

## **GODALMING TOWN COUNCIL**

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

11 December 2020

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 17 DECEMBER 2020 at 7.00pm.

Andy Jeffery  
Town Clerk

**The meeting of the Policy & Management Committee 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/88935678491?pwd=eU9iNGU0NTBsSG1GbW5mVFd5b3hVUT09>

**Meeting ID: 889 3567 8491**

**Passcode: 670977**

Committee Members: Councillor Follows – Chair  
Councillor Williams – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor PS Rivers
Councillor Rosoman	Councillor Steel
Councillor Stubbs	Councillor Wardell
Councillor Welland	

## **AGENDA**

### 1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 29 October 2020, a copy of which has been circulated previously.

### 2. **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. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

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

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

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. COMMITTEE WORK PROGRAMME

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

8. SOCIAL MEDIA BENCHMARKING – ITEM TO NOTE

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

**GTC Social Media Platform Benchmarking - 1 Feb 2018 – 7 Dec 2020**

<b>PLATFORM</b>	<b>Feb 2018</b>	<b>Aug 2019</b>	<b>7 Dec 2020</b>	<b>Percentage Growth/Decrease from Feb '18</b>
INSTAGRAM Followers	63	517	1,150	+1,725
TWITTER Followers	45	104	228	+406
GTC FACEBOOK Likes	228	378	836	+736
GTC FACEBOOK Followers	241	446	1,000	+313
FB - WILFRID NOYCE CENTRE Likes	59	94	141	+138

FB - WILFRID NOYCE CENTRE Followers	59	96	153	+159
FB - GODALMING MUSEUM Likes	161	250	600	+272
FB - GODALMING MUSEUM Followers	166	262	696	+319
TW – GODALMING FOR YOU Followers	N/A	N/A	<b>From May 2020</b> 69	
TW – TROLLEY TUESDAY Followers	N/A	N/A	<b>From May 2020</b> 25	

<b>FACEBOOK</b>	<b>Period 2019 9/11/2019-7/12/2020</b>	<b>Period 2020 9/11/2019-7/12/2020</b>
Average Post Reach	1,288	3,290
Highest Post Reach	4,478	12,570 (18 Nov Christmas Teaser)
Highest Post Engagement	9,690 (Peppa Pig)	23,500 (Christmas Lights)

#### Godalming Town Council Website Top 10 Page Views Period 7 Nov – 7 Dec 2020

No	Topic	Number of Page Views
1	Community Store	1,469
2	Home Page	1,249
3	Christmas	605
4	Godalming & Farncombe Shops & Businesses Guide	279
5	Remembrance	244
6	Events page	152
7	Councillors	138
8	Town Centre Walk and Farncombe Tree Trail	123
9	Agendas and Minutes	119
10	A-Z Council Services	98

#### GTC Website Page Views 2017/2018/2019

Period	Dec 7 2017-Dec 2018	Dec 7 2018-Dec 2019	Dec 7 2019-Dec 2020
<b>Total Page Views</b>	85,877	87,789	78,382

#### Godalming Town Council YouTube Subscribers

Medium	December 2019	December 2020
GTC YouTube Subscribers	0	147
GTC YouTube Views (Christmas Lights)	0	743

9. EVENTS PROGRAMME 2021/22 – ITEM FOR DECISION

**Recommendation:**

- a) **Members are requested to resolve to authorise GTC staff to work towards the delivery of the events indicated as GTC led events.**
- b) **Members are requested to resolve to authorise GTC staff to support other town events in accordance with custom, practice and the Council's Community Events & Community Support Policy.**
- c) **Members are requested to resolve to authorise GTC to engage with community organisations and partners to bring forward a separate event programme for Her Majesty the Queen's Platinum Jubilee.**

As indicated by its Community Events & Community Support Policy, Godalming Town Council recognises the importance of events within the community and is committed to their delivery, both directly and indirectly. This is especially true in the current climate where so many events during 2020 had to be cancelled. Godalming Town Council's programme 2019-2023 and its Community Events & Community Support Policy, alongside its long experience in the delivery of community events, places GTC at the vanguard of community recovery and promotion of place and wellbeing for the residents of Godalming and Farncombe. The attached report from the Community & Communications Officer sets out a proposed programme of events, which builds upon previously established and successful events and includes a number of additional events that meet the aims of the Council's Programme 2019-2023.

The proposed programme is challenging for the available resource, both staffing and financial. Members are requested to consider the programme and determine whether they wish GTC to undertake the delivery of those activities shown as GTC led events. If agreed, further reports relating to resource requirements for the delivery of the event will be brought to Members as required and appropriate.

Members will be aware of the recent announcements regarding the changes to the late May public holiday in 2022. This change is to enable national celebrations of Her Majesty Queen Elizabeth II Platinum Jubilee over the weekend 2 – 5 June 2022. Experience of previous national events, specifically the Diamond Jubilee in 2012 indicate that planning of this type of national event show start in early 2021.

10. DATA PROTECTION POLICIES – ITEM FOR DECISION

**Recommendation: Members to resolve to approve the recommendation to Full Council for the re-adoption of policies listed below relating to the General Data Protection Regulations.**

Information Data Protection Policy  
Privacy Notice General  
Privacy Notice – Staff, Councillors and Volunteers  
Document Retention Policy  
Subject Access Policy  
Removable Media Policy

Officers have no recommendations for amendments of the existing policies.

Existing policies are published on GTC website. Policies are available for Members review at: <https://godalming-tc.gov.uk/data-protection/>

11. COMMUNICATIONS POLICY – ITEM FOR DECISION

**Recommendation: Members to resolve to approve the recommendation to Full Council for the re-adoption of the Council’s Communications Policy**

Members to review the Council’s Communications Policy and, if agreed, to recommend re-adoption by Full Council. Officers’ recommended deletions are shown in red and additions in bold blue (policy document attached for the information of Members).

12. FEES & CHARGES – ITEM FOR DECISION

**Recommendation: Members to resolve to agree not to increase the existing fees and charges for the Council’s community buildings during the civic year 2021/22.**

In light of the current situation regarding use of GTC’s community buildings and to support occupancy rate recovery, Officers propose no changes to fees and charges relating to the Council’s community buildings.

13. ALLOTMENTS – ITEM FOR DECISION

**Recommendation: Members to resolve to agree not to increase allotment rents during the civic year 2021/22.**

No increase of allotment rents are proposed for the period 2021/22.

14. DEVOLVED SERVICES – ITEM FOR DECISION

**Recommendation: Members to resolve to authorise the negotiation of the potential asset transfers indicated below.**

Members will be aware that Godalming Town Council has been in discussions with WBC regarding the transfer of a number of assets from WBC to GTC.

Two of the land assets in question are:

- a) An area of land adjacent to Meadow Allotments, which have the potential for GTC to utilise to expand the Meadow Allotment site.
- b) Charterhouse Green bordered by Borough Road, Hell Ditch, Chalk Road and the Railway line, which has the potential to provide opportunities for improved resident amenity in a bio-diverse setting

As part of the discussions on these land assets, Officers have sought 5-yearly maintenance costs, which have been reported as £275.29 and £1,321.89 per annum. The costs shown are based on the existing land usage, if further negotiations were to prove successful, additional reports on future use of the land assets would be brought to the Council for consideration and approval.

Members are requested to indicate whether they wish Officers to pursue the transfer of these assets. If agreed, Heads of Terms will be negotiated and brought to Council for approval. Members should note that it is expected that GTC would be liable for the legal costs involved, such costs to be funded from the professional fees budget.

15. COMMUNITY STORE – UPDATE – ITEM FOR NOTE

Members to receive a report from the Chair of the Community Store Working Group (report attached for the information of Members).

As of 4 December 2020 the Community Store has provide the equivalent of 32,865 days-worth of food and hygiene product support to 208 adults and 175 children from our community. This equates to each individual receiving approx. 85 days-worth (12 weeks) of support during periods of significant challenges. The Community Store has supported households as they faced the economic difficulties of lost income due to the coronavirus pandemic. Loss of income was experienced as a result of being furloughed from salaried employment, loss of, or an inability to work for the self-employed during lockdowns and those who have been made redundant. The 85 day average reflects the time experienced in either establishing Universal Credit claims, returning to work from furlough or transiting to new employment.

The Community Store is currently supporting 34 households on a weekly basis.

16. GODALMING CLIMATE FORUM

Members to receive an update from Cllr Wardell relating to the work of the Godalming Climate Forum.

As Members will be aware, the aim of the Godalming Climate Forum is to bring together local groups with an environmental interest and is co-ordinated by Cllr Hullah, Cllr Purvis and Cllr Wardell (E&P 23 Feb Min No 406-19 refers).

Attached for the information of Members is a precis on the activities of the Godalming Climate Forum and the Forum's Engagement Event proposal document.

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

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

18. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SURREY HILLS – SOUTH DOWNS COMMUNITY RAIL PARTNERSHIP

Members are asked to note a report from Councillor Follows on the Surrey Hills – South Downs Community Rail Partnership (report attached for the information of Members) an organisation upon which Councillor Follows/PMA Rivers represents the Town Council.

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

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

20. COMMUNICATIONS ARISING FROM THIS MEETING

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

21. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 28 January 2020 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

22. ANNOUNCEMENTS

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

7. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. <b>Due to the current limited use of the community centres, no performance monitoring has been undertaken</b>	Quarterly	<b>January 2021</b>
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). <b>Full Survey conducted in Oct/November 2020, no adverse findings, maintenance programme ongoing.</b>	2 yearly	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Two yearly	May 2020
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2021
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 <b>Updated 16 July 2020</b>	Quarterly	March 2021
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019  <ul style="list-style-type: none"> <li><b>Works are progressing, all building works are expected to be complete by mid-January to allow for final decorations and gradual relocation. Move to be complete by 31 March 2021</b></li> </ul>	Per Meeting	April 2021



TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>				<b>Required Date</b>	<b>Revised Date</b>
St Mark's Community Initiative Group	Cllr Ashworth		Report provided	05/03/20	
Godalming Together CIC	Cllr Welland		Report provided	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report deferred until 22 April 2021	16/04/20	22 April 2021
District Scout Council	Cllr Crooks		Report deferred until 22 April 2021	16/04/20	22 April 2021
Waverley Citizens' Advice	Cllr Steel		Report deferred from 17 October 2019 until 16 April 2020. Deferred until 11 March 2021	16/04/20	11 March 2021
SALC	Cllr Cosser		Report deferred from meeting on 5 March 2020 to 16 April 2020; deferred until 11 March 2021	16/04/20	11 March 2021
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020; deferred until further notice	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report provided	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019; deferred until further notice	30/07/20	
Farncombe Day Centre	Cllr Hullah		Report provided	03/09/20	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report provided	03/09/20	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report provided	03/09/20	
Sport Godalming	Cllr Adam		Report provided	29/10/20	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report provided	29/10/20	
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 17 December 2020	17/12/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report expected 17 December 2020	17/12/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 17 December 2020	17/12/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 28 January 2021	28/01/21	
Godalming Together CIC	Cllr Welland		Report expected 28 January 2021	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report expected 28 January 2021	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report expected 11 March 2021	11/03/21	
SALC	Cllr Cosser		Report expected 11 March 2021	11/03/21	
Waverley Cycle Forum	Cllr Crooks		Report expected 22 April 2021	22/04/21	
District Scout Council	Cllr Crooks		Report expected 22 April 2021	22/04/21	
Godalming Park Run Group	Cllr Duce		Report expected*		
Fairtrade Steering Group	Cllr Wardell		Report expected*		
Farncombe Day Centre	Cllr Hullah		Report expected*		
St Mark's Community Centre Management Committee	Cllr Ashworth		Report expected*		

\*Dates to be set when Meeting Schedule 2021/22 is agreed.

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

Event	Date
Annual Town Meeting	Thursday, 19 March 2020 – <b>Cancelled</b>
Spring Festival – Spring into Godalming	Saturday, 4 April 2020 – <b>Cancelled</b>
Churches Together Easter Procession	Friday, 10 April 2020 – <b>Cancelled</b>
Annual Council/Mayor Making	Wednesday, 6 May 2020 – <b>Cancelled</b>
VE 75 <sup>th</sup> Day Commemorations	Friday, 8 May 2020 – <b>Cancelled</b>
Duck Race	Saturday, 9 May 2020 – <b>Cancelled</b>
VE 75 <sup>th</sup> Commemorations	Sunday, 10 May 2020 – <b>Cancelled</b>
Godalming Run	Sunday, 17 May 2020 – <b>Cancelled</b>
Godalming Town Show & Carnival	Saturday, 6 June 2020 – <b>Cancelled</b>
Godalming Summer Food Festival	Saturday, 5 July 2020 – <b>Cancelled</b>
Staycation	Saturday, 1 – Sunday, 9 August 2020 – <b>Cancelled</b>
Remembrance Sunday	Sunday, 8 November 2020
Godalming Christmas Festival & Lights Switch-on	Saturday, 21 November 2020 – <b>Festival Cancelled – Lights will be installed</b>
Farncombe Christmas Lights Switch-on	Friday, 4 December 2020 – <b>Festival Cancelled – Lights will be installed</b>
Churches Together Christmas Event	Saturday, 12 December 2020 - <b>Cancelled</b>
Godalming Pop-Up Saturday – Second Saturday of each month	Saturday, 9 January 2021 – <b>Cancelled</b>
Mayor's Pancake Races	Tuesday, 16 February 2021 – Not running as during Half Term
Farmers' Market – Last Saturday of each month Feb-Dec (except Nov)	Saturday, 27 February 2021

9. EVENTS PROGRAMME

		2021				
Organiser	Event	Jan	Feb	Mar	Apr	May
SWSFM/GTC	Farmers' Market	Sat 30	Sat 27	Sat 27	Sat 24	Sat 29
GTC	Friday Pop Up - weekly					
Godalming Performing Arts Festival	Godalming Performing Arts Festival		Date TBC	Date TBC		
GTC	Godalming Business Carbon Reduction Awards				Launch Award Annual Town Meeting	
Churches Together	Easter Procession				Fri 2	
GTC	Godalming Spring Festival and Artist Makers' Market				Sat 3	
St John's Church	Spring Fair					Sat 1
Rotary in Godalming	Duck Race (TBC)					Sat 8
Go Godalming Association	Music in the Park Concerts at Godalming Bandstand					Sun 9 & then each Sun 'til 19 Sept
Sport Godalming	Godalming Run (TBC)					Sun 16

		2021				
Organiser	Event	Jun	Jul	Aug	Sep	Oct
SWSFM/GTC	Farmers' Market	Sat 26	Sat 24	Sat 28	Sat 25	Sat 30
GTC	Floral Godalming	Floral Godalming	Floral Godalming Judging Week	Floral Godalming	Floral Godalming	Floral Godalming Ends
Godalming Round Table	Town Show & Carnival	Sat 5				
Godalming & District Chamber of Commerce	Godalming Food Festival (TBC)		Sat 3 or Sun 4			
GTC	The Godalming Gig International Busking Day 20 Jul)		Sat 17 or Tue 20			
TST	Staycation Live			Fri 7, Sat 8 & Sun 9		

		2021				
Organiser	Event	Aug	Sep	Oct	Nov	Dec
GTC	Staycation	7-15				
GTC	The Godalming Green Gala	Sat 14				
Go Godalming Association	Music in The Park	Sun 15 VE75 revisited				
Guildford Rugby Club/ Broadwater Pavilion	Staycation Outdoor Film	Sun 15				
Godalming Film Society	Relaxed Screening Dates (TBC)					
Go Godalming Association	Proms in the Park		Sun 19			
Godalming Trust	Heritage Open Weekend (TBC)		Date TBC			
GTC	Godalming Young Citizens Award		Launch at Full Council			
SWSFM/GTC	Farmers' Market				No Market	Date TBC
GTC	Remembrance				Sat 14	
GTC	Godalming Christmas Festival and Lights Switch On				Sat 27	
GTC	Farncombe Christmas Lights Switch on					Thu 2

		2022					
Organiser	Event	Jan	Feb	Mar	Apr	May	Jun
SWSFM/GTC	Farmers' Market	Sat 27	Sat 24	Sat 29	Sat 26	TBC	TBC
GTC	Friday Pop Up-weekly						
GPAF	Godalming Performing Arts Festival		Date TBC	Date TBC			
GTC	Godalming Business Carbon Reduction Awards Presentation			Annual Town Meeting			
GTC	Godalming Young Citizens' Award Presentation			Annual Town Meeting			

		2022					
Organiser	Event	Jan	Feb	Mar	Apr	May	Jun
GTC	Godalming Spring Festival and Artist Makers' Market				Sat 2		
Churches Together	Easter Procession				Fri 15		
St Johns Church	Spring Fair					Date TBC	
Rotary in Godalming	Duck Race (TBC)					Date TBC	
Go Godalming	Music in the Park 1 <sup>st</sup> Concert at Godalming Bandstand					Date TBC	
Sport Godalming	Godalming Run (TBC)					Date TBC	
GTC	Floral Godalming						Date TBC
Godalming Round Table	Town Show & Carnival						Date TBC
GTC	Queen's Platinum Jubilee						Thu 2 - Sun 5

### **GTC's programme 2019-2023**

#### **New events**

**Green Gala** - Meets GTC's aims to reduce energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this. Meets GTC's aims to develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.

**Godalming Young Citizens Award** – Meets GTC's aims to develop and support youth engagement in the democratic process.

**Godalming Gig** (to coincide with international busking week) - Meets GTC's aims to work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.

**Godalming Fringe** – Meets GTC's aims to work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.

**Godalming Business Carbon Reduction Award** – Meets GTC's aims to work with local business organisations and other stakeholders; promote sustainable and regenerative business models.

#### **Other potential events to consider:**

Friday after work concerts 1 x month or bi-monthly  
 Artist Makers Artisan Market date TBC  
 Art Fair  
 Broadwater Pavilion Fireworks

## **GODALMING GREEN GALA 2021**

### **Supports GTC Programme 2019-2023 Objectives:**

- Seek ways to facilitate and encourage our community to reduce direct and indirect CO<sub>2</sub> emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate.
- Take active steps where possible to encourage:
  - a) increased use of sustainable transport; and
  - b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this.
- Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.

### **Event Brief**

Saturday, 14 August (End of Staycation Event), 10-4pm - The Bury

**Aims:** To encourage “green thinking” in everyday life, through the sharing of ideas which encourages engagement with sustainable initiatives.

**Objective:** To create an interactive event with an element of fun as well as being educational. Encourage event goers to pledge to changing 1 thing in their daily life (Community Action Plan Pledge Board).

### **Stalls/Sideshow/Concessions to include**

- Permaculture workshops
- Make do and mend, recycle clothes, make something from scratch
- Reduce, reuse, re-cycle (WBC)
- Roots for the Future workshop
- Children’s Activity Centre
- Speakers Corner
- Besom Making
- Eco-Friendly Face-painting
- Repair Café (Guildford unless Godalming Repair Café in place)
- Wellbeing
- Mindfulness
- Yoga
- Willow weaving
- Make a Hazel Animal

### **Food and Drink Concessions**

Food (clean/green/vegan/vegetarian) (NO SINGLE USE PLASTICS)

Drinks teas/juices/sustainable alcohol i.e. Saplings Vodka (for every bottle sold they plant a tree).

### **Children’s Activity Centre examples to include**

- Learn how to sort rubbish
- Pick up rubbish
- Plant a garden
- Make a compost pile
- Start a worm farm
- Make a bug hotel
- Recycled arts and crafts
- Make recycled paper
- Make reusable shopping bags
- Create backyard habitat for neighbourhood animals

## **Budgetary Requirement**

Officer Time

Marketing materials

Potential income from Concessions selling products £20.00 per pitch

Potential income from Food/Drink Concessions £30-50 per pitch

## **GODALMING YOUNG CITIZENS' AWARD 2021-2022**

### **Supports GTC Programme 2019-2023 Objectives:**

To develop and support youth engagement in the democratic process

**Aims:** To acknowledge the contribution to the community made by young citizens.

**Objective:** The introduction of the Godalming Young Citizens Award to acknowledge and reward young citizens aged 11-18 years.

### **Background**

The Mayor of Godalming's Volunteer Awards Scheme recognises and encourages positive community working within Godalming. However, since the demise of the Wilfrid Noyce Trophy in the late 60's, there has not been a specific civic award to encourage and recognise the achievements of young people.

### **Proposal**

To promote the scheme to young people aged 11-18 years who live or attend school or college in Godalming. Godalming Town Council to hold a launch event in September 2021 to publicise the awards. Nominations to close at the end of January 2022, with entries being assessed in February. Presentation to take place at Annual Town Meeting 2022.

### **Benefits**

The Godalming Young Citizen's Awards would:

- acknowledge the hard work and dedication shown by young people within our community;
- offer a special way to celebrate and demonstrate pride in their achievements and reward them for taking part in social action beyond their home/educational area;
- help build skills for work and life, develop greater confidence, self-awareness and responsibility and can encourage personal and social development; and
- encourage engagement of young people in civic service and civic pride; and acknowledge many young citizens, not just the overall winners.

### **Godalming Young Citizens Award Categories**

Three categories with an overall winner of each category. All nominees would receive a certificate from the Mayor. Each category award winner would receive a sponsored cup/prize and certificate presented by the Mayor.

- **Outstanding Contribution to the Community** – includes work in areas such as helping older or disabled people, working with children, fundraising for good causes and getting involved with voluntary organisations.
- **Outstanding Achievement** – This award covers excellence in many fields, such as sport, music, drama and visual arts etc.



- **Godalming Young Environmentalist** – to recognise and reward young people who raise environmental awareness and improve the environment

### **Judging Panel**

To comprise of the Mayor, Deputy Mayor, Community Officer.

### **Budgetary Requirement**

Officer Time  
Marketing Materials  
Certificates and Awards

### **GODALMING GIG**

#### **Supports GTC Programme 2019-2023 Objectives:**

Meets GTC's aims to work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.

#### **Event Brief**

Saturday, 18 July (International Busking Day is on Tuesday, 20 July), 11-4pm, locations around Godalming Retail Centre.

**Aim:** To create a day of busking and performance opportunities.

**Objectives:** Create the Godalming Gig with locations in the town for all genres to be able to perform.

#### **40 min performances**

#### **Performance spaces**

- Church Street
- High Street Red Lion,
- High Street Angel Court
- High Street Jack Phillips
- The Sun Pub Stage
- Bridge Street

#### **Budgetary Requirement:**

Officer Time  
Marketing Materials

### **GODALMING FRINGE 2021**

#### **Supports GTC Programme 2019-2023 Objectives:**

To work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.

## **Event Brief**

Saturday, 28 August 2020, 10-4pm (TBC potential to roll out evening performances in venues) - at multiple venues in Farncombe and Godalming retail centres.

**Aims:** To introduce a Godalming fringe to offer a range of genres such as poetry, literature, comedy, dance etc. across multiple venues within Godalming and Farncombe. To encourage and engage all ages.

**Objectives:** To encourage restaurants/cafes/hostelries etc. to engage as performance spaces alongside GTC Venues. Free entry.

### **Potential Fringe Elements Provided By:**

Theatre Groups  
Local Performers  
Poetry and Book readings  
Book signings  
Choirs  
Artists – source pavement artists (Crown Court)  
Morris Dance Off  
Dance groups

### **Budgetary Requirement:**

Officer Time  
Marketing materials

## **GODALMING TOWN COUNCIL'S GODALMING BUSINESS ENVIRONMENT AWARDS 2021-2022**

### **Supports GTC Programme 2019-2023 Objectives:**

To work with local business organisations and other stakeholders; promote sustainable and regenerative business models (GTC Programme 2019-2023).

## **Event Brief**

**Aims:** To promote sustainable and regenerative business models.

**Objectives:** Create an event to reward businesses for implementing emission reduction programmes. Open to businesses in the GU7 postcode that have promoted and supported the protection and or improvement of the environment.

### **Awards to consider:**

- **Godalming Business Environmental Award for Waste Reduction/Efficiency:**
  - identifiable reductions in business waste sent to landfill and/or increases in waste sent for recycling;
  - increased use of recycled materials within the business;
  - increased use of raw materials from sustainable sources; and
  - Reductions in water or energy usage for a given output.
- **Godalming Business Environmental Award for Emissions reduction:**
  - Identifiable progress towards zero or lower carbon emission operations.

- **Godalming Business Environmental Award for Innovation:**

- creative ideas for implementing the above and sustainability more generally within the business without impacting on business efficiency or profitability; or
- an innovative product or service that champions a more sustainable future.

**Godalming Climate Forum to assist in identifying criteria which could include:**

- evidence of continuing waste or emission reduction programmes;
- employees who embrace consideration for the environment within their daily work;
- management support for sustainability initiatives within the business and the wider community; and
- innovative products or services that are designed with a more sustainable future in mind for instance.

**Notes & Considerations:**

- Launch at Annual Town Meeting (March 2021)
- Presentation at Annual Town Meeting (March 2022) April 2022
- Identify how to evidence criteria
- Competition entry form
- Competition Rules/Terms & Conditions
- Categories
- Awards/Trophies
- Sustainable Business Logo - Design Godalming Town Council Sustainable business logo for businesses to use
- Judging panel – appoint
- PR Campaign - to start April 2021

**Budgetary Requirement:**

Officer Time

Cost of Awards (bespoke recycled awards and sustainable trophies)

Marketing materials



Supporting Our Community

## **COMMUNICATIONS POLICY**

### **INTRODUCTION**

Effective communications provide residents, partners and stakeholders with clear messages to enable access to Godalming Town Council services; raise understanding of the Council's vision as well as the benefits of the Council's services for the local communities.

### **AIM**

Godalming Town Council has identified a need to utilise a communications culture that recognises the growing importance of digital channels, such as social media, by residents, partners and stakeholders who are seeking to find, as well as share news and information. This strategy sets a framework to guide Godalming Town Council's communications and marketing activities to ensure they support the future aims of the Council's as set out in ~~its Supporting Our Community Document adopted on 19 July 2018~~ <http://godalming-tc.gov.uk/supporting-our-community> **Godalming Town Council's Programme 2019-2023** <https://godalming-tc.gov.uk/godalming-town-council-programme-2019-2023-2/>

### **OBJECTIVES OF THE STRATEGY**

- To ensure Godalming Town Council's services, priorities, aims, objectives and challenges are communicated openly and effectively to the local community;
- To identify cost effective methods and systems to communicate with residents, partners and stakeholders;
- To promote a positive image within the community;
- To manage any negative impact of service failure;
- Measure effectiveness of communications activities.

### **COMMUNICATION PRINCIPLES – GODALMING TOWN COUNCIL WILL:**

- Communicate as one organisation;
- Communicate in plain English;
- Ensure communications are transparent, timely and focused on issues that matter to residents, partners and stakeholders;
- Ensure communications are widely accessible;
- Listen to and engage with the community.

### **COMMUNICATION AUDIENCE**

- Godalming residents;
- Government bodies and non-governmental bodies;
- Local business community;
- Local community and voluntary groups and organisations;
- Other local authorities and parish councils;
- Social media audiences;

- The media (national, regional, local and trade (as appropriate));
- Users of Godalming Town Council services;
- Visitors/tourists to Godalming.

## **COMMUNICATIONS CHANNELS**

Godalming Town Council will use the following communication channels:

- Agendas, Minutes and Reports;
- Annual Report;
- Email correspondence;
- GTC Website;
- GTC newsletters;
- ~~JBC Website;~~
- Mail correspondence when appropriate;
- Media releases;
- Media broadcast - local/regional/online;
- Office reception service;
- Outdoor marketing – banners, noticeboards;
- Partner websites and social media pages;
- Printed materials, leaflets, posters, flyers and brochures;
- Public events, displays, roadshows, consultations;
- Social media – Twitter, Facebook, Instagram;
- Statutory public notices.

## **COMMUNICATIONS THEMES**

Godalming Town Council will utilise communication channels for:

- Public relations and media engagement
  - Proactively inform the public about Godalming Town Council, its aims and objectives, plans and services;
  - Develop and maintain effective media relations, locally, regionally and nationally to raise the profile of Godalming Town Council;
  - Manage the reputation of Godalming Town Council turning reactive activity into proactive activity wherever possible.
- Digital Communications
  - Identify opportunities to benefit Godalming Town Council and the communities it serves;
  - Promote the work of Godalming Town Council and its services;
  - To listen and engage with residents;
  - Increase online accessibility to council services.
- Marketing Activities
  - Raise the profile of Godalming, nationally and locally, as a great place to live, work, visit and invest in;
  - Deliver cost effective information campaigns;
  - Provide marketing activity for events and activities that supports the work of the Council;
  - Enhance recognition of Godalming Town Council's brand identity;
  - Ensure consistency of the Council's identity by officers, partners and external suppliers to ensure easier and quicker public recognition of GTC's services.
- Publications

- Develop and improve council produced publications that support the Council's communications activities e.g. ~~Supporting Our Community~~ **GTC Programme 2019-2023, E Newsletter**;
- Utilise publications that offer value for money and are timely for residents and other target audiences;
- Review the effectiveness and relevance of corporate publications to GTC's target audience.

## **BENCHMARKING MEASURES OF SUCCESS**

The following activities will be benchmarked for measurements of success

- Public relations and media engagement
  - Monitor proactive and reactive media releases (\*see press strategy);
  - Monitor social media engagement growth (reach/number of views);
  - Monitor GTC website engagement;
  - Monitor JBC website engagement;
  - Feedback surveys ~~form~~ **from** the community.
- Digital Communications
  - Monitor number of visitors to
    - [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)
    - <http://godalming-tc.gov.uk/godalming-joint-burial-committee/>
  - Monitor and evaluate social media engagement growth (reach/number of views) for GTC social media/online platforms.
- Marketing Activities
  - Use of consistent and professional branding across the Council for all communications and marketing material;
  - Monitor feedback and customer satisfaction on marketing and events campaigns via social media channels.
- Publications
  - Distribution/readership statistics;
  - Monitor feedback created by published articles.

Half-yearly benchmark reports to be submitted to the Policy & Management Committee

## **SUPPORTING POLICIES AND GUIDANCE DOCUMENTS**

- Acceptable Use of Social Media
- Acceptable Use of IT Facilities
- Press Strategy
- Supporting Our Community Publication
- Freedom of Information - Publication Scheme
- GDPR – Privacy Notice

15. COMMUNITY STORE – UPDATE – ITEM FOR NOTE

The Community Store continues to be a beacon of relief for local people disadvantaged by Covid-19. Currently some 34 households are being supported which is a 200% increase since September but not yet close to the early summer peak.

Co-founders Vikki and Patrick were short-listed for BBC volunteer awards.

Stockings hand made by Chloe Cookney and Lucy Watherston loaded with appropriate age-related gifts were presented to the Store and have almost all gone.

The funds raised from the Grand Draw are being used to provide extra support to 145 adults and 108 children over Christmas. A big vote of thanks to the volunteers who sold so many tickets so rapidly just before the draw closed.

The Store will be closed from the 23 December until the 4 January, Waverley Community teams have contact details for emergency access to the store over the holiday period.

Meanwhile the Food Bank at St Marks has shown a similar pattern, November being the busiest month since May. They will be open for emergencies on the 29 and 30 December. St Marks and the Community Store continue to cooperate and are in constant contact.

There is no effective change in the Covid-19 regulations relating to public buildings. So the Council continues to suffer no loss of income due to occupation of the Wilfrid Noyce by the Store. The Council is due to review the position in January.

Talks are underway with St Marks to secure the future of food security beyond the current Covid-19 situation. I will report back as things progress.

Richard Ashworth

## Godalming Climate Forum (GCF) Update - December 2020

**Aim of Godalming Climate Forum:** to bring together local groups with an environmental interest. The Forum hopes to share ideas, expertise, resources and publicity across groups. This will hopefully result in practical action, focused effort, reduced duplication and climate grant applications made by groups, individually or jointly by groups working together. We hope that combining forces will help to raise public awareness and participation in working on participants' aims, projects and public events, which will make each of them more successful.

**Working Group:** Heather Hullah, Jo Purvis and Shirley Wardell

**Participating Groups:** Godalming Cycle Campaign, Compass Group, Compassion in World Farming, Greener Godalming, Plastic Free Godalming, Godalming Nappy Library, Extinction Rebellion, COPSE.

Meetings	Actions
<b>23<sup>rd</sup> March Teleconference</b> (owing to Corona Virus) – Aims and introductions, suggestions for future actions – joint planting, eco-festival, having a hub for information	Web page set up and participants form added.
<b>21<sup>st</sup> May Zoom:</b> Discuss how we will use the webpage.	Create a simpler form for putting info on the webpage encourage participants to send their information. Make the webpage very useful linking to national and international resources. Examples of what
<b>23<sup>rd</sup> July Zoom:</b> Discuss the potential for joint applications for the Godalming Carbon Reduction and Ecological Fund	Godalming Cycle Campaign to apply, Godalming Nappy Library to apply, Jo Purvis continuing to contact WBC and SCC about Tree planting,
<b>16<sup>th</sup> November Meeting Zoom:</b> General update of all environmental projects, discuss Library of Things (LOT), Online Festival for 20 <sup>th</sup> February (now Climate Engagement Event) Planting Trees and rewilding.	Jo Purvis to add thoughts to LOT document and send to Helen Leech's contacts in the Library Service, Shirley Wardell to clarify volunteers for Climate Engagement Day, list schedule and start publicity. Create active messages for the webpage and social media about Greener Christmas, New Year and Climate Engagement Day.



# Godalming Climate Engagement Event – Taking Stock

*Draft proposal for discussion*

Discussed at Godalming Climate Forum 16<sup>th</sup> November 2020

## **Overview**

### **Purpose of the Event**

- To build a bigger local community around the climate crisis, engaging all ages.
- Share knowledge, ideas, equipment and support by keeping in touch online or face to face when possible.
- Celebrate success of Godalming’s carbon policy to date and motivate more actions.
- Help people identify where they are in relation to the climate and how they feel about it.

### **Suggested Delivery of the Event**

- Godalming Climate Forum to host and feed information gathered to GTC.
- Use Zoom; which is widely used at the moment or Hop In a conference platform. ‘Hop In’ needs software to be downloaded but is very versatile.
- Use existing online materials from The Wildlife Trust, WWF, The UN, curated by local people and run facilitated discussions with small numbers after each event.
- Involve a range of activities, art, writing, music, education and discussion

### **Date of the Event**

Saturday 20<sup>th</sup> February

*If we receive lots of interest for contributions there is a possibility to run some element on Friday 19<sup>th</sup> February or Sunday 21<sup>st</sup> as well.*

### **Proposed Timeline for Delivery**

<b>Timing</b>	<b>Task</b>	<b>Support Required</b>
(Nov 2020)	Consider whether this is a good idea. (Discussed at Godalming Climate Forum – 16:11:2020)	Assemble a working group (done) (Currently Shirley Wardell, Heather Hullah, Jo Purvis, Richard Ashworth, Steve Williams and members of

		Godalming Climate Forum who were present on the 16 <sup>th</sup> of November have all volunteered to contribute)
Dec 2020	<p>Pick a title – ‘Climate Curiosity Event?’  Get agreement for support from GTC .  Notify local Schools and Churches to get their input and participation.  Engage other climate concerned groups, including Godalming Climate Forum and local businesses. Curate films, campaigns, videos and activities.  Promotion before Christmas about having an environmentally friendly Christmas  Write attractive outline of each element and put up on the Godalming Climate Forum page.</p>	<p>Recruit facilitators/leaders for discussions and activities  (Agreed so far: Pam Cookney – Art, Barney Jeavons – Writing, David Faraday – Music, Heather Hullah – Vegetarian Cookery, Shirley Wardell – Facilitation training if needed, Steve Williams – Public Engagement event, Yasmin Aytüre – help writing copy for promotions</p> <p>Shirley Wardell and Yasmin Aytüre to provide suitable material for Suzie for promotions  Meeting with Johanna Heanley (volunteer to help organise)</p>
Jan 2021	<p>Choose and advertise methods and platforms for sharing, participating and contributing.  Launch New Year’s Eco-Resolutions activities to promote the event – Activities and pledges to be shared at the Climate Heroes event.  Make sure all roles are allocated, speakers, workshop leaders, administrators, technical support and that they are aware of what is needed content wise and tech wise  Promote events  Prepare participant packs.</p>	<p>Choose and for sharing activities and what will happen with them.</p> <p>Make introductory videos if needed.</p> <p>Publicity</p>
Feb 2021	<p>Fully staff event  Promote event  Run event</p>	Volunteers

## **Draft Programme of Events**

*Times subject to confirmation / change*

<b>Saturday 20<sup>th</sup> February 2021</b>			
<b>Time</b>	<b>Title / Type</b>	<b>Description</b>	<b>Suggested Conveners</b>
11:00	Opening	Welcome to all and say why it is so important to be thinking about the environment. List Godalming's achievements to date and say what ambitions Godalming has for the future.	Penny Rivers
11:30	Workshop	Writing and the spoken word.	Barney Jeavons
11:30	Education	Drawdown - film showing what is currently being done to arrest climate change followed by discussion	Shirley Wardell and Facilitators
13:00	Community involvement in Library of Things	What would people like to borrow from a Library of Things?	Jo Purvis, Richard Ashworth
14:00	Public Engagement	Listening Group – What do you want to hear about the climate? What activities would you like to see?	Steve Williams + Volunteer Facilitators
15:00	Climate Heroes	What has been achieved in Godalming - The reduction in carbon; the projects; ethical businesses and what individuals have been doing towards arresting climate change. Be a climate hero – tell us what you have done or what you are planning to do, dress up, meet Nolene the truth speaker!	Paul Follows Members of the Climate Forum  Shirley Wardell as Nolene
15:30	Art	Using art to express our love of nature and our concern for the planet.	Pam Cookney
16:00	Cooking	Using Gluts Recipe share Vegetarian and Vegan Cooking	Heather Hullah (Richard Ashworth?)
18:00	Eco-tainment	Share / perform a song (original or cover) with an ethical / environmental / climate change message. Involving local musicians, schools, individuals and families.	David Faraday of You Ukes
21:00		Virtual Party with regular messages about the climate	Sam Allen

## **Ideas and questions from Brainstorm:**

Can we get a budget for advertising; guest speakers, musicians, artists, administrators, tech support? Many have had a very difficult year in 2020.

Could we have a Vegan Market or Ethical Market similar to the one that was in the Borough Hall?

Do we want to include something about climate anxiety and support groups and chats?

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

2020 has obviously been an abnormal and difficult year for the various organisations for which Go Godalming provides its umbrella of support and co-ordination.

The Association produced its first ever newsletter in September with a comprehensive commentary on how many of their organisations were coping and this can be read in full here: <https://bit.ly/39ZWKjY>

Of particular note are:

- the decision that GOLO should cease operations after 12 years of fundraising activity. It was already encountering difficulties before lockdown, having decided to reduce the monthly draw from £1,000 to £800 and have a big push to re-establish itself during 2020. With lockdown that simply hasn't been possible;
- the Chamber of Commerce planning to launch a new website to help members promote themselves. Sport Godalming are also using the time to look to recreate a new website independent of their sister organisations in Farnham and Haslemere;
- the closure of The Cellar Cafe, which has subsequently happily been relocated to a new location in Borough Hall, that was previously the WBC staff canteen. It's bigger than before so will hopefully continue it's vital role within our community.

Since the newsletter was produced Godalming in Bloom stepped forward to offer community support at Nightingale Cemetery where they have carried out some maintenance work prior to winter and planted 200 bulbs on behalf of JBC, in preparation for a brighter beginning for next Spring.

Joan Heagin

## **Surrey Hills to South Downs Community Rail Partnership – Report to GTC P&M, 17/12/20**

Godalming Town Council Reps: Cllr Paul Follows (also WBC Rep), Cllr Penny Rivers

### **What is a Community Rail partnership?**

<https://communityrail.org.uk/community-rail/community-rail-partnerships/>

“Community rail partnerships bring together local groups and partners along railway lines to work with industry and to deliver range of community engagement and promotional activities. They promote understanding of the importance of local railways, in terms of improving mobility and sustainable travel, community cohesion and wellbeing, and social and economic development.

These partnerships are attuned to local needs and aspirations and passionate about rail; some have been going decades while others are just emerging. The work of community rail partnerships is varied, responding to local contexts, but includes:

- promoting understanding, use of and access to the railways, such as communicating service improvements, running visits and workshops, and promoting tourism by rail.
- helping communities engage in and have a voice in railway development so it meets their needs, such as coordinating and supporting volunteers and station ‘friends’ to enhance stations or advising train operators on timetabling.
- bringing disused station property back into use, such as by achieving renovations, setting up community group spaces, or running social enterprises.
- running a range of activities to bring people together and promote social inclusion linked to the railways, such as local events, creative projects and educational programmes”

### **Here in Waverley:**

- Community Rail partnerships stem from rail franchise holder requirement.
- They provide an organisation and guidance to bid for a variety of external funding sources (usually from the rail provider directly, but also from central government via the DfT).
- The partnership in Waverley began with the Haslemere Community Rail Partnership (which was started by local residents and Surrey County Councillor, Nikki Barton. In its first stages it developed the hub shop at Haslemere station and managed to get funding for various totems, signage and posters to direct visitors to Haslemere to points of interest in an around the town.
- At the end of 2019, Cllr Barton and the group approached a number of councillors and town/parish officers at other points on the line (Godalming Town Council, covering Farncombe and Godalming Stations + Witley Parish Council covering Milford and Witley Stations).
- Godalming Town Council approved member reps, officer time and some initial seed funding.

### **2020 Update (so far)**

- Legal entity for the partnership created and formal officers appointed.
- Funding secured for a part time ‘line officer’ who is able to dedicate time to coordination of new projects and bids.
- A number of projects (as with all things) delayed due to covid-19.
- Plans for projects at Farncombe & Godalming Stations in 2021 (particularly in regard to station aesthetics, signage for tourist visits etc.)
- Creation of a brand identify for the partnership and online presence.



**Website:** <https://www.hillstodowns.online>

**Twitter:** <https://twitter.com/HillstoDowns>

**Facebook:** <https://www.facebook.com/HillstoDowns/>

**Instagram:** <https://www.instagram.com/hillstodowns/>

END OF REPORT

## 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.