increase the number of clients being supported.

Members also considered the need to ensure that people are getting proper support beyond the Community Store and that they are helped by the Citizens' Advice Waverley (CAW) and can get the benefits they require such as universal credit and the Rotary's Waverley COVID Support Fund. A CAW information sheet is being developed to be given to users of the Community Store.

Concerns were expressed about travel to Broadwater Park and it was established that the no 70, 71 and 72 bus stops on Meadow next to the lake and serves the community centre well (562mtr/0.35 miles bus stop to Broadwater Community Centre, 213mtr/0.13 mile bus stop to WNC) additionally the 503 and 523, although less frequent stop on Summers Road.

The continuity of volunteers was discussed and there was some thought that some may need to return to work, but currently the volunteer levels are in excess of what is needed.

Continuity of supply was discussed and a direct approach to the smaller supermarkets and schools will be undertaken.

The Working Group was informed of the initiatives the Volunteers are establishing ie. Street Champions and Street Donation points and establishing links with local schools.

### **3. Post Working Group Meeting 30 June 2020**

Post the Working Group meeting, the Mayor hosted a visit to the Community Store, which resulted in an offer of a potential venue to house the Community Store.

At this stage the feasibility of the offer is to be investigated and a number of issues will need to be explored including, but not limited to:

1. availability of space, from when and for how long and what if any cost;
2. accessibility of space – access times for volunteers/staff and clients;
3. restraints on use of space – type of racking that can be used, is the space available 5 days per week every week on an exclusive use basis
4. ease of access for clients – parking, public transport, signposting;
5. safeguarding – are there any safeguarding issues;
6. wifi – can GTC staff member work from the location; and
7. insurance and liability.

Whilst the use of a non-council building would be beneficial, all advantages along with disadvantages must be considered. The aim would be to have the Community Store relocated by the 1<sup>st</sup> week of September.

It is unlikely that all considerations can be conducted before Full Council on 16 July, as such delegated authority to determine the future location of the Community Store should be sought.

### **4. Recommendations**

1. **If no other suitable location is established prior to 4 September 2020, the Community Store is relocated to Broadwater Park Community Centre.**
2. **Authorise the Working Group to explore offers of alternative locations and accept the best available offer if considered to be of greater overall benefit to:**
  - a. **the sustainability of the Community Store;**
  - b. **the existing and potential future users of the Community Store**  
**and:**
  - c. **is acceptable to the administrators of the Voluntary Supporters' Group;**
  - d. **places no greater staffing requirement upon GTC than the current arrangements.**
3. **The allocation of set-up costs (excluding staff time) to facilitate the relocation of the Community Store of up to £1,500.**

Location	Option 1 WNC - Wyatt & Oglethorpe	Option 2 WNC - Oglethorpe	Option 3 BWP - Small Hall
Loss of Income - 4 months	£ 7,200	£ 3,900	£ 4,300
Set Up Costs	£ 1,500	£ 1,500	£ 1,500
<b>Staffing Resource</b>			
Karen	20 hours per week minimum	20 hours per week minimum	20 hours per week minimum
Darren - Trollet Tuesday	2 hours per week	2 hours per week	2 hours per week
Admin Support	4 hours per week	4 hours per week	4 hours per week
<b>Advantages</b>	Known by customers  Most similar to current model  Provides the most space	Known by customers  Least cost to Council	Ample free car parking  Largest of the smaller halls  Has a separate office  Has a store cupboard that can be used for excess product storage  Has garden which could hold shed for storage  Has garden which children of customers could access
<b>Disadvantages</b>	Limited free parking  Highest cost to Council  Use of foyer for customers & Karen to work would cause access issues to Caudle Hall for paying hirers.	Limited free parking  No foyer therefore Karen unable to do other work whilst running store	Need to re-educate customers about location

16. RE-OPENING COMMUNITY CENTRES

**Background**

Godalming Town Council closed all three of its Community Centres on 22 March 2020 in anticipation of lockdown requirements which were formally issued from Central Government on 23 March 2020. The Facilities Supervisor contacted all hirers, both regular and ad hoc, to inform them that the Community Centres were shut until further notice, and has been in regular contact with them since.

On 23 June 2020, the Prime Minister announced easements of the coronavirus (COVID-19) restrictions as part of Step Three of the Government's plan to return life to as near normal as possible. As part of Step Three, all businesses and venues could reopen from 4 July, with a number of exceptions (which did not include Community Centres). The Government updated its advice on the safe use of multi-purpose community facilities on 6 July 2020 which has been reviewed by Officers with the key elements noted below.

**Guidance for the Safe Use of Multi-Purpose Community Facilities**

Community centres, village halls, and other multi-use community facilities support a wide range of local activity. However, their communal nature also makes them places that are vulnerable to the spread of coronavirus (COVID-19).

Managers of community facilities will have discretion over when they consider it safe to open for any activity permitted by legislation and may decide to remain closed if they are not able to safely follow the advice in the relevant guidance, to make the space COVID-19 secure.

Each community facility should apply relevant guidance, locally, depending upon circumstances, including its size and type of activities it hosts, its users, how it is organised, operated, managed and regulated.

Core principles for safely re-opening community facilities include:

1. complete a COVID-19 risk assessment (this is in addition to any risk assessment which is already in place for the community facility);
2. social distancing and capacity – measures should be in place to ensure all users of community facilities follow the guidelines on social distancing, including **strict adherence to social distancing** of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) are acceptable;
3. cleaning – all surfaces, especially those most frequently touched, should be cleaned regularly, using standard cleaning products;
4. hygiene and face-coverings – on entering and leaving a community facility everyone, including staff, should be asked to **wash their hands thoroughly for at least 20 seconds using soap and water** or to use hand sanitiser if hand washing facilities are not available. If you can, you should wear a face covering in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet, such as a community facility;
5. vulnerable people – those in the vulnerable category should be encouraged to stay at home;
6. toilets – toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available;

7. noise – all venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission; and
8. Track & Trace – keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

### **Activities not permitted**

Community facilities should not permit live performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission – from either the performer(s) or their audience. There will be further guidance setting out how performing arts activity can be managed safely in other settings, for instance rehearsing or broadcast without an audience.

Indoor community facilities should also not permit sports activities that would typically take place in a gym, sports venue, or a fitness or dancing studio – these venues have not yet been permitted to open.

For the full guidance please see <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

### **Applying Core Principles to Godalming Town Council**

#### Risk Assessments

The Facilities Supervisor has completed Risk Assessments for each Community Centre (attached for the information of Members).

#### Social Distancing and Capacity

Using a social distancing calculator based on square meterage, Officers have assessed that the capacity limits for our Community Centres are as follows:

	<b>Square Metres</b>	<b>Normal</b>	<b>2 Metres</b>	<b>1 Metre</b>
Caudle Hall	224	224	76	146
Wyatt Room	49	45	17	32
Oglethorpe Hall	52	45	18	34
BWP Large Hall	88	88	30	57
BWP Small Hall	62	62	21	40
Pepperpot		20	6	10

#### Cleaning

Our centres are cleaned regularly by Waverley Borough Council cleaners, but not daily and not between every hire where multiple hires occur on one day. As such we will need to make this clear to our hirers, and request that as part of their own processes, they incorporate time to clean before and after their hire. They will need to evidence their acceptance of this requirement. The Council will need to make available cleaning products to enable this to happen.

## Hygiene and Face Coverings

Godalming Town Council will make hand sanitiser available at the entry point of each Community Centre and put up signs requesting every person clean their hands upon both entry and exit.

The Council will be using the 2 metre social distancing capacity numbers, and as such, there is no requirement for face masks to be worn. However, it would be prudent to encourage each hirer to have face masks available for anybody who wishes to wear one.

## Toilets

Godalming Town Council already has signs on good hand washing technique and will encourage users to adhere to these good practices.

## Noise/Permitted Activity

The Facilities Supervisor and Responsible Finance Officer have compiled a list of all regular users for each centre and assessed whether the activity involved is permitted under current rules. Any activity involving singing or use of projected voices has been deemed to be not permitted. In addition, any fitness, dance or sporting activity has been deemed to be not permitted.

## Track & Trace

Each hirer will be asked to retain a list of attendees, along with contact details, for each period of hire. This information will be requested if required by NHS Track & Trace. The hirer may destroy the list after 21 days if not required.

## **The Pepperpot**

It is Officers' belief that all current hirers of The Pepperpot have activities permitted under the current guidelines. As such, the Council could start allowing regular hirers back into the building should Members give their approval to do so. Two of the Council's regular hirers have expressed a desire to resume using The Pepperpot as soon as it is available.

The main issue with The Pepperpot is its single entry and exit point. This will be managed by requiring the Hirer to stagger the entry of their attendees (i.e. stand in the Undercroft and let one person up at a time, and then upon completion of hire, let one person down at a time).

## **Broadwater Park Community Centre**

Currently Broadwater is being hired by the Royal Surrey and is not available for any other hire. In September, when their current agreement expires, the Large Hall should be adequate to accommodate all hirers with permitted activities.

Only one of the Council's regular hirers has expressed a desire to resume using Broadwater as soon as it is available.

## **Wilfrid Noyce Centre**

Currently the Caudle Hall and Wyatt Room within the Wilfrid Noyce Centre are being used by the Community Store. There are limited hirers that could use the Oglethorpe Hall with the appropriate social distancing. Should the Caudle Hall become available, there is one hirer who wishes to start as soon as 10 August 2020 and they are a permitted activity.

## Broadwater Park Community Centre COVID-19 Risk Assessment

Area of Risk	Risk Identified	Actions to Take to Mitigate Risk	Notes
<p>Broadwater Park Community Centre (BWPCC)</p> <p>Normal capacity: Main Hall 88 Small Hall 62</p> <p>2 Metres: Main hall 30 Small Hall 21</p> <p>1 Metres: Main Hall 57 Small Hall 40</p> <p>Currently being used by NHS</p> <p>Please note a Risk Assessment has been provided by NHS for sole hire of the Community Centre.</p>	<p>Social Distancing and Capacity</p> <p>Using a Social Distancing Calculator based on square meterage.</p> <p>The BWPCC can only operate single entry and exit at a time</p> <p>Both halls have fire exits into a garden which could provide an exit if required.</p>	<p>Signed Risk Assessment to be provided by the hirer.</p> <p>Hirer to manage entry of all visitors – staggering the entry of all attendees.</p> <p>All visitors to wait outside the BWPCC and be allowed entry one at a time keeping to maintain social distancing.</p>	<p>Email to be sent to hirer confirming hire and COVID-19 risk requirements.</p> <p>Track &amp; Trace. Each hirer will be asked to retain a list of attendees, along with contact details, for each period of hire. This information will be requested if required by NHS Track &amp; Trace. The hirer may destroy the list after 21 days if not required.</p>
<p>Staff, contractors and volunteers –</p> <p>Who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff, and all hirers regularly to see if arrangements are working.</p>	<p>Register of all GTC staff and contractors to be kept (ref Track &amp; Trace).</p> <p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car park/paths/patio /exterior areas</p>	<p>Social distancing is not observed as people</p>	<p>Mark out 2 metre waiting area in car park</p>	<p>Transitory lapses in social distancing in</p>



	<p>congregate before entering premises. Outside waiting area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>outside entrance to BWPCC. Regular checks to area outside entrance door to check for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas.</p> <p>Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser provided at entrance to building and by the hirer.</p>	<p>Hand sanitiser machine positioned in entrance area of BWPCC.</p> <p>Signs visible asking visitors to clean their hands upon entry and exit.</p> <p>There is no requirement for facemasks if hirers are using the 2m social distancing capacity numbers. It is prudent to encourage each hirer to have face masks available for those that wish to wear one.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p> <p>GTC to check Kitchen and Bathroom areas of the BWPCC, have sufficient hand soap and cleaning materials - each day it is hired.</p>
Meeting room	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between uses.</p> <p>Projection equipment/audio equipment.</p>	<p>Door handles, light switches, tables, chairs and other equipment used, to be cleaned by hirer after use and by contracted cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Chairs have cushioned seats and will need sufficient time between hires to be cleaned.</p> <p>Consider using only hard surfaced chairs which could reduce the time in between hires. Hard surfaced chairs</p>

	Social distancing to be observed	Hirers to be encouraged to wash hands regularly.	can be wiped cleaned by the hirer after use.
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas.</p> <p>Please check max no's for small hall and large hall at BPCC after NHS Hire.</p> <p>Door and window handles.</p> <p>Light switches, tables, chair backs and arms.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>All floor surfaces are solid and there is no carpeting.</p>	<p>Consider hire not possible if no. of users exceeds recommended no's for social distancing</p> <p>Only two people using kitchen and bathroom areas at a time.</p> <p>Set up alternative refreshment area in each hall if required.</p>
Kitchen	<p>Social distancing more difficult.</p> <p>Door/window handles.</p> <p>Light switches.</p> <p>Work surfaces/sinks.</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer.</p> <p>Crockery/cutlery.</p> <p>Kettle/hot water boiler.</p> <p>Cooker/Microwave.</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided.</p> <p>Consider encouraging hirers to bring their own food and drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified kitchen cupboard with kitchen cleaning products available.</p> <p>This is also confirmed to hirer at time of hire confirmed.</p> <p>Stocks of cleaning materials regularly checked to ensure items available for use when required.</p> <p>Consider closing kitchen if not required or restricting access.</p>
Store cupboards (cleaner etc)	<p>Social distancing not possible.</p> <p>Door handles/light switch</p>	<p>Public access unlikely to be required.</p> <p>Cleaner to decide frequency of cleaning.</p>	<p>Cleaner's cupboard is always kept locked and not available to hirers.</p> <p>Cleaner provides risk assessment for his work at BWPC. (Waverley currently contracted as cleaners at BWPC).</p>

Storage rooms (furniture/equipment)	Social distancing more difficult.  Door handles in use.  Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use.  Hirer to control accessing and stowing equipment to encourage social distancing.	All additional equipment stored or fixed in the Meeting room.  Projector controls and IT Cables to be cleaned after each hire.
Toilets	Social distancing difficult.  Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.  Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.  Hirer to clean all surfaces etc., before public arrive unless staff have pre-cleaned out of hours.  Consider engaged/ vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.  Facilities Supervisor to inspect the hall and ensure the above items are fully stocked and additional supplies available.  If block of toilets – block off alternate toilets. Restrict No's of users to this area at a time.  Consider signage for toilet to indicate whether toilet in use.
Boiler room or storage areas.	Door handle/light switch.  Social distancing not possible.	Public access unlikely.  Contract Cleaner to clean all areas as required	Facilities Supervisor to check BWPC daily to ensure cleaning has taken place by contractor and hirers.
Projector/IT equipment and audio controls	Social distancing.  Lighting and sound controls.	Hirer to control access and clean as required.	Facilities Supervisor to check BWPC daily to ensure cleaning of all equipment has taken place.

## The Pepperpot COVID-19 Risk Assessment

Area of Risk	Risk Identified	Actions to Take to Mitigate Risk	Notes
<p>The Pepperpot</p> <p>Social Distancing and Capacity</p> <p>Normal Capacity : 20 2 Metres : 6 1 Metres : 10</p>	<p>Social Distancing and Capacity</p> <p>Using a Social Distancing Calculator based on square meterage.</p> <p>The Pepperpot has a single entry and exit point which will need to be managed by the hirer.</p>	<p>Signed Risk Assessment to be provided by the hirer.</p> <p>Hirer to manage entry of all visitors – staggering the entry of all attendees.</p> <p>All visitors to wait in Undercroft area of the Pepperpot – one person to be allowed to enter and go up to meeting room area.</p>	<p>Email to be sent to hirer confirming hire and COVID-19 risk requirements.</p> <p>Track &amp; Trace Each hirer will be asked to retain a list of attendees, along with contact details, for each period of hire. This information will be requested if required by NHS Track &amp; Trace. The hirer may destroy the list after 21 days if not required..</p>
<p>Staff, contractors and volunteers–</p> <p>Who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff, and all hirers regularly to see if arrangements are working.</p>	<p>Register of all GTC staff and contractors to be kept (ref Track &amp; Trace).</p> <p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>
<p>Car park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p>	<p>Mark out 2metre waiting area in street outside entrance or the Undercroft area.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is</p>

	<p>Outside waiting area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Regular checks to area outside entrance door to check for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas.</p> <p>Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser provided at entrance to building and by the hirer.</p>	<p>Hand sanitiser machine positioned in entrance area of The Pepperpot.</p> <p>Signs visible asking visitors to clean their hands upon entry and exit.</p> <p>There is no requirement for facemasks if hirers are using the 2m social distancing capacity numbers. It is prudent to encourage each hirer to have face masks available for those that wish to wear one.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p> <p>GTC to check kitchen and bathroom areas of The Pepperpot; have sufficient hand soap and cleaning materials - each day it is hired.</p>
<p>Meeting room</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between uses.</p> <p>Projection equipment.</p> <p>Remote.</p> <p>Blind controls.</p>	<p>Door handles, light switches, tables, chairs and other equipment used, to be cleaned by hirer after use and by contracted cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Chairs have cushioned seats and will need sufficient time between hires to be cleaned.</p> <p>Consider purchasing hard surfaced chairs which could reduce the time in between hires.</p> <p>Hard surfaced chairs can be wiped clean by the hirer after use.</p>

	<p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Hirers to be encouraged to wash hands regularly.</p>	
<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas.</p> <p>Please see max no. of hirers for The Pepperpot.</p> <p>Door and window handles.</p> <p>Light switches.</p> <p>Tables, chair backs and arms.</p> <p>Copier, laminator, shredder.</p> <p>Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>All floor surfaces are solid and there is no carpeting.</p>	<p>Consider hire not possible if no. of users exceeds recommended no's for social distancing</p> <p>Only one person using kitchen and bathroom areas at a time due to small floor space available at The Pepperpot.</p>
<p>Kitchen</p>	<p>Social distancing more difficult.</p> <p>Door and window handles.</p> <p>Light switches.</p> <p>Work surfaces/sinks.</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer.</p> <p>Crockery/cutlery.</p> <p>Kettle/hot water boiler.</p> <p>Cooker/Microwave.</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided.</p> <p>Consider encouraging hirers to bring their own food and drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified</p> <p>Kitchen cupboard clearly marked with kitchen cleaning products available.</p> <p>This is also confirmed to hirer at time of confirmation of hire.</p> <p>Stocks of cleaning materials regularly checked to ensure items available for use when required.</p> <p>Consider closing kitchen if not required or restricting access.</p>
<p>Store cupboards (cleaner etc.)</p>	<p>Social distancing not possible.</p> <p>Door handles, light switch.</p>	<p>Public access unlikely to be required.</p> <p>Cleaner to decide frequency of cleaning.</p>	<p>Cleaner's cupboard is always kept locked and not available to hirers.</p> <p>Cleaner provides risk assessment for his work at The Pepperpot.</p>

			(Waverley currently contracted as cleaners at The Pepperpot).

Storage rooms (furniture/equipment)	<p>Social distancing more difficult.</p> <p>Door handles in use.</p> <p>Equipment needing to be moved not normally in use.</p>	<p>Decide whether hall cleaner cleans or hirer to clean equipment required before use.</p> <p>Hirer to control accessing and stowing equipment to encourage social distancing.</p>	<p>All additional equipment stored or fixed in the meeting room.</p> <p>Projector controls and IT Cables to be cleaned after each hire.</p>
Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc., before public arrive unless staff have pre-cleaned out of hours.</p> <p>Consider engaged/ vacant signage and posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>Facilities Supervisor to inspect the hall and ensure the above items are fully stocked and additional supplies available.</p> <p>Consider signage for toilet to indicate whether toilet in use.</p>
Boiler room	<p>Door handle, light switch.</p> <p>Social distancing not possible.</p>	<p>Public access unlikely.</p> <p>Contract cleaner to clean all areas as required.</p>	<p>Facilities Supervisor to check The Pepperpot daily to ensure cleaning has taken place by contractor and hirers.</p>
Projector/IT equipment and blind controls	<p>Blinds.</p> <p>Social distancing.</p> <p>Lighting and sound controls.</p>	<p>Hirer to control access and clean as required.</p>	<p>Facilities Supervisor to check The Pepperpot daily to ensure cleaning of all equipment has taken place.</p>



## Wilfrid Noyce Centre COVID-19 Risk Assessment

Area of Risk	Risk Identified	Actions to Take to Mitigate Risk	Notes
<p>The Wilfrid Noyce Centre (WNC)</p> <p>Caudle Hall Normal Capacity: 224 2 Metres: 76 1 Metres: 146</p> <p>Wyatt Room 45/17/32</p> <p>Oglethorpe Hall 45/18/34</p> <p>Please note there is a separate Risk Assessment for The Community Store which will be using the Wyatt Room and Oglethorpe Hall.</p>	<p>Social Distancing and Capacity.</p> <p>Using a Social Distancing Calculator based on square meterage.</p> <p>The WNC can operate an in and out system.</p> <p>Caudle Hall In – Front Door. Leave – via Fire Exit.</p> <p>Wyatt can also use an in and out system.</p> <p>Oglethorpe has only one entry/exit and will have to be managed by the hirer.</p>	<p>Signed Risk Assessment to be provided by the hirer.</p> <p>Hirer to manage entry of all visitors – staggering the entry of all attendees.</p> <p>All visitors to wait outside the WNC and be allowed entry one at a time keeping to social distancing.</p>	<p>Email to be sent to hirer confirming hire and COVID-19 risk requirements.</p> <p>Track &amp; Trace.</p> <p>Each hirer will be asked to retain a list of attendees, along with contact details, for each period of hire. This information will be requested if required by NHS Track &amp; Trace. The hirer may destroy the list after 21 days if not required.</p>
<p>Staff, contractors and volunteers.</p> <p>Who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being.</p> <p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p> <p>Talk with staff, and all hirers regularly to see if arrangements are working.</p>	<p>Register of all GTC staff and contractors to be kept (ref Track &amp; Trace).</p> <p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Car park/paths/patio/ exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Outside waiting area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Mark out 2metre waiting area in street outside entrance to WNC or outside the Oglethorpe Hall.</p> <p>Regular checks to area outside entrance door to check for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p>
<p>Entrance hall/lobby/ corridors</p>	<p>Possible “pinch points” and busy areas where risk of social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas.</p> <p>Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser provided at entrance to building and by the hirer.</p>	<p>Hand sanitiser machine positioned in entrance area of WNC.</p> <p>Signs visible asking visitors to clean their hands upon entry and exit.</p> <p>There is no requirement for facemasks if hirers are using the 2m social distancing capacity numbers. It is prudent to encourage each hirer to have face masks available for those that wish to wear one.</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p> <p>GTC to check kitchen and bathroom areas of the WNC, have sufficient hand soap and cleaning materials - each day it is hired.</p>
<p>Meeting room</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between uses.</p> <p>Projection equipment/ audio equipment.</p>	<p>Door handles, light switches, tables, chairs and other equipment used, to be cleaned by hirer after use and by contracted cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Chairs have cushioned seats and will need sufficient time between hires to be cleaned.</p> <p>Consider using only hard surfaced chairs which could reduce the time in between hires. Hard surfaced chairs</p>

	Social distancing to be observed	Hirers to be encouraged to wash hands regularly.	can be wiped cleaned by the hirer after use.
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas.</p> <p>Please see max no. of hirers of each hall at the WNC.</p> <p>Door and window handles.</p> <p>Light switches.</p> <p>Tables, chair backs and arms.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner.</p> <p>All floor surfaces are solid and there is no carpeting.</p>	<p>Consider hire not possible if no. of users exceeds recommended no's for social distancing.</p> <p>Only one person using kitchen and bathroom areas at a time.</p> <p>Set up alternative refreshment area in Wyatt Room for a separate hire.</p>
Kitchen	<p>Social distancing more difficult.</p> <p>Door and window handles.</p> <p>Light switches.</p> <p>Work surfaces/sinks.</p> <p>Cupboard/drawer handles.</p> <p>Fridge/freezer.</p> <p>Crockery/cutlery.</p> <p>Kettle/hot water boiler.</p> <p>Cooker/Microwave.</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser, soap and paper towels to be provided.</p> <p>Consider encouraging hirers to bring their own food and drink for the time being.</p>	<p>Cleaning materials to be made available in clearly identified kitchen cupboard with kitchen cleaning products available. This is also confirmed to hirer at time of confirmation of hire.</p> <p>Stocks of cleaning materials regularly checked to ensure items available for use when required.</p> <p>Consider closing kitchen if not required or restricting access.</p>
Store cupboards (cleaner etc.)	<p>Social distancing not possible.</p> <p>Door handles, light switch.</p>	<p>Public access unlikely to be required.</p> <p>Cleaner to decide frequency of cleaning.</p>	<p>Cleaner's cupboard is always kept locked and not available to hirers.</p> <p>Cleaner provides risk assessment for his work at the WNC (Waverley currently contracted as cleaners at WNC).</p>
Storage rooms (furniture/equipment)	<p>Social distancing more difficult.</p> <p>Door handles in use.</p>	<p>Decide whether hall cleaner cleans or hirer to clean equipment required before use.</p>	<p>All additional equipment stored or fixed in the Meeting room.</p>

	Equipment needing to be moved not normally in use.	Hirer to control accessing and stowing equipment to encourage social distancing.	Projector controls and IT Cables to be cleaned after each hire.
Toilets	<p>Social distancing difficult.</p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc., before public arrive unless staff have pre-cleaned out of hours.</p> <p>Consider engaged/ vacant signage and posters to encourage 20 second hand washing.</p>	<p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.</p> <p>Facilities Supervisor to inspect the hall and ensure the above items are fully stocked and additional supplies available.</p> <p>If block of toilets – block off alternate toilets. Restrict No's of users to this area at a time.</p> <p>Consider signage for toilet to indicate whether toilet in use.</p>
Boiler room	<p>Door handle, light switch.</p> <p>Social distancing not possible.</p>	<p>Public access unlikely.</p> <p>Contract cleaner to clean all areas as required.</p>	<p>Facilities Supervisor to check the WNC daily to ensure cleaning has taken place by contractor and hirers.</p>
Projector/IT equipment and audio controls	<p>Social distancing.</p> <p>Lighting and sound controls.</p>	<p>Hirer to control access and clean as required.</p>	<p>Facilities Supervisor to check the WNC daily to ensure cleaning of all equipment has taken place.</p>

## Example COVID-19 Risk Assessment

Area of Risk	Risk Identified	Actions to Take to Mitigate Risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required.  Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing.	Advise group they must comply with social distancing as far as possible and use one-way system.  Adopt layout advised.  Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink?  Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group.	Catch It, Bin It, Kill It.  Encourage group to avoid touching mouth, eyes, and nose.  Provide tissues; ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser.  Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises.	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises.	Follow hall instructions.  Move person to safe area, obtain contacts, inform cleaner.	



## **CREDIT CARD POLICY**

### **POLICY BRIEF & PURPOSE**

Godalming Town Council may provide employees with credit cards that can be used for business-related expenses. Having these cards helps the Council track and process expenses, prevent fraud and make payments more efficiently. The Council wants to make sure that employees who hold company credit cards will use them properly and will know their limitations and responsibilities.

### **SCOPE**

This policy applies to all employees who are eligible to use a company card. It also applies to employees who have the right to approve the use of a company card for their team members.

### **How does a company credit card work?**

Usually, Godalming Town Council will take out a credit card in the name of the employee. The employee will be able to use the credit card for business-related expenses and the Council will pay the card bills.

### **Employee credit card agreement**

When Godalming Town Council gives an employee a credit card, they will need to sign and abide by a credit card agreement. This is to acknowledge that the credit card belongs to the Council and that the Council can process and investigate charges as they see fit. It will also refer to the employee's responsibilities and the consequences for incorrect use.

Apart from the agreement, an employee can consult this policy every time they need more information about the use of the Council credit card.

### **Who can hold a company credit card?**

Company credit cards may be given to:

- Town Clerk
- Responsible Finance Officer
- Any other employee with a demonstrable need

Sometimes, employees who don't hold a company credit card need to pay for business-related expenses. In these instances, the Town Clerk should be asked to complete the purchase using the Council credit card. Alternatively, employees can pay for the charge themselves and expense it via the Council's expense claim process. If the expense claim is approved, the expense will be reimbursed on the next supplier payment run.

The Council has the right to withdraw a company credit card from an employee at any point.

### **What expenses are allowed on a company credit card?**

You can use a company credit card to pay for work-related expenses only. This includes:

- accommodation during work-related travel;
- local transportation during trips (taxi fares, rental cars etc.);
- materials required for buildings and ground maintenance;
- expenses for which there is an approved budget.

Sometimes, the Council may issue credit cards that can be used for a specific purpose only (e.g. payment for fuel).

Employees must not use the Council credit card for non-authorized or personal expenses. Never withdraw cash using the company credit card. Employees are also not allowed to purchase large amounts of alcohol, or any drugs, weapons, pornography or incur charges for other adult entertainment.

### **Exceptions**

You may apply for an exception if absolutely necessary. Inform the Responsible Finance Officer about the expense and they will seek the appropriate authorisation.

### **The limits of the company credit card**

There is a £5,000 transaction limit on the credit card and a £10,000 monthly credit limit.

The Council may adjust these limits in consultation with the employee.

### **The employees responsibilities**

If an employee has a company credit card, the Council expects the employee to:

- Protect it to the best of their ability. Don't leave it unattended or give it to unauthorised people (e.g. friends, family, and colleagues) even just to hold.
- Report it stolen or lost as soon as possible. If, for example, there's a break-in at your home and your Council credit card is taken, you need to file a police report and inform the Responsible Finance Officer immediately.
- Use it only for approved reasons. Follow the instructions in this Policy and the Employee Card Agreement, and don't use the card for personal or unauthorised expenses, even if you intend to compensate the charges later.
- Obtain receipts for all purchases and send to the Responsible Finance Officer as soon as possible, with a note of the purpose of the expense.

### **Use of Council credit card policy**

When an employee is using the Council credit card, they should:

- Confirm that the particular expense is allowed under this policy.
- Mind the credit card limit and the transaction limit so as to plan business expenses properly.
- Keep the credit card number and physical card secure.
- Use the card sensibly and avoid unnecessary expenses even if they're allowed under this policy.

### **Violating this policy**

The Council expects employees to comply with this Credit Card Policy and the Employee Card Agreement and may need to take action if the policy is violated. For example:

- If the employee incurs personal or unauthorised expenses, they will need to reimburse the Council for those items. If the employee does this consistently, they may face disciplinary action that could include loss of the right to have a credit card or even dismissal depending on the amount and the type of expenses.
- If the employee loses a receipt, they will need to inform the Responsible Finance Officer immediately. The Council may find a solution if this happens rarely, but if the employee fails to submit receipts consistently, they may lose the right to hold a Council credit card.
- Giving a Council credit card to unauthorized people or abusing the expense limits may result in suspension or dismissal.
- Making prohibited purchases as mentioned previously (e.g. weapons, drugs) will result in immediate dismissal, and possibly legal action.

Godalming Town Council has the right to review an employee's credit card use, and withdraw it if there's any inappropriate use.



## 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.