

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

11 October 2019

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 OCTOBER 2019 at 7.00 pm.

Andy Jeffery
Town Clerk

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 5 September 2019, 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.

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

5. QUESTIONS BY MEMBERS

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

6. PRESENTATION

Members to receive a presentation from Matilda Osborne and Jacob August, two scouts from the Aquila Explorer Scout Unit. Matilda and Jacob were sponsored by Godalming Town Council in the form of a grant to enable them to represent Surrey Scouts at the 2019 World Jamboree in the USA.

7. APPLICATIONS FOR GRANT AID - ITEM FOR DECISION

Recommendation – Members to consider the applications for Grant Aid Support and to resolve to approve those applications the Committee wishes to support.

Information:	£
2019/2020 Grants Budget	60,000.00
Allocations this year to date	46,900.00
Balance available for allocation	13,100.00
<hr/>	
2019/20 General Grant Fund Allocation	22,000.00
Allocations this year to date	12,400.00
Balance available	9,600.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	18,605.00
Balance unallocated if applications agreed	-9,005.00
<hr/>	
2019/20 SLA Fund Allocation	33,000.00
Allocations this year to date	33,000.00
Balance available	0,000.00
<hr/>	
2019/20 Council Community Fund Allocation	5,000.00
Allocations this year to date	1,500.00
Balance available	3,500.00
Council Community Fund applications this meeting	1,514.40
Balance unallocated if applications agreed	1,985.60

*(including Grant Aid in Kind)

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

Rail Partnership

£500 is applied for to assist with the initial set up costs of the Surrey Hills to South Downs Community Rail Partnership.

Previous Grants: None

Kids Out

£500 is applied for to assist with running a free day out for disadvantaged children.

Previous Grants: £500 in 2016/17 and £500 in 2018/19.

Trinity Trust Team

Following the public meeting held at St John's Church last month and the offers of volunteering to support community engagement, the Trinity Trust Team have:

- Met with Sergeant Claire Sutherland and Inspector Gary Smith of the Waverley Specialist Neighbourhood Policing team to agree a working structure for the proposed community engagement to include insurance/liability, safeguarding, training/ resourcing, deployment and ongoing co-ordination of the group
- Agreed on a three tiered approach: (1) street engagement (2) alternative activities offered to the youth and (3) small focus groups for mentoring/life/professional skills to include for example Catch 22 and other qualified individuals/agencies
- Planned to provide the framework to launch and co-ordinate the initiative whilst identifying a small group of capable adults with the vision to take over the running of the project once police and Trinity Trust Team are satisfied it will be done so in a sustainable and appropriate manner – with the Trinity Trust Team remaining available as advisors
- Communicated with all potential volunteers to keep them informed, identifying availability, areas of interest and particular skills and experience they might offer.
- Agreed target of 'soft launch' over October half term but only if they have managed to deliver the training and can provide the required practical resources in time

It is for the required practical resource that the Trinity Trust Team are applying for up to £500 for the provision of equipment including high-viz vests, torches, first aid kits, litter picking kit, water etc and suitable backpacks to carry equipment in. Final equipment requirement and costing to be confirmed with the Town Clerk following further planning meetings with the volunteers and partner agencies.

Applications for General Grant Fund Support

2nd Godalming Scout Group

£2,570 is applied for as set up costs for a new scout group.

£4,820 is applied for to cover the annual running costs of 2nd Godalming Scout Group.

Previous Grants: None.

Godalming Baptist Church

£2,000 is applied for to assist with the funding for washable replacement flooring in the Activities Room so that the Groups that meet there can continue safely and hygienically.

Previous Grants: £100 in 1997/98.

Loseley Fields Primary School

£8,215 is applied for to provide outdoor education facilities for the pupils, community and local charities.

Previous Grants: £1,200 in 2014/15.

Old Godhelmian Association

£1,000 is applied for to pay for the hosting and maintenance and development of its website as well as training; assisting with the costs for the October 2019 reunion, a major 90th Anniversary in October 2020 and mailing costs.

Previous Grants: None.

Grant Aid in Kind

Godalming Film Society and Godalming Dementia Action Alliance

In order to be able to plan future Relaxed Cinema Screenings in 2020/2021, Members are requested to approve that the Godalming Film Society and Godalming Dementia Action Alliance be added to the organisations offered Grant Aid in Kind for the use of Town Council facilities for providing community benefit. There is no cost to the current year's grant budget. The Grant Aid in Kind requested for 2020/2021 is for £192 as an exemption from fees for the use of the Caudle Hall of 4 hours' hire up to six times per annum to enable the screening of 'Dementia Friendly Relaxed Screenings'.

Home Birthing Team – Godalming Forum

A request has been received from the Home Birth Team at the Royal Surrey Hospital. This team hold monthly forums for women and families planning home births to meet the team and meet fellow mums who have also booked for a home birth or have had one. This is an important aspect of the home birth process as it not only gives women a chance to meet their prospective midwives but also a community of women and ask questions.

The reason the Home Birth Team have contacted the Town Council is that venue where the forum used to be held in Green Lane has been taken over by a different service provider who require a fee for the use of the room that was previously provided at no cost. The Home Birth Team do not have the funding resource required. The forum requires a room with some seating for 2 hours on a Tuesday or Wednesday morning for one day in April, July and October.

Members are requested to determine whether they wish to provide Grant Aid in Kind for 3 x 2 hours use of Broadwater Park Community Centre Small Hall, or the Wyatt or Oglethorpe as availability dictates at a cost of £36 + VAT per annum. The cost for 2010/20 if granted to be taken from the Council Community Fund with costs for 2020/2021 to be taken from the General Grants Fund.

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

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.

9. BUDGET MONITORING – ITEM TO NOTE

Members to consider a budget monitoring report 30 September 2019 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	11,145 o/s	9,300 o/s
Civic Expenses	2,738 u/s	0
Town Promotion	2,273 o/s	0
Staycation	1,154 o/s	1,154 o/s
Festivals & Markets	3,129 u/s	3,000 u/s
Christmas Lights	4,600 o/s	0
Fireworks Night	300 o/s	0
Neighbourhood Plan	200 o/s	200 o/s
BWP Community Centre	3,756 o/s	4,000 o/s
Pepperpot	2,361 u/s	0
The Square	0 u/s	0
Allotments	713 o/s	0
Wilfrid Noyce Community Centre	3,960 u/s	0
Bandstand	641 u/s	0
Godalming Museum	4,016 u/s	0
Land & Property Other	7,388 u/s	0
TOTAL	92 u/s	11,654 o/s

The monitoring report shows a current variance of £92 underspend against budget.

- The Head Office – as agreed in Min No 44-19, the purchase of a van for the Outside Maintenance operatives has been funded from General Reserves. The Grants overspend is a timing issue only.
- Town Promotion – most of the events supported by the Council have now occurred, with only Town Day remaining. Overspend to budget is a timing issue only.
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses.
- Christmas Lights – a new contract has been negotiated and the new contractor required a larger deposit than our previous one. This is a timing issue only.
- Broadwater Community Centre – includes £4k spent to date on the construction of the compound (£4.3k approved 24 May 2018, Min No 42-18 refers). Revenue is under budget by £2.8k which is largely due to one of our regular hirer's cutting back their hours.
- Pepperpot – the above budget revenue is due to our biggest regular hire taking on an additional day.
- Godalming Museum – A £1k overspend exists for Professional Fees - £400 is for a bat survey required to support a planning application and £600 for works done on the Woods Repository Database (£800 approved 6 September 2018, Min No 155-18 refers). The current underspend is due to late contact by our insurers, the cost of renewing our policy will fall into October although budgeted for September.
- Land & Property Other – includes £3.7k for the completion of the Farncombe toilet renovations started last financial year (£7.4k approved 7 March 2019, Min No 377-18 refers), £2k to make the Crown Court toilets safe for cleaners and staff (Min No 167-19 refers) and £1.4k to purchase modular pontoon as part of our Flood Alleviation Wall maintenance commitment (£2.5k per annum approved 24 March 2016, Min No 469-15 refers). The reserve transfer for the Farncombe Toilets has now been done. We have not yet been invoiced for cleaning services which accounts for most of the underspend.

10. **COMMITTEE WORK PROGRAMME – ITEM TO NOTE**

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

11. **PLANNING MATTERS**

Article 4 Direction – Item to Note

The latest update received regarding Article 4 Direction was on 9 October from Chris Berry, Interim Head of Planning of Waverley Borough Council informing GTC that following the WBC Executive Briefing on the 24 September a report will be going to the Full Executive with the expectation that GTC's request for an Article 4 Direction will be considered by the Joint Planning Committee on the 30 October 2019.

12. **107-109 HIGH STREET, GODALMING – ITEM TO NOTE**

Following the purchase of the reversionary lease of 107-109 High Street, Godalming, the Town Council has submitted a Listed Building Consent and Change of Use application to enable the Ground Floor area of the building to be adapted to A2 use – Professional Services – when the current tenancy is surrendered. A report outlining the proposal along with preparatory actions taken to date is attached for the information of Members. Planning drawings submitted in support of the application will be tabled at the meeting.

13. **NON-DOMESTIC RATES (PUBLIC LAVATORIES) BILL [HL] 2017-19 – ITEM FOR DECISION**

Recommendation: Members are requested to resolve to approve that the RFO does not provide for the previously anticipated savings from Public Toilet Non-Domestic Rates relief within the Council's 2020/21 budget.

Members will be aware that in October 2018, following a campaign led by the National Association of Local Councils (NALC), it was announced by the Chancellor that budget policy No. 47, planned to take effect from financial year 2020/2021, would see the government introduce 100% business rates relief for all stand-a-lone public lavatory premises to help keep these important local amenities open.¹

Along with NALC and the Society of Local Council Clerks (SLCC), Godalming Town Council had anticipated that the appropriate legislation required to enact this policy decision would have been enacted to enable its introduction, as indicated in the Governments budget papers, in time to be counted against the 2020 council budget, thus allowing the savings in payment of Non-Domestic Rates for Farncombe and Crown Court toilets to be used for other purposes.

However, although the Non-Domestic Rating (Public Lavatories) Bill [HL] 2017-19 completed the 1st and 2nd reading stage in the House of Lords², it has not been scheduled for the committee stage and despite NALC pressing for this Bill to be carried over into the next session of parliament,³ advice received from the SLCC National Finance Advisor is that, due to the current uncertainties in Government, councils should not assume it is certain that the legislation will be enacted.⁴ As such, Officers recommend that the anticipated savings of £3,609 (0.6% of precept) should no longer be taken into account during the budget setting processes.

14. **COMMUNITY CENTRE OCCUPANCY PERFORMANCE MONITORING – ITEM FOR NOTE**

Centre	Hours Booked 1 Jul – 30 Sept	% Used	Hours Booked Previous 12 Months 1 Oct 18 – 30 Sep 19	% Used	% Change from Previous 12 Months
Broadwater					
- Large Hall	391.23	32.71%	1855.98	39.11%	-1.28%
- Small Hall	336.33	28.12%	1284.50	27.07%	+0.68%
Pepperpot					
- Undercroft	333.75	27.91%	1300	27.40%	-0.24%
- Upper Room	250.25	20.92%	756	15.93%	+3.52%
Wilfrid Noyce					
- Caudle Hall	655.50	54.81%	3041.17	64.09%	-0.87%
- Wyatt Room	359.75	30.08%	1651.33	34.80%	+0.83%
- Oglethorpe Room	254.00	21.24%	1146.00	24.15%	+0.07%
					+2.71%

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752202/Budget_2018_red_web.pdf

² https://services.parliament.uk/Bills/2017-19/nondomesticratingpubliclavatories.html?utm_source=Members&utm_campaign=a71f2ba624-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-a71f2ba624-323644149&mc_cid=a71f2ba624&mc_eid=9a98efb618

³ NALC email newsletter 13 Sept 2019

⁴ The Clerk magazine Sept 2019 pg 19

15. COMMUNITY EVENTS AND COMMUNITY SUPPORT ACTIVITIES – ITEM FOR NOTE

Following the Policy & Management Committee of 5 September 2019, some Members of the Council, as well as community groups whose events are supported by Godalming Town Council, expressed concerns regarding the Council's continued support for community events. As such, the Town Clerk considered it might be helpful in reassuring our community partners to set out to Members the activities being undertaken by the Council in support of community events for the remainder of the current civic year.

Farmers Markets – Officers continue to support the South West Surrey Farmers Market Co-operative in providing a monthly produce market in Godalming Town Centre. In a move designed to lessen the inconvenience and restrictions on town centre residents and to reduce the administrative costs to the co-operative associated with managing road closures, the Farmers' Markets has reconfigured from a linear market along the High Street to form a 'cluster' market centred on Crown Court. Additionally, whereas October had traditionally been the last market of the year, with March being the first, because of the location change residents will benefit from two additional markets, one being 21 December 2019 and the other being 29 February 2020. If these events are successful, it is hoped to continue with the same pattern during 2020/2021.

Friday Pop-Up – The Town Council is actively supporting the Friday Pop-Up and seeking additional traders who are able to provide a beneficial offering to residents.

Saturday Pop-Up – Saturday, 12 October will have seen the Town Council's first Saturday Pop-up event – Godalming Vegan Pop-Up. The Town Clerk will report to Members on the outcome of this event.

Remembrance Sunday – The Remembrance Sunday planning meeting was held on 30 September with Mr Neil Godden leading the event for the first time as Parade Marshal. The Support Services Executive will inform Members of parade timings. Members have traditionally supported the Royal British Legion Poppy Appeal collection on the Saturday preceding the Remembrance parade (9 November), a sign-up sheet will be tabled at the meeting for those Members who are able to support the collection to select a time slot.

Christmas Festival & Lights Switch On – Saturday, 30 November. Members will wish to note that the Christmas Festival Market is over-subscribed and the local priority criteria has been applied in allocating pitches. Charterhouse Club is the events main sponsor, with Surrey & Hants Estate Agent promoting the event and supporting local charities via its signage boards and SpecSavers sponsoring the programme cards. A full programme of entertainment has been arranged and for the first time Godalming Choral Society will be making an appearance and the Leader of the Godalming Rock Choir will be supporting the community singing at the 5pm Christmas Lights Switch-On.

The '*Merry Christmas Godalming*' cross street motif has been refurbished, traditional Christmas trees are set to replace the Artares Stars decorations previously used along the High Street. Garlands will be introduced over the entrances to Angel Court and Crown Court, lights will be installed in the trees located outside Snappy Snaps and Fat Face and decorations will be introduced at the junction of Flambards Way and Station Road (near the Richmond Arms). Further additions to the Christmas Lights scheme are planned for the area around The Peppercot and the possibility of erecting a 25ft Christmas tree in Crown Court is being explored.

Whilst the lights are controlled by timers for the duration of the festive period, for the initial switch on at 5pm on 30 November, the switches need to be made manually. As such a sign up for Members to support the Christmas Lights Switch-on will be circulated.

Santa Grotto – Subject to confirmation that the Chamber of Commerce will be arranging Santa's annual early visit to the town, the maintenance team will prepare Santa's Grotto at the Wilfrid Noyce Centre.

Farncombe Christmas Lights – The lights switch-on at Farncombe is planned for 5pm on Friday, 6 December. Once again it is hoped to be able to expand the existing scheme and introduce some new elements.

Town Day – As previously reported, 2019 will be the last Town Day event in its current format. Officers are working with the organisers to support a successor event. In addition to the existing Town Day, Saturday, 14 December will also see the 3rd running of the Phyllis Tuckwell Hospice's Great Santa Run in Godalming.

Spring Festival – Members will wish to note that planning for the Spring Festival is underway.

Staycation 2020 – the first planning meeting for Staycation Live Music Festival 2020 was held in late August 2019 and the detailed planning of the Staycation 2020 programme of activities and events will commence in early January 2020.

Godalming Community Run – Officers have submitted the Regulation 16A Road Closure application and traffic management plan in support of this event to SCC as well as the required application to WBC for use of the Philips Memorial Park. Officers will continue to work with Sport Godalming for the partnership delivery of this event.

St John's Spring Fayre – The Council's mini marquees and support staff are booked for the 2020 event.

VE75 Commemorations – Members approved the outline event plan and budget on 5 September, the Community Officer is currently leading the planning for this event.

16. **REVIEW OF DOCUMENTS – ITEM FOR DECISION**

Recommendation: Members are requested to review the documents listed below and if minded to resolve to recommend they be re-adopted by Full Council.

Officers have reviewed the documents listed below and with the exception of text amends to remove gender specific references, have identified no required changes.

Customer Complaints Procedure – How to Make a Complaint

Customer Complaints Procedure – How to Handle a Complaint

17. **REPORT ON SLCC CONFERENCE – ITEM TO NOTE**

Members to receive a report (attached for the information of Members) from the Town Clerk relating to the National Conference of the Society of Local Council Clerks.

18. **ADDITIONAL REVENUE STREAM – ITEM FOR DECISION**

Recommendation: Subject to the granting of the required permissions, Members are requested to resolve to approve the issuing of an appropriate licence for use of the Broadwater Compound for use as an equipment storage yard.

Members will be aware from the budget monitoring report that work has been undertaken to create a compound at Broadwater Park Community Centre. The original purpose for the

requirement being the safe storage of the flood defence barriers required to be installed across Catteshall Road in the event of severe flooding incident.

Due to re-design of the flood alleviation scheme, that original requirement no longer exists and this area, which requires further work to be of other practical use, is of limited use to the grounds maintenance team and is likely to be underutilised. As such, it is suggested that a possibility exists to gain an additional revenue stream from the site by licensing its use to a third party as an equipment storage yard.

Prior to issuing of any such licence, appropriate permission for the placement of an ISO container would need to be sought. If approved the likely income from 2021 would be circa £4,400 per annum.

19. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members are asked to note a report from Councillor Boyle (deferred from 5 September) on the Godalming/Joigny Friendship Association (report attached for the information of Members) an organisation on which Councillor Boyle represents the Town Council.

20. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/MAYEN ASSOCIATION

Members are asked to note a report from Councillor PS Rivers on the Godalming/Mayen Association, an organisation on which Councillor Rivers represents the Town Council, is to be deferred to 28 November 2019.

21. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERELY CITIZENS' ADVICE

Members are asked to note that Councillor Steel, the Town Council's representative on the Waverley Citizens' Advice, has advised that no meeting has been held which required attendance but that the CAW will be sending an induction pack to Councillor Steel in the near future. Full report to be deferred to the 16 April 2020.

22. COMMUNICATIONS ARISING FROM THIS MEETING

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

23. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 28 November 2019 at 7.00 pm in the Council Chamber.

24. ANNOUNCEMENTS

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

Sent: 15 September 2019 18:33

To: Town.clerk@godalming-tc.gov.uk

Subject: RE: Surrey Hills to South Downs Community Rail Partnership funding

Dear Andy

A Nikki has explained we had our first official steering group meeting yesterday and I was nominated as Treasurer.

Finance was discussed and it was agreed that since there would be no funding for the line manager until at least April 2020, we do need to have some money in the kitty to provide for expenses until then.

The budget for the next year so far consists of

Web / Domain registration and setup	£200
Social Media support 5 hours a week	£2500
Company setup	£500
Launch Event	£100
Expenses / Contingency	£200

	£3500

We are therefore seeking support from our partners. We will be applying to the three town councils, Waverley and the Surrey Councillors from their members' allowances. Surrey Hills and South Downs have already committed funding. Please do not hesitate to contact me if you have any queries.

Best regards
Melanie Odell

20 SEP 2019

GODALMING TOWN COUNCILApplication for Grant Aid

1. Name of Voluntary Organisation KIDS OUT.
2. Contact Name, Address and Telephone Number A.M. LUSCOMBE
HOLMEFIELD, HULTMORE ROAD, GODALMING. GU7 2RB
3. Details of Organisation; is it
- a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? TO PROVIDE A DAY OF
FUN AND FOOD FOR DISADVANTAGED CHILDREN IN A
SAFE AND SECURE ENVIRONMENT.
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.
NO
6. Please state size of membership and annual subscription levels of Organisation. NIL
7. Please enclose the following information as applicable to your Organisation:-
- a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
- _____
- _____
- _____
- _____

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

A FREE DAY OUT FOR DISADVANTAGED CHILDREN

b) Specify

- Total Estimated Cost	£	17000
- Amount already available	£	10,000
- Amount expected to be available at commencement	£	17,000
- Dates scheduled to commence and finish		10/6/20

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 £ 500

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?

LOCAL SCHOOL CHILDREN WILL BENEFIT.

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

Signed Arz Date 17/9/19

Capacity in which signed CHAIRMAN.

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

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

2020

BUDGET 2018 KIDS OUT				
INCOME		EXPENDITURE		
Ash	500	Entertaining	Mr Magic	230
Aldershot	850	Millers Ark	Animal Touch	550
Farnham	850		Disco	160
Farnham Weyside	850	Vaz	Bouncy Castle	450
Fleet	850	Joe Young	Fairground	1750
Hart	850		Fairground (Maynes)	750
Rushmoor	850		Circus Scene	430
Woking	850		Lucky Dip	70
Woking District	850		Balloon Race, etc	310
Godalming Woolsack	850		Uncle Charlie	300
Farnborough	850			5000
Total	9000	Food	Truffles	3250
Kids Out - 850 @£1 pc	850		Ice Cream	800
			BBQ	1700
			Beer, milk, etc	100
				5850
			T-Shirts, caps etc	2000
		Equipment	Marquees	315
			PA/Radio	300
		Transport	Contingency	500
			St Johns Ambulance	300
		Field	Refuse collection	75
			Aspire (rent)	1650
			Van hire	400
			Misc	100
		Contingency		1000
				17490
Food and drink sale	190			(190)
		TOTAL		17300
TOTAL	10040	Deficit		



Kids Out 2019 - Wednesday 10th June 2020

Holmefield,
Hurtmore Road,
Godalming

15th September 2019

I am Chairman of the Kids Out 2020 event to be held at the Aldershot Rugby Ground on the 10th June 2020. It is largely funded, and organised, by local Rotary Clubs. The National Kids Out charity make a small £1/child contribution. The event is held each year and each year a different local Rotary Club takes on the chairmanship. It has fallen to Godalming Woolsack Rotary Club to do so this year and I am the chairman. The overall event costs some £17,000 to run, involves some 850 disadvantaged children, 400 or so carers and a hundred volunteers. The local Rotary Clubs each year contribute around £10,000 (between 11 clubs). The difference we try to fill through the generosity of local mayors and councillors as well as other organisations. Filling the funding gap proves more and more difficult as Rotary Club memberships decline and council finances are ever-more tightly constrained.

Kids Out gives physically, mentally and socially disadvantaged children positive experiences to support them becoming future members of our society and workforce. The first Rotary Kids Out National Day Out took place 25 years ago on the 13th June 1990 for only a couple hundred children and proved so successful that the following year it was spread across the UK. Today, Kids Out partners with Rotary to take more than 25,000 disadvantaged children on the 'National Day Out' each year. Through these initiatives, Kids Out and Rotary have taken hundreds of thousands of children on a 'fun day'.

My appeal refers to the Aldershot event, one of many taking place throughout the UK of which ours is one of the largest. The children come from some 50 schools in the area around Farnham, Aldershot, Farnborough, Woking, Godalming, Fleet and Yateley. The children enjoy various entertainments, a steam train ride, bouncy castles, face-painting, clowns and the like as well as ice cream, a meal and drinks. Usually the police and fire service out in an appearance along with the Hampshire and Isle of Wight Air Ambulance.

The various entertainers have to have up-to-date liability insurance and risk assessments. Our own third party liability cover is £5m. The venue is made available by the army each year.

Fun as the day might be, preparing for it is more onerous. Bringing upwards of nine hundred children, several hundred parents and carers, plus a couple of hundred volunteers and contractors, organising the entertainments and the refreshments, is a significant undertaking and, of course, costs money, despite the volunteers offering their services free. Because the event involves children and safeguarding is a major issue, we don't advertise the event in advance but, afterwards, we post photographs in a Drop Box facility and will acknowledge any contributors on Facebook after the event.

Yours sincerely,

Tony Luscombe

Chairman: Tony Luscombe, Holmefield, Hurtmore Road, Godalming. GU7 2RB 01483 4203451
Treasurer: David Hughes
Secretary: Mike Poulter

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14 AUG 2019

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation 2nd Godalming Scout Group
2. Contact Name, Address and Telephone Number Alison Gisvold, Secretary 2nd Godalming
1 Milford House, Portsmouth Road, Milford, GU8 5HJ
3. Details of Organisation; is it
- a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? 2nd Godalming is a charity.
It aims to provide all young people with the opportunity to develop skills for life, have adventures,
contribute to the local community and become productive and effective citizens and have fun.
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
No
6. Please state size of membership and annual subscription levels of Organisation. 2nd Godalming has provision for 24 Beavers and 24 Cubs. We now seek to open a Scout Troop. Subscription is at £40 per person. However, our fees to Scouts are £2100 per year which takes most of this.
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.
Beaver and Cub reports enclosed.

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

Starting a Scout Troop so that our Cubs can stay in Scouts. - See accompanying letter.

b) Specify	- Total Estimated Cost	£	<u>7390</u>
	- 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:-

None as yet.

Body	Amount Applied For	Amount Received

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?

Commitment to support community - e.g. visiting care homes, fund raising for charities, development of community minded future citizens.

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

Signed [Signature] Date 8-8-19

Capacity in which signed Secretary

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.



RECEIVED
14 AUG 2019

Secretary
2nd Godalming Scout Group
1 Milford House
Portsmouth Road
Milford, GU8 5HJ

9 August, 2019

Mr. A. Jeffries
The Town Clerk
Godalming Town Council
Municipal Buildings
Bridge Street
Godalming, Surrey GU7 1HT

Dear Andy

2nd Godalming Scouts, The Burys, Godalming

I hope you are well?

As Secretary of 2nd Godalming, I am writing to several organisations to see if there is any grant money available to support us. As the oldest Scout Group in Godalming (2014), we restarted our activities in December 2016 after a hiatus when key persons moved away from the Group. We started with just £250 which was a grant from District Scouts. Since that time, we have grown to a Beaver Colony of over 20 Beavers and a Cub Pack of a similar size. We do our own fund-raising throughout the year, but we are now seeking funds to support

- (a) starting a Scout Troop and
- (b) to support running costs as a one off

We, unfortunately, have to pay a large amount to County and National funds each year (capitation) and high levels of rent for the Burys HQ. Starting with just £250, we are struggling to develop the Group due to financial constraints. If we are unable to develop, fewer young people will be able to experience all that Scouting has to offer.

I attach the GTC application for grant aid and our budgets and accounts, and also note the following to support our application. Please note the accounts include some money already ring-fenced for camp equipment (Cubs) and hardship funds.

Raising funds to start at Scout Troop at 2nd Godalming.

At present, our Cubs transfer to 4th Godalming (based at the United Church). However, 4th have now started their own Cub Pack, so it is becoming increasingly difficult for our Cubs to get a place there. It is also very supportive for Cubs to move into their own Scout Troop where they know others. There are no Central Scouts or District Scouts funds or grants available for this purpose. Opening a Scout Troop would enable even more young people to have the experience of Scouts!

Starting a Scout Troop requires:

Funds for Advertising for new leaders (local community)	£500.00
Uniforms for new leaders	£150.00
Training for new leaders	£350.00
Resources for new Troop	£250.00
Funds to cover the first year rental costs for the Troop meetings. (Despite using the Burys Scout and Guide HQ for our meetings, our rental costs are very high).	£600.00
Start of a fund to contribute to Scouts attending the World Jamboree every 4 th year	£500.00
TOTAL	£2,570.00

Raising funds to support annual running costs at 2nd Godalming

Although we are staffed entirely by volunteers, we still have to meet many running costs. Our main costs are rent for the venue and what is called Capitation. Rent is £360 per term (slightly lower for Beavers but

will be higher for Scouts – based on the length of time the venue is used). Capitation is the amount we pay per head to District, County and National Scout organisations for running costs. It seems somewhat of a double edged sword in that we are encouraged to grow our sections, but then have to pay more as we have more young people engaged in the Scouts! However, it is what it is and our contribution in the form of capitation is over £2,000 per year. This means that before we account for resources and activities we have to have the funds to pay:

Rental for three sections £160 + £180 + £200 per term Three terms per year	£1,620.00
Capitation payable April each year 2019 figure was £2120 for the year, with an expected increase to £2,400 in 2020	£2,400.00
Activities support throughout the year	£800.00
TOTAL	£4,820.00

We realise that it is harder to raise donations for running costs and if you are unable to support us in the case, would be grateful if you are able to signpost us to organisations who may be able to do so.

We do not sit around expecting others to pay for costs for the group and despite our Leaders and Committee members giving their time freely throughout the year to directly support young people, we have engaged in various other activities such as putting up sign boards for local and community events, attending local events to collect donations and more to raise funds.

Our young people also give back to their community by supporting the Dan Eley Trust, by visiting Care Homes (where the residents love meeting them) and by e.g. participating in the ShoeBox Appeal.

Our young people come from a wide range of economic and social backgrounds, and we need to be able to offer support for activities and events such that no young person is disadvantaged if finance is an issue.

Research has shown that young people who are engaged with Scouts develop skills which are life enhancing and life long. The values with which Scouting started are as relevant (some would say more relevant) today as they have ever been. A report published in 2018 stated:

"Scouts are 17% more likely to show leadership skills and work well in teams. They're a third more likely to support their communities too"

These are the sort of people Britain needs today! If you would like more information about what Scouts do, you can read more here: <https://scouts.org.uk/what-we-do/>.

Any help which your organisation can give us is greatly appreciated.

Best wishes



Alison Gisvold
Secretary, 2nd Godalming Scout Group

Encs.

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16 AUG 2019
Notes: caption moved from cell E64 to E13 as advised by the Accounts reviewer in June 2019

2nd Godalming Scout Council
Receipts and Payments Account (Draft v2)

3093.23

For the year from	01-Apr-18	31-Mar-19
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Receipts and payments

	2017-18 Unrestricted funds £	2018-19 Unrestricted funds £
Receipts		
Donations, legacies and similar income	£0.00	£0.00
Membership subscriptions	£2,759.03	£4,438.02
Less Membership subscriptions paid on (National/County/Area/District)	£0.00	£1,683.03
Net membership subscriptions retained	£2,759.03	£2,755.02
Donations - start up from District	£259.00	£0.00
Legacies	£0.00	£0.00
Gift Aid	£0.00	£0.00
Cash income towards activities and camps	£0.00	£1,851.50
Sub total	£3,008.03	£4,616.52
Grants		
Maintenance grant	£0.00	£0.00
Other grants	£0.00	£0.00
Sub total	£0.00	£0.00
Fundraising (gross)		
Fundraising - Ringfenced donations for Equipment	£0.00	£1,225.00
Fundraising - Ringfenced donations for hardship	£0.00	£269.00
Fundraising non Ringfenced	£0.00	£225.00
Dan Ellay Foundation - cash collected from children and donated	£0.00	£60.95
Sub total	£0.00	£1,779.95
Investment income		
Bank Interest	£0.00	£0.00
Building Society Interest	£0.00	£0.00
The Scout Association Short Term Investment Service	£0.00	£0.00
Property Rent Income	£0.00	£0.00
Other Investment Income	£0.00	£0.00
Sub total	£0.00	£0.00
Total Gross Income	£3,008.03	£6,396.47
Asset and investment sales, etc.	£0.00	£0.00
Total receipts	£3,008.03	£6,396.47

2nd Godalming Scout Council
Receipts and Payments Account (Draft v2)

For the year from	01-Apr-18	31-Mar-19
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Receipts and payments

	2017-18 Unrestricted funds £	2018-19 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities including badges etc	£519.70	£505.00
Adult support and training and leaders expenses	£22.53	£81.39
Rent	£680.00	£1,028.00
Water and Sewerage - Included in rent	£0.00	£0.00
Electricity and Gas - Included in rent	£0.00	£0.00
Insurance - Included in rent	£0.00	£0.00
Repairs and Renewals - Included in rent	£0.00	£0.00
Materials and equipment	£0.00	£0.00
Printing and photocopying	£0.00	£0.00
Contribution to camp costs	£421.24	£1,661.43
Uniforms	£0.00	£0.00
AGM and trustee expenses	£16.73	£0.00
OSM	£0.00	£65.02
	£0.00	£0.00
Dan Ellay Foundation - cash collected from children and donated	£0.00	£60.95

Sub total		
Fundraising expenses		
Detail 1	£0.00	£0.00
Detail 2	£0.00	£0.00
Detail 3	£0.00	£0.00
Other fundraising costs	£0.00	£0.00
Sub total		
Total Gross Expenditure	£1,852.31	£1,852.31
Asset and Investment purchases, etc. 5 Tents purchases from Ringfenced funds	£0.00	£802.99
Total payments	£1,852.31	£2,655.30
Net of receipts/(payments)	£1,337.63	£7,659.51
Cash funds last year end	£0.00	£0.00
Cash funds this year end	£1,337.63	£7,659.51

Statement of assets and liabilities at the end of the year

	2016-17 Unrestricted funds £	2017-18 Unrestricted funds £
Cash funds		
Bank current account	£1,535.95	£3,749.57
Bank deposit account	£0.00	£0.00
Building society account	£0.00	£0.00
The Scout Association Short Term Investment Service	£0.00	£0.00
Cash in hand	£0.00	£0.00
Total cash funds	£1,535.95	£3,749.57
Other monetary assets		
Tax claim	£0.00	£0.00
Debts due from the County/Area/District/Group	£0.00	£0.00
Insurance claim	£0.00	£0.00
Sub total	£0.00	£0.00
Investment assets		
Investment property - detail	£0.00	£0.00
Quoted Investments	£0.00	£0.00
Other Investments - detail	£0.00	£0.00
Sub total	£0.00	£0.00
Non monetary assets for charity's own use		
Badge stock	£0.00	£0.00
Shop stock	£0.00	£0.00
Other stock	£0.00	£0.00
Land and buildings	£0.00	£0.00
Motor vehicles	£0.00	£0.00
Scouting equipment, furniture etc - 6 Tents	£0.00	£802.99
Other	£0.00	£0.00
Sub total	£0.00	£802.99
Liabilities		
Accounts not yet paid (for prior year capitation £1653+4 unbanked cheques), current year Capitation £2250.50	£1,637.05	£2,220.50
Expenses incurred but not invoiced	£0.00	£0.00
Subscriptions not yet paid	£0.00	£0.00
Loan - detail	£0.00	£0.00
Other liabilities	£0.00	£0.00
Sub total	£1,637.05	£2,220.50

Contingent liabilities and future obligations

Capitation for following year likely to be over £2220.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 2nd September 2009 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature _____

Print Name
 Tor-Anna Gisvold Chair
 Ana Mayor Treasurer

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14 AUG 2019

Beaver Executive Meeting Report

3rd June 2019

Summer Term 2019

- Currently 19 Beavers
- Sessions this half term have included:
 - Level 1 Emergency first aid
 - Creating their own code of conduct with hand prints to put on the wall of the hut
 - Nature collection walk along river to Peperharrow
- Next half term still being confirmed but will likely include:
 - Mini Raft building one week
 - Floating them at Elstead common lakes with Dads for Father's Day session
 - Doughnutting
 - Completing level 1 emergency first aid
 - Sports day/Athletics games session
 - Planning community project for My World badge (to then do first or second session next term)
- **Who can be contacted to move the Beaver notice board to the long right hand side of the hut? (near the guide board). It is inaccessible and only partly visible where it currently is due to chairs needing to be stacked there. We want to use it more.**

Camps

- Beavers Go Wild was amazing! (and obviously exhausting) Photos on the district fb page. Not only did we have a ball, but completed loads of badge work for My Adventure and My Outdoors. From climbing to go karting, obstacle courses, cooking on open fire, crafts, campfire singing – it was absolutely fab.
- **Can Ana check that we definitely received 14 payments for Beavers Go Wild camp and if not let me know who hasn't paid (I emailed a list of the 14 attendees)**
- New volunteer, Eleanor, Bethan and her husband (Tom) were a fantastic help and seemed to really enjoyed it.
- SASU were great running our activity of woodland noughts and crosses and said they would love to help again next year.
- We will be holding out to get spaces again for Beavers Go Wild May 2020 – booking opens 1st October which I have in the diary to try and get spaces for 2nd Godalming again.
- We are now planning our next overnight for 5-6th October or 12th-13th October at Thursley village hall again. Eleanor, Neil (both newly invested) and Louise are the camp planning team and will be meeting in the next few weeks to get details to parents before Summer hols.
- **We need someone to do our catering at this camp. Any ideas who? I feel reluctant to ask Alison at 1st Farncombe again if we can avoid it as she's helped out so much already**
- We also need to borrow 1st Farncombe's tents again – the new tents were great outside but are too big to be able to pitch indoors without pegging down (They collapse). **We will continue to camp Beavers indoors in tents so they get used to it before going outside. Is there a solution that means we would have our own small 2 man tents for Beavers that**

can be pitched indoors without pegs? Would the same funders for our last lot of tents contribute again?

Autumn term/Moving up -- new starter

- Working hard to make sure the programme gives Beavers coming up to 8 years old soon the best chance of getting their bronze award.
- We have 7 Beavers who will be ready to move up across September and January.
- Need confirmation from cubs how many spaces we have in September and January for Beavers moving up (Noo, I know you were looking at this with Lisa)
- Aiming to have 24 Beavers in September as we have strong session help now with Neil, Eleanor, Nicky, Bethan (will likely stay with Evan Autumn term) and Louise.
- We can offer 8 places to start September (if 3 Beavers move to cubs.) This includes a place for an existing Beaver moving into the area and 4 Beavers from the waiting list (meaning all Beavers of starting age would get a place!). Leaving 3 spaces for girls to start (below)
- Louise has spoken to Denise Iverton about more girls starting to get a more diverse group for 2nd Godalming- she suggested reaching out to Rainbow groups if they have girls they can't offer a place to - I have asked for the Rainbow Godalming contact from the district girlguiding contact but haven't heard back. Does anyone have any contacts?
- All new starters will now pay from September £45 and this will include investing costs (they still got their 4 week free sessions this term as they'd been told before the decision was made at the last Exec meeting).

Parents

- We aren't doing a formal rota, but have had some good offers of help when asked for St George's day (all the 4 parents who had Beavers going to St Georges day helped) and get help we need when we ask for it for weekly sessions.
- All parents are now staying at drop off until we have enough adults to help before leaving.
- Can we start doing camp payments and events through OSM for parents to reduce paperwork? Does this involve every parent needing a log on?

Recruitment/Training

- Eleanor and Neil have both taken their promise! They are both helping at sessions this term and both will help with October camp planning - this will be a huge help to Louise as the last one in February was quite overwhelming.
- As of September Eleanor should be able to be more involved in planning sessions as well
- Nicky is shadowing some different Beaver groups to get confidence up to lead on sessions when Louise can't make it due to work (Normally one per term)
- Louise has completed her wood badge!
- A parent of a waiting list child likely to start in September has been a scout leader before and said to Kara she would be interested in helping. Louise will have a chat to her on the phone in the next couple of months.
- Lou will be meeting Jillie in the next few weeks to hopefully get her nights away permit!
- We have one young leader who is a great help (Diana's daughter and Victor's sister)

- We would like another Young Leader to start September and Esther is aware.

RECEIVED
14 AUG 2010

Update from 2nd Godalming Cubs:

We currently have 15 Cubs and anticipate that 3 of these will leave us at the end of this term with one going to another District Scout group and the other two looking to go to 4th Scouts. The Beavers that joined us at the beginning of the term have settled in well.

At the beginning of this term we focussed our activities on group / team development to help settle the Beavers and challenge some of the older Cubs into developing their leadership skills and their awareness of their capacity to role model to younger Cubs. We have worked on our Navigation staged badges, taking advantage of the lighter evenings and applying learning into practice allowing the Cubs to design a route around Godalming and navigate accordingly.

We had 7 Cubs that came with us to the Godalming District camp, which was a great success. Thank you so much to Tor and Ali who came over on the Thursday evening to help pitch the tents and then return on the Sunday to help pack up. The lighter tents made such a difference in being able to carry these and put these up quicker and more swiftly – it was a great investment and outcome of some great fundraising. Thank you! The attendance at Cubs was slightly lower than I had expected and having spoken to parents, believe that this is due to a combination of factors:

- (1) Cost of camp / scam / Subs all coming at once
- (2) Date clashing with 1st communion
- (3) A number of Beavers only just having started and Cubs that would have attended with us, attending with Scouts as they had just moved up.

Following camp, we took a week off to recover and then returned before half term to start work on our Disability awareness badge with Cubs participating in activities designed to develop empathy with those with physical and sensory disabilities.

This second half of the term, we are looking forward to again being out of the Hut (necessitated by the Hut being temporarily closed) whilst engaging in activities such as pioneering, raft building, cycle maintenance and cycling. We have booked to go to White Beeches on one of these evenings and will need to think (quickly!) about the forthcoming evenings and how this is managed.

We also have 11 Cubs participating in SCRAM on the 22nd June.

With regard to finances, at present, there is no way for us to know as leaders who has paid for subs / activities etc and I'm assuming that either everyone has paid, or Ana is contacting parents to chase parents for payments where these aren't received online? Would it be possible to find a system with greater transparency so to make it a shared responsibility?

In respect of leadership, this term we have welcomed Daniella as part of our team as an Assistant Cub Leader – thank you, Daniella! Therefore, there are now four of us which will enable greater capacity and division of tasks.

RECEIVED
12 SEP 2019

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation GODALMING BAPTIST CHURCH (GBC)
2. Contact Name, Address and Telephone Number CATHERINE LAWTON
QUEEN STREET, GODALMING, GUTIBA
07973927233 | 01483 416093

3. Details of Organisation; is it
- a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?

4. What are the aims and objectives of the Organisation? AT GBC, WE OFFER A WARM WELCOME TO ANY AND TO ALL, IRRESPECTIVE OF RACE, RELIGION, DISABILITY, GENDER OR BELIEF AS WE SEEK TO MODEL THE LOVE OF JESUS. WE WANT ALL TO FEEL THAT THEY BELONG AND

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details. A FEW OF THE GROUPS WITHIN THE CHURCH CHARGE SMALL COSTS TO COVER FOR MATERIALS BUT ALL GROUPS ARE RUN BY VOLUNTEERS

6. Please state size of membership and annual subscription levels of Organisation. 121 FREE MEMBERSHIP

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 APPENDIX 6

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

WASHABLE REPLACEMENT FLOORING IN OUR ACTIVITIES ROOM
SO THAT OUR GROUPS CAN CONTINUE SAFELY AND HYGIENICALLY
 (PLEASE SEE SEPARATE SHEET)

- b) Specify
- Total Estimated Cost £ 3,000
 - Amount already available £ 1,000
 - Amount expected to be available at commencement £ 3,000
 - 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	DECLINED	Amount Received	DECLINED
JOSEPH BANK TRUST COMMUNITY FOUNDATION FOR SURREY				

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

- a) Amount £ 1,500 - £2000
- b) Whether you have received a previous grant from the Town Council
- Amount £ NO
 - Date
 - Project

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

THE BABY GROUPS WILL BE ABLE TO HAVE MESSY PLAY, STORY
AND SINGING SESSIONS. THE ART SPACE CAN EXPAND ITS REMIT

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

Signed [Signature] Date 6/09/19

Capacity in which signed DEACON

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.

TO AID HEALTH AND WELFBG. (See separate sheet 1 & 2)

Application for funding of new flooring

Charity name: Godalming Baptist church

Charity registration number: 1127320

Background

Godalming Baptist is a town-centre church, serving local people in many ways during the week as we seek to welcome and support all parts of our community in our buildings

Summary of grant application:

We run activities in several different rooms at our church – one of these (used for three different regular groups) now urgently needs **replacement flooring**. The current floor covering is a 25-year-old carpet which is adhered to the floor and is filthy and badly marked. The flooring has had deep cleaning in the past, but the stains are irremovable and not suitable for young children to sit on, so it is often covered during group time with other mats and covers.

We need to have hard wearing, commercial, washable flooring as there is a heavy foot load especially used by young babies and children during the week from the local community.

Aims of the groups that use the room requiring new flooring:

During the week, the room is used by the church for two young baby and toddler groups, both of which are run by volunteers from the church:

1 - 'The Ark' has 2 sessions with up to 40 parents, babies and toddlers using the room for singing and an active drama-based story time. These singing and story sessions form part of the parent and toddler group, which is available to all parents for a small donation. This donation pays for the refreshments, toys and craft but all the leaders give of their time freely. Godalming is a town with a wide range of household incomes – there are areas of affluence but also deprivation. There are many commercial toddler classes in the area, but the prices of these mean they are inaccessible to many parents. Our toddler group is open to all, regardless of income. The singing and story sessions, held in the room to be refloored, contribute to early years goals by encouraging language development and gross motor skills.

2 -Our 'Little Lights' group has up to 18 little ones and their parents from 0 – 4 years with the older children hearing Bible stories with associated craft, prayer and Christian songs. We offer to pray for the families each week. The group is open to all within the community and Christian or non-Christian, all are welcomed. Often the children's craft is quite messy, and we have no way, apart from covering the floor (which creates a trip hazard) of ensuring that little ones don't tread further paint or food ingredients into the existing carpet. We supply this group free of charge to all from the very youngest to the oldest, new-born to Grandparent. This is what Sarah Ferguson of Godalming says: -

"I have been coming to Little Lights at Godalming Baptist Church for several years and my children love the group - especially the messy play time! My daughter Holly loves coming and really likes all the painting and glueing activities. We are looking forward to the group starting again in September

and a washable floor would be so much more practical, not to mention hygienic for our little ones. There are many babies attending who crawl and drop food and pick it up again. Carpet is not ideal for this in a group situation and a wipe clean floor would be super for this room." Sarah mother of two young children

The reason we do these groups is to serve the young parents and children, form relationships with other parents as well as ourselves. We hope that by teaching the young ones, parents will feel they belong and then may come to other church-based events and activities.

3 -There is another reason for having a new washable floor and that is for a community-led 'Art space' group. This is what a local GP from the Binscome practice in Farncombe, Surrey has to say about Art space.

'The Art Space has been meeting monthly on a Saturday morning at Godalming Baptist church for the last 2 years with the large windows in the room making it an ideal space for drawing and painting. The vision of the Art Space is entirely missional, seeking to bring people together in order to promote health and wellbeing, create a sense of community and bring unchurched people into the life of the church. The sessions are led on a voluntary basis by myself, a local GP and Elder of Guildford Baptist Church, as well as Ros Mansfield, a qualified Art Therapist and also a member of Guildford Baptist Church. All are welcome, and in particular the patients of my own GP practice in Farncombe, Godalming, are regularly invited and welcome to come. There is a regular core of about 16 people who come to the group, with most people attending every month, and the emphasis is on the enjoyment and wellbeing that can be found in art, rather than the quality of art produced. There are several people who attend who have learning needs or physical disability, and it is a particular strength of the group to have such a natural mix of disabled and able-bodied people enjoying community together. Other participants have found the sessions extremely helpful in managing anxiety and started attending church for the first time in years as a result of being made so welcome in the group and building new friendships.'

In addition to these three regular groups, the room is used at other times for one off events, such as lettings for art and craft or antenatal classes. Social services have also used the room in the past for children who are facing challenges at school.

We also run a mid-week children's club aged 7-12 years and occasionally use the room for devotional discussion when the group of up to 30 children each week split into smaller discussion groups, and as a dormitory when the children use the church for an annual sleepover.

Who will benefit:

Local families, babies and children, including those from lower income groups.

Vulnerable adults, including those with mental health issues

Appendix 1

Flooring required and cost:

We have requested quotes from 3 companies to remove and dispose of existing flooring, to supply a latex screed, and to fit new commercial strength vinyl flooring and door bars: -

Godalming carpets: - £3152.50

Guildford flooring: - £3,296 (and £3,548 for an alternative)

Absolute flooring £2,800.70

We have chosen Absolute flooring as they also advised that they could mould the flooring in to skirting to protect the lower walls from scuff marks, and are the cheapest of the three quotes

Godalming Baptist Church is able to match the funding of a potential grant.

We have applied to other funders but so far have been declined as not being within their remit but will continue to look at ways of obtaining the funds as this is important to us.

Catherine Lawton (*Church deacon*)

Godalming Baptist Church

	Month Apr 2018	Month May 2018	Month June 2018	Month July 2018
INCOME				
Offerings and donations	4,906	6,288	4,910	6,389
Designated gifts	225	225	225	225
Gift Aid due	992	1,185	1,022	1,200
Income from events, books	1,528	-	-	-
Interest received	3	3	3	7
Rental income-manse	1,750	1,750	1,750	1,750
Lettings income	723	619	255	1,239
	<u>10,127</u>	<u>10,070</u>	<u>8,165</u>	<u>10,810</u>
EXPENDITURE				
MINISTRY				
Staff costs	1,255	1,256	1,255	1,255
Pulpit fees and other expense	360	1,340	1,112	846
	<u>1,615</u>	<u>2,596</u>	<u>2,367</u>	<u>2,101</u>
MISSION				
Ambassadors fund	1,313	1,313	1,313	1,313
Designated gifts	2,100	225	225	225
BMS	150	-	150	150
Donations	80	80	80	80
Home Mission	425	575	425	425
CTiG	-	160	80	80
Trinity Trust	100	100	100	100
Event costs	-	1,067	-	-
	<u>4,168</u>	<u>3,520</u>	<u>2,373</u>	<u>2,373</u>
ADMIN AND ESTABLISHMENT				
General administrative costs	910	1,190	707	1,628
Subscriptions	226	- 305	404	- 144
Tenancy fees & costs	309	189	189	189
Repairs	527	142	1,020	631
Rates and Insurance	305	326	327	315
Rent of Field Place	-	-	-	-
Light and heat	973	747	- 680	414
Cleaning	540	561	591	565
	<u>3,790</u>	<u>2,850</u>	<u>2,558</u>	<u>3,598</u>
TOTAL EXPENDITURE	9,573	8,966	7,298	8,072
NET SURPLUS / (DEFICIT) £	<u>554</u>	<u>1,104</u>	<u>867</u>	<u>2,738</u>

Month Aug 2018	Month Sept 2018	Month Oct 2018	Month Nov 2018	Month Dec 2018	Month Jan 2019
5,960	5,380	6,393	7,633	5,408	8,050
225	225	225	510	670	225
1,324	1,135	1,168	1,564	1,091	1,598
-	108	70	24	149	-
11	9	27	24	24	23
1,750	1,750	1,750	1,750	675	-
693	16	621	414	592	809
<u>9,962</u>	<u>8,623</u>	<u>10,254</u>	<u>11,919</u>	<u>8,609</u>	<u>10,705</u>
1,256	1,418	1,273	1,272	3,012	3,154
1,880	493	1,487	1,713	3,640	267
<u>3,136</u>	<u>1,911</u>	<u>2,760</u>	<u>2,985</u>	<u>6,652</u>	<u>3,421</u>
1,313	1,313	1,313	1,313	3,313	1,325
225	975	225	450	643	225
150	150	150	150	150	150
250	250	25	25	1,085	85
425	425	425	425	425	425
80	80	80	80	80	80
-	100	100	100	100	100
-	-	-	-	-	-
<u>2,443</u>	<u>2,793</u>	<u>2,318</u>	<u>2,543</u>	<u>5,796</u>	<u>2,390</u>
788	609	994	934	1,234	1,009
126	126	125	81	326	82
189	189	189	189	-	-
178	279	977	418	1,254	435
315	315	360	316	316	424
-	-	-	-	1,850	1,850
325	370	274	185	1,990	630
812	468	561	620	-	910
<u>2,733</u>	<u>1,616</u>	<u>3,480</u>	<u>2,743</u>	<u>6,970</u>	<u>5,340</u>
8,312	6,320	8,558	8,271	19,418	11,151
<u>1,650</u>	<u>2,303</u>	<u>1,696</u>	<u>3,648</u>	<u>(10,809)</u>	<u>(446)</u>

Month Feb 2019	Month Mar 2019	Total £
6,842	6,455	74,614
904	1,725	5,609
1,405	1,699	15,383
475	234	2,588
20	21	175
-	1,120	15,795
372	1,248	7,601
<u>10,018</u>	<u>12,502</u>	<u>121,763</u>
3,778	3,469	23,653
1,072	832	15,042
<u>4,850</u>	<u>4,301</u>	<u>38,695</u>
1,353	1,353	17,848
225	933	6,676
150	150	1,650
85	85	1,710
425	425	5,250
80	80	960
232	100	1,232
-	168	1,530
<u>2,550</u>	<u>3,294</u>	<u>36,856</u>
908	1,164	12,075
82	709	1,838
-	519	2,151
726	619	7,206
788	943	5,050
1,850	1,850	7,400
625	2,099	7,212
1,547	591	7,766
<u>6,526</u>	<u>8,494</u>	<u>50,698</u>
13,926	16,089	126,249
<u>(3,908)</u>	<u>(3,587)</u>	<u>(4,486)</u>

**GODALMING BAPTIST CHURCH
YEAR ENDED 05/04/2020**

Variance report for meetings

	Month Apr-19	Month May-19	Month Jun-19	Month Jul-19	Total £
INCOME					
Offerings and donations	6,864	7,779	9,609	7,830	32,082
Designated gifts	225	300	225	300	1,050
Designated collections	225	172	55	-	452
Gift Aid due	1,284	1,626	2,088	1,600	6,598
Sundry income	460	-	-	-	460
Income from events, books	15	60	45	2,660	2,780
Interest received	21	26	26	30	103
Rental income-manse	1,816	1,600	1,600	1,600	6,616
Lettings income	823	716	928	239	2,706
	<u>11,733</u>	<u>12,279</u>	<u>14,576</u>	<u>14,259</u>	<u>52,847</u>
EXPENDITURE					
MINISTRY					
Staff costs	5,455	3,901	3,900	3,836	17,092
Pulpit fees and other expenses	602	377	502	547	2,028
	<u>6,057</u>	<u>4,278</u>	<u>4,402</u>	<u>4,383</u>	<u>19,120</u>
MISSION					
Ambassadors fund	1,353	1,353	1,353	1,353	5,412
Designated gifts	2,100	225	611	385	3,321
Designated collections-out	-	230	-	-	230
BMS	150	150	150	150	600
Donations	85	85	85	85	340
Home Mission	425	425	425	425	1,700
CTIG	80	80	80	80	320
Trinity Trust	100	100	100	100	400
Sundry inc cost of T shirts	605	-	-	-	605
Event costs	93	-	45	-	2,229
	<u>4,991</u>	<u>2,648</u>	<u>2,849</u>	<u>4,669</u>	<u>15,157</u>
ADMIN AND ESTABLISHMENT					
General administrative costs	1,092	1,316	494	928	3,830
Subscriptions	60	83	83	83	309
Tenancy fees & costs	215	651	260	125	1,251
Repairs	495	2,758	1,604	358	5,215
Rates and insurance	706	326	327	796	2,155
Rent of Field Place	4,180	196	1,654	1,850	7,880
Light and heat	752	1,139	459	586	2,018
Cleaning	-	591	561	727	1,879
	<u>7,500</u>	<u>7,060</u>	<u>4,524</u>	<u>5,453</u>	<u>24,537</u>
TOTAL EXPENDITURE	18,548	13,986	11,775	14,505	58,814
NET SURPLUS / (DEFICIT) FOR THE PERIOD	<u>- 6,815</u>	<u>- 1,707</u>	<u>2,801</u>	<u>- 246</u>	<u>(5,967)</u>

End of year report 2019

Godalming Baptist Church			
		Month	Total
		Mar 2019	2018/19
INCOME			
Offerings and donations		6,455	74,614
Sale of Lent Books		119	119
Designated gifts		1,725	5,609
Gift Aid due		1,699	15,383
Income from events		115	2,469
Interest received		21	175
Rental income-manse		1,120	15,795
Lettings income		1,248	7,601
		12,501	121,764
EXPENDITURE			
MINISTRY			
Pastoral Salaries		2,157	8,208
Pastoral pensions		402	4,715
Pastoral Assistant incl pensions		910	10,731
Pulpit fees and other expenses		832	15,042
		4,300	38,695
MISSION			
Ambassadors fund		1,353	17,848
Designated gifts		933	6,676
BMS		150	1,650
Donations		85	1,710
Home Mission		425	5,250
CTiG		80	960
Trinity Trust		100	1,232
Event costs		168	1,530
		3,293	36,855
ADMIN AND ESTABLISHMENT			
Printing postage and stationery		168	2,114
Administrator		519	6,085
Telephone		245	1,547
Bank charges		49	571
Sundries		183	1,758
Subscriptions		709	1,838
Tenancy fees & costs		519	2,151
Repairs		619	7,206
Rates and Insurance		943	5,050
Rent of Field Place		1,850	7,400
Light and heat		2,099	7,212
Cleaning		591	7,766
		8,493	50,697

TOTAL EXPENDITURE		16,086		126,247
NET SURPLUS / (DEFICIT) FOR THE PERIOD		(3,585)		(4,483)

RECEIVED
18 SEP 2019

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation LOSELEY FIELDS PRIMARY SCHOOL
2. Contact Name, Address and Telephone Number ANNE BENSON, LOSELEY FIELDS PRIMARY SCHOOL, GREEN LANE, BINSCOMBE, GODALMING, GU7 3TB. TEL: 01483 416477
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? PLEASE SEE ATTACHMENT
4. What are the aims and objectives of the Organisation? PLEASE SEE ATTACHMENT
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.
SOME INCOME FROM LETTINGS. 2019/20 EXPECTED INCOME £16,475.00
6. Please state size of membership and annual subscription levels of Organisation. CURRENT NO. ON ROLL = 331
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.
PLEASE SEE ATTACHMENT

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

PLEASE SEE ATTACHMENT

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

£8,215.00
 £SEE ATTACHED
 £8,215.00 NOTES
 TSC.

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
------	--------------------	-----------------

SEE ATTACHED NOTES

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

a) Amount £8,215.00

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

- Amount £1,200
- Date FEBRUARY 2015
- Project SCRAP STORE SHED

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

PLEASE SEE ATTACHMENT

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

Signed Miranda Paddov Date 12/9/19

Capacity in which signed Headteacher

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.

Godalming Town Council – Grant Application September 2019

Questions 3 & 4

Charity exempt from registration and Company Limited by Guarantee - Registration Number 07649091 (England & Wales)

Charitable Objectives

We are registered as a charitable company limited by guarantee, with the following charitable objectives:

- a) **advancing for the public benefit education** in the United Kingdom, in particular but without prejudice to the generality of the foregoing by: (i) establishing, maintaining, carrying on, managing and developing schools offering a broad and balanced curriculum (the "Academies"); (ii) providing childcare facilities and adult training to develop the capacity and skills of parents-to-be and parents with children primarily but not exclusively under five in such a way that they are better able to identify and help meet the needs of children;
- b) **promoting in the United Kingdom the physical, intellectual and social development** of primarily but not exclusively children under five especially those who are socially and economically disadvantaged;
- c) **developing the capacity and skills** of those inhabitants of the United Kingdom who are socially and economically disadvantaged in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
- d) **relieving poverty** among the inhabitants of the United Kingdom;
- e) **relieving unemployment** in the United Kingdom for the benefit of the public in such ways as may be thought fit, including assistance to find employment;
- f) **advancing the health** of the inhabitants of the United Kingdom;
- g) **providing recreational and leisure time facilities in the interests of social welfare** for the inhabitants of the United Kingdom especially those who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances.

Question 8

Due to an increase in demand for places, Loseley Fields expanded its Pupil's Admission Number (PAN) from 30 Reception places to 60 in September 2019. In addition, we have recently demolished an old building to make way for a new study centre and community space. The Loseley Field Study Centre should be ready for Autumn term 2020.

Question 9 & 10

To provide outdoor education facilities for the pupils, community and local charities.

Surrey Wildlife Trust have been supporting us with plans to provide a wildlife outdoor training and education area to include a larger pond area, outdoor classroom – benches, tables, stools etc. – and specific wildlife areas such as trees, bushes, shrubs, a wildflower meadow etc so that all pupils and the wider community can access and enjoy such a space.

Question 9 & 10 (Cont'd)

Parents, carers and the community are aware of our plans, for example we have met with those who are involved with a similar project at Binscombe Medical Centre to see if we can work together in some way that benefits both our pupils and their patients. We now need to start the excavation of the site for the pond and have been gathering quotes for the groundwork and fencing required. We have been given trees from the Woodland Trust which we will plant with parents & supporters at the end of November and Farncombe Youth Football Club have committed to helping us with outdoor seating. Next steps include an ecological investigation to check the habitat around our old pond for Great Crested Newts and we will be meeting with The Friends of Loseley Fields at the end of September to discuss how they can support with further fundraising. We very much hope that we can use our parent body to help with majority of the work required to make our plans a reality, but require funding for the pond work and fencing as this requires outside expertise.

Question 12

Loseley Fields Primary School is committed to Outdoor Education for all its pupils and as a theme, it runs through all curriculum subjects in every year group. Working with the Surrey Wildlife Trust, we will provide the charity with use of the grounds for their own and their members benefit by allowing the grounds to be used for training sessions for teachers and other leaders (Scouts, Guides, Brownies etc.) who will in turn share their expertise with their peers and pupils. We will proactively approach other local schools to make our site available for their outdoor education. We have already identified, through our work with Binscombe Medical Centre, patients who would benefit from volunteering opportunities at School including gardening and outdoor maintenance, to improve their wellbeing and they will start working with us very soon. Our next plans include setting up a Volunteer Group to enable us to maintain our site without taking vital funding from an already-stretched budget and to provide a social space for volunteers to meet.

Loseley Fields Budget 2019/2020

Income

A0 - GAG funding	1,606,296.00
A2 - Other Govt Grants	315,021.00
A3 - Private Sector Funding	4,000.00
A4 - Other Income	20,839.00
Total Income	1,946,156.00

Expenditure

Staffing Expenditure	1,579,949.00
Maintenance of Premises	40,534.00
Other Occupational Costs	85,806.00
Educational Supplies and Services	68,668.00
Other Supplies and Services	172,324.00
ICT Costs (Non Capital)	15,767.00
Staff Development	14,200.00
Indirect Employees Expenses	8,464.00
Total Expenditure	1,985,712.00

Surplus / (Deficit) excl. Capital **(39,556.00)**

<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	
£	£	£	<i>Excluding VAT</i>

PHASE ONE - INITIAL BUILD & USE BY LOSELEY PUPILS, STAFF & PARENTS/CARERS

Resources

Groundworks:

New Pond Work Including Fencing & Edging	(as per quote)	8215.00			
Filling-in of old pond, remove fencing, restore grounds as appropriate		0.00	0.00	0.00	Outdoor Ed Volunteer Group
Tree/Shrub planting		0.00	0.00	0.00	Outdoor Ed Volunteer Group Trees donated by Woodland Trust November 2019

Filtration System? TBC
Accessibility - Key for Phase 2 - Flat/firm pathways to provide access to whole educational :TBC

Creation of:

Wild Meadow		0.00	0.00	0.00	Take/re-seed from existing meadow in school
**Small mammal habitats	est.	250.00	50.00	50.00	Pupils/Staff
Dark/Leaf/Stones environment		0.00	0.00	0.00	Already have
Other (to be provided)		0.00	0.00	0.00	

Shelter

Large workshop/summer house for use as small outdoor classroom & curriculum resource* storage					
Estimated cost in the region of		2500.00			School Sponsor/FOLF Fundraising

Small Storage shed (for wheelbarrows, tarpaulin, trugs etc.)	200.00			
Ongoing maintenance				150.00 paint/varnish
<u>Outdoor 'Furniture'</u>				
Stools/chairs (made from large logs)	0.00	0.00	0.00	Source for free Aleks could make/Schools capital budget
Tables - wood				
Outdoor benches - leaf design (TTS) or... Recycled plastic (see NBB Recycled Furniture)	1499.80			FOLF/FYFC School's curriculum/capital budget
White boards/blackboards	est. 850.00			
<u>*Curriculum resources</u>				
Bug spotters, pond dipping equipment etc.	500.00	500.00	500.00	Learning Through landscapes?
<u>Nice to Have's - Phase 1</u>				
Weather monitor				TBC
Solar power				TBC
Additional items such as bee bricks or cameras for bi				TBC
<u>Staff Costs</u>				
**Project Management (Premises Co-ordinator & Volunteer Co-ordinator)				
Average 3 hours per week	1,754.58	1,789.73	1,825.53	
**Grounds Maintenance				
4 hours per half term (caretaker time)	503.68	513.75	524.04	
*includes on costs such as NI & Pension Contributions				

Other Project Costs

**Volunteer Refreshments		380.00	380.00	380.00	
					Approach funders - necessary for all pupils to access
Outdoor Clothing/wellies for pupils		500.00	300.00	300.00	

Accessibility/SEND Provision

Sensory Path		950.00			Agreed funding by FOLF Discuss with SWT as part of joint bid
Accessible raised beds	3 X £250 (soil from pond work)	750.00			

Total Costs

18853.06 3533.48 3729.57

****Less Subsidised by School**

2888.26 2733.48 2779.57

Net Project Cost

15964.80 800.00 950.00

Supporters

Loseley Volunteers/Parents
Friends of Loseley Fields
Surrey Wildlife Trust
GEP
Farncombe Youth Football Club
Primary Science Teaching Trust
Surrey Outdoor Learning (SOLD)
Binscombe Medical Centre

How

In-kind donations
Fundraising
Joint Funding bid for SWT training
In-kind donations
Funding for some outdoor equipment
Science teaching support and resources
Outdoor learning training and resources
Volunteering

GODALMING TOWN COUNCILApplication for Grant Aid

1. Name of Voluntary Organisation Old Godalman Association
2. Contact Name, Address and Telephone Number Mrs. Marta Riddle
36, Farncombe Hill, Farncombe, Godalming, Surrey GU7 2AU
01483 416682
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?

An unincorporated Voluntary Association
4. What are the aims and objectives of the Organisation? 1. To preserve the social cohesion + community of ex-pupils of Godalming Grammar School. 2. To develop + manage a new website. 3. To provide a valuable archive of the 'beating heart' of Godalming pre + post WW2. 4. To record the social background that led to its foundation. 5. To arrange reunions + up to 4 newsletters a year.
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
No
6. Please state size of membership and annual subscription levels of Organisation. 367
No subscription fee - dependent on donations.
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims - see No 4
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year - see attached.
 - 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.
1. New committee formed. 2. Took over + rebuilt old website. 3. Analysed the 'old' members' data + via email/post established actual current membership. 4. Set up banking. 5. Defined requirements for new website. 6. Developed new website.

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

1. Hosting + maintenance of website. 2. Phase 2 development of website including training. 3. Rooms for Oct 2019 + a major 90th anniversary reunion in Oct 2020. 4. Stationery + postage to members with no email address.

b) Specify

- Total Estimated Cost	£1705
- Amount already available	£632
- Amount expected to be available at commencement	£532
- Dates scheduled to commence and finish	Oct 2019 - Oct 2020.

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
N/A	N/A	N/A

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

a) Amount £1,000

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

- Amount £
 - Date N/A
 - Project

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

1. Valuable social historical links to Godalming. 2. Social community for 'aging' Old Godalmingians. 3. Putting local family + friends in touch. 4. Availability of important archive material. 5. Developing + supporting our community going forward.

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

Signed M. F. Riddle Date 28.9.19

Capacity in which signed Member of OGA committee

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.

Old Godhelmian Association Budget 2019

Item	Budget
Events – catering (basic refreshments) 19 Oct 19	£50.00
Events – items (labels, pens, banner, etc.) 2019/20	£35.00
Events – venue booking Oct 20	£120.00
Postage (to those without email) – 3 times a year	£235.00
Stationery ongoing	£50.00
Website – creation	£1000.00
Website – development phase 2 (when funds available)	£600.00
Website – management	£450.00
TOTAL	£2,510.00

Old Godhelmian Association Budget 2020

Item	Budget
Events – catering (basic refreshments) 90 th year reunion 17 Oct 2020	£500.00
Postage (to those without email) – 3 times a year	£105.00
Stationery ongoing	£50.00
Website – development phase 2 (when funds available)	£600.00
Website – management	£450.00
TOTAL	£1,705.00

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Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5102	Contrib. to Other Provisions	0	0	0	12,479	12,479	0	12,479	0
	Head Office Costs :- Expenditure	0	0	0	12,479	12,479	0	12,479	0
4001	Salaries	14,952	15,025	73	89,340	90,150	810	180,300	90,960
4002	Employer's NIC	1,561	1,561	0	9,348	9,366	18	18,732	9,384
4003	Employer's Superannuation	2,557	2,508	-49	15,373	15,048	-325	30,096	14,723
4005	Agency Staff & Contractors	0	0	0	96	0	-96	18,384	18,288
4011	Staff Training	0	250	250	939	1,500	561	3,000	2,061
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	50	50	0	300	300	600	600
4102	Property Maintenance	0	20	20	0	120	120	240	240
4103	Maintenance Contracts	0	0	0	761	750	-11	750	-11
4121	Rents	0	0	0	14,510	15,620	1,110	13,000	-1,510
4163	Domestic Supplies	0	10	10	4	60	56	120	116
4202	Car Allowances	20	80	60	611	480	-131	1,000	389
4203	Other Transport Costs	0	0	0	92	0	-92	0	-92
4204	Fuel Costs	0	0	0	394	0	-394	0	-394
4205	Vehicle Maintenance	3	0	-3	961	0	-961	0	-961
4301	Equipment	63	250	188	8,655	250	-8,405	500	-8,155
4304	Catering & Hospitality	9	20	11	152	120	-32	240	88
4305	Clothes, Uniform & Laundry	0	100	100	0	100	100	200	200

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4306	Printing	0	165	165	1,608	990	-618	2,000		392
4307	Stationery	408	340	-68	2,010	2,040	30	4,090		2,080
4311	Professional Fees - Legal	0	0	0	1,267	0	-1,267	0		-1,267
4312	Professional Fees - Surveyors	0	0	0	1,700	0	-1,700	0		-1,700
4313	Professional Fees - Other	0	830	830	1,969	4,980	3,011	10,000		8,031
4314	Audit Fees	0	0	0	2,204	2,255	51	3,300		1,096
4315	Insurance	0	0	0	8,580	8,236	-344	8,236		-344
4321	Bank Charges	17	30	13	144	180	36	360		216
4322	Postage	0	160	160	376	960	584	1,960		1,584
4323	Telephones	241	330	89	1,145	1,000	-145	2,000		855
4325	Computing	439	600	161	3,933	4,640	708	8,240		4,308
4326	Website	45	50	5	351	300	-51	1,000		649
4327	Publicity Advertising	0	0	0	567	0	-567	0		-567
4331	Newsletter	0	1,100	1,100	2,280	2,200	-80	4,400		2,120
4332	Mayor's Expenses	-21	0	21	0	0	0	0		0
4341	Grants	500	0	-500	46,436	40,000	-6,436	60,000		13,564
4342	Subscriptions	0	0	0	3,860	5,500	1,640	5,500		1,640
4401	Payments to Godalming JBC	0	0	0	27,418	27,479	61	54,958		27,540
4900	Miscellaneous Expenses	18	165	147	26	990	964	2,000		1,974
6000	Debt Charges - Principal	0	0	0	12,966	12,966	0	26,136		13,170
6001	Debt Charges - Interest	0	0	0	16,910	16,912	2	33,620		16,710
	Head Office Costs :- Expenditure	20,812	23,644	2,832	276,985	265,492	-11,493	496,462	0	219,477
1001	Precept	0	0	0	321,889	321,889	0	643,778		
1202	Grants - WBC	0	0	0	7,060	7,479	-419	7,479		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1303 Other customer/client receipts	0	0	0	62	0	62	0		
1401 Interest Received	30	300	-270	1,306	600	706	1,200		
1501 Recharges to Godalming JBC	0	0	0	14,840	14,840	0	29,680		
Head Office Costs :- Income	30	300	-270	345,157	344,808	349	682,137		
Net Expenditure over Income	20,783	23,344	2,561	-55,692	-66,837	-11,145	-173,196		
102 Civic Expenses									
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0
Civic Expenses :- Expenditure	0	0	0	6,000	6,000	0	6,000	0	0
4102 Property Maintenance	0	0	0	45	0	-45	0		-45
4304 Catering & Hospitality	0	40	40	196	240	44	500		304
4305 Clothes, Uniform & Laundry	699	500	-199	699	500	-199	1,000		301
4306 Printing	0	0	0	126	0	-126	800		674
4313 Professional Fees - Other	0	0	0	395	0	-395	0		-395
4325 Computing	200	200	0	1,350	1,200	-150	2,400		1,050
4327 Publicity Advertising	0	0	0	142	0	-142	0		-142
4332 Mayor's Expenses	0	700	700	1,257	4,200	2,943	8,500		7,243
4333 Members' Expenses	0	0	0	168	0	-168	0		-168
4334 Members' Training	0	100	100	1,276	2,600	1,324	3,200		1,924
4900 Miscellaneous Expenses	208	50	-158	672	300	-372	600		-72
Civic Expenses :- Expenditure	1,107	1,590	483	6,326	9,040	2,714	17,000	0	10,674
1303 Other customer/client receipts	12	0	12	24	0	24	0		
Civic Expenses :- Income	12	0	12	24	0	24	0		
Net Expenditure over Income	1,095	1,590	495	12,302	15,040	2,738	23,000		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
104 Town Promotion									
4005 Agency Staff & Contractors	0	0	0	1,792	0	-1,792	0		-1,792
4102 Property Maintenance	0	0	0	41	0	-41	0		-41
4162 Waste Removal	0	0	0	264	0	-264	0		-264
4171 Grounds Maintenance Costs	880	700	-180	4,986	5,300	314	5,300		314
4203 Other Transport Costs	0	120	120	557	720	163	1,400		843
4301 Equipment	0	415	415	2,245	2,490	245	5,000		2,755
4304 Catering & Hospitality	37	0	-37	126	0	-126	0		-126
4327 Publicity Advertising	0	0	0	1,662	0	-1,662	0		-1,662
4900 Miscellaneous Expenses	10	0	-10	193	0	-193	0		-193
Town Promotion :- Expenditure	926	1,235	309	11,865	8,510	-3,355	11,700	0	-165
1303 Other customer/client receipts	0	0	0	4,049	3,000	1,049	3,000		
1304 Donations	34	0	34	34	0	34	0		
Town Promotion :- Income	34	0	34	4,082	3,000	1,082	3,000		
Net Expenditure over Income	893	1,235	342	7,783	5,510	-2,273	8,700		
105 Staycation									
4001 Salaries	0	0	0	111	152	41	152		41
4002 Employer's NIC	0	0	0	11	15	4	15		4
4005 Agency Staff & Contractors	0	0	0	272	225	-47	225		-47
4162 Waste Removal	881	0	-881	881	750	-131	750		-131
4203 Other Transport Costs	0	0	0	0	90	90	90		90

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4301 Equipment	0	0	0	514	180	-334	180		-334
4304 Catering & Hospitality	346	0	-346	682	0	-682	0		-682
4313 Professional Fees - Other	0	0	0	300	600	300	600		300
4327 Publicity Advertising	0	0	0	3,852	3,700	-152	3,700		-152
4343 Licensing/PRS	0	0	0	170	0	-170	0		-170
4900 Miscellaneous Expenses	0	0	0	88	100	12	100		12
Staycation :- Expenditure	1,227	0	-1,227	6,882	5,812	-1,070	5,812	0	-1,070
1303 Other customer/client receipts	0	320	-320	236	320	-84	320		
Staycation :- Income	0	320	-320	236	320	-84	320		
Net Expenditure over Income	1,227	-320	-1,547	6,646	5,492	-1,154	5,492		
<u>106 Festivals & Markets</u>									
4001 Salaries	80	200	120	1,224	1,615	391	2,585		1,361
4002 Employer's NIC	8	20	12	120	177	57	297		177
4003 Employer's Superannuation	0	0	0	46	71	25	171		125
4005 Agency Staff & Contractors	0	0	0	128	512	384	1,024		896
4162 Waste Removal	0	0	0	485	250	-235	600		115
4203 Other Transport Costs	0	0	0	4	200	196	400		396
4301 Equipment	0	0	0	140	0	-140	510		370
4304 Catering & Hospitality	0	0	0	57	60	3	180		123
4306 Printing	0	0	0	0	0	0	530		530
4313 Professional Fees - Other	0	0	0	450	900	450	2,100		1,650

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	
4327	Publicity Advertising	370	0	-370	2,065	1,750	-315	4,380	2,315	
4343	Licensing/PRS	0	0	0	230	110	-120	220	-10	
4900	Miscellaneous Expenses	9	0	-9	29	200	171	1,000	971	
	Festivals & Markets :- Expenditure	467	220	-247	4,978	5,845	867	13,997	0	9,019
1303	Other customer/client receipts	820	250	570	8,963	6,700	2,263	14,200		
	Festivals & Markets :- Income	820	250	570	8,963	6,700	2,263	14,200		
	Net Expenditure over Income	-353	-30	324	-3,984	-855	3,129	-203		
	108 Christmas Lights									
5001	Transfers from Reserves	0	0	0	0	0	0	-3,680	-3,680	
	Christmas Lights :- Expenditure	0	0	0	0	0	0	-3,680	0	-3,680
4313	Professional Fees - Other	16,600	0	-16,600	16,600	12,000	-4,600	45,880	29,280	
	Christmas Lights :- Expenditure	16,600	0	-16,600	16,600	12,000	-4,600	45,880	0	29,280
1304	Donations	0	0	0	0	0	0	3,200		
	Christmas Lights :- Income	0	0	0	0	0	0	3,200		
	Net Expenditure over Income	16,600	0	-16,600	16,600	12,000	-4,600	39,000		
	109 Fireworks Night									
4001	Salaries	0	0	0	0	0	0	610	610	

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4005 Agency Staff & Contractors	0	0	0	0	0	0	1,400		1,400
4162 Waste Removal	0	0	0	0	0	0	100		100
4203 Other Transport Costs	0	0	0	0	0	0	320		320
4301 Equipment	0	0	0	0	0	0	1,500		1,500
4313 Professional Fees - Other	0	0	0	2,000	2,000	0	6,800		4,800
4327 Publicity Advertising	0	0	0	0	0	0	2,200		2,200
4343 Licensing/PRS	0	0	0	0	0	0	260		260
4900 Miscellaneous Expenses	0	0	0	0	0	0	500		500
Fireworks Night :- Expenditure	0	0	0	2,000	2,000	0	13,690	0	11,690
1303 Other customer/client receipts	0	300	-300	0	300	-300	10,800		
Fireworks Night :- Income	0	300	-300	0	300	-300	10,800		
Net Expenditure over Income	0	-300	-300	2,000	1,700	-300	2,890		
111 Neighbourhood Plan									
5001 Transfers from Reserves	0	0	0	-1,730	0	1,730	0		1,730
Neighbourhood Plan :- Expenditure	0	0	0	-1,730	0	1,730	0	0	1,730
4327 Publicity Advertising	0	0	0	1,930	0	-1,930	0		-1,930
Neighbourhood Plan :- Expenditure	0	0	0	1,930	0	-1,930	0	0	-1,930
Net Expenditure over Income	0	0	0	200	0	-200	0		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
201 BWP Community Centre									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
BWP Community Centre :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff & Contractors	0	0	0	1,992	0	-1,992	0		-1,992
4102 Property Maintenance	0	300	300	1,566	1,800	234	4,000		2,434
4103 Maintenance Contracts	114	35	-79	233	210	-23	420		187
4111 Energy Costs	135	290	155	1,324	1,740	416	3,480		2,156
4131 Rates	0	0	0	1,326	1,352	26	1,352		26
4141 Water Services	31	40	9	190	240	50	480		290
4161 Cleaning	25	1,975	1,950	2,118	4,050	1,933	8,100		5,983
4162 Waste Removal	399	65	-334	657	390	-267	780		123
4163 Domestic Supplies	0	10	10	6	60	54	120		114
4171 Grounds Maintenance Costs	0	124	124	551	744	193	1,488		937
4203 Other Transport Costs	0	0	0	30	0	-30	0		-30
4301 Equipment	0	50	50	1,837	300	-1,537	600		-1,237
4323 Telephones	28	30	3	160	180	20	360		200
4324 Broadband	38	40	2	228	240	12	480		252
4343 Licensing/PRS	0	0	0	0	0	0	300		300
BWP Community Centre :- Expenditure	769	2,959	2,190	12,218	11,306	-912	21,960	0	9,742
1301 Premises Hire Charges	2,604	3,000	-396	13,856	16,700	-2,844	29,000		
BWP Community Centre :- Income	2,604	3,000	-396	13,856	16,700	-2,844	29,000		
Net Expenditure over Income	-1,835	-41	1,794	862	-2,894	-3,756	-4,540		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>202</u> <u>Pepperpot</u>									
5001 Transfers from Reserves	0	0	0	-4,500	0	4,500	0		4,500
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Pepperpot :- Expenditure	0	0	0	-2,000	2,500	4,500	2,500	0	4,500
4005 Agency Staff & Contractors	0	0	0	176	0	-176	0		-176
4101 Repair/Alteration of Buildings	0	0	0	2,474	0	-2,474	0		-2,474
4102 Property Maintenance	0	125	125	319	750	431	1,500		1,181
4103 Maintenance Contracts	135	85	-50	1,255	510	-745	1,020		-235
4111 Energy Costs	33	100	67	314	600	286	1,200		886
4131 Rates	0	0	0	675	670	-5	670		-5
4161 Cleaning	24	415	391	524	930	407	1,860		1,337
4301 Equipment	0	0	0	1,873	0	-1,873	600		-1,273
4323 Telephones	26	54	28	154	324	170	648		494
4324 Broadband	38	38	0	191	228	37	456		265
4327 Publicity Advertising	0	0	0	590	0	-590	0		-590
4343 Licensing/PRS	0	0	0	70	70	0	70		0
Pepperpot :- Expenditure	255	817	562	8,613	4,082	-4,531	8,024	0	-589
1301 Premises Hire Charges	1,434	700	734	6,592	4,200	2,392	8,400		
Pepperpot :- Income	1,434	700	734	6,592	4,200	2,392	8,400		
Net Expenditure over Income	-1,179	117	1,296	21	2,382	2,361	2,124		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
203 The Square									
4181	Premises Insurance	0	0	0	0	1,830	1,830		1,830
4315	Insurance	0	0	0	1,512	0	0		-1,512
	The Square :- Expenditure	0	0	0	1,512	1,830	1,830	0	318
1302	Rents	3,000	3,000	0	6,000	6,000	12,000		
1303	Other customer/client receipts	0	0	0	1,512	1,830	1,830		
	The Square :- Income	3,000	3,000	0	7,512	7,830	13,830		
	Net Expenditure over Income	-3,000	-3,000	0	-6,000	-6,000	-12,000		
204 Allotments									
5001	Transfers from Reserves	0	0	0	-10,500	0	0		10,500
	Allotments :- Expenditure	0	0	0	-10,500	0	10,500	0	10,500
4005	Agency Staff & Contractors	0	0	0	136	0	0		-136
4102	Property Maintenance	67	0	-67	79	0	0		-79
4141	Water Services	6	5	-1	28	30	60		32
4162	Waste Removal	0	0	0	211	0	0		-211
4171	Grounds Maintenance Costs	0	250	250	467	1,500	3,000		2,533
4301	Equipment	3,928	0	-3,928	11,466	0	0		-11,466
	Allotments :- Expenditure	4,002	255	-3,747	12,386	1,530	3,060	0	-9,326
1302	Rents	0	0	0	1,943	2,300	2,300		
	Allotments :- Income	0	0	0	1,943	2,300	2,300		
	Net Expenditure over Income	4,002	255	-3,747	-57	-770	760		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
5102 Contrib. to Other Provisions	0	2,083	2,083	0	2,083	2,083	2,083		2,083
Wilfrid Noyce Community Centre :- Expenditure	0	2,083	2,083	2,500	4,583	2,083	4,583	0	2,083
4001 Salaries	212	212	0	1,325	1,272	-53	2,544		1,219
4003 Employer's Superannuation	0	36	36	0	216	216	438		438
4005 Agency Staff & Contractors	64	0	-64	1,072	0	-1,072	0		-1,072
4102 Property Maintenance	547	400	-147	1,240	2,400	1,160	5,000		3,760
4103 Maintenance Contracts	324	570	246	2,054	3,420	1,366	6,840		4,786
4111 Energy Costs	203	440	237	2,070	2,640	570	5,280		3,210
4121 Rents	0	250	250	30	250	220	250		220
4131 Rates	0	0	0	4,566	4,600	34	4,600		34
4141 Water Services	102	75	-27	340	450	110	900		560
4161 Cleaning	0	3,275	3,275	3,732	6,650	2,919	13,300		9,569
4162 Waste Removal	153	152	-1	842	912	70	1,824		982
4163 Domestic Supplies	80	50	-30	174	300	126	600		426
4171 Grounds Maintenance Costs	0	0	0	31	0	-31	0		-31
4301 Equipment	0	300	300	2,252	1,800	-452	4,000		1,748
4304 Catering & Hospitality	0	0	0	10	0	-10	0		-10
4313 Professional Fees - Other	1,400	0	-1,400	1,400	830	-570	3,000		1,600
4323 Telephones	26	26	0	382	268	-114	541		159
4324 Broadband	26	26	0	154	268	114	536		382
4343 Licensing/PRS	0	0	0	0	0	0	350		350

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4900 Miscellaneous Expenses	0	100	100	0	600	600	1,200		1,200
Wilfrid Noyce Community Centre :- Expenditure	3,136	5,912	2,776	21,674	26,876	5,202	51,203	0	29,529
1301 Premises Hire Charges	5,129	4,500	629	25,758	27,000	-1,242	54,000		
1303 Other customer/client receipts	0	2,083	-2,083	0	2,083	-2,083	2,083		
Wilfrid Noyce Community Centre :- Income	5,129	6,583	-1,454	25,758	29,083	-3,325	56,083		
Net Expenditure over Income	-1,993	1,412	3,405	-1,584	2,376	3,960	-297		
206 Bandstand									
4005 Agency Staff & Contractors	16	0	-16	32	0	-32	0		-32
4102 Property Maintenance	0	83	83	0	498	498	1,000		1,000
4343 Licensing/PRS	0	0	0	0	100	100	100		100
Bandstand :- Expenditure	16	83	67	32	598	566	1,100	0	1,068
1301 Premises Hire Charges	0	0	0	503	630	-127	630		
1302 Rents	0	0	0	202	0	202	0		
Bandstand :- Income	0	0	0	705	630	75	630		
Net Expenditure over Income	16	83	67	-673	-32	641	470		
207 Godalming Museum									
5001 Transfers from Reserves	0	0	0	-3,200	0	3,200	0		3,200
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0
Godalming Museum :- Expenditure	0	0	0	49,800	53,000	3,200	53,000	0	3,200

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4001 Salaries	3,588	3,586	-2	21,530	21,516	-14	43,032		21,502
4002 Employer's NIC	316	300	-16	1,894	1,800	-94	3,600		1,706
4003 Employer's Superannuation	599	584	-15	3,597	3,504	-93	7,008		3,411
4005 Agency Staff & Contractors	16	0	-16	352	0	-352	0		-352
4011 Staff Training	0	500	500	0	500	500	1,000		1,000
4102 Property Maintenance	0	200	200	4,036	1,200	-2,836	2,500		-1,536
4103 Maintenance Contracts	79	0	-79	396	0	-396	0		-396
4162 Waste Removal	14	0	-14	28	0	-28	0		-28
4202 Car Allowances	0	160	160	0	160	160	320		320
4306 Printing	0	0	0	105	0	-105	0		-105
4307 Stationery	0	25	25	121	150	29	300		179
4313 Professional Fees - Other	0	0	0	1,135	0	-1,135	0		-1,135
4315 Insurance	0	5,700	5,700	0	5,700	5,700	5,700		5,700
4323 Telephones	59	25	-34	104	150	46	300		196
4325 Computing	265	170	-95	1,589	1,020	-569	2,050		462
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000
4900 Miscellaneous Expenses	0	0	0	60	0	-60	0		-60
Godalming Museum :- Expenditure	4,936	11,250	6,314	34,945	35,700	755	68,810	0	33,866
1302 Rents	0	0	0	3,413	3,412	1	6,824		
1303 Other customer/client receipts	0	0	0	27,040	26,980	60	53,960		
Godalming Museum :- Income	0	0	0	30,453	30,392	61	60,784		
Net Expenditure over Income	4,936	11,250	6,314	54,292	58,308	4,016	61,026		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
208 Land & Property - Other									
5001 Transfers from Reserves	0	0	0	-7,400	0	7,400	0		7,400
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Land & Property - Other :- Expenditure	0	0	0	-4,900	2,500	7,400	2,500	0	7,400
4005 Agency Staff & Contractors	448	0	-448	3,060	0	-3,060	0		-3,060
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560
4102 Property Maintenance	0	325	325	6,270	1,950	-4,320	3,900		-2,370
4103 Maintenance Contracts	0	100	100	0	600	600	1,200		1,200
4111 Energy Costs	0	65	65	312	390	78	780		468
4131 Rates	0	0	0	3,609	3,634	25	3,634		25
4141 Water Services	136	270	134	1,723	1,620	-103	3,240		1,517
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000
4161 Cleaning	0	3,510	3,510	3,026	7,020	3,994	16,540		13,514
4171 Grounds Maintenance Costs	0	650	650	233	3,900	3,667	8,000		7,767
4203 Other Transport Costs	0	0	0	150	0	-150	0		-150
4301 Equipment	124	0	-124	3,227	0	-3,227	0		-3,227
4313 Professional Fees - Other	1,561	0	-1,561	2,301	0	-2,301	0		-2,301
4900 Miscellaneous Expenses	1,350	450	-900	1,376	900	-476	1,800		424
Land & Property - Other :- Expenditure	3,619	5,370	1,751	25,288	20,514	-4,774	41,654	0	16,366
1303 Other customer/client receipts	0	0	0	4,762	0	4,762	0		
Land & Property - Other :- Income	0	0	0	4,762	0	4,762	0		
Net Expenditure over Income	3,619	5,370	1,751	15,626	23,014	7,388	44,154		
Policy & Management Expenditure	57,873	55,418	-2,455	498,383	494,697	-3,686	882,064	0	383,681
Income	13,063	14,453	-1,390	450,042	446,263	3,779	884,684		
Net Expenditure over Income	44,810	40,965	-3,845	48,341	48,434	93	-2,620		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2019

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
415 Mayors Charity 2019 - P Rivers									
4304 Catering & Hospitality	1,097	0	-1,097	1,097	0	-1,097	0		-1,097
4343 Licensing/PRS	21	0	-21	21	0	-21	0		-21
Mayors Charity 2019 - P Rivers :- Expenditure	1,118	0	-1,118	1,118	0	-1,118	0	0	-1,118
1303 Other customer/client receipts	2,583	0	2,583	2,583	0	2,583	0		
1304 Donations	70	0	70	160	0	160	0		
Mayors Charity 2019 - P Rivers :- Income	2,653	0	2,653	2,743	0	2,743	0		
Net Expenditure over Income	-1,535	0	1,535	-1,625	0	1,625	0		
Other Expenditure	1,118	0	-1,118	411,198	0	-411,198	0	0	-411,198
Income	4,445	0	4,445	9,721	0	9,721	0		
Net Expenditure over Income	-3,327	0	3,327	401,477	0	-401,477	0		

Godalming Town Council
Reserve Balances 2019/20

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2020 £
Movement in Reserves to March 31 2020 (Actual)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	263,033			-26,356		236,677 <small>Min 44-19 P&M 22 May 2019 £20k, Min 42-18 P&M 24 May 2018 £4.3, Mir</small>
Sub-total unallocated reserves	263,033					236,677
Earmarked Reserves						
2 Election Expenses Fund	21,602		6,000			27,602 <small>Min 309-18 FC 10 Jan 2019</small>
3 Emerging Projects	43,300		12,479	-17,400		38,379 <small>Min 309-18 FC 10 Jan 2019; Min 377-18 P&M 7 Mar 2019 £7.4k; Min 159-1</small>
4 WW1 Memorial	750					750
5 Caudle Memorial Fund	23,800			-4,500		19,300 <small>JNL253</small>
6 Godalming Museum	59,880		53,000	-3,200		109,680 <small>Min 309-18 FC 10 Jan 2019; Min 267-18 P&M 19 Nov 2018</small>
7 Land & Property Maintenance	29,101		10,000	-10,500		28,601 <small>Min 309-18 FC 10 Jan 2019, Min 133-19 P&M 11 Jul 2019</small>
8 IT Reserve	5,000					5,000
9 Christmas Lights	8,788					8,788
10 Festival Surplus	2,897					2,897
11 Staycation	335					335
12 Neighbourhood Plan	1,730			-1,730		0 <small>JNL251</small>
14 Farncombe Initiative	3,201					3,201
15 Wilfrid Noyce Key Deposits	80					80
18 Mayor's Charity	2,749			-2,749		0 <small>JNL245</small>
Sub- total Earmarked Reserves	203,212					244,612
Balances	466,245	0	81,479	-66,435	0	481,290

10. 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. Item on this Agenda	Quarterly	17 October 2019
FARNCOMBE INITIATIVE	Cllr PMA Rivers	274-13	New Chair appointed (Min No 43-19)	Bi-annual	28 Nov 2019
FLOOD ALLEVIATION	Town Clerk	405-13 428-14 469-15	Piling works have been completed, pumping stations and fitting out works progressing Completion ceremony 11 October	N/A	Mid 2019
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18).	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
OUTSIDE WORKS & MAINTENANCE SERVICES	Town Clerk	142-19	Agreed by Committee Min No 44-19 Recruitment completed 01 Oct 2019		Oct 2019
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2020
MUSEUM FIRE ESCAPE	Town Clerk	219-18	Submission of Planning Application. Planning Application re-submitted s part of item below		Nov 2019
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Item on this Agenda Change of Use and Listed Building Consent application submitted 8 Oct 19 Works specifications, costings and tenders to be produced.		31 March 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	Town Clerk	297-18	<p>GTC website compliance with the regulations:</p> <ul style="list-style-type: none"> • Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website www.godalming-tc.gov.uk; • the cost of an accessibility audit and the proposed funding cost centre be brought to this Committee for authorisation prior to any work being undertaken; and • the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations • Support Services Executive has undertaken training on Website accessibility and is working through GTC website to resolve issues 	<p>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	23 Sep 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 5 September 2019. Report deferred to 17 October 2019 meeting as Group not meeting until after 5 September 2019.	05/09/19	17/10/19
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 17 October 2019. Report deferred to 29 November 2019 as Cllr Rivers away.	17/10/19	28/11/19
Waverley Citizens' Advice	Cllr Steel		Report expected 17 October 2019. Report deferred to 16 April 2020 as no meeting held.	17/10/19	16/04/20
Sport Godalming	Cllr Adam		Report expected 28 November 2019	28/11/19	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 28 November 2019	28/11/19	
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 23 January 2020	23/01/20	
Holloway Hill Sports Association	Cllr Martin		Report expected 23 January 2020	23/01/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 23 January 2020	23/01/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 5 March 2020	05/03/20	
Godalming Together CIC	Cllr Welland		Report expected 5 March 2020	05/03/20	
SALC	Cllr Cosser		Report expected 5 March 2020	05/03/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Waverley Cycle Forum	Cllr Crooks		Report expected 16 April 2020	16/04/20	
District Scout Council	TBC		Report expected 16 April 2020	16/04/20	
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report deferred from 22 May 2019. Report expected 25 June 2020	25/06/20	
Farncombe Day Centre	Cllr Hullah		Report deferred from 22 May 2019. Report expected 30 July 2020	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019. Report expected 30 July 2020	30/07/20	

*Dates to be set when Meeting Schedule 2020/21 is agreed.

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

Event	Date
Mayor's Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019
Spring Festival	Saturday, 6 April 2019
Farmers' Market	Saturday, 27 April 2019
St John's Spring Fair	Saturday, 4 May 2019 (TBC)
Annual Council/Mayor Making	Thursday, 16 May 2019
Godalming Run	Sunday, 19 May 2019
Farmers' Market	Saturday, 25 May 2019
Town Show	Saturday, 1 June 2019
Farmers' Market	Saturday, 29 June 2019
Summer Food Festival	Sunday, 7 July 2019
Farmers' Market	Saturday, 27 July 2019
Staycation	Saturday, 3–Sunday, 11 August 2019
Farmers' Market	Saturday, 31 August 2019
Farmers' Market	Saturday, 28 September 2019
Godalming Pop-Up Saturday	Saturday, 12 October, 2019
Farmers' Market	Saturday, 26 October 2019
Remembrance Sunday	Sunday, 10 November 2019
Godalming Pop-Up Saturday	Saturday, 9 November, 2019
Christmas Festival & Light Switch-On	Saturday, 30 November 2019
Farncombe Lights Switch-on	Friday, 6 December 2019
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 14 December 2019
Godalming Pop-Up Saturday	Saturday, 14 December 2019
Farmers' Market	Saturday, 21 December 2019
Godalming Pop-Up Saturday	Saturday, 11 January 2020
Godalming Pop-Up Saturday	Saturday, 8 February 2020
Pancake Races	Tuesday, 25 February 2020
Farmers' Market	Saturday, 29 February 2020
Godalming Pop-Up Saturday	Saturday, 14 March 2020
Farmers' Market	Saturday, 28 March 2020
Spring Festival – Spring into Godalming	Saturday, 4 April 2020
Godalming Pop-Up Saturday	Saturday, 11 April 2020

12. 107-109 HIGH STREET, GODALMING

Following the purchase of the reversionary lease of 107-109 High Street, Godalming, the Town Council has submitted a Listed Building Consent and Change of Use application to enable the ground floor area of the building to be adapted to A2 use – Professional Services – when the current tenancy is surrendered. This report outlines the proposal along with preparatory actions taken to date for the transfer of GTC's administrative operations from Municipal Buildings to 107-109 High Street.

The Proposal

The application seeks to secure permission for the change of use of the existing A1 retail premises to form new offices for Godalming Town Council. In addition, the application is also for the replacement of the existing fire escape staircase from the Museum first floor to the rear courtyard garden which is noncompliant to current building regulations for ambulant access, additionally the exterior of the building is to be painted and decorated.

With the exception of adjustments to the entry and exit doors, the Museum at 109a High Street is retained in its current form. The proposal for the ground floor area of 107-109 is to strip out the existing shop and to internally remodel to provide reception, admin offices, rest room, WC and a meeting room for use by the Town Council. The main elements of the proposal are:

- the entrance into 107-109 is from the High Street with level thresholds;
- the existing Museum entrance (DG1) is to be changed to Fire Exit only; the new offices and the Museum will be accessed from the central door (DG2) in the shopfront, this entrance door will incorporate an automatic opening device via a push button located on a stainless steel post mounted in the existing pavement;
- the existing shop entrance (DG3) is to be retained but locked shut in normal use;
- there is currently no DDA WC available to museum visitors;
- access to the Museum and offices will be improved by the provision of a wheelchair accessible entrance lobby with a DDA WC provided for the use of the public visiting the museum and also for visitors to the offices or staff;
- access for visitors to the offices is to be made fully wheelchair accessible by the provision of a wheelchair stairlift at the main level change from the admin office and via a fully compliant ramped approach to office 2 and the meeting room;
- the existing door to the new meeting room will become a secondary fire escape and is to be wheelchair compliant with level thresholds;
- all of the proposed materials will be matched to the existing building;
- the existing paint finish appears to be acrylic. It is proposed to use specialist contractors to abrade and remove the existing paint and apply a new breathable paint finish such as Keim masonry paint or similar. (Keim masonry paint was used successfully on The Pepperpot);
- the strip out of the shop will include removal of ALL shopfitting elements including the false ceiling and false timber beams, to be replaced with plasterboard and skim coat to provide a smooth clean finish. The existing walls will also be re-plastered to give a smooth finish;
- new windows will be to match the existing;
- existing walls and ceilings that are found on inspection and removal of the shopfitting linings, to be original lime plaster and/or wattle and daub walls, are to be over-boarded with Gypsum plasterboard and Thistle plaster skim coat to achieve a smooth finish and to provide the necessary fire separation between Offices and Museum. This will also ensure preservation of the historic fabric of the building;
- the existing shop and Museum fire alarm systems are to be combined but with two separate zones, one for the Museum and one for the offices;

- the new fire shutters in the entrance lobby are to be linked to the fire alarm; and
- the replacement fire escape stair at the rear courtyard will involve new York stone flags and tile edgings.

This proposal meets the criteria of providing a fit for purpose, DDA compliant, centrally located administrative hub for Godalming Town Council, whilst also improving access, visibility and providing DDA compliant WC facilities for the Museum, upgrades the fire escape stairway to current standards and meets GTC's contractual obligation to decorate the exterior of the building.

The exterior painting and repairs, upgrading of the fire escape stairway, improved access, provision of a DDA compliant WC facility and the upgrading of the fire detection system are works identified within the improvement plan set out when GTC acquired responsibility for 109a High Street. It is anticipated that incorporating the DDA WC facility within the existing structure of the building, as opposed to the earlier approved plan for building a rear extension, will significantly reduce the cost and that the full cost of the proposed works can be contained within the previous estimate of £132,000 for the fire escape and DDA WC extension.

The works specification for the proposed plans will be offered for tender, with a tender report being bought to Council for approval and award of contract. If Listed Building Consent is received it is anticipated that works should start in January with a completion and move in date of 31 March 2019.

Preparatory Works

In addition to the detailed work with the Council's surveyors and discussions with office and museum staff to identify options and workable solutions for the change of use of 107-109 High Street from A1 to A2 and improvements to the Museum, staff have conducted and/or identified preparatory work required for the transfer of GTC administrative operations from Municipal Buildings to 107-109 High Street.

Notice to Quit

Whilst no formal lease exists between GTC and WBC setting out periods of notice for termination of tenancy etc., the Town Clerk has sent a letter to WBC informing them of GTC's intention to vacate Municipal Buildings by 31 March 2020.

Housekeeping

In addition to the requirements of the Council's document retention policy, staff are actively reviewing ways of working to reduce physical storage space requirements, offsite archiving and submission of records to the County archives.

Continued Use of WBC Facilities

WBC has historically provided a range of support facilities to GTC, including the use of the Council Chamber, printing and post room facilities and cleaning services. The Support Services Team have held meetings with their WBC counterparts and have successfully negotiated for GTC to be able to continue to utilise these services.

IT & Telecom

Although GTC does have an onsite backup system, its servers are held offsite, which allows GTC remote access from appropriately configured and authorised hardware. The intention is to transfer GTC's existing hardware, expanding capacity as required. As such, early contact has been established with the Council's IT providers to ensure that the required data handling facilities are specified and incorporated into the works programme. Likewise early discussions are taking place with telecom providers. Whilst it is hoped that a seamless transfer of existing contact numbers will be possible, publicity requirements if contact detail changes are required is being worked up.

Information HUB

Options to maximise the opportunity to provide an information hub utilising the window display spaces and open access foyer within the new office location are being explored.

Specification, Work Schedule & Costing

The specification for the required works will be based on the provision of a sustainable work space providing for the effective and efficient delivery of the Councils services. The building, whilst recognising it is circa 1400, is to be as energy efficient as it is reasonably practicable and economically viable to achieve. Additionally, energy requirements will be sought from a carbon neutral source, as such the existing inefficient gas fired heating system will not be retained or replaced. As per GTC's recent refurbishment of the heating and lighting systems in the Museum, appropriate modern electric heating systems and LED lighting will be installed. The removal of the gas boiler and gas supply is also considered to be a fire safety measure for a 600 year old timber framed wattle and daub constructed building.

The surveyors will produce a specification document for the works to enable tenders to be made against. The tender will be conducted in accordance with Financial Regulations Chapter 11. A tender report will be brought to Council for consideration and award of contract as appropriate.

A funding options report for the consideration of Members will be submitted alongside the tender documents. At this stage it is envisaged that the majority of the works will be funded from the residual of the Public Works Loan and the Buildings earmarked reserve.

CUSTOMER COMPLAINTS PROCEDURE (HOW TO MAKE A)

The purpose of this sheet is to tell you:

How to complain to Godalming Town Council or Godalming Joint Burial Committee; and how they will deal with your complaint.

1. HOW TO COMPLAIN

How do I Make a Complaint?

If you feel the Council has done something wrong or badly, or failed to do something, the first thing you should do is contact the Officer you have been dealing with. You should ask them to put things right for you or explain why the Council has acted in this way. If you remain dissatisfied, you may wish to make a formal complaint by following the advice on this sheet.

To help us deal effectively with your complaint you will need to tell us:

- What the problem is and how it has occurred.
- How it has affected you.
- What you consider we should now do to put the matter right.

What Can I Complain About?

A complaint must be about something specific. It is most likely to be about one or more of the following:

- The standard of service provided by the Council
- Failure by the Council to provide an agreed service
- Failure by the Council to respond to a request for a service
- That the Council has exceeded its powers
- That the attitude or conduct of an Officer has been unacceptable
- The Council has not followed an agreed procedure
- Maladministration by the Council (ie. delay, muddle, bias or confusion)

What Can I Not Complain About?

This procedure does not cover:

- Requests for a service
- Requests for information or an explanation of Council policy or practice
- Complaints about Councillors
- Complaints made more than 12 months after the events complained about unless there are exceptional circumstances as to why the complaint could not have brought within this time.

If, after reading the guidance above, you are not sure if your “complaint” is covered by this procedure, please write to the Town Clerk explaining what your complaint is. The Town Clerk will look into the matter and notify you accordingly.

Complaints about Councillors should be made directly to:

The Monitoring Officer
Waverley Borough Council
The Burys
Godalming
Surrey GU7 1HR

Tel: 01483 523333

2. HOW WILL YOU DEAL WITH MY COMPLAINT?

Complaints differ widely in nature and complexity and in dealing with any complaints made in accordance with the Customer Complaints Procedure we will seek to apply three basic principles:

1. To investigate a complaint as quickly and as impartially as possible. This will initially be done by the Officer you have been dealing with.
2. To provide you with a full response that outlines the findings of the investigation and, wherever possible, resolves the matter to your satisfaction.
3. To keep the steps of the Customer Complaints Procedure, as set out below, separate from each other.

What Happens in the Complaints Procedure?

Step 1

You should first contact the Officer you have been dealing with and explain the issue to them. The Officer you talk to may be able to help you there and then, or at least indicate if the matter can be resolved.

If you are not satisfied, you should write to the Town Clerk. The Town Clerk will acknowledge your complaint within 5 working days of receipt and will provide you with a full response within 10 working days of receipt.

Step 2

If you are not satisfied with the outcome of Step 1, you can write to the Chair of the Policy & Management Committee or the Chair of the Joint Burial Committee and ask them to review your complaint. If your complaint relates to the Town Clerk, the Chair of the Policy & Management Committee will review the complaint. The Chair of the Policy & Management Committee or the Chair of the Joint Burial Committee will acknowledge your complaint within 5 working days of receipt and will provide you with a full response within 30 working days of receipt.

You can write to the Town Clerk at:

Godalming Town Council
Municipal Buildings
Bridge Street
Godalming GU7 1HT
Telephone: 01483 523575
E-Mail townclerk@godalming-tc.gov.uk
Website: <http://www.godalming-tc.gov.uk>

You can write to the Chair of the Policy & Management Committee or the Chair of the Joint Burial Committee at the address given above or e-mail them at office@godalming-tc.gov.uk

CUSTOMER COMPLAINTS PROCEDURE (HOW TO HANDLE)

WHY DO WE NEED A COMPLAINTS PROCEDURE?

Benefits to the individual:

It demonstrates our commitment to act upon, and listen to views; it ensures customers receive a fair, speedy, confidential and effective response.

Benefits to the Council:

It enables us to improve our customer care and service delivery arrangements and, when appropriate ensures remedial action is taken and reduces the number of recurring complaints.

THE TOWN COUNCIL'S CUSTOMER COMPLAINTS' PROCEDURE IS DESIGNED TO BE:

Accessible A well publicised procedure available on the website and in leaflet form

Simple A few simple, easy to understand stages that can be initiated by telephone, personal visit, or in writing.

Speedy Making sure tight deadlines are kept and people are kept informed.

Fair and Confidential

Effective Addressing all the points at issue and providing appropriate remedies.

Informative By monitoring the process, managers can ensure that we learn from our experiences.

Apply equally to the **Godalming Joint Burial Committee**.

WHAT IS A COMPLAINT?

A complaint can be any expression of dissatisfaction made by any individual.

However, for the purposes of the complaints system the Council's definition of a complaint is:-

An expression of dissatisfaction about the standard of the Town Council's service, actions or lack of action by staff, particularly where a problem has not been remedied to the satisfaction of the individual.

This procedure will not normally cover:

- requests for a service;
- requests for information or an explanation of Council policy or practice;
- complaints about Councillors;

- complaints made more than 12 months after the events complained about unless there are exceptional circumstances as to why the complaint could not have been brought within this time; and
- complaints made about a service provided by another local authority.

THE ROLE OF COUNCILLORS

Complainants inevitably approach Councillors at different stages of the complaints process.

- a) As a rule Councillors should advise and encourage complainants to use the customer complaints procedure;
- b) Councillors should get directly involved only when the procedure appears not to be working satisfactorily.

In practice, if a Councillor wishes to log a complaint directly or to pursue the progress of a particular complaint, they should contact the Town Clerk – who will keep the Councillor informed.

The Town Clerk will report annually to Councillors on complaints received in the last year.

THE CUSTOMER COMPLAINTS PROCEDURE

Stage 1

Receiving a complaint

A complaint may be received in a number of ways and Town Council staff are encouraged to recognise any complaint whether made in writing (by letter or e-mail), by personal visit or by telephone call. All staff will give their name to complainants, for their future reference.

The complaint may be made by a third-party and while individuals should be encouraged to make their own complaint it is acknowledged that for many reasons some individuals find it difficult to do so. (For example the recently bereaved may prefer a funeral director to pursue a complaint on their behalf.) Therefore, the Town Council will deal with a third-party (except where data protection legislation prevents the sharing of personal data with a third party).

Any member of staff receiving a complaint shall try and find out the detail of the complaint – in particular the service or matter complained of, and any remedy sought. All such details will be passed on to the office responsible for the service complained of, and/or the Town Clerk as soon as possible.

Recording Complaints

All complaints must be logged in the complaints file; the file shall be maintained by the Support Services Executive and will be kept confidential.

Who Should Deal with a Complaint?

In the first instance the Officer responsible for providing the service/issue complained of should deal with a complaint; although, the complainant should be informed of their right to have the complaint dealt with by the Town Clerk should they wish.

Acknowledging and Responding to a Complaint

In all cases an acknowledgement should be sent within five working days from the day a complaint was received. (Note that this will normally be by letter but where a complaint has been received by e-mail then an e-mail acknowledgement is appropriate.)

In most cases it should be possible to answer the complaint within those five days (in which case the response will also serve as the acknowledgement), if not it must be answered within ten working days. If, in exceptional circumstances, it is not possible to answer a complaint within ten working days then a letter (or e-mail) must be sent on the tenth day keeping the complainant informed and setting out a timetable for response.

A response to a complaint should contain as full an explanation as possible – either of what went wrong (if something did) or why the complaint is held to be unjustified. The response should also inform the complainant of their right to appeal to the appropriate committee (Stage 2).

Remedies

Where a complaint is found to be justified, consideration needs to be given to the appropriate remedy. The remedy should, as far as possible, put the complainant into the position they would have been in, had things not gone wrong.

The types of remedy to be considered should include:

1. Providing the service desired.
2. Change of procedures to prevent further occurrence of the problem and assuring the complainant to that effect.

Remedies 1 and 2 may be delivered by any member of the Town Council's staff. If the complaint is justified, or after due consideration and consultation, it is found to be justified, the staff member dealing with the complaint is authorised to provide a service if it is normally in their power to do so.

3. An apology by letter and/or a visit. (If the complainant has suffered, but not financially, a gesture of goodwill may be appropriate eg. A bunch of flowers).
4. Replacement of damaged items.
5. Reimbursement of expenses if the complainant has suffered specific financial losses.

Remedies 3, 4 or 5 may only be authorised by the Town Clerk (or in the Clerk's absence the Officer duly authorised by the Council to act as Proper Officer in the Town Clerk's absence) so as to ensure that the Council's approach to remedies is consistent, within the law, and fair to all involved. If any of remedies 3, 4 or 5 are used then the matter must be reported to the relevant committee at the earliest opportunity. The Council has no specific policy for financial compensation in recognition of time, trouble expended by the complainant, exceptional worry, distress or inconvenience caused, any such financial compensation is at the discretion of, and must be authorised by, the relevant Committee.

Monitoring and reviewing the procedure

The Support Services Executive will monitor complaints received and log the date received, the date acknowledged and the date on which a response was made. The Town Clerk will report, in summary form, annually to the Policy & Management Committee and Joint Burial Committee, as appropriate, on complaints received in the past year. Significant complaints will be reported as they arise, particularly if the remedy requires the Committee's authorisation.

Stage 2

If the Complaint Cannot be Resolved by Officers

If the appropriate Officer cannot resolve the complaint to the complainant's satisfaction, or if the complainant has a legitimate reason for not wishing Officers to deal with the complaint (for example

if the complaint concerns the conduct of the Town Clerk) then the matter must pass to the Chair of the Policy & Management Committee or the Chair of the Joint Burial Committee.

The Chair of the Policy & Management Committee or the Chair of the Joint Burial Committee is responsible for determining whether the complaint needs to be dealt with by the full committee, by the Staffing Committee or by another means.

When a complaint passes to a Committee it should be dealt with, in confidential session (except that the complainant and a companion may be present), by the next meeting of that Committee. The complainant should be informed about the date of the meeting and asked if they wish to make representations in writing or in person.

17. SOCIETY OF LOCAL COUNCIL CLERKS NATIONAL CONFERENCE 1 – 2 OCTOBER 2019

The Society of Local Council Clerks (SLCC) is the professional body for Local Council Clerks and Senior Officers of which both the Town Clerk and RFO are members. The SLCC supports the professional development of Senior Council staff within a sector that ranges from the 58 super local councils with a precept in excess of £1million to the smallest parish councils and with tax bases between 37,047 Band D households for the largest, and the smallest at 1.4¹. Although Godalming sits below the super local councils, it is the 144th largest local council by precept and 86th largest by tax base.

For information: Although the 86th largest local council by tax base, 1752 of the 8858 local councils who raise a precept have a higher Band D equivalent rate than Godalming. The highest Band D equivalent being £325.29 against a sector average of £67.18. Godalming's Band D equivalent at £69.67 is 3.7% above the average, meaning that although it is in the top 2% of local councils by precept and the top 1% by tax base, 22% of local councils have a higher Band D equivalent than Godalming, including 21% (67/313) of the local councils in the Surrey & Sussex Association of Local Councils (SSALC), of which five (5) are in Waverley Borough (5 out of 21 Waverley parishes = 24%).²

In addition to sector specific training for employed staff, the SLCC works with partner organisations such as NALC and the LGA in lobbying government on behalf of the sector and, through a network of local branches including the Surrey branch, provides opportunities for networking and the sharing of knowledge and experience, with the main networking event being the national conference.

The main attraction of the 2019 conference for the Town Clerk was a session entitled 'Climate Change Emergency Declaration' delivered by Mike Child, the Head of Science, Policy & Research at Friends of the Earth, which acknowledged the many climate change emergencies now declared across the country by local councils and concentrated on the practical steps councils can take. It was pleasing to note that of the practical steps outlined at the conference, Godalming is certainly travelling in the right direction. Godalming Town Council has either already implemented the actions suggested at conference, such as carbon audits and carbon reduction plans, or is currently well underway in planning and delivering positive actions such as re-wilding schemes, single use plastic reduction initiatives (water bottle refill stations) and supporting Climate Action Groups (Extinction Rebellion volunteers planting schemes). However, that is not to say the Town Council could not achieve more as it implements the environmental element of the Council's Programme 2019-2023. Of the actions and ideas promoted at the conference the standout points were:

- be a force for good;
- use the Council's position within the community to influence others;
- encourage the formation of Climate Action Groups;
- support initiatives and spread ideas such as car sharing schemes – see social enterprise Liftshare, which helps people reduce pollution from car-use, save money and foster new friendships;
- demonstrate leadership by making changes, such as early adoption of Green Technology (see electric commercial mowing equipment) as early as practicable;

¹ The tax base is the number of households liable for the precept, expressed in terms of Band D households.

² <https://www.gov.uk/government/collections/council-tax-statistics>

- plant a tree for every new born Godhelmian (Council provides location and planting plan, family and friends of the newborn purchase the tree and planting events are arranged twice yearly); and
- support walking and cycling schemes.

Although the climate change session was the key driver for the Town Clerk's attendance, as it turned out there were a number of other benefits, with one being the opportunity to learn about the first UK available fully electric commercial stand on/ride on and walk behind mowers, which although a significant investment could allow GTC to bring more of its grass cutting services in house whilst reducing carbon emissions and operating costs (6 hours of operation = £2.21 for 17Kw of electricity vs £37.50 for petrol with a carbon footprint of 6kg CO₂e for electric against 66kg CO₂e for the equivalent petrol powered machine) and its Scope 3 carbon emissions (carbon footprint produced by external contractors operations including carbon footprint mileage) The maintenance team are currently looking at these areas and further reports will be brought to the appropriate committee. It should be noted that the maintenance team have already identified battery technology for a range of professional portable grounds maintenance equipment such as brushcutters and strimmers etc.

Another of the unexpected outcomes was discussing Newquay's devolution journey from a Town Council, which in their own words 'looked inwards and didn't really deliver any services' to a £2.4m (precept plus other income) super local council in under 4 years, who won residents' support to increase the precept by 87% in a single year. This substantial and quite unprecedented level of increase was required to fund the continued provision of monitored CCTV throughout the town, public toilets, the library (plus increasing opening from 3 to 6 days per week) and the town's skateboard park, all of which would have been lost to the town due to county council funding issues. The Town Clerk is in no way suggesting that Godalming is facing the same issues, but what Newquay's story demonstrates is that if the services planned to be delivered by a Town Council meet the expectations and wishes of the community, with the costs of the services (as well as the consequences if funding is not made available) being clearly explained, then a community is able to make informed decisions. Of note is that whilst the national press ran 'horror stories' about the increase, only two letters of complaint were received from residents. The lack of a backlash, or to put it more positively, the support from local residents, was largely down to the strong public consultation and engagement before the increase was made. What is interesting was the method adopted by Newquay in managing the devolution process. Newquay Town Council identified the services in the town vulnerable to reduction or closure by the principal authority, conducted its own costing analysis, presented them to the residents via full public consultation, including public meetings held in each ward, 100% mail shots for household surveys and full transparency on the Council's website, and then, so as to demonstrate the level of public support and to strengthen its negotiating position, the precept was increased before negotiating with the principal authority.

A session conducted by Lawyers in Local Government (LLG) provided an update on the recommendations from the Committee for Standards in Public Life for a new Members' Code of Conduct, associated sanctions and tools for managing poor behaviour in order to improve the quality of decision making. The Town Clerk is pleased to note that the poor behaviour of councillors reported by the LLG and highlighted by conference delegates, is not something experienced either inside or outside of the Council Chamber in Godalming. However, a concern of the conference was whether legislative time would be made for enacting the Committee's recommendations or whether the national government would be willing to pass legislation which imposes on Local Councils a higher standard of ethical behaviour and sanctions for breaches of the Code of Conduct than those that currently exist.

The Town Clerk also attended a session aimed at highlighting insurance issues. Once again it was pleasing to note that highlighted issues such as 'averaging' of property insurance claims has already been identified by Godalming Town Council with appropriate actions taken. However, one area the Audit Committee may wish to consider is Key Personnel

Insurance, this is an insurance to cover the cost of temporary or locum cover for key personnel in the event of illness in excess of 14 days. This is a business continuity matter and one experienced by this council in the recent past.

An interesting session was from the RSA (*Royal Society for the encouragement of Arts, Manufactures and Commerce*) which viewed the local council sector as being fixated with linear planning, with the inevitable outcome of being risk averse and prone to over plan, meaning that local councils are a reactive, instead of proactive sector. The premise was put forward that it is more important to agree "*what to do*" than to win an argument, thus putting the collective energy into the timely identification of issues important to a community and the resources required in taking swift and appropriate actions for the benefit of that community.

Other sessions provided valuable insight into the current state of the local council sector and confirmed that Godalming Town Council is, and continues to be, a council that builds on existing civic infrastructure for the benefit of the community.

GODALMING JOIGNY FRIENDSHIP ASSOCIATION

Annual Report to Godalming Town Council Policy and Management Committee

Councillor Boyle

9 October 2019

The Godalming Joigny Friendship Association was formed in 1985 and runs events and visits between the towns to promote closer ties between the towns and to promote international understanding. In a long-running tradition, a group from Joigny visits Godalming one year and a group from Godalming visits Joigny the other year. Joigny had already formed links to Mayen in Germany, the other town with which Godalming is “twinned”.

The Association views its relationship with Godalming Town Council as important to its success and is keen to further develop the relationship where it can.

On this year’s visit to Joigny, the visitors had a packed weekend with visits and activities put on by their Friendship association who offered home accommodation, and a range of visits and activities with Joigny residents. A key event was meeting the Mayor, M. Bernard Moraine and the Joigny Council representative for Twinning, M. Benoit Herr, at a reception at the Mairie for the visitors. The Joigny Mayor has been a solid supporter of the twinning relationship but will be standing down at the next elections after 8 years in office.

Twinning is regarded as very important in our European twinning towns and the Joigny Council places considerable importance on the Mayor of Godalming visiting, and are disappointed when our Mayor does not or cannot attend when invited.

In the past year, the Association has continued its other activities, including:

- Annual General Meeting (including wine tasting)
- Supporting the twinning Lumiere, Licht, Light exhibition when it came to Godalming
- Fielding a team at the Mayor’s Quiz Evening
- Dinner at Cote Restaurant
- Joint article with the Mayen Association in [September 2019 Vantage Point](#) about twinning

Upcoming events include:

- Annual Beaujolais Nouveau evening (23rd November at St John’s in Farncombe – all welcome!)
- Participation in the VE Day 75 events in May 2020, including the possibility of attendance by representatives from Joigny

A dedicated core team continue to run the Association, whilst pursuing a number of initiatives to promote the relationship with Joigny among Godalming residents, including:

- Looking at possibilities to better engage local schools and youth groups (e.g. Scouts, Guides, church) in the Joigny relationship
- Seeking new volunteers to provide accommodation for visitors from Joigny

The Joigny Association has been approached by the Godalming Mayen Association to find ways of sharing resources and possibly forming an overarching arrangement for accommodation and insurance premiums which at the present time each has to pay separately.

The Godalming Joigny Friendship Association continues its long commitment to developing the relationship with our French friends in the spirit of international cooperation.

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

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

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

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