

## GODALMING TOWN COUNCIL

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Surrey  
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 21 NOVEMBER 2024 at 6.30pm.

*Andy Jeffery*

DATED this 15<sup>th</sup> day of November 2024.

Andy Jeffery  
Clerk to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

**Where possible proceedings will be live streamed via the Town Council's Facebook page.** If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

### A G E N D A

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 5 September 2024.

2. APOLOGIES

TO RECEIVE apologies for absence.

Council to accept apologies from Cllr Clayton and to resolve to agree to extend period of absence by up to a further 26 weeks as provide for at section 1.1 of Godalming Town Council's 'Councillors Parental Leave Policy'.

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

- a. 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 Chair of the meeting,
- b. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter

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

raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

**Audit Committee**

Members of the Audit committee reviewed the Town Council's Financial Regulations against the new NALC model Financial Regulations and resolved to recommend the proposed amended Financial Regulations (attached for the information of Members) for adoption by Full Council.

**Environment & Planning Committee**

No recommendations.

**Policy & Management Committee**

Members of the Policy & Management Committee reviewed the Communications Policy (attached for the information of Members) and agreed to resolve to recommend its adoption by Full Council.

**Staffing Committee**

Staffing Committee make the following recommendations to Full Council:

- a. National Joint Council for Local Government Services (NJC) staff pay award – to be considered as a separate item on this agenda.

Having reviewed GTC's existing appraisal scheme, the Staffing Committee considered alternative options based on the ACAS advisory booklet and agreed that a revised scheme based on the ACAS guidance should be recommended to Full Council for adoption.

- b. The Staffing Committee recommend Full Council adopt the new Appraisal Policy and Appraisal Form (attached to the record minutes).

Chair of Staffing to update Full Council on recruitment issues.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

Audit Committee

Meetings Dated  
12 September 2024

Environment & Planning	5 September 2024 26 September 2024 17 October 2024
Policy & Management Committee	26 September 2024 17 October 2024
Staffing Committee	19 September 2024 14 November 2024

9. **2024-25 NATIONAL SALARY AWARD – ITEM FOR DECISION**

**Recommendations:**

- a. Members of the Staffing Committee resolved to recommend that Full Council approve the NJC negotiated National Salary Award.
- b. Members of the Staffing Committee resolved to recommend to Full Council that Full Council authorise that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may be signed off for payment by the Town Clerk without the matter first being brought to a scheduled or extraordinary meeting of the Full Council.

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2024-25 to be implemented with effect from 1 April 2024. The 2024-25 National Salary Award does not provide for a single across the board percentage increase, but rather provides for an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive, and 2.5% above that point, this means that those on the lower pay scales receive the largest percentage increase. For GTC staff this provides a percentage increase range between 2.5% to 5.67%. Additionally, allowances are increased by 2.5%.

Members are asked to note that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book'.

The Council's youth workers are employed under the terms and conditions governed by the JNC as set out in the 'Pink Book', whose annual settlement runs from September to August each year. Currently, settlement for those employed under JNC terms has not been reached.

In order to avoid unnecessary delays in the payment of the pay award agreed for youth staff, and, as the sign-off of a pay award is a reserved matter for the Full Council, Members are requested to resolve to agree that if the settlement for the youth staff is of an equal or lesser amount than that agreed by the NJC, the Town Clerk is authorised to implement the JNC pay award. It should be noted that if the JNC proposes a settlement above that agreed by the NJC the matter must come before Full Council in order for payment of the award to be approved.

10. **SCHEDULE OF MEETINGS – ITEM FOR DECISION**

**Recommendation: Members to resolve to approve the Schedule of Meetings for the Local Government year 2025/26.**

Members to review and approve the Schedule of Meetings for the Local Government Year 2025/26 (attached for the information of Members).

11. CITIZENS ADVICE SOUTH-WEST SURREY – Q1 & Q2 REPORTS

Members to receive the Q1 & Q2 reports (attached for the information of Members) from Citizens Advice South-West Surrey submitted in accord with the extant SLA agreement. Member may also be interested in the latest Annual report from CASWS, which can be found on the [Charity Commission's website](#)

12. INTERIM INTERNAL AUDIT REPORT – ITEM FOR DECISION

**Recommendation: Members to receive the interim internal audit report dated 25 September 2025 for the financial year ending 31 March 2025 dated 25 September (attached for the information of Members) and are requested to consider the recommendation(s) contained within the report.**

An internal audit can take place anytime between September and December, and this year it was earlier in the cycle. So whilst the internal audit report would normally be considered by the Audit Committee before coming to Full Council, as there is no scheduled Audit Committee until February 2025, and there were no issues within the report for the Audit Committee to investigate, the Chair of the Audit Committee agreed that this report should come directly to Full Council so that direction can be given regarding the Internal Auditor's recommendations.

The Audit Committee will consider any commentary points/suggestions contained within the report at its next scheduled meeting in February 2025.

Members will note that the auditor concluded that:

*Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.*

*It is clear the council takes governance, policies, and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change, these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.*

*It is therefore our opinion that the systems and internal procedures at Godalming Town Council are well established and followed.*

However, the Internal Auditor did note that the level of Fidelity Guarantee cover appears to have reduced from the previous year, when it was recorded as £1 million in the internal audit report. As such the auditor recommended that:

***Based on the balances held by the council, I recommend the council contacts the insurance company to confirm the cover level held and if required, consideration is given to increasing the Fidelity Guarantee level to ensure that it covers the maximum balance held.***

Having conducted a check of GTC's current and past insurance policies, the Town Clerk can confirm that the level of fidelity cover has not changed and that the cover in 2023/24 was £500,000 and therefore the sum stated in the previous internal audit report was in error. That said, with reserves in the region of £1.3 million and the potential for an additional £600,000 plus within the revenue account, Members may wish to consider increasing the Fidelity Guarantee cover.

Having contacted GTC's insurers regarding the appropriate level of Fidelity Guarantee they advise that it would be for Members to assess the risk to the Council and would need to consider how possible would it be to take more than the £500,000.

Our insurers have set levels of Fidelity Guarantee and the next 2 levels above the £500k are £1m and £2m, which at full year costs would add £165 and £292 respectively to the Council's insurance premium.

13. **CREDIT CARD LIMIT – ITEM FOR DECISION**

**Recommendation: Members to resolve to authorise the RFO to increase the monthly credit limit of the Youth Service's corporate credit card to £2,000.**

At its meeting of 20 July 2023, Members authorised the RFO to obtain a corporate credit card for the Youth Service with a transaction limit of £1,000 (Min No 178-23 refers).

The provision of the corporate credit card for the youth service has proved invaluable in not only supporting the activities of the youth service, especially in managing external activities and visits as part for the HAF programme, but has also reduced the level of expenditure by staff that is subsequently reclaimed against expenses.

In setting the limit for the youth service credit card, not only was the transaction limit set at £1,000, so was the credit limit. As the credit card bill is paid in full by monthly direct debit, the Head of Youth Services has to be mindful of the monthly credit limit, which in reality results in personal expenditure, subsequently reclaimed as expenses, to ensure that the current monthly limit is not exceeded.

With the increasing level of activity and expansion of the HAF program, the level of personal expenditure has also increased.

To alleviate this situation, Members are requested to authorise an increase of the youth service corporate credit card monthly credit limit to £2,000. It should be noted that under the scheme of delegation, the Head of Youth Service will still be required to seek authorisation from the RFO for any single item of expenditure over £1,000.

14. **COMMUNITY INFRASTRUCTURE LEVY – ITEM FOR DECISION**

Council to note that following receipt of additional Community Infrastructure Levy (CIL) funds from WBC in October 2024 the current uncommitted CIL reserve stands at £382,144.76.

Members had authorised expenditure of up to 90,000 for the extension of Broadwater Youth Centre. The cost of the extension was £82,959 of which £1,778 is on retention until September 2025, (that will be accrued to 2025/26) meaning an underspend of the estimated cost of £7,041.

Whilst the majority of the expenditure (£194,486) for Crown Court Public Conveniences was funded by the Community Ownership Fund (COF), GTC was required to provide match funding of £41,500, which Members allocated from CIL. Due to the unforeseen need for extensive renovation of the roof structure the final cost of the refurbishment was £251,277, of which £5,395 is the retention sum and will be accrued until September 2025. This has resulted in an expenditure of £15,291 (6.28%) over the estimated cost. As the COF was a fixed grant, the additional costs fall to GTC.

Members may, if they wish, cover the additional cost either from existing revenue surplus, a transfer from Land & Property reserves or they may wish to agree that the underspend of CIL from the Broadwater extension plus an additional award of £8,250 CIL be made to cover the cost shortfall of the Crown Court toilets. The latter option would mean that the Crown Court Public Toilet refurbishment, which not only benefits residents of Godalming, but also visitors from other parts of the Borough and beyond, will have been completed at no direct cost to the Godalming council taxpayer.

15. CEMETERIES & OPENS SPACES TRACTOR – ITEM FOR DECISION

**Recommendation: Full Council to resolve to agree to approve the lease of a replacement tractor for the Facilities Team to coincide with the expiry of the existing tractor lease in February 2025, costed against the Cemeteries and Open Spaces equipment budget as set out below.**

On the dissolution of the former Joint Burial Committee, GTC inherited the existing lease for the John Deere 20236R (36hp) tractor, with the lease expiring on 7 February 2025. To ensure continuity of operations the Facilities Team has explored options for the lease of a replacement tractor.

Consideration was given to the existing tasks undertaken by the Facilities Team, the limitations of the existing tractor in achieving the required tasks, the anticipated future work requirements, and the transferability of GTC owned attachments between models.

The current 2023R tractor has proved to be underpowered for a number of the existing tasks, requiring the hiring in of another tractor with an appropriate HP rating to undertake work such as flailing and hedgerow management. Additionally, the lifting capacity of the 20236R is restricted to 500kg (max), meaning that it is unable to unload/move bulk materials that are usually provided in cubic metre bags in excess of that weight, resulting in additional, avoidable manual handling.

The Facilities Team identified the following requirements: Compact Tractor with enclosed cab, min 60hp, road registered, grass tyres, front loader with standard bucket, grab/silage bucket, front weights (to counterbalance weight of flail arms and cutter & collector) rear mounted boom arm flail mower, window cages for use with flail mower, standard rear hitch. Additionally, any replacement would need to be able to utilise GTC's existing attachments including snowplow, cutter and collector, pallet lifting forks, flail arm cutter and trailer.

Quotes have been sought for the John Deere 4066R Compact Tractor with 440R front end loader, Howard Marshall WP000909 bucket grabber and Bomford Raven 4.7-meter arm mower, on a 60-month lease hire with service plan.

The lease cost being £13,908pa, which is an additional £6,888 pa on cost of the current lease. The cost of the lease to be contained within the existing equipment budget allocated against cost centre 301. It should be noted that costs are based on quotes received in October 2024 and may alter due to supply cost increases before any agreement is entered. As such, Members are requested to authorise that the Town Clerk may enter a lease agreement on behalf of GTC for a John Deere 4066R Compact Tractor and attachments as set out above, at an annual lease cost for a five-year lease to a maximum of £14,500pa.

It should be noted that this is a reserved matter for Full Council as the combined cost over the 5-year lease period is in excess of £50,000.

16. COMMUNITY ASSET TRANSFER – ITEM FOR DECISION

**Recommendation:**

- a. **Members to consider Expressions of Interest (EOI) for the transfer of community asset as detailed below and, if approved, are requested to authorise the Town Clerk to submit the EOI to WBC.**
- b. **Full Council to delegate to the Policy & Management Committee the approval of the business case in support an application for Community Asset Transfer and the allocation of appropriate resource, financial and personnel, in support of any application.**

On 26 September 2024 Full Council agreed priorities for submission of Expressions of Interest to Waverley Borough Council for the transfer to Godalming Town Council of Community Assets (Min No 267-24 refers). Members are requested to consider the Community Asset Transfer (CAT) Expression of Interest Forms (attached for the Information of Members) for the following locations:

Land known as Lammas Land adjacent to Bridge Gate House  
Canon Bowring Field  
Land known as Charterhouse Green  
The Bury's Field

As land and property acquisition or disposal is a reserved power, it will be for Full Council to approve any Expression of Interest before submission. However, once any Expression of Interest is approved for submission by Full Council, it is suggested that Full Council then delegate to P&M the approval of the writing of any subsequent business case, the approval of resource to assist in doing so and to cover legal or other professional fees.

Members will wish to note that if a transfer progresses past the business case stage, the approval for any Heads of Terms for a transfer must revert back to Full Council for approval before any final agreement can be brought forward.

17. AUTHORISATION OF THE CLERK

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

18. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 19 December 2024 at 6.30pm.

19. ANNOUNCEMENTS

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

## FINANCIAL REGULATIONS

### 1. GENERAL

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO:
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**



- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £50,000.

## **2. RISK MANAGEMENT AND INTERNAL CONTROL**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Audit Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. ACCOUNTS AND AUDIT**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council.
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. BUDGET AND PRECEPT

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually in the third quarter for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.
- 4.3. No later than the end of December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial year], taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the RFO not later than the end of November each year.
- 4.6. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Management Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

#### 5. PROCUREMENT

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as below.
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least three fixed-price quotes.
- 5.9. Where the value is between £2,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
  - i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or Policy & Management Committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by officers in accordance within the approved Scheme of Delegation.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £4,500 excluding VAT on repair,

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. Before doing so, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter may be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. BANKING AND PAYMENTS**

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking. Unless the council resolves to use a different payment method. In exceptional circumstances the RFO may elect to make a payment by cheque.

6.6. The Clerk and RFO shall have delegated authority to authorise payments in accordance with the approved Scheme of Delegation and:

- i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or Policy & Management Committee}.
- ii. Fund transfers within the councils banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting (of Council or Policy & Management Committee).

- 6.7. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council (Policy & Management Committee). The council (or Policy & Management Committee) shall review the schedule for compliance and shall confirm by resolution that the payments were appropriate. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

## **7. ELECTRONIC PAYMENTS**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and the RFO may be authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. A list of payments for approval, shall be sent by email to all authorisers approved by Council. The Service Administrator shall supply copies of any relevant invoice on request. Upon receipt of authorisation by email from two authorisers the Service Administrator shall set up all items due for payment online. The Clerk (or in the Clerk's absence, the Support Services Executive) shall certify that the payments set up online match those in the list of payments and the online payments will subsequently be confirmed.
- 7.4. In the prolonged absence of the Service Administrator the Clerk shall set up any payments due before the return of the Service Administrator.
- 7.5. Evidence shall be retained showing which members approved the list of online payment (and a printout of the transactions confirming that the payments have been made shall be retained for audit purposes).
- 7.6. A full list of all payments made since the last meeting shall be provided to the next Policy & Management Committee meeting and appended to the minutes.
- 7.7. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Policy & Management Committee at least every two years.
- 7.8. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised members, evidence is retained and payments are reported to the Policy & Management Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two authorised members, evidence of this is retained and payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Policy & Management Committee at least every two years.

7.10. Where the account details confirmation is not available with online banking, account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.

7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.12. Remembered password facilities other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

## **8. CHEQUE PAYMENTS**

8.1. Only in exceptional circumstances shall cheques be issued. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9. PAYMENT CARDS**

9.1. Any Debit Card issued for use will be specifically restricted to the officers authorised by Council and will also be restricted to a single transaction maximum value as authorised by council or Policy & Management Committee.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Policy & Management Committee. Transactions and purchases made will be reported to the Policy & Management Committee and authority for topping-up shall be at the discretion of the Policy & Management Committee.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use officers specifically and separately authorised by Council and any balance shall be paid in full each month by direct debit.

9.4. Use of personal credit or debit cards of members or staff is discouraged.

## **10. PETTY CASH**

10.1. The council will not routinely maintain a cash float.

10.2. The RFO may create a cash float for a one-off community event. All cash received must be banked intact.

## **11. PAYMENT OF SALARIES AND ALLOWANCES**

**11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

**11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or relevant committee).
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. LOANS AND INVESTMENTS**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Policy & Management Committee or (if the cumulative total is greater than the sum specified in the Scheme of Delegation) the Council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. INCOME**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.



- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Policy & Management Committee by the RFO and shall be written off in the year. The committee's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are received by the council, more than one person is to be present when the cash is counted in the first instance, the RFO shall ensure that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

#### **14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. STORES AND EQUIPMENT**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes should be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

#### **16. ASSETS, PROPERTIES AND ESTATES**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £2,000. In each case a written report shall be provided to council with a full business case.

## **17. INSURANCE**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or the Policy & Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers (in consultation with the Clerk).

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

18.1. The council shall review these Financial Regulations annually. The Clerk and the RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## APPENDIX 1 - TENDER PROCESS

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with specific instructions for the marking of the envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by an authorised officer in the presence of at least one member of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.
6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Date of Adoption:



## **COMMUNICATIONS POLICY**

### **INTRODUCTION**

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

### **AIM**

Godalming Town Council has identified a need to utilise a communications culture that recognises the importance of digital channels, such as social media, by residents, partners and stakeholders who are seeking to find, as well as share news and information. This strategy sets a framework to guide Godalming Town Council's communications and marketing activities to ensure they support the future aims of the Council's [Corporate Plan](#)

### **OBJECTIVES OF THE STRATEGY**

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

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

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

### **COMMUNICATION AUDIENCE**

- Godalming residents;
- Government bodies and non-governmental bodies;
- Local business community;
- Local community and voluntary groups and organisations;
- Other local authorities and parish councils;
- Social media audiences;
- The media (national, regional, local and trade (as appropriate));
- Users of Godalming Town Council services;
- Visitors/tourists to Godalming.

## **COMMUNICATIONS CHANNELS**

Godalming Town Council will use the following communication channels:

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

## **COMMUNICATIONS THEMES**

Godalming Town Council will utilise communication channels for:

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

## **BENCHMARKING MEASURES OF SUCCESS**

The following activities will be benchmarked for measurements of success

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

Annual benchmark reports to be submitted to the Policy & Management Committee

## **SUPPORTING POLICIES AND GUIDANCE DOCUMENTS**

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

## **APPRAISAL & PERFORMANCE REVIEW SCHEME**

### **INTRODUCTION**

The appraisal and performance review scheme provides the Council with a framework to review employees' performance and potential which can benefit both employers and employees by improving job performance, identifying strengths and weaknesses and by determining suitability for development.

### **APPRAISALS AND PERFORMANCE MANAGEMENT**

Appraisals and performance reviews give managers and employees opportunities to discuss how employees are progressing and to see what sort of improvements can be made, or help given, to build on their strengths and enable them to perform more effectively.

Review of potential and development needs predicts the level and type of work that employees will be capable of doing in the future and how they can be best developed for the sake of their own career and to maximise their contribution to the organisation.

### **WHO SHOULD UNDERTAKE APPRAISALS?**

The Town Clerk will usually appraise those who report directly to the Town Clerk. Managers will usually appraise the staff reporting to them and share the reports from these appraisals with the Town Clerk to enable the senior management to comment on the report.

The Chair of the Staffing Committee and the Leader of the Council will conduct the appraisal of the Town Clerk.

### **BENEFITS OF APPRAISALS & PERFORMANCE REVIEWS**

Appraisals can help to improve employees' job performance by identifying strengths and weaknesses and determining how their strengths can be best utilised within the organisation and any weaknesses overcome. They can help to reveal problems which may be restricting employees' progress and causing inefficient work practices.

Appraisals can also provide information to assist succession planning and to determine the suitability of employees for promotion, for particular types of employment and training. In addition, they can improve communications by giving employees an opportunity to talk about their ideas and expectations and to be told how they are progressing. This process can also improve the quality of working life by increasing mutual understanding and respect between managers and employees.

### **FREQUENCY OF APPRAISALS & PERFORMANCE REVIEWS**

Employee appraisal should be a continuous process and should not be limited to a formal review once a year.

The majority of formal employees' appraisals will be conducted annually. However, more frequent performance reviews may be conducted for new employees, for longer serving staff who have moved to new posts or for those who are below acceptable performance standards.



Annual appraisals should be conducted within the anniversary month of their employment start date as stated on the employees Particulars of Employment i.e. an employee who joined in April, should have an appraisal each April.

Performance reviews are to be conducted as required to support an employee in identifying any weaknesses or issues that are affecting their employment.

### **SIGNING OF APPRAISALS & PERFORMANCE REVIEWS**

Before an appraisal or performance review is passed to the senior management for comment, employees are to be given the opportunity to see their appraisal reports and are required to sign the completed form and may, if they wish, express their views on the appraisal they have received; in particular whether they feel it is a fair assessment of their work over the reporting period.

### **TRAINING**

All managers who carry out appraisals must receive training to help them assess performance effectively and to put that skill into use in the appraisal process. Godalming Town Council will provide all those who have responsibility with conducting appraisals and performance reviews appropriate training through ACAS Performance and Appraisal modules. At least one of the councillors conducting the Town Clerk's appraisal, or any performance review, must also have conducted the ACAS Performance and Appraisal Module.

### **RECORD KEEPING**

A written record of an annual appraisal, a performance review, any intermediate appraisals or catch-up meetings will be given to the employee for their own records and copies will be kept in the employee's personnel file.

The written record of an annual appraisal, a performance review or any intermediate appraisals or catch-up meetings for the Town Clerk will be held by the Chair of the Staffing Committee on behalf of the Committee, as well as in the Town Clerk's own personnel file and a copy given to them.

When the Chair of Staffing Committee changes, then these records will be made available to the new Chair.

### **OBJECTIVES**

If objectives are set as part of an appraisal or performance review, wherever possible agreement should be sought for those set. It is important for the appraiser to listen carefully to any concerns raised by the 'appraisee'. However, if agreement cannot be reached then the disputed objectives can be referred to the Town Clerk for employees whose appraisal is conducted by other managers or to the Staffing Committee where the appraisal is conducted by the Town Clerk, who will consider whether to amend, withdraw, or retain the disputed objectives after having considered the matter.

Objectives should always be written meeting the SMART criteria (see Appendix A)

Wherever possible, agreement should be sought for the other aspects of the appraisal (i.e. looking back at past achievements, training required, etc.). However, where agreement cannot be reached a note of the employee's comments/objections will be recorded within the appraiser comments.

### **TOWN CLERK'S APPRAISAL VS THE APPRAISALS OF OTHER MEMBERS OF STAFF**

For clarity, the Town Clerk's appraisal process is entirely independent from that of other members of staff. In other words, if for any reason any stage of the Town Clerk's appraisal is delayed in full or in part - then this should not delay any element of the appraisal process progressing for any other member of staff.

## APPENDIX A

Objectives should always be written meeting the SMART criteria.

<b>Specific</b>	The objective should provide clarity about the outcome required.
<b>Measurable</b>	The objective must include some means by which it will be possible to identify whether it has been achieved.
<b>Achievable</b>	The objective must be challenging and testing but realistic.
<b>Relevant</b>	The objective must be appropriate to the member of staff's role and also fit within the team objectives. Alternatively, there can be one or two personal objectives which are loosely connected with the team objectives but support staff development. (Note that the Staffing Committee would need to approve expenditure for staff development.)
<b>Time bound</b>	A timeframe must be given. It might be useful to define interim milestones which can be discussed at the 6-monthly review or more frequently.

### TEMPLATES WHICH CAN BE USED AS THE BASIS FOR WRITING SMART OBJECTIVES

#### Example 1 – For delivering a one-off piece of work

By...*DATE* ...to have written the ..... plan to deliver the.....

This objective might lend itself to setting milestones such as:

By...*DATE*...to have presented an outline project plan to the *line manager*.

You might also want to include additional information such as:

“You should use Microsoft Excel to detail the activities which fall under the plan, together with dates and responsibilities.”

#### Example 2 – To raise the standard of current performance

To meet the deadlines for.....on 95% of occasions during the second half of the year.

This objective lends itself to noting what both the appraiser and appraisee need to do to enable this objective to be met. For example:

- Appraiser will explore the possibility of team member attending a Time Management course.
- Appraiser will support the team member in taking one half day to tidy up and sort out personal workspace.
- Team member to use Outlook to create a running 'to do' list.
- Team member will read .....book on time management.
- Team member's time management will be a regular item for discussion at catch-up meetings.

# Record of Appraisal

This form is to be used to record the issues discussed at an employee's performance appraisal meeting.

Employee's Name:	
Job Title:	
Service Area:	
Date of Engagement:	
Manager:	
Date of Meeting:	
<p><b>JOB DESCRIPTION</b>  <i>The employees current job description is to be reviewed as part of the appraisal. Any suggestions from either the appraiser or the employee for amendments to the job description, which they wish to be considered by the senior management/Staffing Committee, as appropriate, should be recorded below.</i></p>	
<p><b>CURRENT PERFORMANCE</b>  <i>This section should be used to record a summary of achievement against the objectives that have been previously agreed as well as any observations on overall performance.</i></p>	
<b>Objective 1:</b>	
<b>Objective 2:</b>	
<b>Objective 3:</b>	

<p><b>OVERALL PERFORMANCE</b></p>
<p><b>DEVELOPMENT SUMMARY</b>  <i>This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.</i></p>
<p><b>DEVELOPMENT AND TRAINING</b>  <i>This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop them further.</i></p>
<p><b>CAREER PLANNING</b>  <i>This section should record any areas of the Council in which the employee has expressed a specific interest.</i></p>
<p><b>OTHER AREAS OF DISCUSSION</b>  <i>This section should record any other points raised at the appraisal meeting.</i></p>
<p><b>OBJECTIVE FOR NEXT 12 MONTHS</b>  <i>This section should be used to record the objectives agreed for the next 12 months, if objectives cannot be agreed the Appraiser is to record the reasons in the Appraiser's Comments section below.</i></p>
<p><b>Objective 1:</b></p>

<b>Objective 2:</b>	
<b>Objective 3:</b>	
<b>APPRAISER'S COMMENTS</b>	
<i>This section is for the appraiser's narrative-based assessment of the employee's performance over the year including achievements of objectives. The appraiser is also to record any concerns or objections to the future objectives.</i>	
<b>EMPLOYEE'S COMMENTS</b>	
<i>This section provides the employee to provide any feedback, either in support of or challenging the information provided above that they may wish the reviewer to be aware of.</i>	
Employee's signature:	
Appraiser's signature:	
Date:	
Reviewer's name, position, and signature:	
Date:	
<b>One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.</b>	

## GODALMING TOWN COUNCIL

### PROPOSED SCHEDULE OF MEETINGS 2025/26

<b><u>MAY 2025</u></b>				
				Bkd
1	ELECTION (County)			
8	Full Council (Annual Accounts)	6.30PM	Council Chamber	✓
15	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	✓✓
22	Environment & Planning	6.30PM	Council Chamber	✓
	Policy & Management	7.00PM**	Council Chamber	✓
	Audit (Election of Chair)	7.20PM**	Council Chamber	✓
	Staffing (Election of Chair)	7.20PM**	Mayor's Parlour	✓
<b><u>JUNE 2025</u></b>				
5	Environment & Planning	6.30PM	Council Chamber	✓
	Policy & Management	7.00PM**		
22	CIVIC SERVICE	tbc	tbc	
26	Environment & Planning	6.30PM	Council Chamber	✓
	Audit	7.00PM**		
<b><u>JULY 2025</u></b>				
10	Staffing	6.30PM	The Pepperpot	
17	Environment & Planning	6.30PM	Council Chamber	
	Policy & Management (Grants)	7.00PM**		
24	Full Council	6.30PM	Council Chamber	
<b><u>AUGUST 2025</u></b>				
7	Environment & Planning	6.30PM	Council Chamber	
28	Environment & Planning	6.30PM	Council Chamber	
	Policy & Management	7.00PM**		
<b><u>SEPTEMBER 2025</u></b>				
4	Full Council	6.30PM	Council Chamber	
	Staffing	7.00PM**		
11	Audit	6.30PM	107-109	
18	Environment & Planning	6.30PM	Council Chamber	
	Policy & Management	7.00PM**		
<b><u>OCTOBER 2025</u></b>				
9	Environment & Planning	6.30PM	Council Chamber	
30	Environment & Planning	6.30PM	Council Chamber	
	Policy & Management (Grants)	7.00PM**		

Items in blue indicate an amendment from the original schedule

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

<b><u>NOVEMBER 2025</u></b>				
9	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	
13	Full Council Staffing	6.30PM 7.00PM**	Council Chamber	
20	Environment & Planning Policy & Management (Budget)	6.30PM 7.00PM**	Council Chamber	
<b><u>DECEMBER 2025</u></b>				
11	Full Council (Precept) Environment & Planning	6.30PM 7.00PM**	Council Chamber	
<b><u>JANUARY 2026</u></b>				
8	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
29	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
<b><u>FEBRUARY 2026</u></b>				
5	Audit	6.30PM	107-109	
12	Full Council Staffing	6.30PM 7.00PM**	Council Chamber	
19	Environment & Planning Policy & Management (Grants)	6.30PM 7.00PM**	Council Chamber	
<b><u>MARCH 2026</u></b>				
12	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
19	ANNUAL TOWN MEETING	7.00PM	Council Chamber/MP	
<b><u>APRIL 2026</u></b>				
(Maundy Thursday – 2 April 2025/Easter Monday – 6 April 2025)				
9	Environment & Planning	6.30PM	Council Chamber	
16	Audit (Review System of Internal Control) Staffing	6.30PM 7.00PM	107-109 Pepperpot	
23	Environment & Planning Policy & Management (SLAs & GAiK)	6.30PM 7.00PM**	Council Chamber	
<b><u>MAY 2026</u></b>				
7	Full Council (Annual Accounts)	6.30PM	Council Chamber	
14	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	
21	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.00PM** 7.20PM** 7.20PM**	Council Chamber Council Chamber Council Chamber Mayor's Parlour	

Items in blue indicate an amendment from the original schedule

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

**JUNE 2026**

4	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
25	Environment & Planning	6.30PM	Council Chamber	

**FESTIVALS:**

Spring Festival	(1 <sup>st</sup> Saturday in April)
Summer Festival	(1 <sup>st</sup> Sunday in July)
Staycation	(1 <sup>st</sup> complete week in August)
Christmas Festival	(Last Saturday in November)

<b>Event</b>	<b>Date</b>
2025	
Spring Festival	Saturday, 5 April 2025
Annual Council/Mayor Making	Thursday, 15 May 2025
Godalming Run	Sunday, 18 May 2025
Town Show	Saturday, 7 June 2025 - tbc
ChoirBLAST	Saturday, 14 June 2025
Beer Festival	Friday, 20 & Saturday, 21 June 2025
Summer Food Festival	Sunday, 6 July 2025
Staycation	Saturday, 2-Sunday, 10 August 2025
Heritage Weekend	Saturday, 13-Sunday, 14 September 2025 - tbc
Town Fireworks	Friday, 7 November 2025
Remembrance Sunday	Sunday, 9 November 2025
Christmas Lights Switch-on	Sunday, 23 November 2025
Christmas Festival Market	Saturday, 29 November 2025
Farncombe Christmas Lights Switch-on	Friday, 5 December 2025
Farncombe Christmas Market	Saturday, 6 December 2025

Events in red are organised by Godalming Town Council

Items in blue indicate an amendment from the original schedule

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.



## Citizens Advice South West Surrey

### Report for Godalming Town Council Q1 2024-25

#### Clients engaged by Citizens Advice South West Surrey

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	77	225	211
Godalming Central and Ockford	67	210	160
Godalming Farncombe and Catteshall	64	165	165
Godalming Holloway	19	69	44
<b>Group 1 Total</b>	<b>227</b>	<b>669</b>	<b>580</b>
Milford + Witley	68	238	191
Bramley + Wonersh	53	147	156
Elstead + Peperharow	19	74	58
<b>Group 2 Total</b>	<b>140</b>	<b>459</b>	<b>405</b>
<b>Grand Total</b>	<b>367</b>	<b>1,128</b>	<b>985</b>

#### Clients engaged by the Citizens Advice Network as a whole

This captures the number of residents in Godalming who are helped by CASWS as well as other areas of the Citizens Advice Network, e.g. our Surrey Adviceline and the National Adviceline.

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	98	284	291
Godalming Central and Ockford	81	242	221
Godalming Farncombe and Catteshall	77	218	227
Godalming Holloway	28	87	68
<b>Group 1 Total</b>	<b>284</b>	<b>831</b>	<b>807</b>
Milford + Witley	88	287	274
Bramley + Wonersh	68	185	230
Elstead + Peperharow	28	105	100
<b>Group 2 Total</b>	<b>184</b>	<b>577</b>	<b>604</b>
<b>Grand Total</b>	<b>468</b>	<b>1,408</b>	<b>1,411</b>

## Citizens Advice South West Surrey

### Report for Godalming Town Council Q2 2024-25

#### Clients engaged by Citizens Advice South West Surrey

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	72	215	182
Godalming Central and Ockford	60	191	151
Godalming Farncombe and Catteshall	67	181	166
Godalming Holloway	24	60	57
<b>Group 1 Total</b>	<b>223</b>	<b>647</b>	<b>556</b>
Milford + Witley	69	232	183
Bramley + Wonersh	43	93	91
Elstead + Peperharow	22	121	65
<b>Group 2 Total</b>	<b>134</b>	<b>446</b>	<b>339</b>
<b>Grand Total</b>	<b>357</b>	<b>1,093</b>	<b>895</b>

#### Clients engaged by the Citizens Advice Network as a whole

This captures the number of residents in Godalming who are helped by CASWS as well as other areas of the Citizens Advice Network, e.g. our Surrey Adviceline and the National Adviceline.

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	86	270	232
Godalming Central and Ockford	74	229	207
Godalming Farncombe and Catteshall	78	228	219
Godalming Holloway	29	74	69
<b>Group 1 Total</b>	<b>267</b>	<b>801</b>	<b>727</b>
Milford + Witley	92	286	256
Bramley + Wonersh	58	132	146
Elstead + Peperharow	31	148	91
<b>Group 2 Total</b>	<b>181</b>	<b>566</b>	<b>493</b>
<b>Grand Total</b>	<b>448</b>	<b>1,367</b>	<b>1,220</b>



Mr A Jeffrey  
Godalming Town Council  
107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

25 September 2024

Dear Andy

**Re: Godalming Town Council  
Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report**

**Executive summary**

Following completion of our interim internal audit on 25 September 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

**Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Godalming Town Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and

report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

### **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 34 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### **Engagement Letter**

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

### **Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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## A. BOOKS OF ACCOUNT

### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

### **Audit findings**

The audit was conducted on site with the council's Locum Responsible Financial Officer (RFO) who is an experienced local government officer. The information advised in advance of the visit was prepared and made available for inspection, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Town Clerk and Locum RFO and a review of the council website [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

The council uses the Rialtas Business Solutions (RBS) Omega accounting package for recording the council's finances, including using the sales and purchase ledger functions of the system. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

I reviewed the cashbooks and nominal ledger entries for the period 1 April 2024 to date. Data entry contains sufficient narrative information to either identify the source and nature of the transaction or references the council or committee meeting where a spending decision is recorded. I found no evidence of instances of 'netting off' on the nominal ledger report, and transactional items appeared to be placed to the most appropriate nominal code budget headings.

Entries on the cashbook were cross-referenced to the bank account statements and I found no errors in the sample testing conducted.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The External Auditor's Report for 2023/24 was not qualified and has been published on the council website along with the Notice of Conclusion of the Audit and was reported to the council at the meeting held on 5 September 2024 (minute ref 206).

I note the council received and considered the previous internal auditor report at the council meeting held on 9 May 2024 (minute ref 648) which includes comments on action taken based on the internal auditor's recommendations.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website includes a page with councillor information, including a short bio for each councillor, their contact information and their individual Register of Members' Interests forms.

*Confirm that the council is compliant with the relevant transparency code*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. A review of the council website shows that a transparency page has been created on the website and information relating to all aspects of the code are published on this page. This is an exemplar way of proving the information is a transparent format.

**Confirm that the council is compliant with GDPR**

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

*The importance of using .gov.uk domains for websites and emails*

- 5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.
- 5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.
- 5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.
- 5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:
- 5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.
- 5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.
- 5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on its website, and it is clear the council has made every effort to comply with the website requirements.

**Confirm that the council meets regularly throughout the year**

In addition to full council, the council has a committee structure in place. Details of the purpose and function of each committee are included within the council's adopted Standing Orders.

A diary of future meeting dates is published on the council website, along with historic agendas and minutes for council and committee meetings.

**Check that agendas for meetings are published giving 3 clear days' notice**

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the non-confidential supporting papers are included with the agendas on the council website in compliance with the requirements of the Information Commissioner's Office.

***Check the draft minutes of the last meeting(s) are on the council's website***

Minutes are routinely uploaded to the council website, although there is no indication of whether these are draft or adopted versions and I recommend the addition of a statement to the minutes page confirming all minutes are in draft format until approved at the next meeting.

***Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months***

The Standing Orders are based on the current NALC model, although amended to reflect the size and structure of the Town Council and were most recently reviewed and adopted by council on 16 May 2024 (minute ref 23). The Standing Orders include information relating to the purpose and functions of each committee of the council.

***Confirm that the Parish Council has adopted and recently reviewed Financial Regulations***

The Financial Regulations adopted by the council on 16 May 2024 (minute ref 23) are based on the previous NALC model, although the council are in the process of adopting the new model version published in May 2024. These have been reviewed by the Audit Committee at their meeting held on 12 September 2024 (minute ref 230) and a recommendation for adoption has been made to the next council meeting.

Checks of processes against Financial Regulations are therefore based on the version in place at the date of the interim audit visit.

I note the council also has an adopted Scheme of Delegation to support the Financial Regulations and this was also reviewed and approved by the council at the May 2024 meeting.

***Check that the council's Financial Regulations are being routinely followed***

The council has thresholds in place at which authorisations to spend must be obtained as below:

*FR 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.*

*FR 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure, or that is not contained within the revenue budget or within the Clerks delegated authority of £4,500, other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement). Any time the Clerk exercises a delegated financial authority, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.*

*FR 4.5 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, health and safety or other work which is of such extreme urgency that it must be done at once, whether or not there is any budget provision for the expenditure, subject to a limit of £4,500. Before doing so, the Clerk will agree expenditure with the Chair or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.*

A review of the accounting information for the year to date shows that expenditure has been approved in accordance with the above Financial Regulations.

I note that approval of making payments by direct debit was granted by the council at the meeting held on 16 May 2024 in accordance with FR 6.6.

***Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector***

The council declared the re-adoption of the General Power of Competence (GPC) at the Annual Council Meeting following the 2023 elections and the Section 137 threshold does not apply.

***Check receipt of VAT refund matches last submitted VAT return***

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £35,489.60 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 16 July 2024 and that the entry had been processed to the VAT code within the council's accounting package on the same date.

***Confirm that checks of the accounts are made by a councillor***

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**C. RISK MANAGEMENT AND INSURANCE*****Internal audit requirement***

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Audit findings**

The council has a Risk Management Strategy which was last reviewed and approved by the council at the meeting held on 16 May 2024 (minute ref 23). Through the Audit Committee, a work programme is in place which considers risks and associated internal controls. The work programme is wide-ranging with different subject matters addressed and reported on at each meeting. I was provided with a sample of the reviews carried out by councillors, which includes a check list of tests and concludes with a written report with their findings.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities. I note that the Audit Committee also approved individual risk assessments for a range of the council's activities at the meeting held on 1 February 2024 (minute refs 488-494).

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £500,000. The Fidelity Guarantee level appears to have reduced from the previous year, where it was recorded as £1 million in the internal audit report and the Town Clerk confirmed that an insurance review was conducted during the year with a competitive tender process, and the figure may have been inadvertently altered during that process.

**Based on the balances held by the council, I recommend the council contacts the insurance company to confirm the cover level held and if required, consideration is given to increasing the Fidelity Guarantee level to ensure that it covers the maximum balance held.**

**D. BUDGET, PRECEPT AND RESERVES*****Internal audit requirement***

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

The council set a precept of £1,147,744 for 2024/25. With a tax base of 9,864.7, this equates to a band D equivalent of £116.35 (compared to the average in England of £85.89).

Budgetary controls are included within the work programme of the Audit Committee as part of the council's Risk Management programme. Budget monitoring is conducted in detail at Policy & Management Committee meetings and a review of the minutes confirms this activity takes place.

At the date of the interim audit, the council held circa £673,700 in earmarked reserves, spread across a range of clearly identifiable projects including circa £299,000 in a Community Infrastructure Levy (CIL) EMR. Transfers between reserves are processed through the accounting package with reference to the council minute where the transfer was approved.



The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

A review of the general reserve balance will be conducted as part of the year-end internal audit.

## **E. INCOME**

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### **Audit findings**

The council has a range of income sources other than the precept. The Locum RFO confirmed that a review of fees and charges made by the council will form part of the budget setting process, and detailed testing of this will be conducted as part of the year-end internal audit testing.

I reviewed the outstanding ledger balances at the date of the interim audit. There are minimal amounts outstanding to the council demonstrating a good level of credit control.

## **F. PETTY CASH**

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

### **Audit findings**

The council has no petty cash and the testing for this internal control objective does not apply.

## G. PAYROLL

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

Payroll is processed in house by the RFO using Sage software and the council is a member of the Local Government Pension Scheme (LGPS). I reviewed the salary slips for April, May and June 2024 and was able to confirm that deductions amounts for tax and national insurance and pension contributions appear to be calculated correctly. The June payroll shows 25 employees in place at that date although I note that number has reduced to 22 in September 2024.

I was able to confirm HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

The council has a performance management scheme in place, although this is currently under review with the intention to use the ACAS system for small and medium employers in the future.

There is no councillor allowances, although the Town Council, under the General Power of Competence (GPC) has adopted a scheme to allow councillors to claim allowances relating to carer responsibilities. No claims under this scheme have been made to date, but the Town Clerk and RFO are aware that if paid to members, these must be processed through payroll and assessed for tax and national insurance.

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, useful life estimate, current value, insurance value, custodian information and usage information. This is a detailed register and is an appropriate method of recording assets for a council of this size.

The Locum RFO confirmed that the register is in the process of being updated with assets acquired during the year, and a detailed check to confirm accuracy of newly recorded information and the total asset figure for inclusion on the Annual Governance and Accountability Return (AGAR) will be completed at the year-end internal audit.

The council has borrowing through the Public Works Loan Board (PWLB) and checks of the year-end balances and confirmation of yearly payments will be conducted at the final internal audit.

I note the council has adopted a Treasury & Investment Policy, which was last reviewed and approved by council in May 2024 (minute ref 23) to support its future decision making on placement of funds in accordance with the [Statutory Guidance on Local Authority Investments](#)

**I. BANK AND CASH****Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

**Audit findings**

Financial Regulation 2.62 states ‘On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including exceptions, to and noted by the Audit Committee.’

Bank reconciliations are completed monthly. I reviewed the bank reconciliations for cashbooks for the two HSBC accounts and CCLA and was able to confirm the balances to the bank statements and found no errors. The reconciliation and accompanying bank statements have been signed in accordance with the requirements of FR 2.2 and reported to the Audit Committee.

Due to the size of the council’s budget, it receives no depositor protection from the Financial Services Compensation Scheme (FSCS).

**J. YEAR END ACCOUNTS****Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

**Audit findings**

Testing to be conducted at final interim audit.

**K. LIMITED ASSURANCE REVIEW****Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)*

**Audit findings**

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

**L: PUBLICATION OF INFORMATION****Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

**Audit findings**

Testing to be conducted at final interim audit.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	9 May 2024
Date inspection notice issued	31 May 2024
Inspection period begins	3 June 2024
Inspection period ends	12 July 2024
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

**N: PUBLICATION REQUIREMENTS****Internal audit requirement**

*The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2024 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4*
- *Section 2 - Accounting Statements 2023/24, approved and signed, page 5*

*Not later than 30 September 2024 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Audit findings**

Testing to be conducted at final interim audit.

**O. TRUSTEESHIP****Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

The council has no trusts and testing under this internal control objective is not required.

**Achievement of control assertions at interim audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below. Confirmation of continued compliance will be conducted at the final internal audit, with testing of internal control objectives J, L and N also completed at that visit.

	<b>INTERNAL CONTROL OBJECTIVE</b>	<b>YES</b>	<b>NO</b>	<b>NOT COVERED</b>
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



**Andy Beams**

**Mulberry Local Authority Services Ltd**

**Interim Audit - Points Carried Forward**

<b>Audit Point</b>	<b>Interim Audit Findings</b>	<b>Council comments</b>
<b>C. RISK MANAGEMENT AND INSURANCE</b>	Based on the balances held by the council, I recommend the council contacts the insurance company to confirm the cover level held and if required, consideration is given to increasing the Fidelity Guarantee level to ensure that it covers the maximum balance held.	

## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

#### Expression of Interest Form

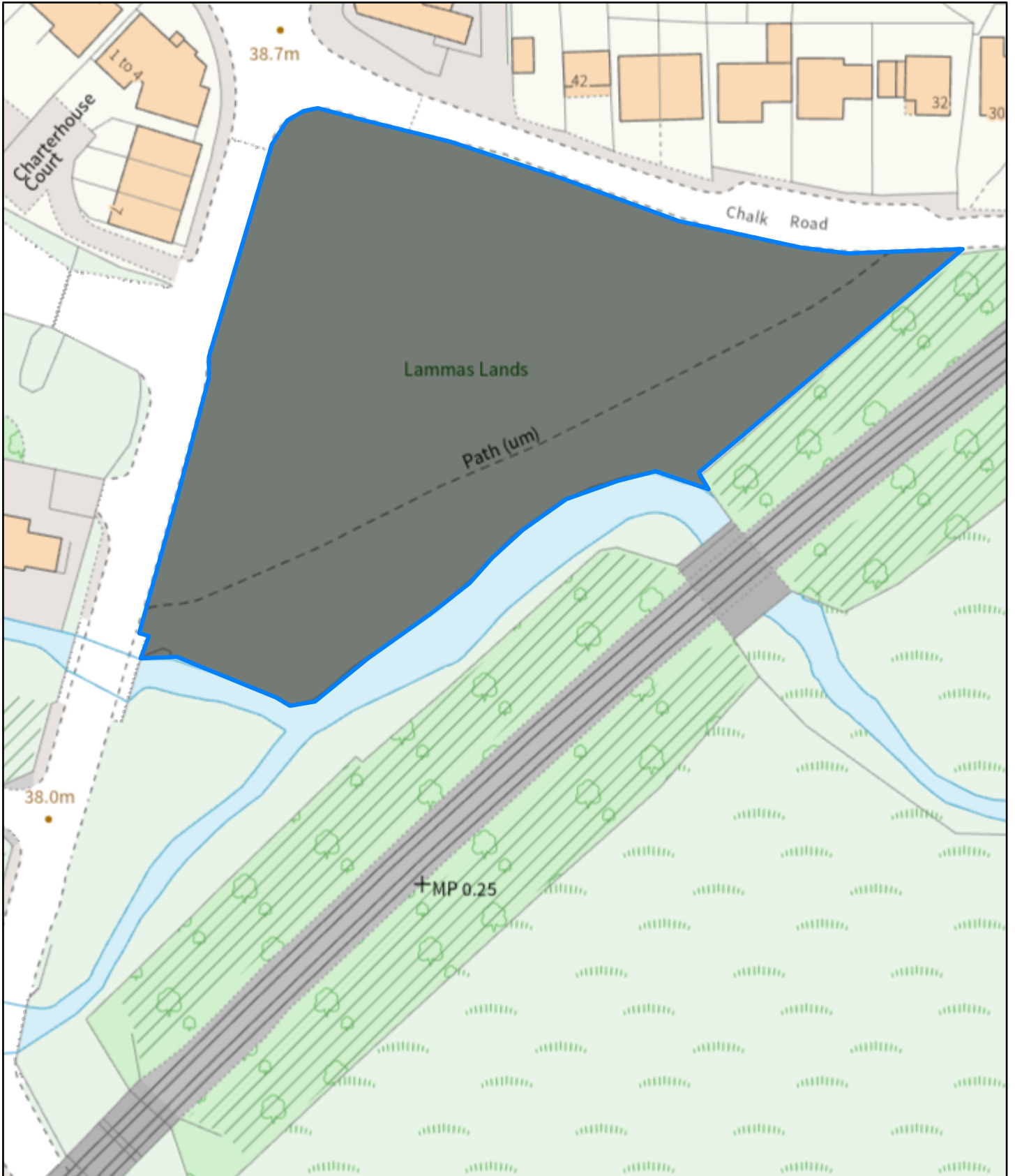
##### *Charterhouse Green*

VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a>
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Land known as Lammas Land (Charterhouse Green) consisting of 6,040sqm of land. Latitude 51.190545, Longitude -0.615337 bounded by Chalk Road, Borough Road, Hell Ditch, and the railway embankment. See attached plan.
Type of transfer requested.  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Leasehold
Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.	<p>Godalming Town Council (GTC) wishes to create an outdoor community and activity space, which will support community well-being through play, gardening, exercise and social space. Additionally, it is hoped to achieve a biodiversity net gain through appropriate land management. See attached initial concept plan.</p> <p>GTC believes the transfer and management of this key gateway to the town from WBC to GTC is in keeping with Waverley's corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.</p> <p>In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of our open spaces are of the highest quality including the promotion of biodiversity, rewilding and the</p>

	<p>phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.</p> <p>GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.</p> <p>Additionally, the Godalming &amp; Farncombe Neighbourhood Plan, Section 9.16 notes that <i>“Godalming Town Council is conscious of the disparity of play areas throughout the town. Markedly, there are no facilities at all in the Charterhouse ward.”</i> It should also be noted that Godalming is underrepresented with play areas, having approximately 18% of the borough’s population with under 12% of the borough’s play area provision. GTC’s vision for this asset would go some way to correct this disparity.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income. With over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 16.5FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>GTC is not aware of any other stakeholder groups with an interest in this asset.</p>

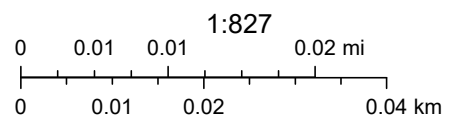


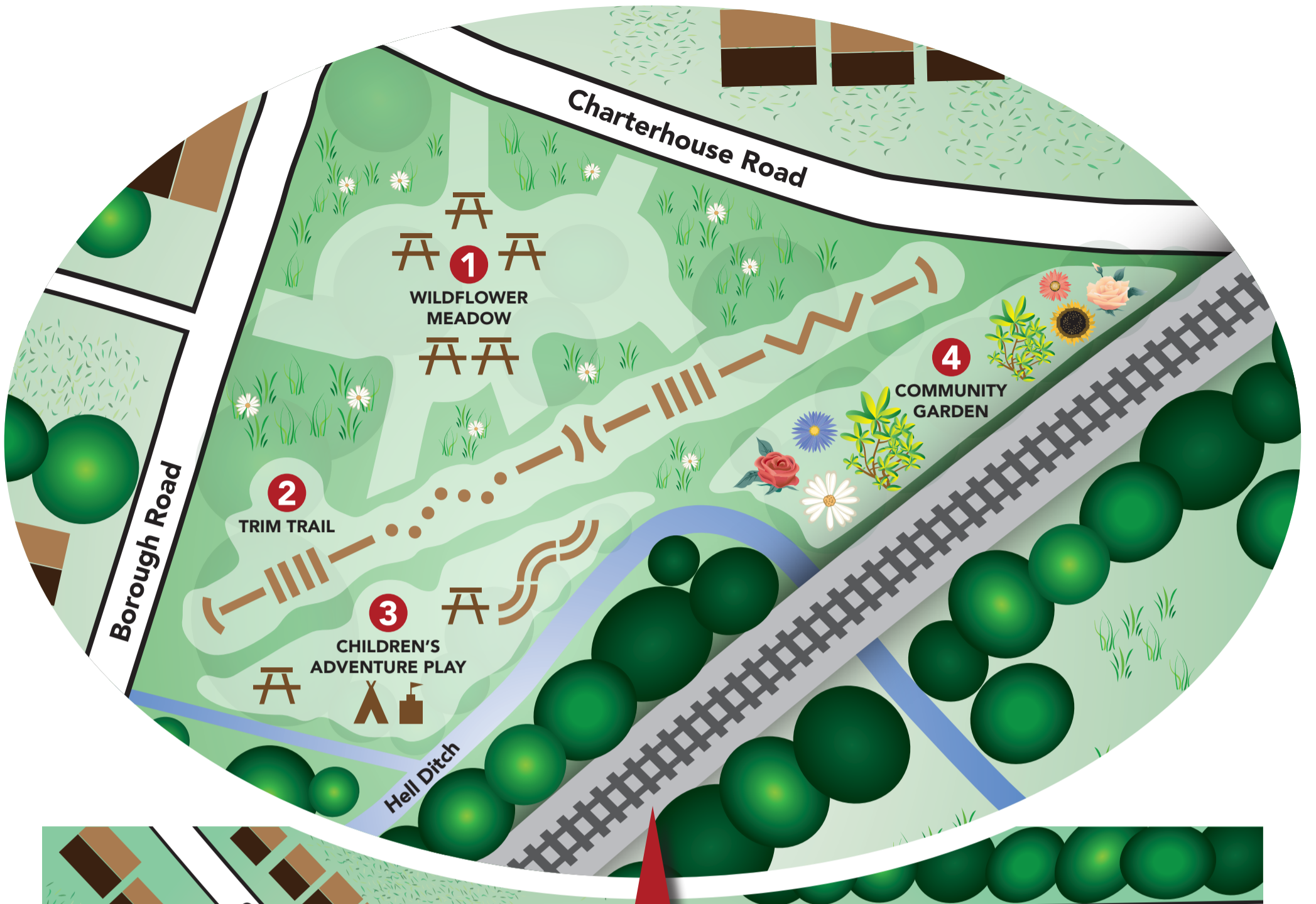
# Charterhouse Green



16/10/2024, 14:46:38

 Boundary - District





## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

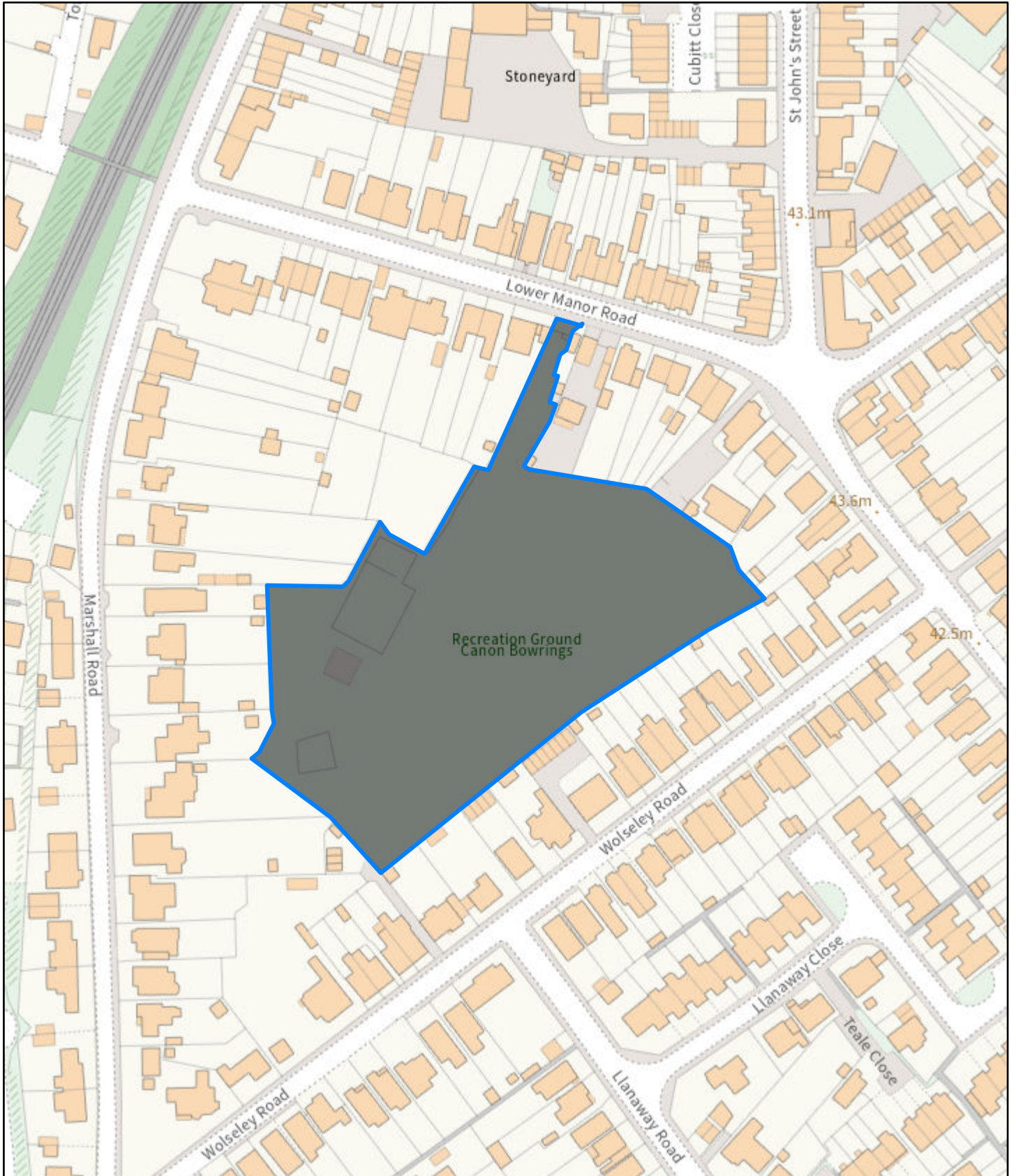
#### Expression of Interest Form

#### *Canon Bowring Recreation Ground*

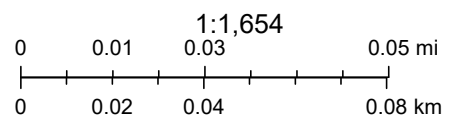
VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a>
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Cannon Bowring Recreation consisting of 11,406sqm Latitude 51.193282, Longitude -0.60560390. bounded by properties on Lower Manor Road, Marshall Road, Wolseley Road, and Hare Lane with a pedestrian access off Wolseley Road and vehicular access from Lower Manor Road
Type of transfer requested.  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Freehold  This land was originally purchased by Godalming Borough Council in 1930 from the Rector of Farncombe on the condition that it would remain in use for the local children. The reorganisation of Local Government saw this land transfer from Godalming Borough to Waverley District Council (later Waverley Borough Council). It is strongly contended that as with many thousands of other recreation grounds and village greens throughout the country that had a strong local heritage, the Canon Bowring Recreation Ground should have more properly been transferred to the newly formed Godalming Town Council (GTC). At that time this would also have been in line with recreation grounds in pre-existing parish areas in the newly formed Waverley District such as Elstead and Cranleigh. GTC believe this is an opportunity to return this community asset in perpetuity to the community area which originally secured and safeguarded its provision for the children of the town.
Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.	In 1914, Canon Edgar Bowring, Rector of Farncombe bought this land on the condition it should be used as a children's recreation ground, and in 1930 sold it to the Godalming Corporation for £100 providing that it would remain for the use of children.  In recognition of the heritage of this land, Godalming Town Council wishes to improve year-round access and use for local residents for recreation, exercise, and play, especially for local children.

	<p>GTC wishes to make greater use of the recreation ground for the well-being of children and youth groups and families by improving facilities within the recreation ground.</p> <p>GTC believes the transfer and management of this key recreation ground in Farncombe Village from WBC to GTC is in keeping with Waverley’s Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.</p> <p>In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.</p> <p>GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income. GTC has over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 16.5FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>Godalming Junior School, Farncombe Infants School and 1254 Squadron Air Training Corps. Local Scouting and Guide groups amongst others use this recreation ground for sporting and play activities.</p>

# Canon Bowring Recreation Ground



10/17/2024, 4:19:25 PM



## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

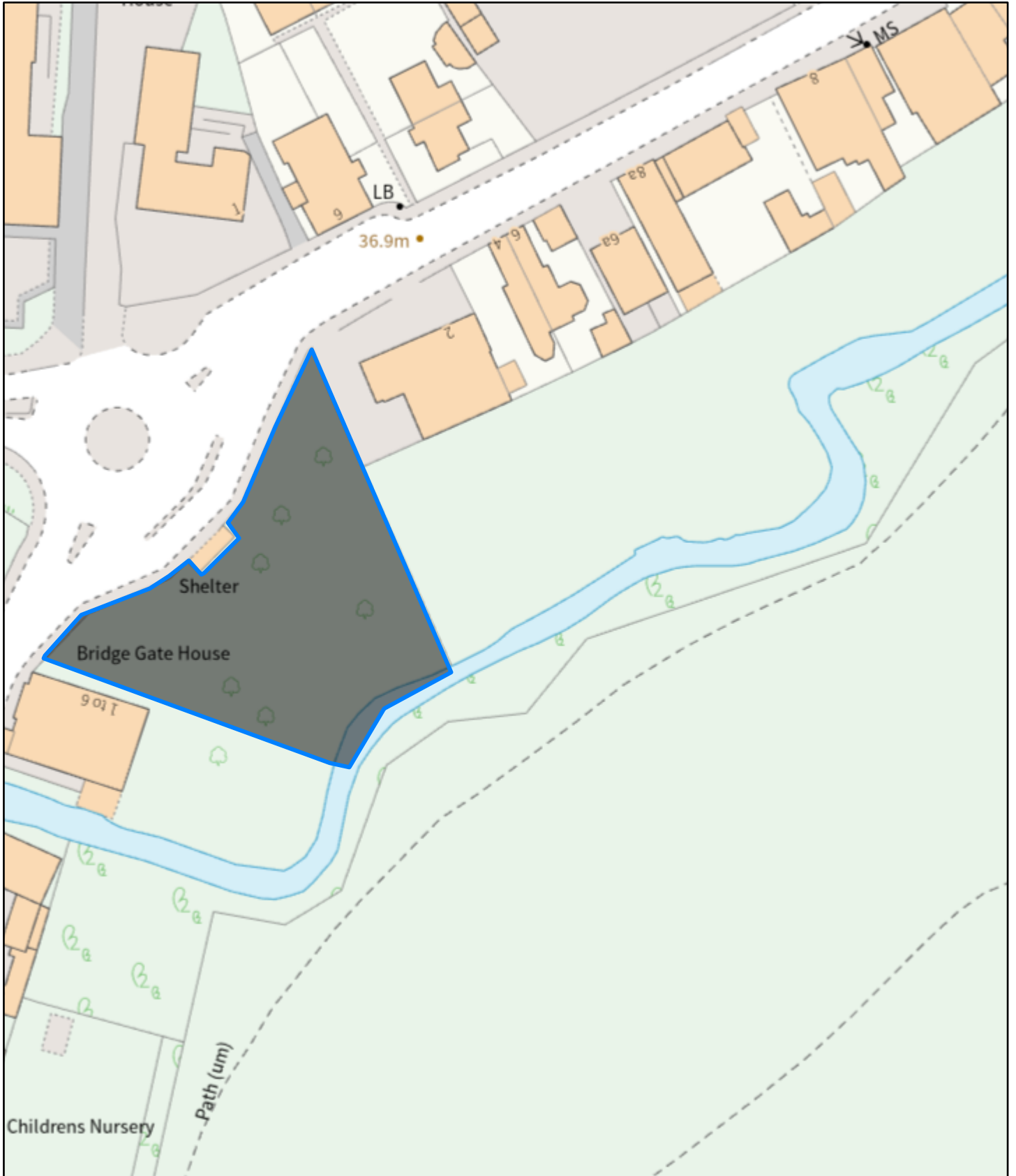
#### Expression of Interest Form

#### *potential allotment land*

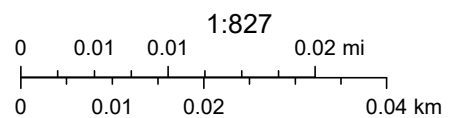
VOC's name, address and contact details	Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575 Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a>
Please set out how your organisation qualifies as a VCO under the Council's CAT policy	As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972
Address and Area in sqm of asset to be transferred (please attach a plan)	Land known as Lammas Land adjacent to Bridge Gate House Bridge Road / Meadow Godalming. Consisting of 1,776sqm of land. Latitude 51.189595, Longitude -0.60664460. bounded by Bridge Gate House, Bridge Rd/Meadrow, Hell Ditch, Meadow Allotments. See attached plan.
Type of transfer requested.  If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.	Freehold  In England district (borough) Councils have allotment functions only in non-parochial places; consequently where a parish is constituted by an order, that parish becomes the allotment authority. With the exception a one private allotment site in Farncombe owned by the Farncombe & District Allotment Association, Godalming Town Council is the freeholder of all other allotment land in Godalming, including the statutory allotments located adjacent to the land asset in question.  With the objective of the asset transfer being the provision of additional statutory allotments, a leasehold tenure on one part with freehold tenure on the majority of what would become an extended allotment site would result in differing protections for allotment provision across the combined site.  It should be noted that if a site has been acquired by a town council for the specific purpose of being used as allotments, then this site has special protection and is known as a 'statutory allotments' site and requires the consent of the Secretary of State before such land can be disposed of or for changing the use of statutory allotments.

<p>Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.</p>	<p>The majority of Godalming's allotment land (83%) is owned by Godalming Town Council (GTC) with the remaining 17% being a private allotment owned by the Farncombe &amp; District Allotment Association.</p> <p>Of the 11.51 acres of allotment land owned by GTC, 3.32 acres (13435 sqm) is located adjacent to this land asset and covers an area between the site along the length of Hell Ditch to Catteshall Road. Those allotments are fully occupied with a waiting list of residents wishing a plot. The site itself is made up of high-quality cultivation land, with a sustainable water supply from Hell Ditch, making allotments in this area highly desirable. The addition of the proposed asset transfer land would enable a potential 13% increase in provision in this area.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income. With over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 16.5 FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p> <p>From its formation in 1972, GTC has a fifty-year track record of the management of land assets including allotment land, either directly or in partnership with the Farncombe &amp; District Allotment Association</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>As with the exiting Meadow &amp; Catteshall Allotment sites, GTC would work with the Farncombe &amp; District Allotment association for the provision of allotments to the local community.</p>

# Potential Allotments - Bridge Road - Meadow



10/17/2024, 12:39:00 PM





## ANNEX 1 – Expression of Interest Form

### Community Asset Transfer (CAT)

#### Expression of Interest Form

##### *The Burys Field - Godalming*

<p>VOC's name, address and contact details</p>	<p>Andy Jeffery (Town Clerk) Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ, 01484 523575                  Email: <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a></p>
<p>Please set out how your organisation qualifies as a VCO under the Council's CAT policy</p>	<p>As set out at Section 6 of WBC's CAT policy, Godalming Town Council Qualifies as a Town/Parish Council under the Local Government Act 1972</p>
<p>Address and Area in sqm of asset to be transferred (please attach a plan)</p>	<p>The Burys Field consisting of 10551 sqm centred on Latitude 51.187065, Longitude -0.611631. bounded by The Burys Road, Crown Court car park, Waverley borough Council offices within the postcode area GU7 1HR.</p>
<p>Type of transfer requested.</p> <p>If applying for freehold transfer, please provide reasons why a leasehold transfer does not meet your needs.</p>	<p>Freehold</p> <p>As the principle recreation ground within the parish of Godalming upon which the majority of community events, including the annual spring fair, the Town Show, fun fairs and circuses and other activities including sports activities for the town centre school, and having originally having belonged to the former borough of Godalming, Godalming Town Council fel that the ownership of this important and beloved town centre field should be in the ownership of the Council closest to the community, which in this case is the Town Council. The town Council already support the use of the field for activities by provision of water and electricity and toilet facilities from the adjacent Community centre and are the premise licence holders for regulated entertainment on the field.</p> <p>If freehold transfer is not possible, then it is considered an alternative option would be for a long lease that matches the 125-year lease provided to the Town Council for the Wilfrid Noyce Centre</p>
<p>Outline your plans for this asset and how these fit within your organisation and the Council's corporate goals and objectives.</p>	<p>Godalming Town Council is responsible for directly organizing or as a partner to the organisers of many of the community events held on the Burys field. It is also the premises license holder for the provision of regulated entertainment on the Burys field and in the absence of any other organisation taking responsibility, looks after the flood lights on the field, which are powered from the adjacent community centre. As this covers most activities held on the field it is felt appropriate that the entire</p>

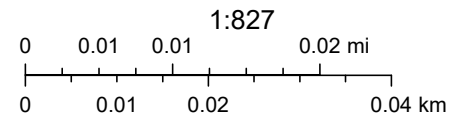
	<p>management and maintenance of the field should lie with the Town Council.</p> <p>In recognition of the importance of the Burys field to the local community, Godalming Town Council wishes to improve year-round use for local residents for recreation, exercise, and play, especially for local children. GTC wishes to make greater use of the Burys field for the well-being of children and youth groups and families by improving facilities, including sports pitch facilities on the field.</p> <p>GTC believes the transfer and management of this key piece of town centre open space from WBC to GTC is in keeping with Waverley’s Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.</p> <p>In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest This approach is shared by Godalming Town Council.</p> <p>GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.</p>
<p>Evidence that your organisation is able to manage the asset effectively including financial details, staffing, expertise etc (refer to CAT policy)</p>	<p>Godalming Town Council is not only the second largest Local Council in Waverley and is in the top 1% of Local Councils in England as measured by the size of the population it serves and its income and is a member of the super network of Local Councils. GTC has over £20 million worth of assets, an annual revenue of over £1.18m and reserves of £1.4m. With 19.12FTE including its own in-house grounds maintenance workforce and associated compliance and operations supervision, GTC is financially stable and able to sustain the long-term viability of the asset.</p>
<p>List of any other stakeholder groups with an interest in this asset</p>	<p>Moss Lane Infants School, Rotary In Godalming, The Round Table and all other community users of the Burys Field.</p>

# Burys Field



11/14/2024, 5:04:39 PM

 Boundary - District



## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

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

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

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

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

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

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

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.