

GODALMING TOWN COUNCIL

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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 SEPTEMBER 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

DATED this 15th day of September 2023.

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

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.

The meeting will be preceded by a reflection on 'the community from their perspective' led by Mr Tom Manning, Youth Services Officer of Godalming Town Council.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 20 July 2023.

2. APOLOGIES

TO RECEIVE apologies for absence.

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:

- 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,
- 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. YOUTH SERVICES ANNUAL REPORT – ITEM FOR NOTE

Members to receive the 2022/23 Annual Report for the Godalming Youth Services (attached for the information of Members). The Youth Services Officer to respond to Members' questions.

8. RECEIPT OF COMMITTEE CHAIRS' REPORTS

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

Audit Committee

Risk Management

Members noted that the Risk Management Strategy adopted by this Council in May 2022 identified that one objective of the Council was to embed risk management through the ownership and management of risk as part of all decision-making processes.

Members agreed to recommend to Full Council that all new initiatives considered by this Council in any of its committees have a section included on risk management which would include the identification of key risks and any proposed mitigations for that risk.

Environment & Planning Committee

Cemetery Regulations

Members agreed to recommend the Cemetery Regulations for adoption by Full Council.

Members reviewed the Cemeteries Regulations which have been updated to reflect the change of burial authority from the Joint Burial Committee to Godalming Town Council. Information regarding: the Children's Funeral Fund, exhumations, definitions of resident, non-resident and excepted categories, the Ahmadiyya Muslim Association, Exclusive Rights of Burial, Common Graves, Inspection of Memorials and Maintenance and Upkeep have been added or expanded to capture information in one document that was previously contained within the Minutes of the former Joint Burial Committee or within the Cemeteries Order 1977.

Policy & Management Committee

Members recommended the following documents (attached for the information of Members) be amended and then forwarded to Full Council for approval.

- Complaints Procedure – How to Handle
- Complaints Procedure – How to Make
- Safeguarding Policy

Members to note changes highlighted in red.

Staffing Committee

Staffing Appeals Panel

There are a number of Council policies and procedures that provide for the Staffing Committee to make decisions relating to an individual staff member or a staffing situation that could subsequently be subject to a right of appeal. In order to ensure that any exercising of such rights is managed in an expedient and fair manner, the Staffing Committee is recommending that Full Council appoints up to 5 councillors, independent of the Staffing Committee, to form a pool of Members able to form an appeals panel, if required, to consider an appeal against a decision of the Staffing Committee in relation to flexible working, grievance, or disciplinary issues.

Full Council is requested to seek nominations from Members and agree the appointment of members to this function.

9. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	14 September 2023
Environment & Planning	20 July 2023 10 August 2023 31 August 2023
Policy & Management Committee	29 June 2023 7 September 2023
Staffing Committee	14 September 2023

10. COMMUNITY INFRASTRUCTURE LEVY – ITEM FOR DECISION

Members to receive a verbal report from the Chair of the Environment & Planning Committee regarding a recommendation for the awarding of Community Infrastructure Levy (CIL) funding for the Broadwater Park Youth & Community Improvement project in support of providing for the increased delivery of youth activities both at the centre and within the wider area (copy of the CIL application and supporting documents attached for the information of Members). Members to note that if approved GTC will be seeking competitive tenders, as such, whilst the top line estimate may be discussed in open session, to ensure tenders are competitive the cost details of the various elements within the indicative budget cost estimate are commercial-in-confidence.

At present the uncommitted funds within the Neighbourhood CIL Fund stand at £113,345. An additional, £200,837.82 is due to be paid to GTC in October of this year.

11. BUSINESS IMPROVEMENT DISTRICT – ITEM FOR DECISION

As Members will be aware, Godalming Town Council, in partnership with Waverley Borough Council and the Chamber of Commerce, has provided funding and support for the creation of a Business Improvement District (BID) area within Godalming.

Work on the BID has been supported by MOSAIC, Waverley's nominated BID delivery consultants and a locally employed BID Project Manager.

Preparations have now reached a stage where the BID is ready to go to a ballot of the eligible businesses. If successful, the BID could deliver direct investment in support of the town business community of upwards of £815,435 over 5 years.

The BID would be funded by a 2% levy on the non-domestic rates of eligible businesses. For Godalming Town Council, excluding any temporary rate relief received; the levy amount would be approximately £263 per annum over the 5-year period.

The ballot will be conducted through an independent, confidential postal vote conducted by the Returning Officer at Waverley Borough Council, which is the responsible body as determined by the BID legislation.

Each eligible ratepayer will have one vote in respect of each hereditament within the BID area, provided they are listed on the National Non-Domestic Rates List for the defined area as provided by Waverley Borough Council.

Organisations occupying more than one hereditament will have more than one vote, therefore, Godalming Town Council will have two votes.

Ballot papers will be sent out to the appropriate organisations from 3 October 2023 to be returned no later than 31 October 2023.

For the BID to go ahead, two conditions must be met:

- more than 50% of businesses that vote must vote in favour; and
- of the businesses that vote, the 'yes' votes must represent more than 50% of the total rateable value of all votes cast.

The results of the ballot will be declared on 1 November 2023.

If successful the current stakeholder group would form the board of a Company Limited by Guarantee to manage the BID during its first year, thereafter the director of the board would be elected from the eligible BID organisations.

Members are requested to authorise the Town Clerk to cast 'yes' votes on behalf of the Town Council in the Godalming BID ballot.

12. **ASSET DISPOSAL – PEUGEOT VAN – ITEM FOR DECISION**

Members to note that as per the GTC's Asset Disposal Policy and Financial Regulations, the agreement of Full Council is required for the disposal of a GTC asset. Following the decision of the Policy & Management Committee to authorise the purchase of a replacement vehicle for GTC's existing Peugeot van (Min No 227-23 refers) Full Council is requested to resolve the disposal by sale of GTC's Peugeot van registration MT17 HAA for the best available price in consideration of its mechanical condition. Any sums received to be used to offset the cost of the replacement vehicle.

13. **PARISH ALLOWANCES - ITEM FOR DECISION**

Recommendation: Members to consider the attached report from the Town Clerk and are to resolve to agree a response to points b and c below and as to whether the Town Clerk should seek opinion regarding Carers' & Dependants' Allowance.

The Town Clerk has received a letter from Waverley Borough Council Democratic Services informing GTC that Waverley Borough Council has appointed an Independent Remuneration Panel, jointly with Guildford, to undertake separate reviews of councillors' allowances for both

Guildford and Waverley Borough Councils. They will commence the review of Guildford's allowances next month and Waverley's toward the end of the year.

The letter also states that:

The Panel has requested they be informed as to whether Godalming Town Council:

- (a) pays the chairman expenses under Section 15 of the Local Government Act 1972 referred to above;
- (b) would like to pay either your chairman, or all elected parish councillors, a parish basic allowance; and/or
- (c) would like to pay your parish councillors a parish travelling and subsistence allowance.

The Panel has requested a response by no later than Friday, 22 September. Whilst the Town Clerk is of course able to respond to point a above, points b and c are beyond delegated authority to do so and therefore require a resolution of the Council to inform the response.

Members are requested to consider a report from the Town Clerk (attached for the information of Members) relating to the Parish Basic Allowance and the parish travelling and subsistence allowance. Additionally, the reports also provide information on Carers' & Dependants' Allowance as it pertains to Town Councillors.

14. SUPPORT IN AID OF UKRAINE

As Members will be aware, at Full Council on 19 May 2022, Godalming Town Council resolved to provide reasonable support by way of council services and resources, along with the ability to provide grant funding of up to a total of £2,000 to community groups supporting Ukrainian refugees (Min No 24-22 refers).

To date, GTC has received no funding requests in support of this resolution, although it has provided support over the previous few months to assist Ukrainian families relocate from host families into independent accommodation. This support has been in the form of providing transport for moving larger items of furniture, such as beds and wardrobes that the families and hosts have not had the means to transport themselves.

The initial resolution of support was made with good intent at a time when the immediate needs of Ukrainian refugees were unknown, and the level of support required uncertain. Sixteen months on, the reality is that the uncertainty of the immediate impact of the Ukrainian refugee situation has stabilised and those families who located within the area during those early days of the conflict are now part of community. As such, Members are requested to consider whether the decision of 19 May 2022 to provide council resources and an allocation of funding to the Ukraine community and their hosts remains extant.

15. EXTERNAL AUDIT– ITEM FOR NOTE

Members to note that Godalming Town Council has an unqualified audit for the financial year 2022/23 (copy of report attached for the information of Members).

16. FINANCIAL REGULATIONS – ITEM FOR NOTE

The Audit Committee made no recommendations for change to Financial Regulations at this time but noted that the National Association of Local Councils is currently reviewing the model Financial Regulations and that this review may result in changes that this Council will need to consider at a future point in time.

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, 14 December 2023 at 6.30pm.

19. ANNOUNCEMENTS

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



Godalming
Town Council

Supporting Our Community

Godalming *youth* *th* *service*

ANNUAL REPORT

September 2022 – August 2023

SEPTEMBER 12, 2023
TOM MANNING – GTC YOUTH SERVICE OFFICER

CONTENT

Introduction	2
Case Studies	3
Attendances.....	4
Drop-in Programmes.....	5
What's working well.....	5
Numerical information	5
Why is the drop-in successful.....	5
What Are We Concerned About.....	5
Age range	5
What Changes Are Needed.....	5
Age specific opportunities	5
Alternative trips that are accessible to all young people	5
Drop-in - Programme-by-Programme Summary.....	6
Creative Drop-in.....	6
Jamming Drop-in.....	6
Gardening Drop-In	7
Boards Games/Miniatures Painting/Role Playing	8
Friday Chill Zone.....	8
Other Projects within Drop-In	9
Phone Box Project	9
Evening Groups	9
Girls Group	9
Music and Media Night.....	9
Juniors Night.....	10
Year 9-11 Night	11
Boy's Night.....	11
Well Fed Fridays	12
Changes for next year	12
Club 4 (HAF) School Holiday Programmes	12
What is working well.....	13
Concerns	14
High uptake limiting availability.....	14
Capacity to integrate other youth centre members	15
Restricted opportunities.....	15
SEND participation	15
Addressing Concerns.....	16
Increased Non-Club4 Funded Opportunities	16
Mixed economy events.....	16
Christmas Holiday Programmes.....	16

Easter Holiday Programmes	17
Summer Holiday Programmes	17
Mobile Youth Work	19
Vehicle Acquisition	19
Adaption.....	19
Minibus	19
Funding.....	19
Deployment Timeline.....	19
Community and Stakeholder Engagement.....	19
Witley Parish Council	20
Rodborough School and Godalming College.....	20
Expansion to Further Stakeholders	20
Collaboration with Safer Waverley Partnership.....	20
Site Identification.....	20
Staff and Volunteer Recruitment.....	21
Apprentice Recruitment.....	22
Summary of Overall Progress	22
Social Media and Marketing	23
Facebook	23
Why we don't use TikTok.....	23
Why we don't use Snapchat.....	23
Procedures	24
Digitising	24
Evaluations	24
Food Hygiene	25
Conclusion.....	25

Introduction

This year, the Youth Service has continued to provide a wide range of activities and services for young people in Godalming, including:

- After-School Drop-In, with themes and activities that are co-developed with young people
- Girl's Group that provides issued-based youth programmes for young women
- Music and Media night that seeks to involve young people in digital creativity
- Our Juniors group that provides young people with support in transitioning into secondary school
- Boy's Group providing issued based work with young men
- Well Fed Fridays, our Friday night programme that provides activities and a cooked meal

Additionally, we also delivered substantial school holiday provision, primarily through delivering the Club4 (Surrey's implementation of the Holiday Activity Fund), and undertook some work in partnership with local schools. We also continued to develop our policies and procedures, including digitising many of our processes.

Within our service, we use an after-session evaluation method based on three primary questions: *What's Working Well, What are We Concerned About, What Change is Needed?* Which has been used for summarising each programme for this report.

Case Studies

Before moving in to exploring individual programmes, it seems good practice to begin with some case studies that illustrate the ongoing benefit that our youth service is having for young people (Not real names)

Dylan: Dylan is a 15-year-old boy who contracted long COVID in 2021. The illness caused him to experience anxiety, and fatigue meant that he needed to withdraw from the social and sports activities that had previously brought him joy. He felt isolated and alone, and he didn't know how to cope with his feelings.

Dylan joined our Club4 school holiday programmes at Godalming Youth Service. Dylan was hesitant at first, but he decided to give it a try. He was glad that he did.

The youth service offered a variety of activities that Dylan could participate in at his own pace and in an unpressured environment. He started by going to the youth centre-based days, where he could relax and socialize with other young people including family members also attending. Over time, Dylan's anxiety started to improve. He made new friends and started to feel more confident. He was even able to start taking part in some physical activities such as climbing again. His mum reported that one day, he came home, looking in the mirror and exclaimed 'I'm proud of myself'.

It is inspirational to see how far he has come and how well he has used the opportunities afforded by the youth centre in order to progress his confidence. Dylan is grateful for the support he received from the Godalming Youth Service. He says that the youth service helped him to turn his life around.

Sarah: Sarah was struggling with anxiety. She felt like she couldn't control her thoughts and feelings, and she was afraid to leave her house. She didn't know what to do. One day, Sarah's friend told her about the Creative Drop-In at the Godalming Youth Service. Sarah decided to give it a try.

The Creative Drop-In is a weekly art group for young people. It provides a safe and supportive environment for young people to express themselves creatively. Sarah found that the Creative Drop-In was a great way to relax and de-stress. She also found that it helped her to connect with other young people.

After attending the Creative Drop-In for a few weeks, Sarah started to feel better. She was able to control her thoughts and feelings more easily, and she was less afraid to leave her house. Sarah is grateful for the support she received from the Creative Drop-In at the Godalming Youth Service. She says that the class helped her to manage her anxiety and to feel more confident.

A young man at risk of exploitation: James was at risk of exploitation. He was hanging out with a group of older boys who were involved in antisocial behaviour.

One of James's friends told him about the youth centre in Godalming. The youth centre offered a variety of activities that James could participate in, such as sports, arts and crafts, and music. The staff at the youth centre also provided James with support and guidance.

James started to spend more time at the youth centre. He made new friends and started to get involved in positive activities. He also stopped hanging out with the older boys.

Attendances

Our attendances continue to be high, and the table below gives an overview of each programme between February and July 2023:

Board Games	Boy's Night	Creative Drop-in	Friday Chill	Gardening Drop-in	Girl's Night	Jamming Drop-in	Kunobis	Music, Media Night	Well-Fed Fridays	Years 9-11	Takeover Day	
31	11	38	32	15	7	20	6	8	6	5	60	
21	7	24	24	30	6	15	10	9	9	3		
32	10	22	38	26	7	26	8	5	29	3		
26	11	29	23	20	2	27	8	3	11	2		
28	10	23	35	18	4	20	10	3	22			
22	15	23	31	18	4	25	13	4	18			
23	7	35	27	22	4	25	12	4	16			
25	4	24	29	23	6	30	14	7	15			
31	4	32	31	27	5	28	15	7	15			
33	8	26	20	23	6	17	11	14	16			
26	14	27	25	25	5	14	12	9	22			
28	11	22	34	31	9	18	3	4	23			
28	6	30	22	22	4	21	12	6	30			
20	5	26	33	28	5	7	17		23			
14	11		22	24	4	16	15					
17	17			24		20	12					
	15			16		23	15					
				19		28	12					
				34			10					
							11					
Total	405	166	381	422	445	78	380	127	83	255	13	60

A new digital recording method using Microsoft Forms was implemented on 3rd February, combined with the previous manual records the centre's overall youth session footfall between **September 2022** and **July 2023** was **4545**. This excludes events such as school assemblies, school holiday activities and the day where we went to Broadwater School to facilitate activities for 500 young people in one day (this is not recorded here as it would skew the data).

Far from being a project that has diminished in popularity, the centre has instead maintained its appeal. It would be wrong, however, to assume that this means it is perfect.

Drop-in Programmes

What's working well

The After-School Drop-in as a whole continues to be a resounding success, as evidenced numerically and by accounts of the benefit of this project. Even after running for over a year, young people continue to attend, and some have been part of the project since the very beginning.

Numerical information

- The average daily attendance of 25-35 young people is a good number. It is large enough to provide a variety of activities and opportunities for the young people, but not so large that it becomes overwhelming for the young people and staff.
- The 1-10 ratio of adults to young people is ideal for providing an appropriate level of supervision. This allows the staff to be available to help the young people with their activities, provide support, and intervene if needed. It also matches the NSPCC and other guidelines regarding appropriate ratios.
- Seeking to get higher numbers for the sake of it would not be beneficial. It would mean that the staff would be stretched too thin and unable to provide the young people with the support they need. Additionally, it would be difficult to maintain a safe and positive environment for the young people.

Why is the drop-in successful

- The staff are friendly and approachable. They create a welcoming and supportive environment for the young people.
- The activities are varied and interesting. There is something for everyone to enjoy.
- The drop-in is a safe and supervised space. The young people feel comfortable and respected.
- The drop-in is a great place for the young people to make friends and build relationships.
- The staff take a pro-active approach to each session. Each session has a group chat, a planned activity, snacks available.

What Are We Concerned About

The drop-in is an example of something that we feel is for the most part working well, but there are two things that we'd like to seek to respond to:

Age range

The drop-in is a mixed age group, which means that sometimes one age group can dominate others. This can be a problem if the older attendees have different or targeted needs, or if a lot of younger year 7s dominate the space.

What Changes Are Needed

Age specific opportunities

The drop-in will remain for all ages, but we are going to develop some more age-specific evening opportunities. One idea is allowing certain rooms to be set aside for a specific age group in one or two sessions.

Alternative trips that are accessible to all young people

Recognising that there is a disparity in opportunity created by delivering Club4 for a set cohort, we are looking at finding ways to fund similar trips out through other sources. This might involve a parent contribution, and possibly a mixed economy model for some projects where those in receipt of

evouchers receive free entry. This will be explored further in the *Club4 Overview* and *Future Changes* section of this report.?

Drop-in - Programme-by-Programme Summary

At the beginning of each term, we deliberately change our drop-in programme and produce new posters. This is in order to keep things fresh and ensure that the youth centre never feels static.

Creative Drop-in

Creative Drop-in is every Monday 3:00 – 5:00, with around 25-30 young people attending each week.

The Creative Drop-in at Broadwater Youth Centre is a weekly program that provides young people with the opportunity to explore their creativity through a variety of activities, such as art, music, and drama. The program is beneficial to young people in a number of ways, including:

- **It provides a safe and supportive space for young people to express themselves.** The Creative Drop-in is a judgement-free zone where young people can feel free to be themselves and explore their creativity without fear of criticism.
- **It helps young people to develop their creative skills.** The session offers a variety of activities that allow young people to develop their artistic and craft skills. No two crafts are repeated and there is a new activity every week. This helps them to build confidence and self-esteem.
- **It provides young people with a sense of belonging.** The Creative Drop-in is a community of young people who share a common interest in creativity. This can help young people to feel connected and supported.
- **It helps young people to develop their social skills.** The program provides opportunities for young people to interact with each other and build relationships. This can help them to develop their social skills and learn how to work and play together.
- **It can help young people to cope with difficult emotions.** The Creative Drop-in can be a therapeutic space for young people to express their emotions through art. This can help them to process difficult emotions and develop healthy coping mechanisms.
- **Informal education is key.** Whilst creating artwork, many informal conversations are had between young people and youth workers, and deeply personal themes are sometimes explored.

Overall, the Creative Drop-in at Broadwater Youth Centre is a valuable program that can benefit young people in a variety of ways. Here are some examples of how the Creative Drop-in has benefited young people:

- A young person who was shy and withdrawn found that joining the creative drop-in helped her to make friends and come out of her shell.
- A young person who was struggling in school found the session helped them to improve confidence and focus.
- A group of young people who were feeling isolated and alone found that the Creative Drop-in provided them with a sense of community and belonging.

Jamming Drop-in

The jamming drop-in session is between 3-5 every Tuesday and has approximately 20-25 young people attending each week. It is a music themed session that is free to access and very informal,

- **It provides a safe and supportive space for young people to express themselves creatively.** Jamming is a great way for young people to experiment with different sounds and

styles, and to learn from each other. It can be a very liberating experience for young people who may not feel comfortable expressing themselves in other settings.

- **It helps young people to develop their musical skills.** Jamming can help young people learn how to play their instruments better, and to develop their improvisational skills. It can also help them to learn about different genres of music and to appreciate different musical cultures.
- **It provides young people with a sense of community.** Jamming is a social activity, and it can help young people to connect with other young people who share their interest in music. It can also help them to build relationships and to feel supported.
- **It can help young people to relieve stress and anxiety.** Jamming can be a great way for young people to let loose and have fun. It can also be a therapeutic outlet for young people who are dealing with stress or anxiety.
- **It can help young people to develop their confidence.** Jamming can help young people to overcome their fear of public performance and to build their confidence. It can also help them to feel more comfortable expressing themselves creatively.

Overall, a jamming drop-in session can be a valuable experience for young people. It can provide them with a safe and supportive space to express themselves creatively, develop their musical skills, build relationships, relieve stress, and boost their confidence.

Gardening Drop-In

The project was started in 2023 with the aim of creating a wellbeing garden for young people to enjoy.

- The garden is located at the Broadwater Youth Centre and is being co-developed by young people with support from RHS Wisley.
- The garden has come along really well so far, with young people planting a variety of vegetables, herbs, and flowers.
- With support from the Rotary Club, the project is going to be developed further in the coming months.

The project has been a great success so far, and it has helped to:

- Provide young people with a safe and supportive space to learn about gardening.
- Teach young people about the importance of healthy eating and sustainability.
- Give young people a sense of ownership and pride in their community.

The project is still in its early stages, but it has the potential to make a real difference to the youth centre and young people's ecological education. With the continued support of RHS Wisley and the Rotary Club, the garden can become a thriving space for young people to learn, grow, and connect with nature.

Here are some specific examples of how young people have been involved in the project:

- They helped to design the garden layout.
- They chose the plants.
- They helped to plant the seeds and seedlings.
- They are responsible for watering and weeding the garden.
- They are also planning to hold workshops and events in the garden.

The project has been a great way for young people to learn new skills, get involved in their community, and make a difference to the environment. It is a positive example of how young people can be empowered to make a change.

Boards Games/Miniatures Painting/Role Playing

The board games and Warhammer youth work session at Broadwater Youth Centre has been really helpful in drawing in a number of socially reclusive young people and giving them a space to explore their interests. The sessions provide a safe and supportive environment where young people can feel comfortable being themselves and making friends. They can also learn new skills, such as how to play board games or how to build and paint Warhammer miniatures.

One young person who has benefited from the sessions is 14-year-old John (changed name). John is autistic and has social anxiety. He found it difficult to make friends and often felt isolated. However, he has since made a number of friends through the sessions and has become more confident in himself. He now looks forward to the sessions every week and enjoys playing board games and painting Warhammer miniatures.

The board games and Warhammer youth work sessions have been a great success. They have helped to provide a space for socially reclusive young people to explore their interests and make friends. They have also helped to improve the social skills and confidence of these young people.

We are excited to announce that we have been successful in acquiring a 3D printer from the Round Table. This will allow us to create more models for young people to paint and play board games with. We are also planning to start a new session on how to use the 3D printer. This will give young people the opportunity to learn new skills and to create their own unique models.

We are grateful to the Round Table for their support. We believe that the 3D printer will be a valuable asset to the youth centre.

Friday Chill Zone

The Friday chill session at Broadwater Youth Centre is a great opportunity for young people to relax and decompress after a busy week. The session provides a safe and supportive space where they can just be themselves.

There are no structured activities as such during the Friday chill session, so young people can do whatever they want. They can read, listen to music, play games, or just chat with their friends. This gives them a chance to relax and unwind after a long week of school or work.

The Friday chill session also provides young people with the opportunity to complete any projects that they started during the week. This could be anything from homework to arts and crafts projects. Having a dedicated time to work on these projects can help young people to stay organized and on track.

In addition to providing a space to relax and decompress, the Friday chill session also helps to build community among young people. It is a chance for them to meet new people and make friends. This can be especially important for young people who are feeling isolated or lonely.

Overall, the Friday chill session at Broadwater Youth Centre is a valuable resource for young people. It provides them with a safe and supportive space to relax, decompress, and complete projects. It also helps to build community and friendships among young people.

Other Projects within Drop-In

Phone Box Project

The project was a collaboration between Godalming Youth Service and the wider town council. Young people from the town spent several weeks exploring Godalming's historical context. With the help of youth workers, the young people created artwork that reflected Godalming's history and heritage. This has been displayed in the now converted phone box which houses a defibrillator. The project was a success and is now a source of pride for the young people involved, and they also learned about the importance of defibrillators and how to use them.

The project was a great way for young people to learn about their community and to make a positive contribution. It is a reminder of the power of young people to make a difference.

Evening Groups

Girls Group

The girls' group at the youth centre is a safe and supportive space for young women aged 11+. The group meets once a week and typically has 6-12 attendees. The group provides a variety of activities, including issue-based work, arts and crafts, and board games.

The issue-based work is designed to help the girls learn about and discuss important topics such as body image, relationships, and self-esteem. The arts and crafts activities are a way for the girls to express themselves creatively and have fun. And the board games are a way for the girls to relax and socialize.

One of the strengths of the girls' group is that it provides a safe space for the girls to talk about their experiences and feelings. The group leaders are trained to create a supportive and non-judgmental environment where the girls feel comfortable sharing their thoughts and feelings. This can be especially important for girls who may not have other safe spaces to talk about these things.

Another strength of the group is that it provides a variety of activities that appeal to different interests. This helps to keep the girls engaged and coming back week after week.

One area for development is that the group would like to increase attendance. However, the group leaders are careful not to increase attendance too much, as they want to maintain the group's small and intimate feel. They also want to make sure that the group remains a safe and supportive space for all of the girls.

Overall, the girls' group at the youth centre is a valuable resource for young women. The group provides a safe space for the girls to learn, grow, and connect with other girls. The group leaders are committed to providing a high-quality program that meets the needs of the girls.

Music and Media Night

The Music, Media and Minecraft group meets on Tuesday nights, which has always proven difficult for gaining youth club attendees. The group delivers music workshops, media creation, and a balanced approach to gaming. The benefits of these activities include:

Music workshops

- They can help participants develop their creativity, problem-solving skills, and teamwork skills. They can also help them build self-confidence and self-expression.

Media creation

- They can help participants develop their creativity, technical skills, and communication skills. They can also help them learn about different cultures and perspectives.

Balanced approach to gaming

- This approach can help participants develop healthy habits around gaming and avoid addiction. It can also help them learn about other activities that they enjoy.

The next steps are to keep the group going until half-term, then review whether to continue this or begin a mobile evening session. The mobile evening session would allow the group to reach a wider audience of youth who may not be able to attend the Tuesday night sessions.

Overall, the MUSIC, Media and Minecraft group is a valuable program that provides young people with opportunities to learn new skills, develop their creativity, and have fun. The next steps will be to evaluate the program's success and determine the best way to continue it in the future.

Juniors Night

The Juniors programme at Broadwater Youth Centre is designed to get young people ready for transitioning to secondary school. The programme is delivered in two cohorts of approximately 15 people in each group. This format was found to be effective in making young people feel at ease and the feedback from participants has been very positive.

The programme covers a range of topics, including:

- Making friends and managing relationships
- Coping with change
- Learning independence
- Dealing with bullying

The programme also includes a number of practical activities, such as:

- Teamwork exercises
- Problem-solving activities
- Board games that encourage communication

The Junior's programme is a valuable resource for young people who are about to make the transition to secondary school. It provides them with the skills and knowledge they need to succeed in their new environment.

The programme is also responsive to the needs of the young people who participate. This year, the programme team noted a high level of SEND need within the group, and a lot of boys in attendance. As a result, the programme was adapted to include more activities that would be of interest to these young people.

There was also a significant group of girls who attended the Juniors programme. They are young women who are about to make the transition to secondary school, a time of great change and uncertainty, and the group provided them with a safe and supportive space.

We also utilised some young leaders who volunteered to help out. These were older young people who wanted to support their peers and the youth centre. They helped to run activities, provide support, and make sure that everyone felt welcome. The young leaders were a great asset to the

programme. They were enthusiastic, helpful, and patient. They also had a lot of experience working with young people, which made them invaluable resources.

The young leaders also benefited from the programme. It gave them a chance to develop their leadership skills, learn new things, and make a positive impact on their community. It also boosted their confidence and self-esteem.

Here are some specific ways in which the young leaders helped to make the programme a success:

- They helped to create a welcoming and supportive environment for all participants.
- They provided positive role models for younger people.
- They helped to facilitate activities and discussions.
- They offered guidance and support to participants.
- They helped to make the programme fun and engaging.

The young leaders were a valuable asset to the Juniors programme, and I am grateful for their contributions. We will definitely be using this approach moving forward and in other parts of our youth work.

The feedback from the young people who participated in the Juniors programme this year has been very positive. They have said that the programme has helped them to feel more confident about starting secondary school, and that they have learned a lot of valuable skills.

Year 9-11 Night

We provided a group for all students in Years 9, 10 and 11. It was held on Tuesday evenings from 6:30 to 8:30pm. The group was led by two youth workers who provided the group as a form of respite and stress management. They ran a variety of activities to help students relax and de-stress, such as arts and crafts, games, and group discussions.

The group was a safe space for students to come and ask questions, get help with their studies, and just chat to someone who understood what they were going through. The youth workers were always available to listen and offer support.

The group was popular with a small cohort of young people and many of them said that it helped them to feel less stressed and more confident about their exams. The group was stopped once exams ramped up as the young people needed to focus on their studies.

The group was a valuable resource for GCSE students, and it is clear that it made a positive impact on their lives. It is important to provide safe spaces for young people to talk about their worries and concerns, and to offer them support and guidance.

Boy's Night

The boy's group at the youth centre is a popular and well-attended program. There is a regular group attending each week. The group offers a variety of activities that appeal to a wide range of interests, including team games, video games, sports activities, and issue-based work.

The team games are a significant element of the group, as they provide opportunities for the boys to develop teamwork, communication, and leadership skills. They also have a lot of fun playing games together. Video games are another popular activity, and the group has a dedicated space for playing video games. This allows the boys to relax and de-stress, while also having fun. Sports activities are

also offered, and the group has access to a variety of sports equipment. This allows the boys to get exercise and stay active.

In addition to these activities, the group also offers issue-based work. This is designed to help the boys develop their critical thinking and problem-solving skills. They may discuss topics such as bullying, peer pressure, and healthy relationships. The group also provides a safe space for the boys to talk about their experiences and challenges.

The boy's group at the youth centre is a valuable resource for young people. It provides them with a place to have fun, learn new skills, and develop their social and emotional skills. The group is also a safe space where they can talk about their challenges and get support.

Well Fed Fridays

Our Friday night programme is called 'Well Fed Fridays' and consists of the following:

- Young people can take part in a variety of activities, such as arts and crafts, games, sports, and music.
- They also receive a free cooked meal.
- Attendance varies between 20-40 per week.
- Most of the attendees are students from Broadwater, but there have also been young people from more challenging backgrounds attending.
- The activities offered at the session are designed to be fun and engaging, and to promote social interaction and learning.
- The free meal is intended to help ensure that all young people have access to nutritious food, regardless of their financial situation.

Changes for next year

- It is planned to do an outing once a month in the minibus. This is to give young people the opportunity to explore different places and have new experiences.
- For next year, meals will no longer be free except for young people in receipt of Free School Meals so as to remain consistent with our approach to Club4/HAF.

Club 4 (HAF) School Holiday Programmes

Club4 is Surrey's version of the government's Holiday Activity and Food (HAF) programme, which provides free activities and food to children who receive benefit-related free school meals during the school holidays.

The Club4 programme is run by Active Surrey, a local sports and physical activity charity. Active Surrey commissions a network of trusted and vetted activity providers to deliver a variety of activities, including:

- Sports and physical activities
- Arts and crafts
- Outdoor learning
- Cooking and food tasting
- Adventure activities
- Visits to local attractions

The activities are designed to be fun, engaging, and educational, and to help children stay active and healthy during the school holidays.

Club4 is open to young people who receive benefit-related free school meal, or who have been referred by a key worker.

- Vulnerable child / Child in Need (CiN) plan
- Looked after child / previously looked after child
- Transition phase between nursery/primary or primary/secondary
- Education, health and care plan (EHCP)
- Young carer
- Child protection plan / known to social services
- At risk of school exclusion
- Lives in an area of high deprivation / from a low-income household not in receipt of benefits related free school meals
- Refugee status / asylum seeker

As a trusted agency, Godalming Youth Service can also refer young people and we have always been active in doing so, those we refer match the criteria outlined above.

You can find more information about the programme on the Active Surrey website: <https://www.activesurrey.com/community/club4>

Godalming Youth Service began delivering Club4 during the Summer 2022 and it represented the first major external funding source that we accessed to extend our work. Last year we completed a two-week summer programme that highlighted as part of the previous annual report. Since then the Godalming Youth Service has completed Christmas, Easter and Summer holiday projects.

What is working well

Overall, all youth workers and council officers agree that Godalming Youth Service providing Club4 has been of huge benefit to the youth service. It has proven to be a valuable strategic move, primarily for the following reasons:

- **Increases the amount of youth provision available.** The Club4 programme provides funding for a variety of activities that would not otherwise be possible, such as trips to Laser Quest and Bowling, music workshops, and VR sessions. This gives young people more opportunities to have fun, learn new things, and make new friends.
- **Creates opportunities that otherwise would not exist.** The Club4 programme allows Godalming Youth Service to reach out to young people who may not otherwise be engaged with the youth service, such as those who are vulnerable or from disadvantaged backgrounds. This helps to ensure that all young people have access to the opportunities that they need to thrive.
- **Gives us a direct means to engage vulnerable young people.** The Club4 programme provides a way for Godalming Youth Service to build relationships with young people who may be struggling. This can help to identify young people who need extra support and provide them with the resources they need to succeed.
- **Increases youth service engagement.** The Club4 programme has helped to increase youth service engagement by making the service more accessible and appealing to young people. This is evident in the fact that the number of young people attending Godalming Youth Service has increased since the Club4 programme began.
- **Broadens our reach beyond Broadwater School.** The Club4 programme has allowed Godalming Youth Service to broaden its reach beyond Broadwater School pupils, an issue that has sometimes been present due to the geographic location of the youth centre.
- **Increase in reaching Ukrainians.** A number of Ukrainian teenagers have accessed Club4, and this has been excellent.

- **Increased our reach with Special Educational Needs and Difficulties (SEND).** Delivering the scheme has allowed us to engage a high number of young people with additional needs. However, this has not been without implications, particularly due to cuts in Short Breaks funding within Surrey, and this will be elaborated on in our concerns.
- **Increases staff awareness.** The Club4 programme has helped to increase staff awareness of the needs of young people. This is because the programme requires staff to be trained in working with young people from a variety of backgrounds. This training has helped staff to better understand the challenges that young people face and how they can best support them.
- **Gives staff more hours.** The Club4 programme has funded more staff hours for Godalming Youth Service. This has allowed them to provide more support to young people and deliver more activities.

In addition to the benefits listed above, Godalming Youth Service involvement in the Club4 programme has also seen some exceptional achievements. These include:

- **Being named a preferred provider within Surrey.** This means that Godalming Youth Service is one of the top providers of Club4 in Surrey.
- **Being approached by ActiveSurrey to lead the Community of Practice for all providers in Waverley.** This is a prestigious role that recognises Godalming Youth Service's expertise in delivering these programmes. We are consistently cited as a model for other providers to emulate.
- **Being highlighted as the most effective at recruiting teenagers in all of Surrey.** This is a testament to Godalming Youth Service's ability to connect with young people and engage them in the youth service. Our marketing is all produced in house, and it speaks to the effectiveness of our methods to have this recognised externally.
- **A nominated staff member has responsibility for liaising with parents, and this has been excellent, leading to much better parent support.** This is a positive development that will help to ensure that parents are able to be more involved in their children's lives and that they are better informed about the youth service.

Overall, Godalming Youth Service's involvement in the Club4 programme has been a huge success. The programme has provided many benefits to the youth service, including increased funding, more activities, and better engagement with young people.

Concerns

High uptake limiting availability

Our popularity as a provider means that our programmes are consistently full, making it difficult to meet demand. We often have a waiting list for our events, and this is just from young people in receipt of evouchers, without even taking into consideration our youth centre regulars who do not have evouchers.

This, of course, is inevitable. Our programme offers brilliant opportunities, many of which are very ambitious, novel and with no comparable offers within Surrey.

One solution we have tried already is having some days which have higher capacity, such as our youth centre-based days. However, uptake for these days is not as great as it is for other days.

Our plan moving forward is to make our centre-based more engaging. We found that our Christmas Dinner, Virtual Reality Day, Nerf Day and End of Summer Barbecue all proved to be popular, low

cost, high attendance opportunities for Club4. We will be aiming to provide a similar engaging centre-based, open access opportunity each day of the week.

Capacity to integrate other youth centre members

During our first couple of Club4 programmes, we had a few spaces left over places at events that we could offer to other Youth Centre members. However, the uptake from young people in receipt of evouchers has been so high this Summer that we were not been able to offer any places to others. This is considered a step backwards as it was one way in which we were able to integrate young people from different backgrounds and utilise the welcoming nature of youth centre regulars to encourage newcomers to participate more widely. The lack of left-over spaces for non-FSM children has also contributed to the issues below.

Restricted opportunities

Godalming Youth Service delivering the Club4 scheme has sometimes proven confusing for mainstream young people who access our regular term-time universal youth work provision.

Club4 provides funding for targeted programmes for young people in receipt of Free School Meals and others identified as needing support. Due to the nature of the funding, these programs are not universally available to all young people. This can lead to confusion and resentment among the young people who are not eligible for the programmes. It is difficult for them to understand the reason that that lots of non-regular young people are offered places as part of the Club4 scheme, whereas youth centre regulars are not offered places on these same schemes.

We had experimented with making a limited number of places available to non-Club4 young people, but this proved unworkable as we would often end up with 20 young people applying for just 5 places that were available, and then getting even more confused when young people with evouchers were 'jumping the queue'.

SEND participation

There are more young people accessing Short Breaks in Waverley than in any other part of Surrey¹, and there is always a need for more SEND provision. An especially high volume of young people with SEND applied to access Club4 in general, and with our Summer Programme being arguable one of the most popular in Surrey, this has led to a higher number of SEND young people than might be expected.

Whilst we are committed to supporting these young people, this can have a number of implications for mainstream young people, staff supervision and safety.

For mainstream young people, this can lead to feelings of exclusion and frustration, as they may feel that the activities are not designed for them or that they are not getting the same level of attention from staff.

For staff, this can lead to increased stress and workload, as they may have to juggle the needs of a variety of young people with different needs. It is also important to maintain sight of the fact that we are a universal or mainstream provider; we will always do our best to support those with complex needs, but we are not in a position to provide a one-to-one or key working service or similar.

¹https://www.surreycc.gov.uk/__data/assets/pdf_file/0020/323354/Budget-2023-24-Children-and-Families-Short-Breaks-.pdf#:~:text=Whilst%20funding%20for%20these%20services%20is%20not%20currently,and%20Lifelong%20Learning%20Leadership%20Team%20in%20July%202022.

It can also lead to safety concerns, as staff may not be adequately briefed regarding the level of need a young person might present. For example, many of the consent forms just contain 'Autism' or 'ASD' in the description of needs, but this could mean any number of things with regards to challenging behaviours and training needs. In several instances, young people who have a SEND specific provision and are unable to access mainstream education, have signed up and provided no details regarding their additional needs.

This creates some challenging situations and there are a few times where we have had to be explain to parents that we cannot accommodate more acute needs, and whether or not it is appropriate to send their child to a mainstream provision without providing details of their needs and to a place where they don't have a dedicated one-to-one.

To address these issues, it is important to ensure that there is a balance of SEND and mainstream young people in Club4 activities. It is also important to provide staff with training on how to work with SEND young people and how to manage challenging behaviours, ensuring we continue to create a safe and inclusive environment for all young people who participate in Club4.

Addressing Concerns

Increased Non-Club4 Funded Opportunities

With the Youth Service now having its own minibus and staff no longer limited to term-time only contracts, we can begin providing outings for all young people. The term-time only contracts were previously the main barrier to this as we only had one all-year youth worker. The move to all-year contracts is considered a game-changer in regard to providing these types of opportunities, simple activities such as taking young people to the Spectrum or beach in a minibus become instantly attainable as a regulars feature of our youth programmes.

Mixed economy events

Something we have done previously with limited effectiveness has been to put on mixed economy events. This is where we would put on activities that would be free for Club4 young people, but with a charge for those not eligible. On surface, this seems like a simple solution, but proved problematic in practice. Our trips have been oversubscribed by Club4 young people and once we get to around 20 high-need young people on a trip such as swimming, supervision ratios would prove prohibitive to increasing numbers further. When trying to remain within appropriate supervision ratios, we would find ourselves making only 5 places available and doing this created more harm than good.

During Summer, making youth centre-based days mixed economy based was trialled and seemed to work well. It is planned to do this next year with the aim of having one centre-based day per week. We also want to try having some more elaborate centre-based opportunities, such as a Youth Comic-Con, where the event would be ticketed, and food would have a small cost for non-Club4 young people.

Christmas Holiday Programmes

We had a good attendance, but also experienced our first real set back with Club4 delivery which was that the Godalming's Got Talent only attracted 50% of the attendance we aimed for. This led to our HAF grant being slightly reduced as we did not meet numerical targets. We learned a lesson from this and emphasised off-site activities during our Easter delivery. Christmas activities included:

Christmas Dinner

Young people meet Santa and receive a small gift at this festive event. They also have the opportunity to socialize with their peers and make new friends.

Godalming's Got Talent - Music and Yoga Workshop

This is a creative and relaxing activity that improves young people's mental and physical well-being. Music has been shown to reduce stress and anxiety, while yoga can help improve flexibility, strength, and balance. This is a valuable experience for young people as it helps them de-stress and improve their overall health and well-being.

Laser Quest and Bowling

These are active and fun activities that improve young people's physical fitness and social skills. Laser Quest is a competitive activity that requires teamwork and problem-solving skills, while bowling is a more relaxed activity that can be enjoyed by people of all ages. These activities are a good way for young people to let off steam and have some fun.

Easter Holiday Programmes

During the Easter holidays, we provided the following opportunities. We went much more trip-heavy as we recognised that our school holiday provision needed to provide something different to our regular term-time programmes. As well as bowling we offered Ice Skating, Doughnutting on dry ski slopes and Centre-based activities.

Summer Holiday Programmes

The Summer Programme for 2023 was a combination of centre-based and off-site activities, a blend that worked well. We hit our numerical targets on all but one of our days. The learning we will apply to this is to make our centre-based days more distinctively different, taking the form of mixed economy special events where young people with vouchers get free entry. This year's summer activities included:

Broadwater Youth Centre - Nerf-Tastic Mayhem! - School Years 7-11

Instead of taking young people paintballing which would have proved a logistical and financial challenge, we instead decided to purchase 20 Nerf guns and facilitate our own games at the youth centre. This was resounding success.

The youth service is planning to organize more giant Nerf gun battles in the future. They believe that these events are a valuable way to provide young people with physical activity, teamwork, confidence, social interaction, stress relief, and creativity.

Bowling

Bowling achieved a number of great outcomes again. A particular benefit was that the bowling event caused young people who had not previously interacted to spend time with one another. The participants had a lot of fun and were physically active. They also worked together as a team and built confidence. They made new friends and reduced stress. Finally, they were creative and came up with new strategies for bowling.

Laser Quest

Laser Quest is proving to be a highly beneficial activity, where participants had a lot of fun and were physically active. They also worked together as a team and built confidence and made new friends. It was also of benefit to provide this free of charge to those who otherwise would be unable to participate due to economic barriers.

Amazingly, the Youth Service Officer, won the game and got the highest score of the day. He is embarrassingly proud of this accomplishment, and it led to some great banter with young people and staff, the kind of fun memories that make youth work so significant.

Doughnutting

Donutting at a dry ski slope has proven a very popular activity, and it definitely meets the Club4 goals with regards to physical activity as there is lots of running up and down the hill. Doughnutting is a relatively inexpensive activity that can be enjoyed by people of all ages and skill levels.

Virtual Reality Day

The Virtual Reality Day attracted a lot of young people with quite acute needs. Over 70% of the applicants for the event had severe SEND needs. The youth service was able to accommodate these needs by providing individual support and adapting the activities as needed, and it was great to positively engage and impact so many young people with targeted characteristics. The event was a great success, and the participants had a lot of fun, and we are looking at repeating something similar in the future.

The youth centre was a great venue for the event, and it is a really effective way to bring a new cohort of young people into our centre who will likely attend more regularly.

Swimming

Our trip swimming at Guildford Spectrum proved to be well-subscribed. As has been a theme with this Summer Club4 in general, over 70% of the applicants had severe SEND needs. The youth workers were initially apprehensive about facilitating a swimming trip for such a large group of young people with special needs, but they were pleasantly surprised at how easy it was.

The young people were able to participate in all of the activities and they had a lot of fun. By the end of the day, the young people were exhausted but happy. The time at the youth centre after the swimming trip proved to be an excellent addition and it meant they were able to relax after a physically tiring trip.

The swimming trip was a great success, and it has given the youth workers the confidence to plan more events involving swimming in the future. It was surprising how it met the needs of young people with SEND.

Ninja Warrior

Ninja Warrior is a physical obstacle course that challenges participants to climb, swing, jump, and balance their way through a series of obstacles. It is a great way to get exercise and have fun at the same time. This was a great venue and one we intend to use again. It also achieved a high attendance.

Virtual Reality and Sumo Suits

The youth centre organized a day of activities focused on sumo suits and virtual reality. The young people were divided into teams, and they competed against each other in a series of sumo matches. The matches were a lot of fun and the young people got to use their strength and agility.

After the sumo suit competition, the young people had a chance to try out virtual reality. They were able to experience a variety of different virtual reality experiences, such as flying through the air, exploring a virtual world, and playing games. The virtual reality experiences were a lot of fun, and the young people were able to use their imaginations.

Nerf-Day Two

We hosted a second Nerf Day, with the same intended goals as the first. We developed some new activities for this one, including a new game called 'Vampire Survivors. We gave young people certificates for participating.

Ice Skating

The youth centre organized an ice-skating trip supported by ice-skating instructors were there to help the young people with their skating and to provide encouragement. The young people had a lot of fun skating, and they learned a lot about the sport.

Blue Spider

The youth centre organized a trip to climbing at Blue Spider in Guildford. The day started with a safety briefing at the youth centre, after which the young people were then divided into two cohorts, with 10 young people in each cohort. We then took the group in two trips, with three staff at the youth centre and three on the trip. Each climbing cohort had two instructors. The young people had a lot of fun climbing and they learned a lot about the sport. They also developed their teamwork and problem-solving skills.

End of Summer BBQ

The end of summer barbecue was a lot of fun and it was a great way for the young people to celebrate the end of the summer. It was also a great way for them to socialize and make new friends.

Mobile Youth Work

Significant progress has been made in setting up a mobile youth work project aimed at reaching out to young people in various communities, funded by the UK Shared Prosperity Fund.

Vehicle Acquisition

A Welfare Vehicle has been purchased as the primary mobile unit for the project. This vehicle will serve as a base for delivering youth work services and activities.

Adaption

The Welfare Vehicle is currently undergoing adaptations to transform it into a suitable activity space for engaging with young people. The interior is designed to provide a welcoming and functional environment.

Minibus

Besides the Welfare Vehicle, a minibus has been procured specifically for organising trips and outings for young people. This will enhance their experiences and broaden their horizons.

Funding

The project has successfully secured funding from multiple sources. The UK Shared Prosperity fund has contributed a significant portion, and additional contributions from Waitrose and the Dan Eley Foundation have allowed for acquiring a higher-quality vehicle. This funding ensures the mobile youth work project can operate with improved resources.

Deployment Timeline

The adapted Welfare Vehicle will be ready for deployment by the end of September. This timeline allows for the completion of all necessary adaptations and the integration of essential equipment and facilities.

Community and Stakeholder Engagement

The mobile youth work project will achieve successful community engagement by involving key stakeholders such as Witley Parish Council, Rodborough School, and Godalming College. This engagement has laid a strong foundation for the project's launch, and we intend to expand outreach to additional stakeholders once the vehicle is available. The project has also prioritised flexibility to reach areas the Safer Waverley Partnership identifies.

Witley Parish Council

The project has engaged with Witley Parish Council, fostering a collaborative relationship. This engagement ensures alignment with local priorities, community needs, and potential locations for the project's activities. The partnership with the council enables effective coordination and support for the project's implementation.

Rodborough School and Godalming College

The project will seek to actively involve Rodborough School and Godalming College, recognising their significance as key educational institutions within the community. Engaging with these schools facilitates access to young people, enabling the project to understand their needs, preferences, and interests. Collaboration with these educational partners enhances the project's relevance and impact. To-date, informal discussions have been very promising but without having the vehicle ready to deploy and demonstrate it has been difficult to develop a concrete offer.

Expansion to Further Stakeholders

Once the mobile vehicle is available, the project aims to expand its engagement to involve more stakeholders. This includes contacting other schools, community organisations, local businesses, and youth groups. This broader engagement will ensure a diverse representation of young people and a comprehensive understanding of the community's needs.

Collaboration with Safer Waverley Partnership

The project has identified the Safer Waverley Partnership as a crucial stakeholder for identifying areas with specific needs and challenges. By maintaining flexibility in the project's operations, it can respond to the partnership's recommendations and proactively engage with these areas to address youth-related issues effectively.

Site Identification

The mobile youth work project has successfully identified suitable sites to deploy its services, ensuring strategic and impactful engagement with young people in the community. The process of site identification has involved several key steps and considerations, and the process by which we are choosing sites is summarised below. It should be noted that this is a dynamic process as, by design, a mobile youth project seeks to respond to the ever-emerging and changing needs of young people.

Needs Assessment

As part of site identification, a needs assessment is being conducted. This involves gathering information on the demographics, interests, and challenges faced by young people in the community. The needs assessment provides valuable insights into the areas requiring focused youth work support, and several sites have been identified as suitable for delivering targeted youth work support.

Stakeholder Collaboration

The project engages with key stakeholders, including local councils, schools, community organisations, and the Safer Waverley Partnership. Collaborating with these stakeholders is helping us to understand their perspectives, gather input on site suitability, and ensure alignment with local priorities.

Mapping Target Areas

The project team are creating a map to visualise target areas for mobile youth work using the information gathered from the needs assessment and stakeholder collaboration. These areas will be

identified based on youth population, limited access to existing youth services, and socio-economic factors, but crucially will in large take advice from bodies such the Safer Waverley Partnership.

Site Evaluation

The identified target areas require suitable deployment sites. Factors to consider during the evaluation include accessibility, safety, proximity to schools or community centres, availability of facilities, and potential for positive community engagement. The site evaluation process ensures that selected sites will be practical for fulfilling the project's goals.

Community Consultation

To ensure community buy-in and refine site selection, the project team has begun conducting community consultations in the identified areas. Community consultation work has been completed in Witley, and future consultations will be done as we identify other sites. These consultations involve engaging with residents, young people, and community leaders to gather feedback, address concerns, and better understand each community's needs and preferences.

Flexibility and Adaptability

As a mobile project, intrinsic flexibility will be retained in site selection, allowing for adjustments based on community feedback, emerging needs, or changes in circumstances. This adaptive approach is one of the distinct benefits of mobile youth work and we are taking care to ensure that the project remains responsive to the evolving requirements of the community.

The successful identification of sites for the mobile youth work project reflects a comprehensive and inclusive approach, considering the community's specific needs and leveraging key stakeholders' expertise. This strategic site selection will enable the project to effectively reach and engage with young people, fostering their development and well-being.

We have identified multiple sites, including a primary location for the initial deployment of the mobile youth work project. This site, Burton Pavilion, will serve as a hub for engaging with young people and delivering tailored services to meet their needs effectively. It has geographic proximity to Rodborough School, enabling us to increase our reach to students there. It is also a location that is remote from our Broadwater Youth Centre, meaning that it will attract young people from different geographic regions.

Staff and Volunteer Recruitment

Recruiting staff for the mobile youth work project was a long process. There were a large number of applicants. Summarising progress to date, the following key developments have taken place:

- **Advertising and Recruitment:** The project has launched a recruitment campaign to attract qualified and passionate individuals to join the team. The advertisements were widely circulated, resulting in a high volume of applicants.
- **Planned Start Date:** The hired staff commenced their roles in mid-September. This timeline allows for a seamless transition and ensures that the team is ready to deliver services when the mobile youth work project launches.
- **Youth Work Training:** The initial phase of the staff's role will involve comprehensive youth work training. This training will focus on crucial areas such as safeguarding, health and safety, and the safe use of mobile youth work vehicles. It is vital to equip the team with the necessary knowledge and skills to ensure the well-being and security of the young people they will engage with.

The recruitment process is complete, the next phase is volunteer recruitment.

Apprentice Recruitment

We are further supporting the mobile youth work project by employing an apprentice, a position that will be funded through a collaboration between Active Surrey and Godalming Town Council. The selected apprentice will play a crucial role in facilitating physical activities on the mobile vehicle, offering several benefits to the young people involved:

- **Facilitation of Physical Activities:** The apprentice's primary responsibility will be to facilitate physical activities on the mobile vehicle. This includes organising and leading engaging and inclusive sessions that promote physical fitness, team-building, and personal growth among the young participants.
- **Skill Development:** By actively engaging in physical activities led by the apprentice, young people will have the opportunity to develop a range of skills. These may include teamwork, leadership, communication, problem-solving, and coordination, fostering their overall personal and social development.
- **Health and Well-being:** The presence of an apprentice dedicated to physical activities will contribute to improving the health and well-being of young people. Regular engagement in physical exercise not only promotes physical fitness but also boosts mental health, self-esteem, and overall happiness.
- **Funding Partnership:** The project has secured funding from both Active Surrey and Godalming Town Council to support the employment of an apprentice. This partnership highlights the shared commitment to investing in the development and well-being of young people within the community.

This collaboration between Active Surrey and Godalming Town Council was not anticipated and represents a fantastic additional opportunity for growth and engagement. We will outline how their appointment contributes to the Mobile Youth Project in future reports.

Summary of Overall Progress

Overall, progress towards setting up the mobile youth work project has been significant. The acquisition of the Activity Vehicle and minibus, along with successful funding efforts and stakeholder engagement, sets the stage for a successful launch towards the end of September.

Regarding hiring staff, the high volume of applicants signifies the project's appeal and the reputation of Godalming Youth Service. The selected staff members are undergo comprehensive training to ensure their readiness to provide safe and effective support to the young people they will engage with.

Additionally, by employing an apprentice to focus on physical activities, the mobile youth work project will further enhance young people's overall well-being, personal development, and skill-building.

The mobile youth work project is also seeking to demonstrate successful community engagement by collaborating with Witley Parish Council, Rodborough School, and Godalming College. This engagement will ensure that the project aligns with local priorities and deeply understands the target demographic. The project's commitment to expanding stakeholder engagement and maintaining flexibility allows for a broader reach and a more targeted approach to serving the diverse needs of young people in the community.

When summarising these progress goals together, it is evident that the foundations are in place for this to be a successful project that will provide support and opportunities for young people that foster their personal growth and development.

Social Media and Marketing

For the bulk of our online marketing, we have opted to use two platforms - Facebook and Instagram and support their use by using Linktree as an index for all of our content. We previously had a Twitter (now 'X') account but found that young people and parents did not use this, making posting to it superfluous.

Facebook

Facebook is an effective tool for the Godalming Youth Service. The youth service uses Facebook to promote itself to parents and guardians, as well as communicate with them. They do this by creating posts about upcoming events, activities, and programs. They also share photos and videos of past events. This helps to raise awareness of the youth service and encourage parents to sign their children up for programs.

Facebook is used to send out important notifications to parents such as changes to schedules or cancellations due to weather. It is also used to answer questions that parents may have about the youth service. This helps to keep parents informed and involved in their children's activities.

It is important to note that, by and large, young people do not tend to use Facebook. Studies have found that only 29% of teenagers use Facebook, compared to 72% in 2012. This is because young people are increasingly using other social media platforms, such as Instagram, Snapchat, and TikTok. We have opted not to use Snapchat or TikTok for reasons that are outlined below.

Why we don't use TikTok

As a service, we have opted not to use TikTok despite its popularity. This is for the following reasons:

- **Age concerns.** TikTok is designed for users aged 13 and up. However, many younger children use the app. If we were to make content available on this platform, we would be encouraging it to be prematurely adopted by young people.
- **Content concerns.** TikTok has been criticized for the content that is available on the platform. Some users have reported seeing inappropriate or offensive content, such as videos of bullying or violence. By using this platform as a service, we would be normalising young people making use of it and it would come across as an implicit endorsement and normalisation of the platform.
- **Addiction concerns.** TikTok has been criticized for its addictive nature. The app's short-form videos are designed to be highly engaging, and users can easily get sucked into spending hours scrolling through the app. We don't want to contribute towards this happening for our young people.

These same issues exist for Facebook and Instagram, but there are better safeguards on these platforms.

Why we don't use Snapchat

Unfortunately, Snapchat can and has been used as a tool for grooming youths in other contexts. For this reason, we do not want to encourage or normalise the use of this app by young people. This is for the following reasons:

The app's ephemeral messaging feature, which allows messages to self-destruct after a set period of time, can make it seem like a safe way for children to communicate with strangers. However, this

feature can also be used by groomers to convince children to send them explicit images or videos, knowing that the evidence will disappear.

In addition, Snapchat's location sharing feature can be used by groomers to track the movements of their victims. This can make it easier for them to meet up with their victims in person.

The app's anonymous messaging feature can also be used by groomers to hide their identity. This can make it difficult for children to identify who they are talking to and to report abuse.

Snapchat has taken some steps to address the issue of grooming on its platform. For example, the app now requires users to be at least 13 years old to create an account. However, it is still possible for adults to create fake accounts and pose as children.

Snapchat can be addictive. The constant stream of notifications and the pressure to keep up with Snapstreaks can make Snapchat addictive for young people. This can lead to problems with sleep, school, and relationships.

Snapchat is not age-appropriate for many youths. The minimum age to use Snapchat is 13 years old, but many younger children use the app. This can be a problem because Snapchat does not have the same privacy and safety features as other social media platforms.

For these reasons, our risk assessment of the platform found it to be an inappropriate tool.

Procedures

Digitising

Godalming Youth Service has benefited from digitizing its consent forms and registers by moving to Microsoft Forms. Overall, Godalming Youth Service has seen a number of benefits from digitizing its consent forms. These benefits include improved security, better records of information and better ecological practice.

Evaluations

At the end of each session, we complete an Evaluation. The evaluation is adapted from Signs of Safety, a strengths-based approach to social care, and uses the following three questions to inform future actions. This method has proven to be time-productive and useful in giving staff teams a sharp focus on improving practice:

What's working well? We begin by focusing on the positives in each session, recognising that our strengths will also present methods and assets for responding to any concerns.

What are we concerned about? This question helps to identify areas that are of concern to youth workers.

What needs to happen? This question helps to identify the actions that need to be taken to build on the strengths of the programme and identify how to respond to any concerns.

We have also added additional questions regarding what volunteering took part, comments from young people and any equipment that might be useful (this is to inform the Wishlist and use of budget).

As with our consent forms, we have also moved our end of session evaluations to Microsoft Forms.

Food Hygiene

Godalming Youth Service is proud to announce that it has been awarded a five-star food hygiene rating by the Food Standards Agency. The rating reflects the high standards of food hygiene that are maintained in all of our premises.

The benefits of the five-star rating are numerous. It increases confidence from parents and carers and gives us the ability to attract more funding for food-related projects. It also helps us to know that we are providing young people with a safe and healthy environment to eat and socialize.

We are committed to providing a safe and healthy environment for our young people, and this rating is a testament to our efforts. We would like to thank all of our staff for their hard work and dedication in ensuring that our food hygiene standards are always met.

Conclusion

I would like to thank the Town Councillors for their continued support of the Youth Service. Your investment in our young people is making a real difference to their lives.

CUSTOMER COMPLAINTS PROCEDURE (HOW TO HANDLE)

WHY DO WE NEED A COMPLAINTS PROCEDURE?

Benefits to the individual:

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

Benefits to the Council:

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

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

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

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

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

Fair and Confidential

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

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

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

WHAT IS A COMPLAINT?

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

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

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

This procedure will not normally cover:

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

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

THE ROLE OF COUNCILLORS

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

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

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

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

THE CUSTOMER COMPLAINTS PROCEDURE

Stage 1

Receiving a complaint

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

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

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

Recording Complaints

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

Who Should Deal with a Complaint?

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

Acknowledging and Responding to a Complaint

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

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

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

Remedies

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

The types of remedy to be considered should include:

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

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

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

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

Monitoring and reviewing the procedure

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

Stage 2

If the Complaint Cannot be Resolved by Officers

If the appropriate Officer cannot resolve the complaint to the complainant's satisfaction, or if the complainant has a legitimate reason for not wishing Officers to deal with the complaint (for example if the complaint concerns the conduct of the Town Clerk) then the matter must pass to the Chair of the Policy & Management Committee ~~or the Chair of the Joint Burial Committee.~~

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

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

CUSTOMER COMPLAINTS PROCEDURE (HOW TO MAKE A)

The purpose of this sheet is to tell you:

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

1. HOW TO COMPLAIN

How do I Make a Complaint?

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

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

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

What Can I Complain About?

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

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

What Can I Not Complain About?

This procedure does not cover:

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

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

Complaints about Councillors should be made directly to:

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

Tel: 01483 523333

2. HOW WILL YOU DEAL WITH MY COMPLAINT?

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

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

What Happens in the Complaints Procedure?

Step 1

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

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

Step 2

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

You can write to the Town Clerk at:

Godalming Town Council
107-109 High Street
Godalming GU7 1AQ
Telephone: 01483 523575
E-Mail townclerk@godalming-tc.gov.uk
Website: <http://www.godalming-tc.gov.uk>

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

SAFEGUARDING POLICY

PHILOSOPHY:

Every child and vulnerable adult irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation, regardless of age or circumstance, has a right to be protected from harm and to feel safe and protected.

DEFINITIONS:

- The term child, or young person, is used to refer to anyone under the age of 18 years.
- The term vulnerable adult includes people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with physical illnesses and people with drug/alcohol problems.

OBJECTIVES:

- All hirers of Godalming Town Council premises organising activities or events are to provide an environment where all participants are protected from harm and feel secure and valued.
- All hirers organising activities on a regular, commercial or educational basis, which may be attended by children/vulnerable adults, are to have a safeguarding policy.
- Procedures are in place for the protection of Godalming Town Council employees and volunteer workers.

PROCEDURES:

- Godalming Town Council is to have a named Safeguarding Officer.
- Contact details for the Safeguarding Officer are to be clearly displayed at all GTC community buildings and on its website.
- Terms and conditions for hirers organising activities, which may be attended by children/vulnerable adults on a regular, commercial or educational basis are to include a requirement to have a safeguarding policy.
- All incidents or concerns related to safeguarding reported to the GTC Safeguarding Officer are to be treated seriously and managed in accordance with Surrey County Council MASH safeguarding policies.

NOTE :

Due to Godalming Youth Service being part of Godalming Town Council, an important distinction needs to be made as regards to which parts of the organisation this policy applies to. This policy applies to all Godalming Town Council services **except** Godalming Youth Service activities, which are governed by Godalming Youth Service's Safeguarding & Child Protection Policy¹

¹ [Godalming Youth Service's Safeguarding & Child Protection Policy](#)

Godalming Town Council Community Infrastructure Levy (CIL) Neighbourhood CIL Bid - Application Form

I confirm that this bid meets the requirements of the CIL Regulations 2010 (as amended); the project is for the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area. (Tick to confirm).

Section A: Applicant Contact Information

Contact:	Tom Manning – Godalming Youth Service Officer
Company:	Godalming Town Council (Youth Service)
Address:	Broadwater Youth & Community Centre
Phone no:	01483 523575
Email Address:	Youthofficer@godalming-tc.gov.uk

Section B: Project Overview

Project Title:	Broadwater Park Youth & Community Centre Improvement Project
Description of the project proposal:	To extend the Broadwater Park Youth & Community centre within the footprint of the existing building in order to provide a facility for the delivery of the Godalming Youth Service for the benefit of the community.
Full Address of project location (if applicable):	Broadwater Park, Summers Road, Godalming
Land Owner:	Godalming Town Council
Identify any project partners and their role within the bid:	Godalming Town Council (Youth Service)

Section C: Project Specifics

A) How does this project support the development of Waverley & Godalming?

The Waverley Local Plan Pt 1 8.2 states that sustainable development aims to support strong, vibrant and healthy communities with accessible local services that reflect the community's needs and support its well-being. To achieve this, the right community facilities and other local services must be planned to enhance the sustainability of communities and meet local needs. Broadwater Park Youth and Community centre is the only venue within Godalming dedicated to the universal, free at the point of delivery, provision of youth services for the community. The Youth & Community centre also acts as the hub for the delivery of youth services via the UK Shared prosperity fund to a wider Waverley area and the delivery of Holiday Activity Fund services on behalf of SCC within the Godalming and Farncombe area. facilities. Due to the expansion of the delivery of youth provision, this project is needed to provide the additional space required for the safe delivery of this service. As Waverley, and specifically Godalming, increases in housing density, the need for

dedicated universally accessible youth facilities, which include the supporting infrastructure such as administration areas, becomes increasingly important for the community's well-being. This is especially true for the town's younger citizens.

B) Are you or your organisation capable of carrying out this project?

If the applicant is not the land owner, evidence should be provided that the landowner is supportive of this project and its delivery. If the project delivery is reliant on the cooperation of other parties evidence of a commitment to support should be provided.

Godalming Town Council as owners of the building are supportive of the aims and objectives of this project. Godalming Town Council have funded the feasibility and high-level design and budget costs to bring this project forward.

C) Will the project contribute towards the delivery of the adopted Local & Neighbourhood Plan?

The need for additional facilities and community space has been identified in the Waverley Local Plan, Waverley Infrastructure Development Plan (IDP), the Godalming & Farncombe Neighbourhood Plan. The Waverley Local Plan states that "The provision of improved recreational facilities supports the drive for healthier lifestyles and benefits the quality of life for many people". The Waverley local plan identifies that the delivery of improved recreational facilities is through infrastructure projects associated with the adoption of the Community Infrastructure Levy and working with partners to identify issues and co-ordinate the delivery of infrastructure. The Godalming & Farncombe Neighbourhood plan identified that the provision for teenagers within the Godalming and Farncombe area was poor, whilst Godalming Town Council have sought to improve upon this position, this proposal continues aims to build upon the need to provide safer places through the provision of community spaces that meet the aim of a Sustainable Community plan connected with crime reduction and community safety (Surrey Community Youth Work Services (2025) Waverley Youth Work Needs Assessment).

D) How does this project link to the Waverley Borough Council Corporate Strategy?

This proposal supports WBC corporate strategy to provide high quality public services, accessible for all, including sports, leisure, arts, culture and open spaces. Likewise it supports WBC's and GTC's strategy to improve facilities for young people and to promote 'reduce & re-use' through the development of an existing building which meets the aim of sustainable development.

E) How does this project support the aims and targets of the Council's Climate emergency?

For example, include details of how the project will actively reducing emissions or utilise renewable energy.

Godalming Town Council is making a significant investment in the sustainability of the Broadwater park Youth and Community Centre through the provision of Solar PV's (with battery storage) and replacement of gas powers heating and hotwater systems with Air Source Heat pumps systems.

F) How does this project provide a public benefit?

Research shows that reducing isolation and providing a sense of belonging to a community is one of the key determinants of health along with the strength of personal social network – high quality youth services delivered by professional youth teams in

high quality facilities contribute to achieving healthy outcomes, helping to reduce youth crime and anti-social behaviour, and providing a sense of belonging for young people. The availability of high-quality facilities allows those who manage and administer community youth work to focus their energies on the delivery of the health, social and welfare benefits of that can be achieved. Provision of facilities that can support young people help support positive pathways for our young citizens. Likewise facilities designed to provide accessibility to all promote equality within the community. The provision of community space allows for community cohesion, and mutual support.

G) Is this project supported by the local community and other stakeholders?

Consider providing detail and evidence of support from the: local community, county council, borough council, parish council, relevant service providers, and any other relevant stakeholders.

This project is supported by Godalming Town Council, with wider support being provided by Witley and Milford Parish Council and Waverley Borough Council who benefit from the wider youth service delivered from Broadwater Youth & community Centre as part of the UK Shared prosperity Fund (Levelling Up Fund) .

Section D: Project Finances

A) What is the total cost of the project?

Click or tap here to enter text.
£90,005.80 excl VAT

B) What is the amount of CIL funding being sought?

Godalming Neighbourhood CIL = 90,005.80

C) Please provide a detailed summary of the CIL funding request and what it will be used for.

Include a breakdown of what the CIL funding will be used for within the project, e.g. state specific values for feasibility works and building costs.

Feasibility and High Level Costs – Funded by GTC. Approx Costs = Building Works - £60,553.90; Contractor Establishment, site management overheads & profit (17.5%) £10,596.93 Contract Contingency (10%) - £7,115.08, Professional Fees (15%) £11,739.89;

D) What funding does this project currently have?

£0.00

E) Has this project received any previous CIL funding?

None – All costs to convert Broadwater Park Community Centre to meet the needs of becoming a Youth & Community Centre have been met by Godalming Town Council and Donations from Community Organisations

F) Has or is this project expected to receive funding through Section 106?

No

G) Does this project have or unlock additional funding from other sources?
<i>Please include further detail if applicable, e.g. sources, amount applied for, amount secured, deadlines for expenditure.</i>
Not directly, although the UKSPF activities and HAF activities are managed and organised from Broadwater Park Youth & Community Centre
H) Is there a related revenue spend for this project?
<i>If so, include detail or how this will be funded. Including details of funding amount, source and whether this has been agreed/secured</i>
Once complete there are no direct revenue costs other than those already associated with operating a Youth & Community Center, which are met by Godalming Town Council, UKSPF and HAF

Section E: Project Delivery
A) Please provide a detail project plan
<i>Consider including: key tasks and milestones, phasing, and resources required at each stage.</i>
Feasibility and High-Level Costings – Complete. CIL bid submission. If successful, detailed design and tender specification – Surveyors (8 – 12 weeks), Planning Permission (8 – 12 weeks concurrent to detailed design and tender spec) GTC Tender Procedure (6 weeks), Build Stage (estimated 12 -1 6 weeks), Completion target date May 2024
B) What is the overall timescale for delivery of this project?
7 -8 months
C) Is the delivery of this project dependent on other projects?
<i>If so, provide further detail of this projects links to associated projects, and how this has the potential to impact the delivery of this project</i>
No
D) Is this project ready to commence once CIL funding is secured?
Yes – Subject to Planning Permission
E) Are there any physical or environmental factors that may impact this project?
<i>If so, include details about the measures that will be used overcome these factors.</i>
None that are known
F) Will this project require planning permission for this project?

If so, provide detail of the stage at which planning is at for this project is at. For example, Pre-Application advice received, planning application is pending, etc. If discussions have been had with Planning please include the relevant planning reference.

This is an infill build within the existing footprint of Broadwater Park Youth & Community Centre, however, as permitted Development Rights do not extend to this premises, planning permission will be sought. Additionally, as the building itself is within the curtilage of a listed structure (the Crinkle Crankle wall) listed building consent will also be required.

G) Are there any licences or other approvals required for this project?

If so, provide detail including any discussions or advice that has been received form the relevant approving body.

None

H) What measures have been explored to minimise this risk of the project not being delivered?

Consider including details on contingency plans and the measures that have been explored to minimise the risk of the project not being delivered

Godalming Town Council have funded a design and feasibility study to establish design and cost elements of the project, thereby eliminating significant project risk

I) What are the arrangements for on-going maintenance after the completion of this project?

Consider including details on responsible parties and funding arrangements.

Godalming Town Council being responsible under an existing agreement for the day-to-day maintenance of the community facilities.

Section F: Equality and Diversity

A) Will any protected group benefit or be affected by this project?

If the Council consider it necessary, please be aware that you may be required to complete an Equality Impact Assessment.

The facilities will meet the requirements of the Equalities Act for access and will be available for use by all within the community.

Section E: Declaration

To the best of my knowledge the information I have provided on this application form is correct. I/We confirm that if Godalming Town agrees to allocate Neighbourhood CIL funds for the project specified within this application, then these funds will be used exclusively for the purposes



Supporting Our Community

described within this application form. I/We recognise the Council's statutory rights to reclaim unspent or misappropriated funds.

All organisations involved with the application will need to sign and date the form.

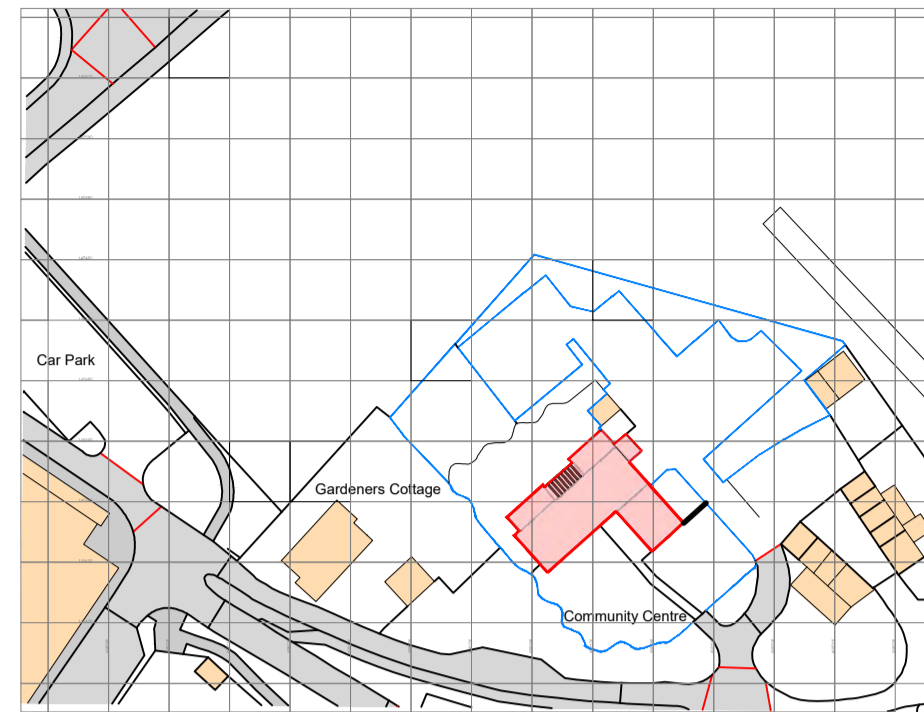
Applicant signature:

Organisation:

Date:

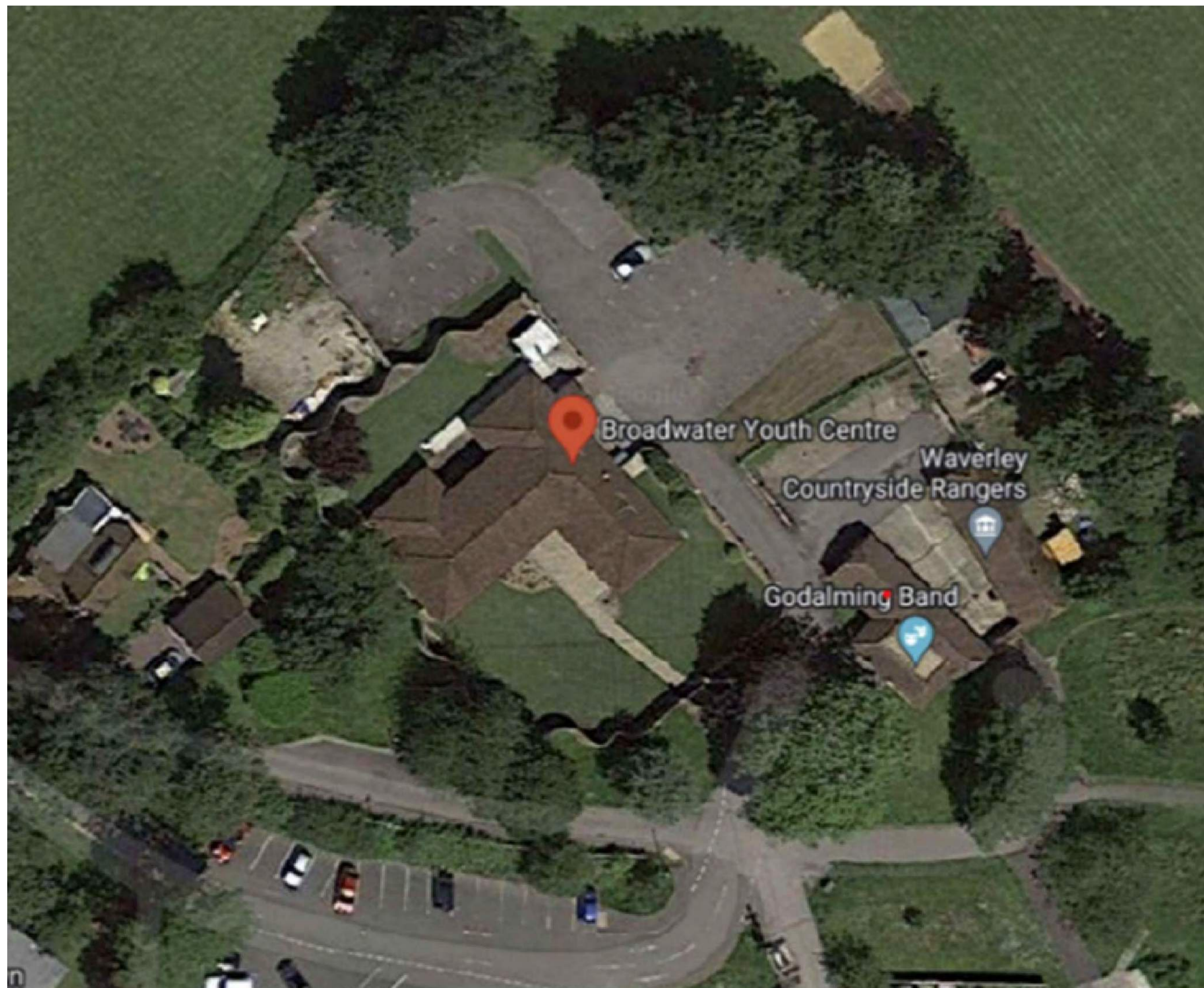
Note:
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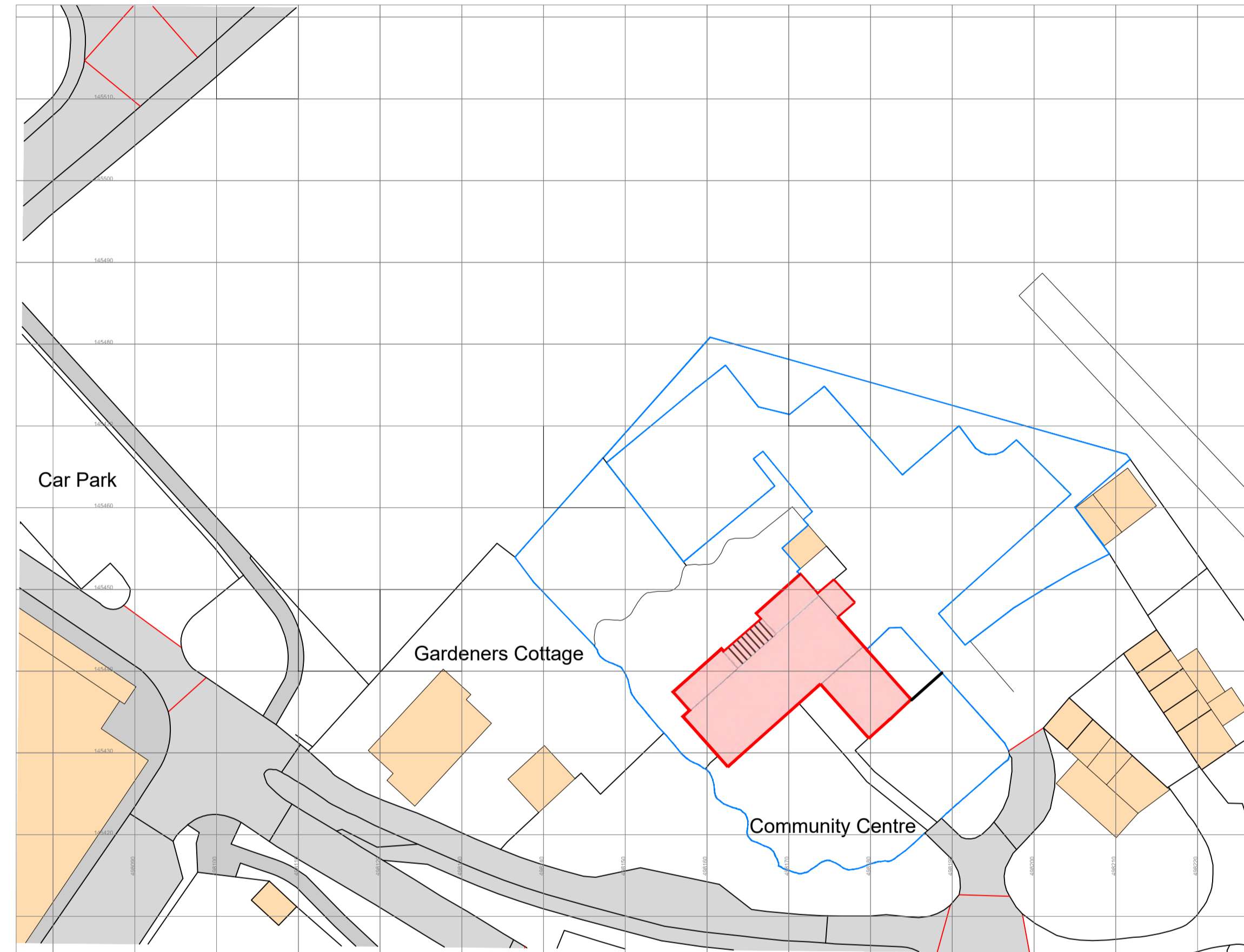


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LOCATION PLAN
scale 1:1250

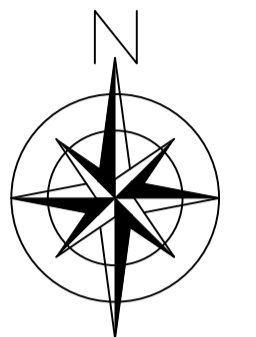
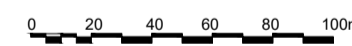


AERIAL VIEW COURTESY GOOGLE MAP



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PROPOSED SITE PLAN
scale 1:500



LEGEND

- Site Boundary
- Work Site Boundary
- Proposed area of works for Infill Office Extension

Site Plan Location Plan red and blue lines updated 21.08.23

Rev.	Date

Drake & Kannemeyer LLP
CHARTERED SURVEYORS

Ground Floor River Court
The Old Mill Business Complex
Mill Lane Godalming Surrey
GU7 1EZ 01483 425744
URL: www.dkgroup.co.uk

Regulated by RICS

Client
Godalming Town Council
Supporting Our Community

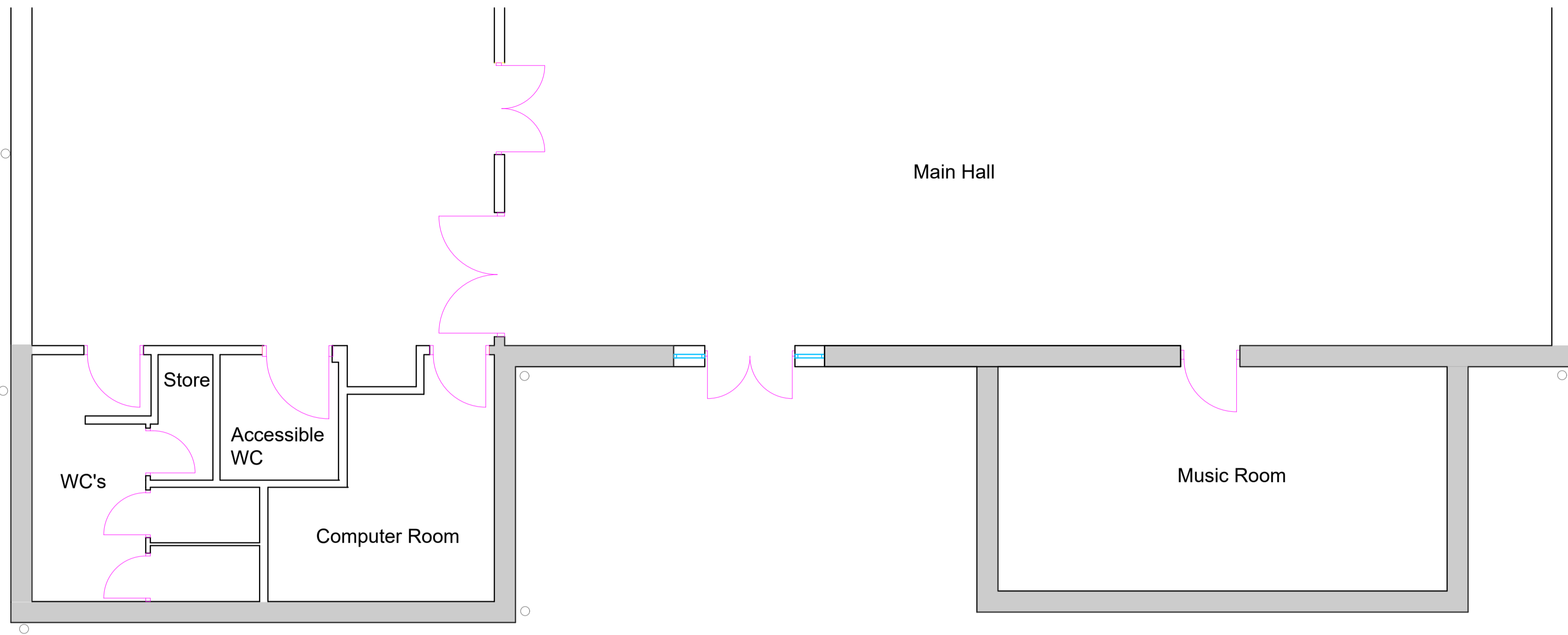
Job Title
Broadwater Community Centre
Summers Road, Godalming, GU7 3BH

Drawing Title
SITE PLAN AND LOCATION PLAN
Proposed Site and Location Plans
Proposed Infill Office Extension

Scale	Date	Drawn
1:1250 500 @A1	August 23	D&K
Job No.	Drawing No.	Status
223-07-05	F001	FEASIBILITY
		Revision

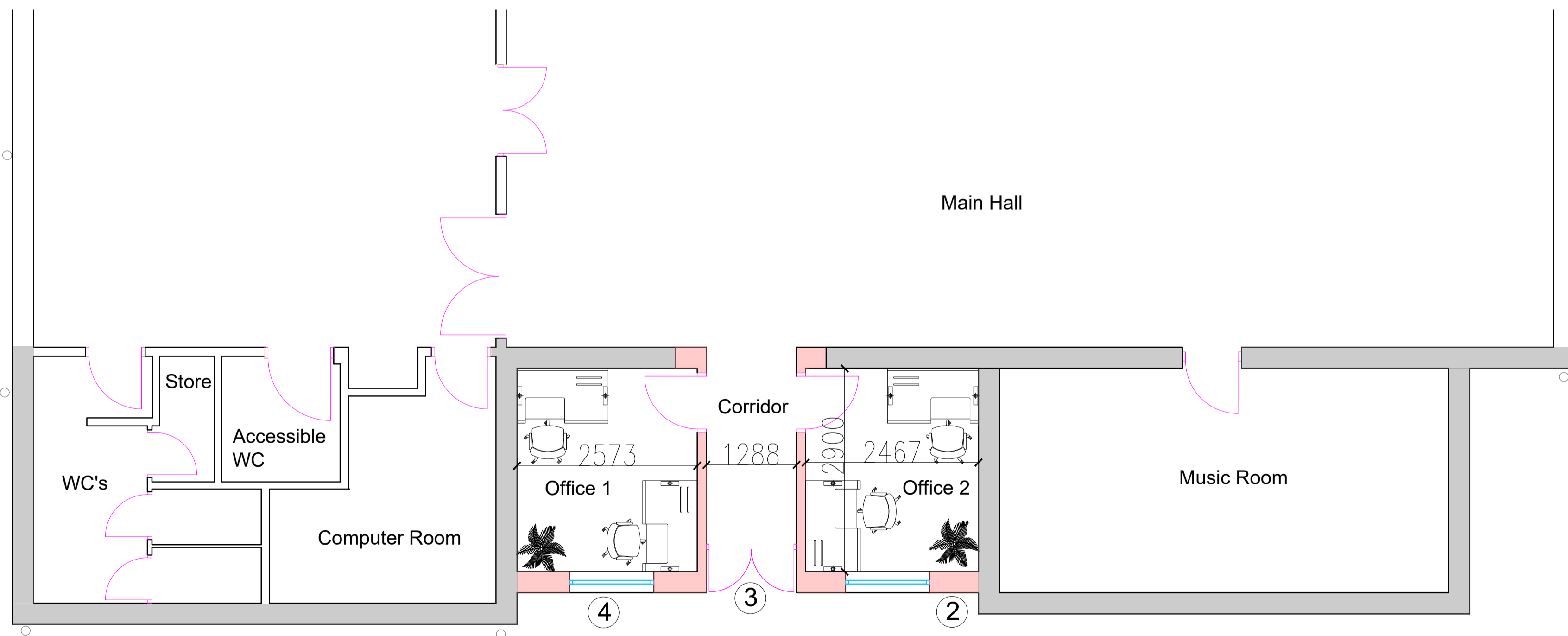
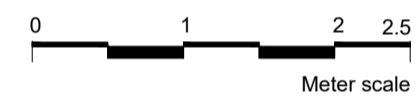
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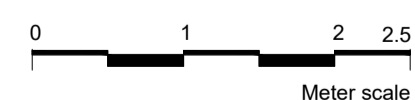
EXISTING FRONT NORTH EAST ELEVATION

scale 1:50



EXISTING FRONT NORTH EAST ELEVATION

scale 1:50



LEGEND

- ① **New Roof :**
Topseal liquid system comprises of a waterproofing liquid to replicate the appearance of lead - Topseal Roofing Grade Reinforcement Mat sturated with Topseal Roofing resin.
- ② **External Composite Cladding:**
Teckwood Perennial composite cladding Stone Grey - Fire resistance has been tested in accordance with En13501-1:2007+ A1:2009. Fire classification products and building element - Part 1
- ③ **External Doors :**
Fire Exit Aluminium Double Door Polyester Powder Coat Finish, including weatherbar. Double glazed sealed safety glass laminated and toughened. Ironmongery panic bar access and external key locking dead lock with suited keys. Colour to match existing.
- ④ **Windows:**
Aluminium windows with Polyester Powder Coat finish to match existing colour. Double glazed sealed units with laminated glazing.

Rev.	Date
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Drake & Kannemeyer LLP
CHARTERED SURVEYORS

Ground Floor River Court
The Old Mill Business Complex
Mill Lane Godalming Surrey
GU7 1EZ 01483 425744
URL: www.dkgroup.co.uk

Regulated by RICS

Client
Godalming Town Council
Supporting Our Community

Job Title
Broadwater Community Centre
Summers Road, Godalming, GU7 3BH

Drawing Title
EXISTING AND PROPOSED PLANS
Proposed Infill Office Extension

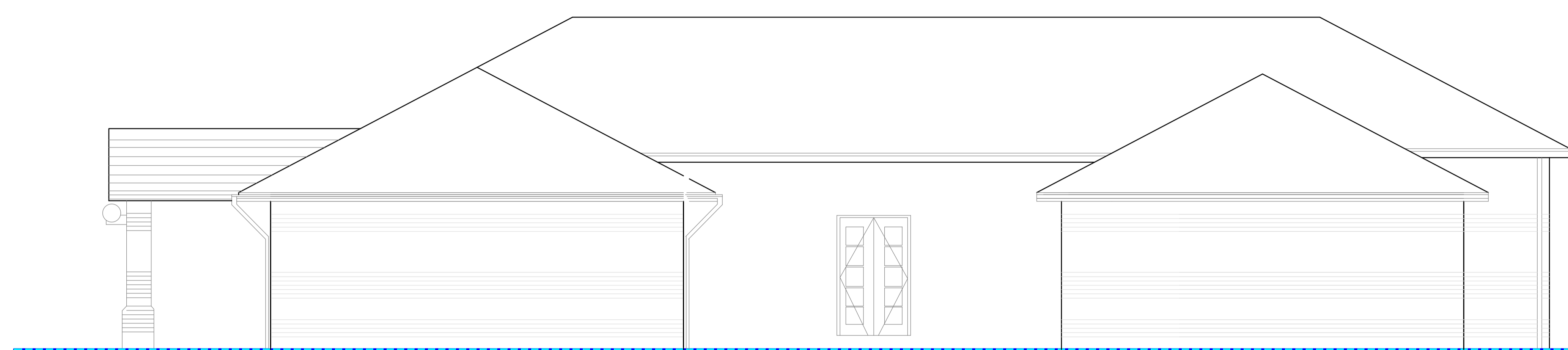
Scale	Date	Drawn
1:50@A1	August 23	D&K
Job No.	Drawing No.	Status
223-07-05	F002	FEASIBILITY
		Revision

Note:
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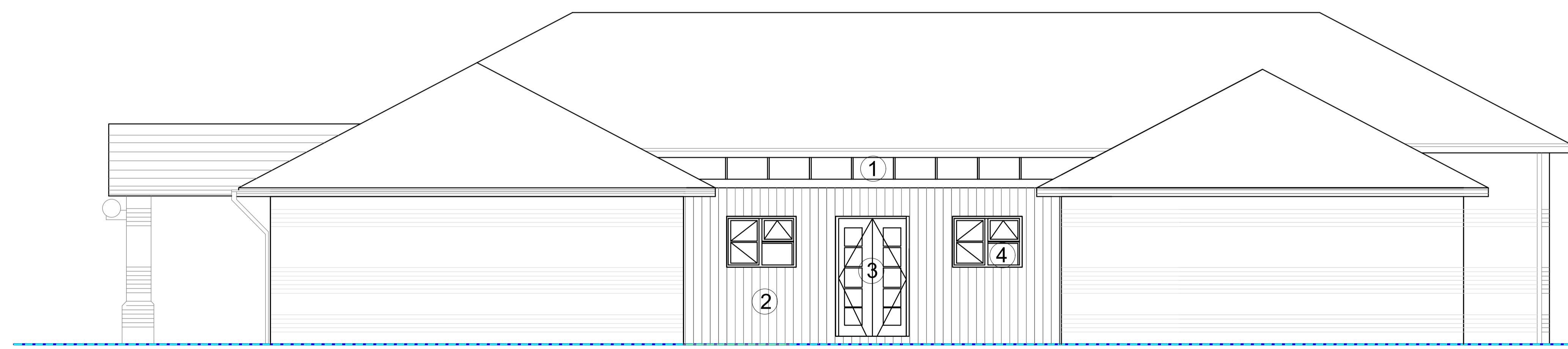
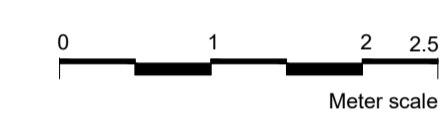
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LEGEND

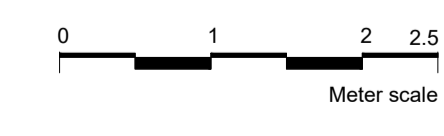
- ① **New Roof :**
Topseal liquid system comprises of a waterproofing liquid to replicate the appearance of lead - Topseal Roofing Grade Reinforcement Mat sturated with Topseal Roofing resin.
- ② **External Composite Cladding:**
Teckwood Perennial composite cladding Stone Grey - Fire resistance has been tested in accordance with En13501-1:2007+ A1:2009. Fire classification products and building element - Part 1
- ③ **External Doors :**
Fire Exit Aluminium Double Door Polyester Powder Coat Finish, including weatherbar. Double glazed sealed safety glass laminated and toughened. Ironmongery panic bar access and external key locking dead lock with suited keys. Colour to match existing.
- ④ **Windows:**
Aluminium windows with Polyester Powder Coat finish to match existing colour. Double glazed sealed units with laminaged glazing.



EXISTING SIDE NORTH WEST FACING
scale 1:50



PROPOSED SIDE NORTH WEST FACING
scale 1:50



Rev.	Date
------	------

Drake & Kannemeyer LLP
CHARTERED SURVEYORS

Ground Floor River Court
The Old Mill Business Complex
Mill Lane Godalming Surrey
GU7 1EZ 01483 425744
URL: www.dkgroup.co.uk

Regulated by RICS

Client
Godalming Town Council
Supporting Our Community

Job Title
Broadwater Community Centre
Summers Road, Godalming, GU7 3BH

Drawing Title
EXISTING ELEVATIONS

Scale	Date	Drawn
1:50@A1	August 23	D&K
Job No.	Drawing No.	Status
223-07-05	F003	FEASIBILITY
		Revision

Note:
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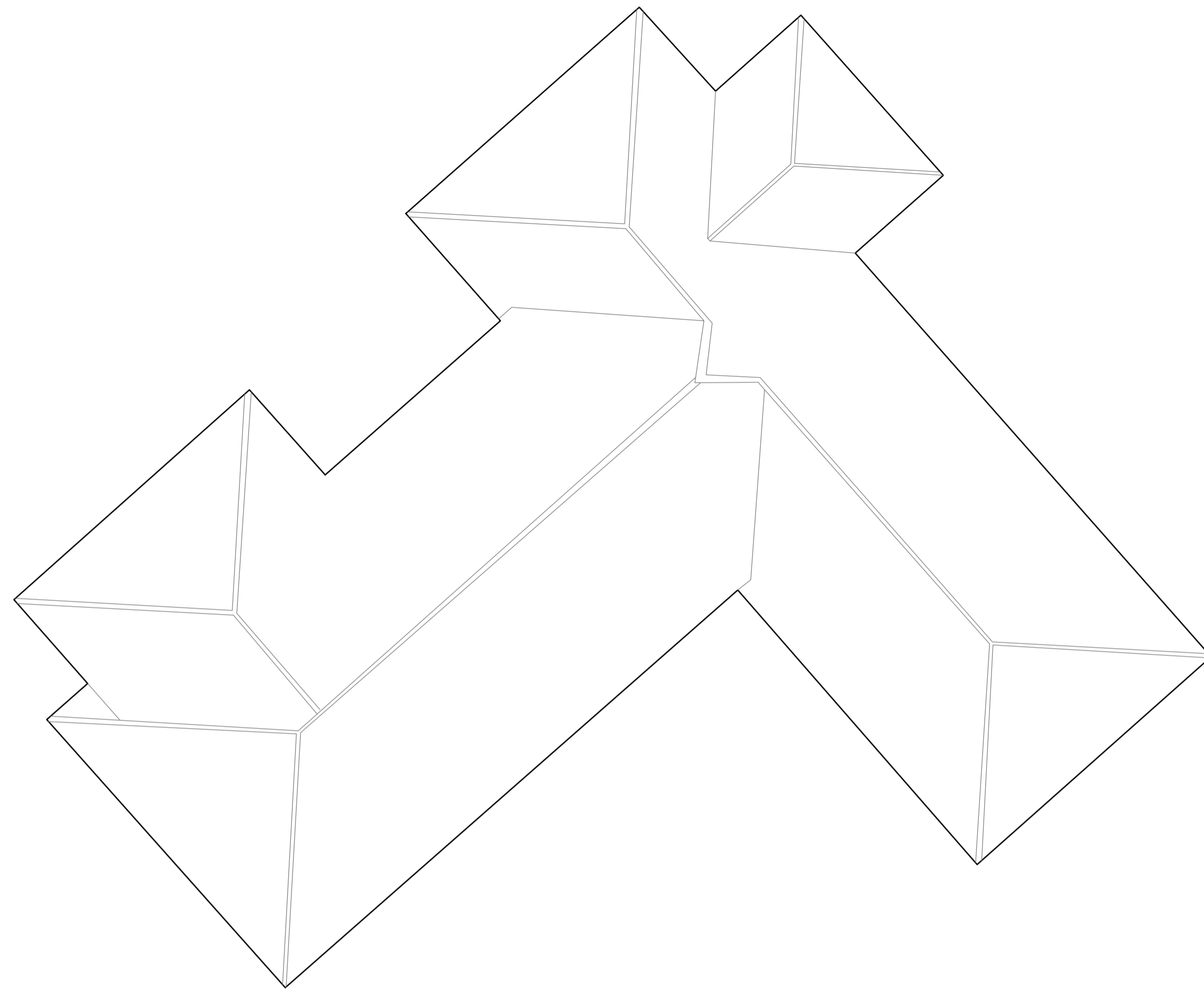
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EXTERNAL APPEARANCE OF TOPSEAL LIQUID ROOFING

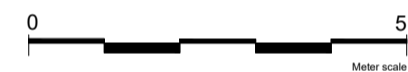


LEGEND

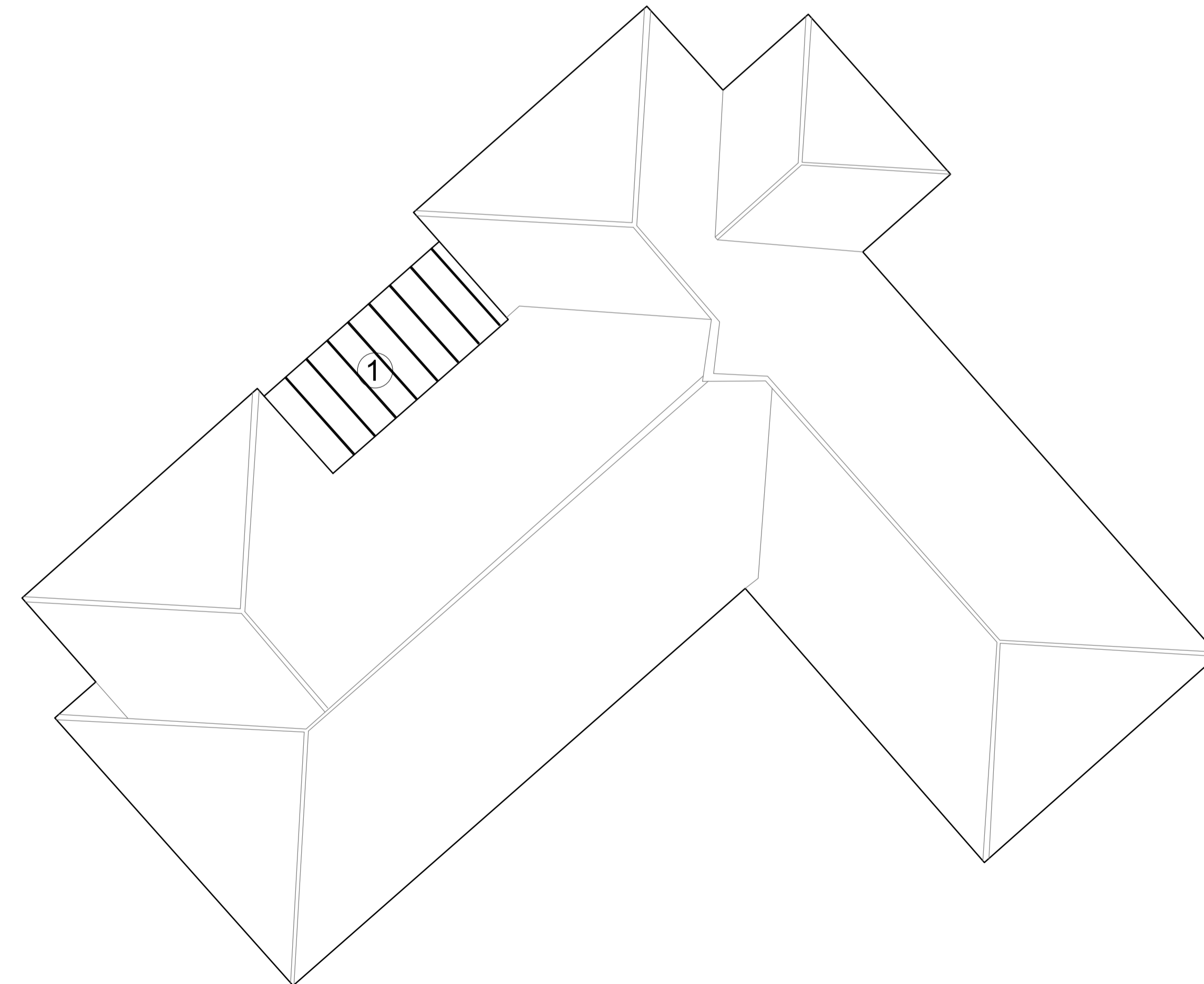
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- ④ **Windows:**
Aluminium windows with Polyester Powder Coat finish to match existing colour. Double glazed sealed units with laminaged glazing.



EXISTING ROOF PLAN
scale 1:100




PRECEDENT TOPSEAL LIQUID ROOFING
scale NTS



PROPOSED ROOF PLAN
scale 1:100



Rev.	Date	
Drake & Kannemeyer LLP CHARTERED SURVEYORS  Ground Floor River Court The Old Mill Business Complex Mill Lane Godalming Surrey GU7 1EZ 01483 425744 URL: www.dkgroup.co.uk Regulated by RICS		
Client		
Godalming Town Council Supporting Our Community		
Job Title		
Broadwater Community Centre Summers Road, Godalming, GU7 3BH		
Drawing Title		
EXISTING AND PROPOSED ROOF PLAN		
Scale	Date	Drawn
1:50@A1	August 23	D&K
Job No.	Drawing No.	Status
223-07-05	P003	FEASIBILITY
		Revision

13. PARISH ALLOWANCES

Introduction

1. Under Section 15 (5) of the Local Government Act 1972, a parish council may pay the chair of the parish council (Town Mayor) such allowance as the parish council thinks reasonable for the purpose of enabling them to meet the expenses of their office. Godalming Town Council currently provides such allowance to the Town Mayor. This is not a set allowance and is based on actual out of pocket expenditure and is not associated with the mayor's duties as relates to the role of the Chair of council meetings etc., but rather with the extraneous costs of representing the Council within the community and/or representing the community within the wider societal environment.
2. Separately from any expenses payable to the Mayor, under the Local Authorities Members' Allowances (England) Regulations 2003 (as amended), a parish council may pay a "parish basic allowance" either to its chair only, or to each of its elected members, and the amount of that allowance payable to its chair may differ from that payable to each other elected member of the parish council, but otherwise that amount shall be the same for each such member. Parish councils may also pay to its members a "parish travelling and subsistence allowance" in respect of travel undertaken in connection with the performance of prescribed duties as a parish councillor.
3. However, where a parish council proposes to pay a parish basic allowance, whether to its chair only or to each of its members, or where it proposes to pay to its members a parish travelling and subsistence allowance, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel.
4. It is worth pointing out at this point that the payment of the Mayor's expenses under Section 15 of the 1972 Act falls outside of the remit of the 2003 Regulations and does not require a specific recommendation from the parish remuneration panel. As such, if GTC were to retain the current status quo as it relates to Town Council Members' allowances there would be no requirement to engage with the parish remuneration panel.
5. The "parish remuneration panel" referred to above is the **independent remuneration panel** appointed by the Borough Council for the purpose of reviewing the scheme of allowances for borough councillors. Waverley Borough Council has appointed an Independent Remuneration Panel, jointly with Guildford, to undertake separate reviews of councillors' allowances for both Guildford and Waverley Borough Councils. They will commence the review of Guildford's allowances next month and Waverley's toward the end of the year.
6. **The Panel has requested they be informed as to whether GTC:**
 - (a) **pays the chairman expenses under Section 15 of the Local Government Act 1972 referred to above;**
 - (b) **would like to pay either your chairman, or all elected parish councillors, a parish basic allowance; and/or**
 - (c) **would like to pay your parish councillors a parish travelling and subsistence allowance.**

The Panel has requested a response by no later than Friday, 22 September. Whilst the Town Clerk is of course able to respond to point (a) above, points (b) and (c) are beyond delegated authority to do so and therefore requires a resolution of the Council to inform the response.

Parish Allowances

7. It should be noted that although a local council may pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties, there is no obligation to do so; it is a decision for the council to make. If the council resolves to pay a parish basic allowance individual councillors are then at liability to elect not to claim any agreed allowance.
8. There are, of course, differing views as to whether it is appropriate for a local council to pay parish allowances, and to some extent it is for an Independent Remuneration Panel to determine whether any such payment would be appropriate, having taken into consideration the activities of an individual council. Its recommendations would be reflective of its findings. Remuneration panels may make recommendations ranging from 0% of the principal authority's basic allowance to 100%, the average recommendation of those looked at by the Town Clerk being between 6 and 10%. In many of the remuneration panel reports it has been apparent that remuneration panels view that, whilst parish councillors do not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.
9. Although Godalming Town Council has not historically awarded a parish basic allowance or a parish travel and subsistence allowance, over a number of years the level and complexity of the Town Council operations, including its budgetary responsibilities has increased. As such the responsibility and time commitment placed on Members has also increased. In preparing this report, the Town Clerk has found many examples of much smaller councils than Godalming who provide a basic parish allowance. One example being Hawkhurst, a village of about 2,000 homes and 5,000 inhabitants including children and with a precept equal to 24% of GTC's, who pays a basic parish allowance of 6% of the borough council which equates to £329 per annum. Another example being Chobham who have a parish basic allowance of £1,000, against an annual precept of £97,000 which is just under 10% of GTCs precept. An example more in line with Godalming is Ramsgate where members receive a parish basic allowance of £600 against a precept standing at 96% of Godalming's precept.
10. It is also possible that members could receive a travel and subsistence allowance for approved parish duties within the parish; it appears that the majority of such allowances have been awarded in line with HMRC travel and subsistence allowances. A point to note is that examples for the awarding of travel allowance tend to be within large rural parishes, whereas Godalming is only 3.74 sq miles.
11. Members should note that the above allowance is separate from expenses that may be paid to members for participation in approved activities outside of the parish, for example travel costs and course fees for approved councillor training courses.

Independent Remuneration Panel

12. It is for members to determine whether they wish the Town Clerk to inform Waverley that they wish the Independent Remuneration Panel to make a recommendation for Godalming. As previously stated, members do not have to instigate any recommendations of the Independent Remuneration Panel, except that if they did determine they wished to pay either the parish basic allowance or the parish travel and subsistence allowance they would have to consider the level of any recommendation.

The Legislation

13. Although the Local Authorities' Members' Allowances (England) Regulations 2003 (as amended) covers both Local Authorities (County & Borough) and Parish Councils; these are dealt with under separate sections. Parts 1-3 deal with the 'Local Authorities' whereas Part 5 deals with 'Parish Councils'. A significant difference between the two are the types of allowance that are considered under the Act.

14. Local Authority Allowances under the act include:

- Basic Allowance
- Special Responsibility Allowance
- Special Responsibility Allowance for Members of the Association of London Government
- Dependants' and Carers' Allowance
- Travelling and Subsistence Allowance
- Co-optees' Allowance

Whereas Section 5 – Parish Councils allowances indicated under the Act are:

- Parish Basic Allowance
- Parish Travelling and Subsistence Allowance

15. A noticeable absence from Section 5 is the Dependants' and Carers' Allowance, an omission that has been raised within many of the Independent Remuneration Panel reports read by the Town Clerk, the National Association of Local Councils and the Society of Local Councils.

Dependants' and Carers' Allowance

16. Section 5 of the Local Authorities' Members' Allowances (England) Regulations 2003 (as amended) does not permit an Independent Remuneration Panel to make a recommendation regarding Dependants' and Carers' Allowance.

17. It is clear that under Section 2 of the Act, the Dependants' and Carers' Allowance is to support participation in democracy by helping a member to be able to perform their duties. A significant part of a councillor's duties is to be able to attend meetings of the council and/or its committees, such attendance may be restricted by caring responsibilities.

18. Whilst in Wales, local councillors may attend meetings online, that is not permitted in England, therefore a member may find themselves at a financial disadvantage in having to fund arrangements to be able to attend meetings of the council because of caring responsibilities. It should be noted that such caring responsibilities may not have existed when the member was elected and have come about due to a change in circumstances. An additional point to note is that non-attendance at meetings of the council can lead to automatic expulsion of a member, resulting in a by-election.

19. In Wales where such arrangements exist for community councils, it is a very small percentage of members that require support in the form of a carer's allowance to be able to perform their role as a councillor. It is suggested that the issues of caring responsibilities where they exist are no less for a parish councillor than they are for a borough councillor and therefore the option of support should be available to both.

General Power of Competence

20. The Localism Act 2011 (Part 1, Chapter 1, ss 1-8), via SI 965, brought into force The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. Godalming Town Council has the General Power of Competence.

21. The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. SI 965 states that:

“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers.”

22. Under the legislation, eligible town councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a town council is normally permitted to act in the same way.

23. The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The moot point in relation to the Dependants’ and Carers’ Allowance is whether an existing restriction exists or not.

The Debate

24. It is the Town Clerks opinion that a reasonable person would expect the same support for carers to exist throughout all levels of local government, likewise a reasonable person would accept that the limited expenditure, only payable in specific circumstances, is preferable to an unnecessary by-election or for a person not to be supported to partake in the democratic process. In relation to Section 5 of the Local Authorities’ Members’ Allowance (England) Regulations it is contended that although it does not state that the remuneration panel may consider a Dependants’ and Carers’ Allowance, it also does not state that a local council is prohibited from implementing such an allowance.

25. As such, the Town Clerks requests that, irrespective of any decision Members may wish to make regarding parish basic allowance or parish travelling and subsistence allowance, Members resolve to authorise the Town Clerk to submit to NALC for a legal opinion the argument that a Local Council in receipt of the General Power of Competence should be able to replicate, if it so wishes, the Dependants’ and Carers’ Allowance Scheme in use by its principal authority.

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

Godalming Town Council – SU0039

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/07/2023

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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