

GODALMING TOWN COUNCIL

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Godalming
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17 March 2023

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 23 MARCH 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

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.

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Kiehl	Councillor Martin
Councillor Neill	Councillor PMA Rivers
Councillor PS Rivers	Councillor Steel
Councillor Stubbs	Councillor Welland
Councillor Williams	

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 12 January 2023, a copy of which has been circulated previously.

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the 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 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. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. BUDGET MONITORING

Members to consider a budget monitoring report to 28 February 2023 against Revised Estimates (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Head Office Costs	30,622 u/s	16,800 u/s
Civic Expenses	1,005 u/s	0 u/s
Town Promotion	900 o/s	900 o/s
Staycation	770 u/s	770 u/s
Festivals & Markets	4,688 u/s	4,700 u/s
Christmas Lights	48 u/s	48 o/s
Coronation Concert	1,037 u/s	1,000 u/s
BWP Youth Centre	8,460 u/s	8,460 u/s
Pepperpot	1,294 u/s	0 o/s
The Square	34 u/s	0 u/s
Allotments	135 o/s	0 o/s
Wilfrid Noyce Community Centre	6,199 u/s	5,000 u/s
Bandstand	339 o/s	0 o/s
Godalming Museum	541 u/s	0 u/s
Land & Property Other	1,769 o/s	2,150 o/s
Mayors' Charity	1,564 u/s	0 o/s
Community Store	417 u/s	0 o/s
TOTAL	53,538 u/s	33,632 u/s

The monitoring report shows a current variance of £53,538 underspend against Revised Estimates. Items to note in the forecast:

Head Office Costs - £4k additional interest revenue, £8.5k lower staff costs as National Pay award less than budgeted, £2.2k Newsletter savings as moved to digital format, £1.5k recruitment costs not required.

Festivals & Markets - £3k additional revenue from donations and from Friday market proving popular, £1.5k savings in advertising as we move away from paper based towards more digital marketing.

Broadwater Youth Centre – The new youth service has attracted an amazing level of donations from individuals and community organisations. Grant funding for holiday programmes has also been secured.

Wilfrid Noyce Centre – we are now seeing casual weekend hires start to return to pre-lockdown levels which has resulted in above budget revenues.

Land & Property Other - £2k spent on shutter for Farncombe public conveniences which will eliminate the need to pay for opening service in the future.

8. COMMITTEE WORK PROGRAMME

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

9. APPLICATIONS FOR GRANT AID

Information:

	£
22/2023 Grants Budget	70,000.00
Allocations this year to date	56,775.00
Balance available for allocation	13,225.00
22/2023 General Grant Fund Allocation	17,000.00
Allocations this year to date	6,000.00
General Grant Fund applications this meeting	0.00
Balance unallocated if applications agreed	11,000.00
22/2023 SLA Fund Allocation	38,000.00
Allocations this year to date	38,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	38,000.00
22/2023 Council Community Fund Allocation	5,000.00
Allocations this year to date	4,025.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	1,000.00
Balance unallocated if applications agreed	-25.00
22/2023 Carbon Reduction & Biodiversity Fund Allocation	10,000.00
Allocations this year to date	8,750.00
Carbon Reduction & Biodiversity Fund applications this meeting	0.00
Balance unallocated if applications agreed	1,250.00
Total balance unallocated if applications agreed	<u>12,225.00</u>

Applications for Council Community Funding

Members to consider the following application for Council Community Fund grant aid – the summary of the application is given below.

ChoirBLAST

Sponsors: Cllr Shirley Faraday, Cllr Penny Rivers

£1,000 is applied for to support the staging of the Choirblast Festival on 24 June 2023 in Godalming.

Previous grants: None.

The Aim of the project:

A Celebration of Contemporary Choirs. Following a trip to Guildford's twin city Freiburg in Germany for their amazing choir festival, ChorWaerts (<https://chorwaerts-freiburg.de>), the organisers of ChoirBLAST looked for something similar in the UK. Unfortunately, all that could be found were either competitive or organised on a profit driven basis to make money out of bringing people together to sing.

The aim of ChoirBLAST is to allow choirs from around the UK to come and sing in Godalming, because they want to, because ChoirBLAST is celebrating the joys and the goodness of singing in a group. The mental health, physical, community and social benefits of singing in a group are well documented¹, so to celebrate this with other choirs, locally and from around the UK is cause enough.

Who this will Benefit:

Firstly, the choirs who are performing will benefit from an opportunity to get up on a big stage in front of hopefully a big audience and sing their hearts out.

Secondly, this is a community event, so the local community and the choir community will be coming to together to enjoy a day of music but also fun for all ages.

Thirdly, this event aims to raise funds via 'entry' donations for The Meath Epilepsy Charity and The Halow Project. The proceeds of this event will be going to those two charities, but also both charities have choirs which will be performing on the day. This is an opportunity of them to get out in front of a big audience and really enjoy their singing.

What We Are Hoping for:

Ideally £1,000 to support this event. In total, this event will be costing up to £10,000, which is being funded by A Touch of Musicality, (the organisers' local music school), through sponsors and 'friends' of the festival. The organisers are hoping to be able to get at least 50% of the cost of the event sponsored or supported.

An award of a Council Community Grant will help to fund staging, equipment, sound technicians, support on the day and cost of the hire of the premises. The organisers wish this event to be open to everyone to come and have a fabulous time in Godalming. The organisers of this event are taking no money for their time and effort to make this event happen.

NOTE: although the requested sum exceeds the balance available in the Council's Community Fund, Members may, if they so wish, agree to the virement of funds from the General Grants fund, which has a balance of £11,000, to support this application.

¹ <https://www.ox.ac.uk/research/choir-singing-improves-health-happiness---and-perfect-icebreaker>

10. UK SHARED PROSPERITY FUND – FUNDING AGREEMENT FOR MOBILE OUTREACH YOUTH PROVISION

Recommendation: Members to consider the UK Shared Prosperity Fund, Funding Agreement 1 April 2022, to 31 March 2025 between Waverley Borough Council and Godalming Town Council and, if agreed, to authorise the Town Clerk to sign the agreement on behalf of Godalming Town Council.

As agreed by Full Council on 13 February 2023 the approval of the UK Shared Prosperity Fund (UKSPF) Funding Agreement 1 April 2022 to 31 March 2025 between Waverley Borough Council (WBC) and Godalming Town Council (GTC) is delegated to the Policy & Management Committee (Min No 508-22 refers).

The funding agreement is attached for the information of Members. Although, as required by the UKSPF procedures this funding agreement spans the period 1 April 2022 to 31 March 2025, funding for the project does not start until 1 April 2023.

In considering the agreement, Members will wish to note that the Youth Services Officer has established procedures required for the efficient capture of information to enable GTC to meet the reporting requirements and GTC's financial regulations and controls are aligned to those required by the agreement.

The business case supporting the funding from WBC's allocation of the UK Shared Prosperity Fund is contained with the agreement. In brief:

The Mobile Outreach Youth Service provision, provided by Godalming Youth Service, will deliver programmes in the Ockford Ridge/Aarons Hill area and locations outside of Godalming, which are within the Rodborough School catchment area and/or other locations identified by the Safer Waverley Partnership where outreach youth service intervention is considered beneficial for the well-being of young people and the local community. Programmes provided will seek to engage with the area's young people to build life skills, develop healthy relationships and make decisions that are right for them.

Members are requested to authorise the Town Clerk to sign the funding agreement on behalf of Godalming Town Council.

11. APPRENTICESHIP – USE OF DELEGATED AUTHORITY – ITEM TO NOTE

The Town Clerk wishes to report the use of delegated authority in accepting funding to support an apprenticeship for the Godalming Youth Service. The Chair of Staffing Committee and the Chair of Policy & Management were consulted prior to the decision to use delegated authority, and both supported its use.

Background: Use of delegated authority should be considered and used sparingly. In this instance, whilst this would normally be brought to Staffing/P&M for decision, the timescale of the offer required a confirmation of acceptance by 15 March or lose the funding opportunity.

On 8 March the Town Clerk received information relating to a funding opportunity by [Active Surrey](#) and [Coach Core](#) to take on a subsidised Coach Core apprentice from April 2023 for 15-18 months for 30 hours per week to assist with the [Club4 provision](#) and provide an opportunity to help grow our staffing team to support more young people. Club4 is the Active Surrey Holiday Activity, which has previously been provided at Broadwater Youth Centre. As GTC Youth Service is one of their preferred suppliers, that has knowledge, expertise, and experience, they felt we would benefit from taking on an apprentice to allow us to expand. This was a timely offer as we would be looking to take on additional staff to either directly support the mobile youth provision or backfill at Broadwater to enable existing staff to be released to support the mobile provision.

Active Surrey already manages a Coach Core apprenticeship programme and has been offered the opportunity to pilot a Level 3 apprenticeship programme. The Coach Core [Level 3 Community Sport and Health Officer apprenticeship](#) aligns well with the UKSPF metrics, which include providing employment and training opportunities including apprenticeships.

Acceptance of the offer would provide an apprenticeship opportunity for a 16-24 year old who is currently not in education or employment, deliver on a key metric of the UKSPF, and be able to do so without a direct cost to GTC. The funding for the apprentice would be a combination of a grant from Active Surrey and Coach Core (plus a possible additional funding from the Government depending on the age of the apprentice) and the UKSPF.

Delegated Authority Decision

On 16 February 2023 Full Council agreed the delegation of the approval of the MoU [for the UKSPF] to the Policy & Management Committee with the delivery arrangements for the UKSPF to be delegated to the Town Clerk, RFO & Youth Services Officer, in consultation with the Youth Service Management Group and the Staffing Committee as appropriate to their terms of reference, with any decisions or commitments being within the funding allocation of the UKSPF and in accordance with the requirements of the UKSPF, including procurement, financial, branding, publicity and reporting regulations.

Standing Orders state that the Staffing Committee is responsible:

To oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as it considers appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment of the Town Clerk and Responsible Finance Officer

In conjunction with the above, at Min No 139-22 July 2022 the Staffing Committee resolved: *To authorise the Youth Services Officer, in consultation with the RFO as line manager and the Town Clerk as head of paid services, to amend the staffing structure supporting the delivery of youth services at Broadwater Youth Centre as required to meet the operational needs of the youth club. Unless separately approved by the Policy & Management Committee, staffing costs are to be contained within the approved Youth Services (Broadwater Cost Centre 201) budget.*

Based on the grant from Active Surrey and Coach Core plus funding from the UKSPF, this position is within the staffing costs of the youth service and supports the operational needs of the youth service. Therefore, the funding offer was accepted.

12. CORONATION OF KING CHARLES III – 6 MAY 2023

In November 2022, Members approved the basis of the commemoration events to be held in Godalming for the Coronation of King Charles III, namely the King's Coronation Concert to be held on The Burys Field during the late afternoon and evening of 6 May 2023, followed by the Music in the Park Concert in the Phillips Memorial Park on the afternoon of 7 May 2023. Additionally, where requested and where practicable, GTC will support requests to supply signage and barriers to assist with street party road closures.

In support of the Coronation, Members are requested to approve these additional actions:

- a. the attached letter of congratulations to be sent by the Mayor on behalf of residents and the Council; and
- b. funding of £5,000 from the emerging projects fund to support the decoration of the town and its approaches and associated costs in marking the Coronation.

13. POLICY DOCUMENT REVIEW

Members are requested to review the attached policy documents listed below and if agreed to resolve to recommend for adoption by Full Council.

- Safeguarding Policy – Youth
- Whistleblowing Policy

14. TREE REPLACEMENT STRATEGY – EASHING AND NIGHTINGALE CEMETERIES

Recommendation: Members to approve the tree replacement strategies for Nightingale and Eashing Cemeteries.

Members will be aware that with the dissolution of the Godalming Joint Burial Committee, Godalming Town Council has assumed the stewardship of the cemetery land. Whilst proposals will be brought forward for the formation of the Cemeteries Committee, in the meanwhile, it is important that the grounds team are able to continue their work towards greater biodiversity. In order for the grounds staff team to be able to make plans, select tree species and reserve stock and for those who use the cemeteries to be informed, early decisions are needed.

Whilst both Eashing and Nightingale have an existing tree scape, they are relatively biodiversity poor. Nightingale Cemetery is currently overplanted with Irish Yew and Eashing Cemetery tree stock is aging with more of the existing stock lost each year. Whilst this has in the past been managed in an ad hoc, as and when needed basis, grounds staff wish to have a clear agreed strategy to work with. To this end a specialist tree planting scheme design consultancy was engaged to identify a planting scheme with the brief to improve both the biodiversity and aesthetics of the cemeteries.

Members are requested to approve the attached tree replacement strategies for Nightingale and Eashing Cemeteries. Works to be funded from within the cemetery's grounds maintenance and revenue budget.

Eashing Cemetery: Locations have been identified where new trees could be planted. Within the scheme there is a wider scope for planting and mixing tree stock from a palette of 8 trees, with the only location specified being the crescent shape behind the chapel, which is to be planted with ornamental pears due to their size and (as the name suggests) ornamental aesthetic value. 19 trees to be removed, replaced by up to 128 new tree stock, plus the 60 trees already or planned to be planted as part of the Community Orchard.

Nightingale: It is proposed that about 40 of the Irish Yews (the small yews in the middle of the cemetery) are removed, thinning the number of yews by about 66%. These are to be replaced with approximately 20 trees to be selected from the tree palette. There is also scope on the site (G6 & G7) to plant more trees, this should be about 25 trees, making up for the loss of the Irish Yews. We propose that the Irish Yews are removed over a 5-year period, and the replacement trees replanted within 1 growing season.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE COMMUNITY RAIL PARTNERSHIP

Members are asked to note a report from Councillor Follows/PMA Rivers on the Community Rail Partnership (report to be tabled) an organisation upon which Councillor Follows/PMA Rivers represents the Town Council.

16. COMMUNICATIONS ARISING FROM THIS MEETING

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

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 20 April 2023 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

18. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101 Head Office Costs										
1001 Precept	0	0	0	928,755	928,756	1	928,756			100.0%
1102 Community Infrastructure Levy	0	0	0	24,957	24,957	(0)	24,957			100.0%
1202 Grants - WBC	0	0	0	10,764	10,764	0	10,764			100.0%
1303 Other customer/client receipts	336	1,300	964	16,392	15,132	(1,260)	16,832			97.4%
1401 Interest Received	2,335	60	(2,275)	5,171	1,574	(3,597)	1,634			316.5%
1501 Recharges to Godalming JBC	0	0	0	39,776	39,776	0	39,776			100.0%
Head Office Costs :- Income	2,671	1,360	(1,311)	1,025,815	1,020,959	(4,856)	1,022,719			100.3%
4001 Salaries	24,655	25,076	421	272,530	275,624	3,094	300,700		28,170	90.6%
4002 Employer's NIC	2,533	3,774	1,241	28,715	34,123	5,408	37,898		9,183	75.8%
4003 Employer's Superannuation	4,614	4,614	0	49,916	50,301	385	54,915		4,999	90.9%
4011 Staff Training	180	250	70	4,084	4,274	190	4,524		440	90.3%
4012 Recruitment Advertising	0	0	0	327	0	(327)	1,500		1,173	21.8%
4013 Other Staff Expenses	0	50	50	0	200	200	250		250	0.0%
4102 Property Maintenance	11	200	189	2,017	2,626	609	2,826		809	71.4%
4103 Maintenance Contracts	48	200	152	2,013	1,398	(615)	1,598		(415)	125.9%
4111 Energy Costs	300	265	(35)	1,816	2,915	1,099	3,200		1,384	56.8%
4121 Rents	0	0	0	0	2,400	2,400	2,400		2,400	0.0%
4141 Water Services	0	25	25	0	275	275	300		300	0.0%
4161 Cleaning	275	380	105	3,113	4,180	1,067	4,560		1,447	68.3%
4162 Waste Removal	33	50	17	439	550	111	600		161	73.1%
4163 Domestic Supplies	0	30	30	219	319	100	349		130	62.8%
4164 Workshop Consumables	38	350	312	3,133	4,202	1,069	4,552		1,419	68.8%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4201 Public Transport	17	0	(17)	17	0	(17)	0		(17)	0.0%
4202 Car Allowances	0	80	80	137	369	232	489		352	28.0%
4203 Other Transport Costs	0	0	0	104	51	(53)	51		(53)	204.1%
4204 Fuel Costs	138	200	62	2,432	2,230	(202)	2,430		(2)	100.1%
4205 Vehicle Maintenance	0	200	200	1,065	2,200	1,135	2,400		1,335	44.4%
4301 Equipment	25	0	(25)	2,379	1,931	(448)	2,431		52	97.9%
4302 Furniture	0	0	0	35	0	(35)	0		(35)	0.0%
4304 Catering & Hospitality	463	60	(403)	842	431	(411)	495		(347)	170.1%
4305 Clothes, Uniform & Laundry	24	150	126	4,434	3,647	(787)	3,797		(637)	116.8%
4306 Printing	0	200	200	1,232	1,596	364	1,796		564	68.6%
4307 Stationery	290	340	50	4,249	4,141	(108)	4,491		242	94.6%
4308 General Office Expense	0	0	0	89	89	(0)	89		(0)	100.4%
4311 Professional Fees - Legal	1,200	0	(1,200)	3,230	2,032	(1,198)	2,032		(1,198)	159.0%
4313 Professional Fees - Other	459	830	371	5,782	8,030	2,248	8,900		3,118	65.0%
4314 Audit Fees	0	0	0	2,411	2,255	(156)	3,000		589	80.4%
4315 Insurance	0	0	0	9,469	9,469	(0)	9,469		(0)	100.0%
4321 Bank Charges	18	30	12	268	258	(10)	288		20	93.0%
4322 Postage	0	100	100	607	950	343	1,050		443	57.9%
4323 Telephones	196	230	34	2,289	2,530	241	2,765		476	82.8%
4325 Computing	873	795	(78)	7,535	8,745	1,210	9,540		2,005	79.0%
4326 Website	142	50	(92)	1,321	550	(771)	1,000		(321)	132.1%
4327 Publicity Advertising	220	0	(220)	220	0	(220)	0		(220)	0.0%
4341 Grants	0	5,000	5,000	44,689	55,000	10,311	70,000		25,311	63.8%
4342 Subscriptions	86	0	(86)	5,145	4,100	(1,045)	4,600		(545)	111.9%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4401 Payments to Godalming JBC	0	0	0	37,743	37,744	1	37,744		1	100.0%
4900 Miscellaneous Expenses	64	165	101	493	570	77	655		162	75.3%
6000 Debt Charges - Principal	5,334	5,333	(1)	32,392	32,392	0	32,392		0	100.0%
6001 Debt Charges - Interest	5,955	5,953	(2)	45,312	45,311	(1)	45,311		(1)	100.0%
Head Office Costs :- Indirect Expenditure	48,188	54,980	6,792	584,241	610,008	25,767	667,387	0	83,146	87.5%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	0	0	0	48,227	48,227	(0)	48,227		(0)	100.0%
Head Office Costs :- Other Costs	0	0	0	50,727	50,727	(0)	50,727	0	(0)	100.0%
Net Income over Expenditure	(45,517)	(53,620)	(8,103)	390,846	360,224	(30,622)	304,605			
<u>102 Civic Expenses</u>										
1303 Other customer/client receipts	0	0	0	1,476	739	(737)	739			199.8%
Civic Expenses :- Income	0	0	0	1,476	739	(737)	739			199.8%
4001 Salaries	0	0	0	473	473	0	473		0	99.9%
4002 Employer's NIC	0	0	0	71	71	(0)	71		(0)	100.2%
4003 Employer's Superannuation	0	0	0	87	87	0	87		0	99.9%
4121 Rents	0	220	220	0	2,200	2,200	2,420		2,420	0.0%
4162 Waste Removal	0	0	0	151	151	(0)	151		(0)	100.2%
4201 Public Transport	0	0	0	2,263	2,263	0	2,263		0	100.0%
4301 Equipment	0	0	0	400	366	(34)	366		(34)	109.2%
4304 Catering & Hospitality	0	50	50	83	223	140	273		190	30.3%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4305 Clothes, Uniform & Laundry	0	0	0	4	4	(0)	254		250	1.7%
4306 Printing	0	0	0	297	800	503	800		503	37.1%
4313 Professional Fees - Other	0	0	0	443	113	(330)	113		(330)	391.6%
4325 Computing	1,361	161	(1,200)	4,109	1,771	(2,338)	1,977		(2,132)	207.8%
4327 Publicity Advertising	136	0	(136)	986	650	(336)	650		(336)	151.7%
4332 Mayor's Expenses	0	100	100	1,113	1,100	(13)	1,200		87	92.7%
4333 Members' Expenses	160	0	(160)	386	90	(296)	90		(296)	429.3%
4334 Members' Training	0	100	100	150	650	500	1,110		960	13.5%
4900 Miscellaneous Expenses	0	80	80	502	773	271	853		351	58.9%
Civic Expenses :- Indirect Expenditure	1,657	711	(946)	11,517	11,785	268	13,151	0	1,634	87.6%
5001 Transfers from Reserves	0	0	0	(150)	(150)	0	(150)		0	100.0%
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%
Civic Expenses :- Other Costs	0	0	0	5,850	5,850	0	5,850	0	0	100.0%
Net Income over Expenditure	(1,657)	(711)	946	(15,891)	(16,896)	(1,005)	(18,262)			
104 Town Promotion										
1303 Other customer/client receipts	0	0	0	2,987	2,987	0	2,987			100.0%
1304 Donations	0	0	0	848	848	0	848			100.0%
Town Promotion :- Income	0	0	0	3,835	3,835	0	3,835			100.0%
4162 Waste Removal	0	0	0	504	504	(0)	504		(0)	100.0%
4163 Domestic Supplies	0	0	0	18	18	0	18		0	99.8%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4171 Grounds Maintenance Costs	0	0	0	5,412	4,303	(1,109)	4,303		(1,109)	125.8%
4203 Other Transport Costs	0	0	0	13	13	0	13		0	98.5%
4301 Equipment	0	0	0	2,262	2,262	(0)	2,262		(0)	100.0%
4304 Catering & Hospitality	0	0	0	1,268	1,267	(1)	1,267		(1)	100.1%
4306 Printing	0	0	0	283	283	0	283		0	99.9%
4313 Professional Fees - Other	0	0	0	2,500	3,000	500	3,000		500	83.3%
4327 Publicity Advertising	150	0	(150)	4,525	4,625	100	4,625		100	97.8%
4343 Licensing/PRS	0	0	0	103	103	0	103		0	99.8%
4900 Miscellaneous Expenses	10,000	0	(10,000)	10,710	320	(10,390)	615		(10,095)	1741.4%
Town Promotion :- Indirect Expenditure	10,150	0	(10,150)	27,598	16,698	(10,900)	16,993	0	(10,605)	162.4%
5001 Transfers from Reserves	(10,000)	0	10,000	(14,500)	(4,500)	10,000	(4,500)		10,000	322.2%
Town Promotion :- Other Costs	(10,000)	0	10,000	(14,500)	(4,500)	10,000	(4,500)	0	10,000	322.2%
Net Income over Expenditure	(150)	0	150	(9,263)	(8,363)	900	(8,658)			
105 Staycation										
1303 Other customer/client receipts	0	0	0	1,245	475	(770)	475			262.1%
Staycation :- Income	0	0	0	1,245	475	(770)	475			262.1%
4001 Salaries	0	0	0	83	83	(0)	83		(0)	100.1%
4002 Employer's NIC	0	0	0	8	8	(0)	8		(0)	101.8%
4003 Employer's Superannuation	0	0	0	15	15	(0)	15		(0)	101.9%
4162 Waste Removal	0	0	0	1,311	1,311	0	1,311		0	100.0%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4313 Professional Fees - Other	0	0	0	1,322	1,322	0	1,322		0	100.0%
4327 Publicity Advertising	0	0	0	650	650	0	650		0	100.0%
Staycation :- Indirect Expenditure	0	0	0	3,389	3,389	(0)	3,389	0	(0)	100.0%
Net Income over Expenditure	0	0	0	(2,144)	(2,914)	(770)	(2,914)			
106 Festivals & Markets										
1202 Grants - WBC	0	0	0	1,160	1,160	0	1,160			100.0%
1303 Other customer/client receipts	495	400	(95)	14,455	13,295	(1,160)	13,770			105.0%
1304 Donations	0	0	0	1,945	0	(1,945)	0			0.0%
Festivals & Markets :- Income	495	400	(95)	17,560	14,455	(3,105)	14,930			117.6%
4001 Salaries	0	0	0	800	800	0	800		0	100.0%
4002 Employer's NIC	0	0	0	0	120	120	120		120	0.0%
4003 Employer's Superannuation	0	0	0	0	147	147	147		147	0.0%
4161 Cleaning	0	0	0	70	0	(70)	0		(70)	0.0%
4162 Waste Removal	0	0	0	443	410	(33)	410		(33)	107.9%
4203 Other Transport Costs	0	0	0	30	200	170	200		170	15.2%
4301 Equipment	0	0	0	587	510	(77)	510		(77)	115.1%
4304 Catering & Hospitality	0	0	0	502	195	(307)	195		(307)	257.4%
4305 Clothes, Uniform & Laundry	0	0	0	26	0	(26)	0		(26)	0.0%
4306 Printing	0	0	0	0	530	530	530		530	0.0%
4307 Stationery	0	0	0	8	0	(8)	0		(8)	0.0%
4313 Professional Fees - Other	0	0	0	3,711	3,245	(466)	3,245		(466)	114.4%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4327 Publicity Advertising	350	0	(350)	770	1,820	1,050	2,470		1,700	31.2%
4343 Licensing/PRS	0	0	0	227	594	367	594		367	38.2%
4900 Miscellaneous Expenses	0	0	0	323	509	186	809		486	39.9%
Festivals & Markets :- Indirect Expenditure	350	0	(350)	7,497	9,080	1,583	10,030	0	2,533	74.7%
Net Income over Expenditure	145	400	255	10,063	5,375	(4,688)	4,900			
<u>108 Christmas Lights</u>										
4313 Professional Fees - Other	0	0	0	43,652	43,700	48	43,700		48	99.9%
Christmas Lights :- Indirect Expenditure	0	0	0	43,652	43,700	48	43,700	0	48	99.9%
Net Expenditure	0	0	0	(43,652)	(43,700)	(48)	(43,700)			
<u>109 Coronation Concert</u>										
1303 Other customer/client receipts	442	0	(442)	1,130	0	(1,130)	0			0.0%
Coronation Concert :- Income	442	0	(442)	1,130	0	(1,130)	0			
4313 Professional Fees - Other	31	0	(31)	92	0	(92)	0		(92)	0.0%
Coronation Concert :- Indirect Expenditure	31	0	(31)	92	0	(92)	0	0	(92)	
Net Income over Expenditure	410	0	(410)	1,037	0	(1,037)	0			
<u>201 BWP Community Centre</u>										
1201 Grants - SCC	0	0	0	5,638	1,080	(4,558)	1,080			522.0%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1204 Grants - Other	0	400	400	308	2,228	1,920	2,828			10.9%
1301 Premises Hire Charges	735	250	(485)	6,116	4,431	(1,685)	4,681			130.7%
1303 Other customer/client receipts	0	0	0	(40)	80	120	80			(50.0%)
1304 Donations	0	0	0	8,295	1,200	(7,095)	1,200			691.3%
BWP Community Centre :- Income	735	650	(85)	20,317	9,019	(11,298)	9,869			205.9%
4001 Salaries	7,600	7,360	(240)	73,874	70,756	(3,118)	80,186		6,312	92.1%
4002 Employer's NIC	540	700	160	4,849	5,325	476	6,225		1,376	77.9%
4003 Employer's Superannuation	1,277	1,354	77	9,701	9,749	48	11,485		1,784	84.5%
4011 Staff Training	144	200	56	1,101	2,200	1,099	2,500		1,399	44.0%
4012 Recruitment Advertising	0	0	0	0	0	0	500		500	0.0%
4101 Repair/Alteration of Buildings	0	0	0	14,193	13,818	(375)	15,168		975	93.6%
4102 Property Maintenance	0	0	0	11,341	8,920	(2,421)	8,920		(2,421)	127.1%
4103 Maintenance Contracts	40	100	60	1,488	1,730	242	1,830		342	81.3%
4111 Energy Costs	439	387	(52)	3,911	3,739	(172)	4,126		215	94.8%
4131 Rates	0	0	0	1,347	1,347	(0)	1,347		(0)	100.0%
4141 Water Services	50	40	(10)	240	280	40	340		100	70.5%
4161 Cleaning	0	750	750	6,286	8,250	1,964	9,000		2,714	69.8%
4162 Waste Removal	66	75	9	1,547	1,576	29	1,651		104	93.7%
4163 Domestic Supplies	0	30	30	216	336	120	366		150	59.1%
4171 Grounds Maintenance Costs	0	30	30	472	592	120	662		190	71.3%
4201 Public Transport	0	0	0	0	25	25	50		50	0.0%
4202 Car Allowances	0	0	0	27	64	37	89		62	30.6%
4203 Other Transport Costs	0	0	0	7	0	(7)	0		(7)	0.0%

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4204 Fuel Costs	0	0	0	13	0	(13)	0		(13)	0.0%
4301 Equipment	211	250	39	5,831	6,011	180	6,261		430	93.1%
4304 Catering & Hospitality	218	0	(218)	1,691	1,107	(584)	1,107		(584)	152.7%
4305 Clothes, Uniform & Laundry	0	0	0	260	375	115	500		240	52.0%
4307 Stationery	116	80	(36)	895	859	(36)	939		45	95.3%
4313 Professional Fees - Other	0	32	32	1,258	453	(805)	485		(773)	259.4%
4323 Telephones	64	40	(24)	772	626	(146)	666		(106)	115.8%
4324 Broadband	0	40	40	0	160	160	200		200	0.0%
4325 Computing	172	70	(102)	1,142	1,209	67	1,289		147	88.6%
4900 Miscellaneous Expenses	0	40	40	84	200	116	250		166	33.6%
BWP Community Centre :- Indirect Expenditure	10,936	11,578	642	142,545	139,707	(2,838)	156,142	0	13,597	91.3%
5001 Transfers from Reserves	0	0	0	(15,500)	(15,500)	0	(21,000)		(5,500)	73.8%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
BWP Community Centre :- Other Costs	0	0	0	(13,000)	(13,000)	0	(18,500)	0	(5,500)	70.3%
Net Income over Expenditure	(10,201)	(10,928)	(727)	(109,228)	(117,688)	(8,460)	(127,773)			
<u>202 Pepperpot</u>										
1301 Premises Hire Charges	687	725	38	9,063	8,940	(123)	9,665			93.8%
Pepperpot :- Income	687	725	38	9,063	8,940	(123)	9,665			93.8%
4102 Property Maintenance	0	100	100	603	1,100	497	1,200		597	50.2%
4103 Maintenance Contracts	0	110	110	1,304	1,210	(94)	1,310		6	99.5%

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4111 Energy Costs	175	175	0	1,256	1,925	669	2,110		854	59.5%
4131 Rates	0	0	0	343	343	(0)	343		(0)	100.0%
4161 Cleaning	24	500	476	2,931	3,075	144	3,575		644	82.0%
4301 Equipment	29	0	(29)	29	0	(29)	600		571	4.9%
4323 Telephones	39	42	3	464	448	(16)	490		26	94.7%
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%
Pepperpot :- Indirect Expenditure	267	927	660	7,000	8,171	1,171	9,698	0	2,698	72.2%
5001 Transfers from Reserves	0	0	0	(560)	(560)	0	(560)		0	100.0%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Pepperpot :- Other Costs	0	0	0	1,940	1,940	0	1,940	0	0	100.0%
Net Income over Expenditure	420	(202)	(622)	123	(1,171)	(1,294)	(1,973)			
<u>203 The Square</u>										
1302 Rents	0	563	563	9,113	9,079	(34)	9,642			94.5%
1303 Other customer/client receipts	0	0	0	1,375	1,375	0	1,375			100.0%
The Square :- Income	0	563	563	10,487	10,454	(33)	11,017			95.2%
4315 Insurance	0	0	0	1,375	1,375	0	1,375		0	100.0%
The Square :- Indirect Expenditure	0	0	0	1,375	1,375	0	1,375	0	0	100.0%
Net Income over Expenditure	0	563	563	9,113	9,079	(34)	9,642			

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>204 Allotments</u>										
1302 Rents	0	0	0	0	2,650	2,650	2,650			0.0%
1303 Other customer/client receipts	0	0	0	2,650	0	(2,650)	0			0.0%
Allotments :- Income	0	0	0	2,650	2,650	(0)	2,650			100.0%
4102 Property Maintenance	72	0	(72)	158	22	(136)	322		164	49.0%
4141 Water Services	(10)	20	30	174	242	68	262		88	66.5%
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%
4171 Grounds Maintenance Costs	0	0	0	1,092	1,025	(67)	1,025		(67)	106.6%
Allotments :- Indirect Expenditure	62	20	(42)	1,424	1,289	(135)	1,824	0	400	78.1%
Net Income over Expenditure	(62)	(20)	42	1,226	1,361	135	826			
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	4,406	4,000	(406)	44,890	41,250	(3,640)	45,250			99.2%
1303 Other customer/client receipts	0	0	0	192	42	(150)	42			456.4%
Wilfrid Noyce Community Centre :- Income	4,406	4,000	(406)	45,082	41,292	(3,790)	45,292			99.5%
4001 Salaries	0	247	247	0	988	988	1,235		1,235	0.0%
4002 Employer's NIC	0	35	35	0	146	146	186		186	0.0%
4003 Employer's Superannuation	0	45	45	0	180	180	227		227	0.0%
4102 Property Maintenance	1,373	300	(1,073)	10,699	7,697	(3,002)	7,997		(2,702)	133.8%
4103 Maintenance Contracts	79	600	521	6,033	4,810	(1,223)	5,410		(623)	111.5%
4111 Energy Costs	1,408	800	(608)	7,334	6,123	(1,211)	7,072		(262)	103.7%

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4121 Rents	0	0	0	55	55	0	55		0	100.0%
4131 Rates	0	0	0	2,320	4,640	2,320	4,640		2,320	50.0%
4141 Water Services	147	110	(37)	(2,366)	(2,185)	181	(2,075)		291	114.0%
4161 Cleaning	0	1,340	1,340	11,476	14,740	3,264	16,080		4,604	71.4%
4162 Waste Removal	88	160	72	1,545	1,760	215	1,920		375	80.5%
4163 Domestic Supplies	0	50	50	308	238	(70)	288		(20)	107.1%
4203 Other Transport Costs	0	0	0	10	0	(10)	0		(10)	0.0%
4301 Equipment	1,010	300	(710)	1,280	1,300	20	2,000		720	64.0%
4304 Catering & Hospitality	0	0	0	15	0	(15)	0		(15)	0.0%
4313 Professional Fees - Other	0	0	0	1,400	1,400	0	1,400		0	100.0%
4323 Telephones	59	65	6	1,138	1,105	(33)	1,170		32	97.3%
4343 Licensing/PRS	0	0	0	385	644	259	644		259	59.8%
4900 Miscellaneous Expenses	0	100	100	0	400	400	500		500	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	4,165	4,152	(13)	41,632	44,041	2,409	48,749	0	7,117	85.4%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	241	(152)	(393)	950	(5,249)	(6,199)	(5,957)			
<u>206 Bandstand</u>										
1301 Premises Hire Charges	0	0	0	140	25	(115)	25			561.0%
1303 Other customer/client receipts	0	0	0	(116)	0	116	0			0.0%
Bandstand :- Income	0	0	0	25	25	0	25			99.0%

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	0	50	50	15	215	200	265		250	5.7%
4111 Energy Costs	0	0	0	240	240	0	240		0	100.0%
4343 Licensing/PRS	0	0	0	609	70	(539)	70		(539)	869.5%
Bandstand :- Indirect Expenditure	0	50	50	864	525	(339)	575	0	(289)	150.2%
Net Income over Expenditure	0	(50)	(50)	(839)	(500)	339	(550)			
<u>207 Godalming Museum</u>										
1302 Rents	1,706	0	(1,706)	6,825	6,824	(1)	6,824			100.0%
1303 Other customer/client receipts	240	0	(240)	7,585	7,585	0	7,585			100.0%
Godalming Museum :- Income	1,946	0	(1,946)	14,410	14,409	(1)	14,409			100.0%
4001 Salaries	4,106	3,830	(276)	39,986	41,981	1,995	45,811		5,825	87.3%
4002 Employer's NIC	284	471	187	3,530	4,577	1,047	5,048		1,518	69.9%
4003 Employer's Superannuation	477	705	228	5,116	6,502	1,386	7,207		2,091	71.0%
4005 Agency Staff & Contractors	0	0	0	6,075	5,900	(175)	5,900		(175)	103.0%
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%
4012 Recruitment Advertising	0	0	0	174	149	(25)	149		(25)	116.6%
4102 Property Maintenance	0	110	110	4,482	641	(3,841)	751		(3,731)	596.8%
4103 Maintenance Contracts	79	100	21	1,251	1,333	82	1,433		182	87.3%
4111 Energy Costs	0	0	0	0	0	0	(267)		(267)	0.0%
4121 Rents	0	0	0	195	0	(195)	0		(195)	0.0%
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%
4307 Stationery	0	25	25	292	391	99	416		124	70.2%

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4313 Professional Fees - Other	0	0	0	810	0	(810)	0		(810)	0.0%
4315 Insurance	0	0	0	3,360	3,361	1	3,361		1	100.0%
4322 Postage	0	80	80	228	880	652	960		732	23.8%
4323 Telephones	0	15	15	124	165	41	180		56	69.1%
4325 Computing	334	235	(99)	1,578	1,862	284	2,097		519	75.3%
4342 Subscriptions	0	0	0	120	120	0	3,120		3,000	3.8%
Godalming Museum :- Indirect Expenditure	5,280	5,571	291	67,322	67,862	540	76,826	0	9,504	87.6%
5101 Contrib. to Premises Provision	0	0	0	6,625	6,625	0	6,625		0	100.0%
Godalming Museum :- Other Costs	0	0	0	6,625	6,625	0	6,625	0	0	100.0%
Net Income over Expenditure	(3,334)	(5,571)	(2,237)	(59,537)	(60,078)	(541)	(69,042)			
<u>208 Land & Property - Other</u>										
1304 Donations	0	0	0	1,302	1,302	0	1,302			100.0%
Land & Property - Other :- Income	0	0	0	1,302	1,302	0	1,302			100.0%
4102 Property Maintenance	133	325	192	6,678	5,433	(1,245)	5,758		(920)	116.0%
4103 Maintenance Contracts	0	100	100	1,147	1,547	400	1,647		500	69.7%
4111 Energy Costs	216	100	(116)	960	891	(69)	991		31	96.9%
4141 Water Services	(20)	270	290	1,128	1,897	769	2,167		1,039	52.1%
4151 Fixtures & Fittings	0	0	0	0	250	250	250		250	0.0%
4161 Cleaning	1,218	1,210	(8)	12,774	13,310	536	14,520		1,746	88.0%
4163 Domestic Supplies	149	0	(149)	232	0	(232)	0		(232)	0.0%

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4171 Grounds Maintenance Costs	0	400	400	1,941	2,138	197	2,738		797	70.9%
4301 Equipment	0	0	0	7,461	5,163	(2,298)	5,163		(2,298)	144.5%
4315 Insurance	0	0	0	224	224	0	224		0	100.0%
4900 Miscellaneous Expenses	0	0	0	1,425	1,350	(75)	1,800		375	79.2%
Land & Property - Other :- Indirect Expenditure	1,695	2,405	710	33,971	32,203	(1,768)	35,258	0	1,287	96.4%
5001 Transfers from Reserves	0	0	0	(3,316)	(3,316)	0	(3,316)		0	100.0%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%
Land & Property - Other :- Other Costs	0	0	0	1,184	1,184	0	1,184	0	0	100.0%
Net Income over Expenditure	(1,695)	(2,405)	(710)	(33,854)	(32,085)	1,769	(35,140)			
<u>415 Mayors Charity 2022 - Faraday</u>										
1303 Other customer/client receipts	0	0	0	1,614	0	(1,614)	0			0.0%
1304 Donations	0	0	0	400	0	(400)	0			0.0%
Mayors Charity 2022 - Faraday :- Income	0	0	0	2,014	0	(2,014)	0			
4313 Professional Fees - Other	0	0	0	450	0	(450)	0		(450)	0.0%
Mayors Charity 2022 - Faraday :- Indirect Expenditure	0	0	0	450	0	(450)	0	0	(450)	
Net Income over Expenditure	0	0	0	1,564	0	(1,564)	0			

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>416 Community Store</u>										
1304 Donations	675	0	(675)	17,850	0	(17,850)	0			0.0%
Community Store :- Income	675	0	(675)	17,850	0	(17,850)	0			
4101 Repair/Alteration of Buildings	0	0	0	1,742	0	(1,742)	0		(1,742)	0.0%
4102 Property Maintenance	0	0	0	1,041	0	(1,041)	0		(1,041)	0.0%
4103 Maintenance Contracts	0	0	0	91	0	(91)	0		(91)	0.0%
4162 Waste Removal	28	0	(28)	287	0	(287)	0		(287)	0.0%
4202 Car Allowances	0	0	0	32	0	(32)	0		(32)	0.0%
4203 Other Transport Costs	0	0	0	158	0	(158)	0		(158)	0.0%
4301 Equipment	0	0	0	1,037	0	(1,037)	0		(1,037)	0.0%
4304 Catering & Hospitality	0	0	0	3,392	0	(3,392)	0		(3,392)	0.0%
4307 Stationery	0	0	0	55	0	(55)	0		(55)	0.0%
4323 Telephones	0	0	0	24	0	(24)	0		(24)	0.0%
4326 Website	0	0	0	266	0	(266)	0		(266)	0.0%
4900 Miscellaneous Expenses	0	0	0	39,604	0	(39,604)	0		(39,604)	0.0%
Community Store :- Indirect Expenditure	28	0	(28)	47,728	0	(47,728)	0	0	(47,728)	
5001 Transfers from Reserves	0	0	0	(30,295)	0	30,295	0		30,295	0.0%
Community Store :- Other Costs	0	0	0	(30,295)	0	30,295	0	0	30,295	
Net Income over Expenditure	647	0	(647)	417	0	(417)	0			

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	12,057	7,698	(4,359)	1,174,261	1,128,554	(45,707)	1,136,927			103.3%
Expenditure	72,810	80,394	7,584	1,033,328	1,041,159	7,831	1,130,923	0	97,595	91.4%
Net Income over Expenditure	(60,753)	(72,696)	(11,943)	140,933	87,395	(53,538)	6,004			
Movement to/(from) Gen Reserve	(60,753)			140,933						

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2022. Maintenance programme now complete. Tree replanting strategy on this agenda	Biennially	Nov 2024
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Biennially	May 2024
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council	Annually	April 2023
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 Reviewed in September 2022 – Reviewed at Full Council on 16 February – New programme to be determined post May 2023		March 2023
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC.		October 2021

REPRESENTATION ON EXTERNAL BODIES REPORTS:

External Organisation	TC Rep	Report Status	Required Date	Revised Date
Fairtrade Steering Group	Cllr Faraday	Report deferred until clarified if still required	26/05/22	
Godalming Park Run Group	Cllr Duce	Report provided	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report provided	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report provided	09/06/22	30/06/22
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report provided	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report provided	30/06/22	14/07/22
Sport Godalming	Cllr Adam	Report provided	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report provided	14/07/22	
Go-Godalming Association	Town Mayor Cllr Kiehl	Report provided	01/09/22	
Godalming Museum Trust	Cllr Steel	Report provided	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report provided	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report not available	24/11/22	
SALC	Cllr Cosser	Report provided	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report provided	12/01/23	
District Scout Council	Cllr Crooks	Report provided	12/01/23	
Godalming Park Run Group	Cllr Duce	Report expected 23 March 2023	23/03/23	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 23 March 2023 (on this agenda)	23/03/23	

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

Event	Date
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
King's Coronation Concert	Saturday, 6 May 2023
Coronation Music in the Park Bandstand Concerts	Sunday, 7 May 2023
Annual Council/Mayor Making	Thursday, 18 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Friday, 1 December 2023

Events in red are organised by Godalming Town Council



**UK Shared Prosperity Fund
(UKSPF)**

Funding Agreement 1 April 2022 to 31 March 2025

Between

Waverley Borough Council

and

Godalming Town Council



This project is funded/part-funded by the UK Government through the UK Shared Prosperity Fund.

[UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus)

Definitions

Agreement between	Waverley Borough Council (WBC)	“the Council”
And	Godalming Town Council	“the Organisation”
Funding awarded	£0 1 April 2022 to 31 March 2023 £101,185 1 April 2023 to 31 March 2024 £168,382 1 April 2024 to 31 March 2025 The Organisation will not be required to reapply for funding under this scheme during the period of the Agreement.	
The funding is valid between	1 April 2022 to 31 March 2025	
Payment schedule	To be paid £269,567 (depending on organisation, we may pay quarterly, six monthly or annually) subject to receipt in advance of a satisfactory VAT invoice from the organisation	
Business Case	Means the business case agreed between the Organisation and the Council annexed to this agreement. This funding agreement takes precedence over the corresponding business case.	
Funding Source	UK Shared Prosperity Fund (UKSPF), managed on behalf of HMG by the Department for Levelling Up, Housing and Communities (DLUHC)	

Background

The Council has signed a Memorandum of Understanding (MOU) that sets out the terms that will apply to the relationship between the Secretary of State for Levelling Up, Housing and Communities (DLUHC) and Waverley Borough Council (the Lead Local Authority) regarding the administration and delivery of the UK Shared Prosperity Fund (UKSPF).

The Funding Agreement herein sets out the terms that will apply to the relationship between the Council and the organisation, for the purposes of delivering the outputs and outcomes defined in the corresponding business case in Annex 1, including complying with the reporting, branding and procurement requirements referenced in the business case.

Amendments to this Funding Agreement may only be made upon written agreement between the Parties.

Service expectations, standards and reporting measures to be achieved are:

Service expectations:

The service will:

The Mobile Outreach Youth Service provision, provided by Godalming Youth Service, will deliver programmes in the Ockford Ridge/Aarons Hill area and locations outside of Godalming, which are within the Rodborough School catchment area and/or other locations identified by the Safer Waverley Partnership where outreach youth service intervention is considered beneficial for the well-being of young people and the local community. Programmes provided will seek to engage with the area's young people to build life skills, develop healthy relationships and make decisions that are right for them.

Outputs and Outcomes:

- Lead Output:

Delivery of youth intervention programmes in the Aaron Hill and Ockford Ridge community area, and other localities in the wider Waverley area as requested by the Safer Waverley Partnership

Number of positions created providing opportunities to work with young people.

Number of events/participatory programmes

Number of young people reached

- Lead Outcome:
 - Improved health and well-being and educational attainment of the area's young people.
 - Reduction in area Anti-social behaviour
 - Increased community volunteering by the areas young people
 - Increased number of jobs created within the areas youth and community services
 - Young people engaged in the project to show evidence of improved health, wellbeing and educational attainment. This to be evidenced in case studies.
 - Number of increased youth work hours

Milestones:

- See Annex 1 Business Case

Reporting:

Monitoring information is required every 3 months during the three year period in accordance with the UKSPF requirements at the following links:

[UK Shared Prosperity Fund: reporting and performance management \(3\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: monitoring and evaluation \(4\) - GOV.UK \(www.gov.uk\)](#)

The Organisation will assist the Council to provide its reports in a timely and efficient way and ensure that all data is provided at least 14 days in advance of any submission deadline.

At the same time as these the Organisation will provide up to date reporting on the metrics defined in the business case.

In addition the following information shall be provided by the Organisation to the Council at the end of each financial year:

- Reporting on all business case metrics.
- 2 Case studies
- Sample of testimonies
- Data - positive changes – Both organisations will work to agree a way of recording and reporting the difference the service makes to the wellbeing of residents, with the expectation that the service improves their lives, and to be specified consistently with the outputs and outcomes identified in the business case.
- An end report to be presented at a review meeting held in May/June 2025. The report gives the organisation the opportunity to showcase the funded service delivery and may include information such as progress made towards achieving outcomes and outputs,

challenges faced and why that may have affected progress or how any were overcome, any relevant financial information, lessons learned and plans for continuation of the service.

Contact Points

The following individuals are the main contact points for matters relating to this agreement.

	The Council	The Organisation
Link person	Paul Smith	
Position	Funding and Projects Officer	
Contact number	01483 523069	
Email	paul.smith@waverley.gov.uk	

Signatures

This Agreement is signed and binding on the parties. The Organisation agrees that the organisation's business case is an integral part of this Agreement.

	The Council	The Organisation
Signature		
Name		
Position		
Date		

Terms and Conditions

The Council and the Organisation will work in partnership throughout the funding period to create a climate of co-operation in which the Organisation can develop and deliver the funded activities to meet the needs of Waverley residents.

Both parties will adopt a reasonable approach when discussing genuine problems and will use reasonable endeavours to resolve issues through appropriate channels of communication.

Where there is reference to Government guidance and requirements in this agreement. The Council and the Organisation will be bound by the prevailing version of that document at the time.

The Organisation understand and agree that we have been awarded UKSPF funding by Waverley Borough Council and that:

Finances

1. We will keep proper up to date records and accounts, including invoices and receipts that show how the funding has been used. These financial records shall be available for inspection by the Council or representatives of DLUHC, on request and at any reasonable time.
2. The Organisation will provide a summary set of expenditure records each quarter
3. We will always hold any unspent funds and if all of the funding is not required to be spent for the purpose(s) intended during each year of the Agreement, we will notify the Council and if required by the Council, any unspent amount will be promptly returned to the Council.

4. We understand that the Council is unable to increase the level of funding if we overspend on the funded service.
5. We understand that the Council will pay the funding according to the expenditure profile in the business case on receipt of a VAT invoice to supplierinvoices@waverley.gov.uk . The first payment will normally be made at the beginning of April 2022, after signed copies of this Agreement are exchanged.
6. We will provide the Council with a copy of our annual accounts at the end of the financial year in respect of each year in which funding payments have been made. All relevant statutory requirements as regards accounts, auditing or examination of accounts, annual reports and annual returns will be met.
7. We will inform the Council of any offers of funding relating to the funded service from any other organisation that duplicates the funding awarded by the Council, and we agree that the Council may (acting reasonably) adjust the level of its funding accordingly.
8. We understand that the overall budget for the UKSPF is fixed and each year's allocation must be spent in the same financial year or returned.
9. We understand the Council will not provide UKSPF funding for activities carried out after 31 March 2025 and that underspends in the final year of the programme will need to be repaid by The Organisation to the Council.
10. The Council and the Organisation agree that Waverley Borough Council shall have no liability for any consequences, whether direct or indirect, that may arise from the services delivered with the funding, the use of the funding or from a necessary withdrawal of the funding.
11. Advance instalments may be withheld or withdrawn if the Organisation fails to meet the terms of this Funding Agreement.

Branding and Communication

12. We understand that we must follow guidance on the Branding and Communication associated with UKSPF Additional Information [UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#), and any updates to this that may be subsequently released by HMG on communications linked to UKSPF or wider Levelling Up Funding.
13. We will publicly acknowledge the funding for the activities we are delivering as appropriate and as practical. This includes published documents such publicity material relating to the activities being supported, the annual report, annual accounts and AGM that cover the period of the funding. This includes assisting the Council to do whatever is reasonably required to promote the funding relationship and services being supported.
14. The Organisation will provide copies of all promotional materials and press releases to the Council as soon as reasonably practicable after issue. [do we want to be credited for funding / support if so include: the Organisation will include the following on all materials "funding provided through Waverley Borough Council" (or whatever is appropriate).

Governance

15. We will ensure that the organisation is correctly constituted and regulated and that the receipt of the funding and delivery of activities are within the scope of its governing documents.
16. We will ensure activities covered in the Funding Agreement will be performed by appropriately qualified and trained personnel with reasonable skill, care and diligence to such standards of quality as it is reasonable for the Council to expect in all circumstances.
17. We will comply with any and all relevant statutory and legal obligations or operational frameworks (e.g. equal opportunities, safeguarding, health and safety, food hygiene, data protection, safeguarding etc) affecting the purpose for which the funding has been awarded and all aspects of its operations that may maintain appropriate policy documents.
18. We will always hold and maintain all relevant and adequate insurance cover to cover all aspects of the organisation. This includes keeping the Council indemnified against any legal liability (including any legally recoverable costs and expenses) for the funded service.
19. We will implement management controls that:
- mitigate the risk of fraud;
 - ensure funding has been used in accordance with UK subsidy control legislation;
 - ensure that any procurement undertaken by a Contracting Authority using UKSPF funds has complied with public procurement rules; [UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](#)
 - ensure that any procurement undertaken by a non-contracting authority using UKSPF funds is compliant with the UKSPF rules [UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](#)
 - ensure compliance with its statutory obligations under the Public Sector Equality Duty; [UK Shared Prosperity Fund: equalities \(9\) - GOV.UK \(www.gov.uk\)](#) and
 - ensure that any personal data obtained in connection with UKSPF activities is handled in compliance with the Data Protection Act 2018.
 - record and store evidence that each of the above rules has been complied with and in a format that is available for scrutiny by auditors acting on behalf of DLUHC.

Service expectations, standards and monitoring

20. We will use the funding exclusively for the purpose set out in the Funding Agreement.
21. We will notify the Council of all risks as and when they are identified, together with a risk assessment and mitigation strategy.
22. We will discuss any proposed changes and developments or difficulties in delivering the funded service in a timely way, to aid joint remediation planning and achievement of the identified outcomes.
23. We will support the Council in documenting all changes to this agreement and the corresponding business case if the Council agrees that a change is acceptable, and provide the information required by DLUHC to support the reporting of non-material changes or formulating a change request to DLUHC to support all material changes, in the format required by DLUHC.
24. We understand that the DLUHC may reject a material change request and we will work with the Council to re-plan the programme in accordance with DLHUC feedback.

25. We understand that the Funding Agreement does not imply that the Council are committing beyond the confirmed funding term.
26. We agree to monitor and review the funded service as detailed above and submit the required information on time. Where this is applicable, staged payments will be dependent upon the Council receiving and approving a monitoring report relating to the previous period. The Council will meet with the named signatories, or their nominated suitable representative as needed, to discuss monitoring and service delivery.
27. We shall provide all relevant information that may be reasonably required by the Council to enable the Council to act fairly, properly and in accordance with its obligations. The Council may make a request for any information at any reasonable time and the organisation shall comply with that request as soon as is reasonably practicable.

Termination and withholding of funds

28. The Council is not obliged to exercise any of its statutory functions in support of the Organisation other than those expressly contained in this agreement. Particularly the Council reserves all rights to consider planning, licensing and regulatory matters even where the decision made may delay or otherwise impact the project. The entering into of this agreement does not alter any other arrangement or require the Council to provide future funding or support to the Organisation.
29. Either party may terminate this Agreement immediately by giving one month's notice in writing to the other in the event of any new legislation or government ruling coming into force, which renders unlawful or substantially more burdensome or impracticable the performance of its obligations in the Agreement.
30. The Council shall be entitled to terminate this Agreement with immediate effect, where the organisation has committed a criminal offence, where it would be reasonable in the circumstances to do so.
31. We agree to repay to the Council any funding on a pro-rata basis, less any sums already properly expended for the delivery of the project, in the event that this Agreement is terminated.
32. We understand that the Council may hold back its funding or ask for a repayment of its funding (in whole or in part) if:
- The terms and conditions of this Funding Agreement are not met, including achievement of the outcomes that are specified.
 - The organisation does not comply with statutory legislation. Non-compliance may present a risk to the Council and if that risk is considered by the Council (acting reasonably) to be a serious risk, the termination procedures may be implemented by the Council.
 - The Council has serious and relevant concerns about the overall operations of the organisation.
 - Any member of the organisation's governing body, staff or volunteers act dishonestly or negligently in their work associated with the funding.
 - The organisation closes down, merges without discussion with the Council, becomes insolvent, goes into administration, receivership or liquidation or becomes unable to pay debts as they fall due.

- There is a civil emergency such as the recent coronavirus pandemic and the organisation chooses to cease operating during that time. In the event of a civil emergency the organisation may, with the prior agreement of the Council, divert funds to provide an adapted service to support vulnerable residents.

UKSPF Business Case

Project Overview

Project Number & Name:		Mobile Outreach Youth Service Provision
Delivery Organisation:	Godalming Town Council	
Lead Delivery Contact:	Name:	Tom Manning
	Role:	GTC Youth Service Officer
	Email:	youthofficer@godalming-tc.gov.uk
	Phone:	07706 342513
Lead WBC Officer:		
Project Description:	<p>The Mobile Outreach Youth Service provision, provided by Godalming Youth Service, will deliver programmes in the Ockford Ridge/Aarons Hill area and locations outside of Godalming, which are within the Rodborough School catchment area and/or other locations identified by the Safer Waverley Partnership where outreach youth service intervention is considered beneficial for the well-being of young people and the local community. Programmes provided will seek to engage with the area's young people to build life skills, develop healthy relationships and make decisions that are right for them.</p> <p>The project will seek to work with young people who are 'at risk' such as school refusers, those not engaging positively with peer groups, young carers, those with special educational needs and young people with emotional and/or mental health difficulties.</p> <p>Whilst a service provision within its own right, the mobile outreach youth service will, where appropriate, seek to link young people with other existing youth provision and services to provide a range of opportunities such as being able to participate in arts projects, music projects, sports, cooking and other opportunities. Through these activities, youth workers will informally educate young people in a range of areas, imparting vital life skills that they can draw upon as they move forward.</p> <p>There will be several case studies that demonstrate the positive impact that this project has for young people</p>	
What does the project aim to achieve?	<p>The Mobile Outreach Youth Service will seek to support young people to achieve their potential through providing high-quality youth work. It will do this by having trained youth workers engaging with the young people to provide enjoyable activities that provide informal education.</p>	

	<p>The activities will help young people to build life skills, develop healthy relationships and make decisions that are right for them. The mobile provision will provide a range of activities to engage young people in their own locality and, where appropriate, signpost to wider centre-based projects related to art, music, sport, digital creativity, and cooking to name a few examples.</p> <p>In keeping with a youth work approach, the project will be led by the interests of young people and involve them in decision making so that they can 'own' how they engage and develop the activities.</p> <p>The project will especially seek to support those that might be otherwise disengaged from professionals and who lack positive activities. The Town Council's Broadwater Youth Centre in Farncombe has a strong track record in supporting school refusers to help increase their attendance, supporting those with Special Educational Needs and those with difficult home lives who are sometimes drawn into antisocial behaviour. This same service is needed by young residents in other localities within Waverley including the Ockford Ridge and Aaron's Hill area.</p> <p>In addition to providing bespoke youth facilities, when these are not occurring the vehicles supporting the mobile youth service will be available to provide facilities for other social and support groups.</p> <p>The work of the mobile outreach youth service will be instrumental in identifying needs within a range of localities that will inform future provision for additional venue based youth work post UKSPF.</p>
<p>What is the problem the project seeks to resolve?</p>	<p>Whilst there is only one secondary school within the parish of Godalming, which is well supported by the Broadwater Youth Centre, communities within the southern reaches of the town find access to the youth service more challenging. This is principally due to lack of transport options and a significant number of young people from this area attending Rodborough School, which is located outside of the existing operating area of the Godalming Youth Service.</p> <p>The UKSPF offers an opportunity for the Godalming Youth Service to engage outside of its existing operating area to support young people from Godalming and adjoining parishes who attend Rodborough School. The opportunity afforded by the UKSPF will not only provide services during the funding period, but will enable Godalming Youth Service to demonstrate the opportunities and benefits achievable by youth work in order to seek future funding to continue in those areas post UKSPF.</p>

	<p>In relation to the Aaron's Hill and Ockford Ridge area of Godalming, currently there is no universally, free to access, secular youth provision. This has led to a situation where young people can be drawn into low level anti-social behaviour. The youth centre in Farncombe is making a significant contribution to the area's young citizens. However, due to geographic challenges these facilities are not readily accessible to residents in Aaron's Hill.</p> <p>Godalming Youth Service has conducted some detached youth work in the area and found that young people were very responsive to the idea of having their own youth activities.</p> <p>Additionally, the faith-based <i>Trinity Trust Team</i> youth organisation, which has facilitated a Friday night youth project in the area remarked that there is a high need within the area.</p> <p>The population of the area is set to rise due to a significant number of new build homes being constructed, but there is no specific additional provision for young people. This project will provide a focused youth provision to this growing population that will enhance opportunities available to young people and the wider population.</p>
<p>What are the key items that will be delivered?</p>	<p>Positive Engagement with Young People This project will provide the opportunity for positive engagement with young people in several different locations in and around the Rodborough School catchment area, including Ockford Ridge and Aarons Hill. The mobile outreach youth provision will be facilitated by specialist vehicles that enable positive engagement with young people.</p> <p>The Development of a Youth and Community Centre facility. Whilst this project is focused on engagement via a mobile outreach youth service provision, Godalming Town Council, which has significant experience in purposing space to meet the needs of the community, has a desire to provide a venue-based youth centre once the current housing development within the area is complete. The mobile outreach youth service will create the groundwork to establish a venue-based youth club.</p> <p>Recruit a team of Youth Workers that will support this project. The UKSPF project will provide new job opportunities by recruiting new youth workers to deliver the service, as well as increase the hours employed within an existing experienced youth work team and provide opportunities for new volunteers.</p>

	<p>Regularity of attendance at the Youth Sessions Once operating, the mobile outreach youth provision will engage with young people in the local area. It will model its engagement strategy on that successfully used at the Broadwater Youth Centre in Farncombe, namely promoting the service through effective publicity and school engagement. Leaflet drops and display posters will also take place in the local area, ensuring that all within the area know of the availability of the youth service.</p> <p>Young people evidencing positive social and emotional learning There will be several young people who co-develop case studies that share their story of how participation with youth project benefits them. These will show evidence of personal, social, and emotional learning. Some outcomes within youth work are planned and intended, whereas other outcomes are unintended but welcomed. The case studies will capture both.</p> <p>The support vehicles will be made available to support other community groups As has been achieved at the Broadwater Youth Centre and in other Godalming Town Council community buildings, we will seek to make the mobile facilities available to other groups and community organisations when not in use for youth work activities.</p>
How many people does the project affect? (Approx)	A rolling cohort which numbers approx 200+ per annum
Where will the project be located and which POSTCODES will be touched? (All Waverley/one settlement area)	<p>This project will primarily engage young people within the Ockford Ridge and Aaron's Hill area and other locations adjoining Godalming which are served by the Rodborough School catchment area and other locations identified by the Safer Waverley Partnership.</p> <p>The postcode expected to benefit include is GU7 1, GU7 2, GU8 5,</p>
Will the project have match funding?	Godalming Town Council provide in the region of £160,000 pa for youth work within the GU7 area to provide for a full-time profession Youth Service Officer, Youth Support workers and operate the Broadwater Youth Centre. The expansion into the Aaron Hill and Ockford Ridge and other localities will be supported and managed by GTC Officers and Staff.
Is this a new project or an ongoing one?	This a new project, but drawing on the processes, procedures and learning from the experience of establishing Godalming Youth Service and Broadwater Youth Centre.

Project constraints & assumptions	<p>We are constrained by the size of vehicles used but hope to overcome this through imaginative use of space and activities.</p> <p>We assume that young people's enthusiasm for this project will be maintained</p> <p>We assume that participation will grow gradually rather than the exceptionally quick growth experienced at Broadwater.</p>
High Level Project Plan Include key milestone & their dates	<p>Easter/Summer 2023 – procure suitable vehicle(s), undertake adaption as required including vinyl wrap and branding, staff training in use of vehicle and equipment.</p> <p>Easter/Summer 2023 – Recruitment of Youth Support Worker in Charge</p> <p>Recruitment of new youth support workers.</p> <p>Youth workers begin training and integration at Broadwater Youth Centre before engaging in outreach work within the Ockford Ridge and Aaron Hill Locality</p> <p>September 2023– Soft start of mobile outreach youth provision</p> <p>April 2024 – Full delivery of mobile outreach provision</p> <p>School Holidays – We will provide Activity Weeks for young people in receipt of Free School Meals.</p>

Project organisation

Project sponsor (Councillor)	Cllr Adam Duce - Godalming Town Council Cllr Paul Follows – Godalming Town Council, Waverley Borough Council & Surrey County Council.
Project Lead	<p>Tom Manning – Godalming Youth Service Officer, Godalming Town Council</p> <ul style="list-style-type: none"> To manage the day-to-day operations and monitor the performance To ensure that standards of good practice in youth work are considered in planning activities and facilities. To ensure that the project is appropriately promoted to the local community, and if necessary, support with reputational management <p>Rita Tong – Responsible Finance Officer – Godalming Town Council</p> <ul style="list-style-type: none"> Monitor and manage the financial spend. To ensure that procurement rules are followed

Independent reviewer	To review the spend and verify that it was spent in line with the plan and within the SPF guidelines
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1/8/22 Project Submission Details

Investment Priority:	Communities & Place OR Supporting Local Businesses OR People & Skills						
Lead Intervention:	Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.						
Lead Output:	Delivery of youth intervention programmes in the Aaron Hill and Ockford Ridge community area, and other localities in the wider Waverley area as requested by the Safer Waverley Partnership						
Metric:	Number of positions created providing opportunities to work with young people. Number of events/participatory programmes Number of young people reached						
Lead Outcome:	Improved health and well-being and educational attainment of the area's young people. Reduction in area Anti-social behaviour Increased community volunteering by the areas young people Increased number of jobs created within the areas youth and community services						
Metric:	Young people engaged in the project to show evidence of improved health, wellbeing and educational attainment. This to be evidenced in case studies. Number of increased youth work hours						
Expenditure profile submitted		2022-23		2023-24		2024-25	
	Revenue	£	£	£55,185	£	£168,382	£
	Capital	£	£	£46,000	£	£	£

Are these details still, correct?			Yes					
If no, detail the changes:								
Investment Priority:		Communities & Place OR Supporting Local Businesses OR People & Skills						
Lead Intervention:								
Lead Output:								
Metric:								
Lead Outcome:								
Metric:								
Expenditure profile			2022-23		2023-24		2024-25	
		Revenue	£	£	£	£	£	£
		Capital	£	£	£	£	£	£

Might there be an ongoing revenue cost? If so what will the expected per annum cost and who will meet the cost?	Ongoing revenue costs required for employee salary, running costs of service and consumable items of approx. £168,331 per annum. The continuation of the service will be managed by Godalming Town Council and/or contributions from other local councils utilising service or future social inclusion funds
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Project Risks (see: [UK Shared Prosperity Fund: assurance and risk \(5\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/uk-shared-prosperity-fund-consultation))

Risk Theme	Detail risk and mitigation
Staff capacity	If we are unable to recruit sufficient staff during the first round of recruitment, this may impact on providing a full youth work offering immediately. The Broadwater Youth Centre staff and the Youth Service Officer provide a mitigation for this and if needed they can provide some hours to provide a limited provision.
Staff capability	
Delivery timescales	

UKSPF “rules” checklist (see: [UK Shared Prosperity Fund: additional information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/uk-shared-prosperity-fund-consultation))

Key UKSPF Rules	Discussed with delivery partner
Branding UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk)	Yes
Procurement UK Shared Prosperity Fund: procurement (8) - GOV.UK (www.gov.uk)	Yes
Reporting UK Shared Prosperity Fund: reporting and performance management (3) - GOV.UK (www.gov.uk) UK Shared Prosperity Fund: monitoring and evaluation (4) - GOV.UK (www.gov.uk)	Yes
Equalities (see answer to public sector duty question in submission) UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)	Yes
Communications and Comms Planning UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk)	Yes

Project Governance

Date business case confirmed with delivery partner:	23/02/2023
UKSPF delivery board approval date:	20/12/2022
Delivery Board comments:	N/A
Date of confirmation to delivery partner:	11/01/2023

Town Mayor: Councillor Shirley Faraday

Tel: 01483 523575

E-Mail: office@godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

[date]

The Private Secretary to
His Majesty The King
Buckingham Palace
Westminster
London
SW1A 1AA

Dear Sir

I write on behalf of the Members of the Town Council of Godalming and the citizens of the town to send you our congratulations on the occasion of your coronation to the throne of the United Kingdom, overseas territories and the Commonwealth.

We send you our very best wishes for a long and healthy reign.

Yours faithfully

Cllr Shirley Faraday
Mayor

GODALMING YOUTH SERVICE **SAFEGUARDING & CHILD PROTECTION POLICY**

SAFEGUARDING WITHIN GODALMING YOUTH SERVICE

This document sets out Godalming Youth Service's safeguarding policy and procedures for the protection of children and young people.

This Policy applies to anyone working on behalf of Godalming Youth Service, including managers, the Youth Service Management Group, paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all children and young people by actively promoting awareness, good practice and sound procedures.

We believe the safety and well-being of children and young people is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory responsibility for safeguarding; the safety, protection and well-being of all children and young people that Godalming Youth Service supports and interacts with, is paramount and has priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old or vulnerable adult may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.

'Young Person' means those under 18 years old including all of those up to their 18th birthday – as designated a 'child' within the terms of the Children's Act 1989.

Godalming Youth Service encourages a culture of listening to children and engaging them in dialogue, with children seeking their views in ways that are appropriate to their age, culture and understanding.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England including the Children's Act 2004 and "Working Together to Safeguard Children 2018". [Working together to safeguard children \(PDF\)](#) (Department of Education), 2018 provides the key statutory guidance for anyone working with children and young people. All policies and procedures pertaining to safeguarding will be reviewed and updated on an annual basis, with additional reviews implemented should significant learning emerge or statutory guidance change.

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 Godalming Youth Service activities only; non-youth service activities are governed by Godalming Town Council's Safeguarding Policy.ⁱ

Principles

- This policy is based on the legal and statutory definitions of a child (defined as being up to 18 years old).

- The organisation will safeguard the welfare of children, young people and adults at risk, within the work we do by protecting them from neglect, physical, sexual or emotional abuse.
- All young people, regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, mental health status and physical appearance have the right to protection from any kind of abuse. ⁱⁱ
- All young people have the right to participate in an enjoyable and safe environment.
- Young people have the right to expect appropriate support in accordance with their personal and social development.
- Working in partnership with young people, their parent(s)/carers and other agencies is essential for the protection of young people.
- Safeguarding children and young people is the responsibility of everyone within the organisation, regardless of their role.
- A timely and appropriate response will be given to all suspicions or allegations of abuse, or poor practice.
- It is the responsibility of the Designated Safeguarding Lead/Leadership Team and any external agencies involved to uphold these safeguarding principles.
- The sharing of confidential information is restricted to the necessary external agencies.
- All personal information about children and young people is shared and stored appropriately in accordance with the Data Protection Act, the Freedom of Information Act and Information Sharing Protocols.

Godalming Youth Service recognises its statutory responsibility to ensure the welfare of young people and work with the Local Safeguarding Children's Partnership (LSCP)ⁱⁱⁱ to comply with its safeguarding procedures.

Implementation

Godalming Youth Service's Safeguarding & Child Protection Policy shall be adopted by the following:

- Godalming Youth Service and its staff, associates, volunteers, young people and management group; and
- all other bodies working in partnership with Godalming Youth Service.

Reporting Procedures

In all cases it is vital to take every action which is needed to safeguard the child, children and young person(s). Immediate action may be necessary in the following situations:

- If emergency medical attention is required, phone the emergency services or take the child/young person to the nearest Accident and Emergency Department.
- If the child or young person is in immediate danger the police should be contacted by calling 999.
- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Safeguarding Lead.
- Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The Safeguarding Lead must record the concern, with the staff member or volunteer using the appropriate Reporting Form. The Safeguarding Lead is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Surrey Children's Services, C-SPA, details below. This form must be kept strictly confidential and stored securely.
- It is the responsibility of the Designated Safeguarding Lead (DSL) or in their absence the person who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Surrey Safeguarding Children Partnership/Surrey Children's Services or the Police.

The DSL will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate.

It is also the responsibility of the Safeguarding Lead to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All staff and volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children's Trust and endorsed by SSCP. Details can be found here: [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/616211/information-sharing-advice-for-practitioners.pdf).^{iv} In addition to this, whilst respecting cultural differences, the basic requirements for children is that they are kept safe across social, ethnic and cultural boundaries.

Organisational Responsibilities

- Godalming Town Council Policy & Management Committee has overall responsibility for the implementation of the Safeguarding Policy but may designate certain members of staff to manage the Safeguarding Policy and its implementation.
- It is the responsibility of the DSL to take appropriate action following any expression of concern and make referrals to the appropriate agency.
- Godalming Town Council will ensure that the DSL participates in regular safeguarding training on an annual basis so that they are aware of the procedures for identifying and reporting suspected cases of abuse and neglect, and are up to date with any legal changes.
- All staff/volunteers will be made aware of this Safeguarding Policy and related relevant procedures as part of their induction and their contract of employment.
- All staff/volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding. More information can be found here: [SSCP Partnership Training Programme; Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://www.surreyscp.org.uk/training-programme)^v
- Godalming Youth Service will work in accordance to guidance and good practice from the Surrey Safeguarding Children Partnership. More information can be found at: [Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://www.surreyscp.org.uk)

Designated Safeguarding Lead – Contact Details

Godalming Youth Service adheres to current recommendations which require the appointment of a DSL who will act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. They will also ensure this policy is implemented, updated at least annually and approved by Full Council and/or the Policy & Management Committee within Godalming Town Council.

Godalming Youth Service – Designated Safeguarding Lead Contact (Youth) Details:

Tom Manning 07706 342513 youthofficer@godalming-tc.gov.uk

Godalming Youth Service is part of Godalming Town Council. Because the town council is involved in many activities besides providing a youth service, there is a separate Safeguarding Officer for non-youth service activities.

Godalming Town Council – Designated Safeguarding Lead (non-Youth) Details:

Suzie Gortler 07765 693746/ community@godalming-tc.gov.uk

Designated Safeguarding Lead for Youth Service Responsibilities^{vi}

- Take a lead role in developing and reviewing Godalming Youth Service's safeguarding and child protection policies and procedures.
- Take a lead role in implementing Godalming Youth Service's safeguarding and child protection policies and procedures; ensuring all safeguarding and child protection issues concerning children and young people who take part in Godalming Youth Service's activities are recorded and responded to appropriately.
- Make sure that everyone working or volunteering with or for children and young people at Godalming Youth Service, including the management group members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
- Make sure children and young people who are involved in activities at Godalming Youth Service and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child who takes part in Godalming Youth Service's activities.
- Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Godalming Youth Service may present a risk to children or young people. This includes:
 - a. assessing and clarifying the information;
 - b. making referrals to statutory organisations as appropriate;
 - c. consulting with and informing the relevant members of the organisation's management; and
 - d. following the organisation's safeguarding policy and procedures.
- Liaise with, pass on information to and receive information from statutory child protection agencies such as the local authority child protection services, the police and NSPCC.
- This includes making formal referrals to agencies when necessary.
- Seek guidance where needed, from an appropriate organisation such as Surrey Children Services, the police and NSPCC.
- Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- Work closely with the management group to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- Report regularly to the management group on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of Godalming Youth Service.
- Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
- Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area. Attend regular training on child protection issues and share knowledge from that training with everyone who works or volunteers with or for children and young people at Godalming Youth Service.

Staff and Volunteer Responsibilities

- Any new member of staff or volunteer with direct contact with young people will be taken through this Safeguarding Policy as part of the induction process and offered training soon after commencing their post.
- All staff and volunteers to participate in timely and relevant training.

- All staff have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed below in this policy.
- If in any doubt about what action to take, employees must seek advice from the named Safeguarding Lead or in their absence, the Responsible Finance Officer or Town Clerk.

Training and Development

Godalming Youth Service will ensure that all members of staff/volunteers have timely and relevant safeguarding training. The DSL will ensure this happens, drawing especially on the following resources:

- training for the Safeguarding Manager can be accessed from [Surrey Safeguarding Children Partnership](#). Staff and volunteers can also access a range of multi-agency safeguarding training. We draw on the [Safeguarding Training Pathway](#) to guide our approach.
- The National Youth Agency provides training that aims to support Youth work specific safeguarding via their [Safeguarding & Risk Management Hub](#).
- In some instances, and where required by organisational needs, extra training will be sourced from reputable organisations.

Monitoring Procedures

Godalming Youth Service's Safeguarding & Child Protection Policy should be reviewed annually. The following situations may also trigger a review of the policy:

- any changes in legislation;
- any changes in youth governance;
- the result of a significant case; and
- new learnings that emerge locally.

If at any time the organisation becomes aware of knowledge that will strengthen our approach to safeguarding children, policy improvement and iteration should be implemented at the earliest opportunity

Definitions of Harm and/or Abuse

Working Together to Safeguard Children 2018 defines abuse as:

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.”^{vii}

For the purpose of this policy, Godalming Youth Service has defined harm as:

- **Neglect** – the persistent failure to meet the basic physical and physiological needs of the young person that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter and failure to respond to basic emotional needs, such as being cared for when sick.
- **Abandonment** – leaving a child alone and unattended in circumstances that are inappropriate for their age and/or level of ability.
- **Emotional Abuse** – persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children and young people. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the young person leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of

children and young people. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- **Physical Abuse** – hitting, kicking, shaking, slapping, throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child or young person. Physical harm may also be caused when a parent or carer covers up the symptoms of, or deliberately causes ill health to a child or young person within their care.
- **Witnessing Ill Treatment (including domestic abuse of another person)** – this may impact the health or development of a child or young person.
- **Sexual Abuse or Sexual Exploitation** – forcing or enticing a child or young person to participate in sexual activities, whether or not the child or young person is aware or has knowledge of what is happening. It includes child prostitution, encouraging children or young people to watch or participate in the production of pornographic material, online grooming, encouraging children and young people to behave in sexually inappropriate ways. Sexual acts include penetrative such as rape and non-penetrative acts such as touching or stroking. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children on children.

The Sexual Offences Act 2003 defines 'consent' as '*if he agrees by choice and has the capacity to make that choice*'. The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16 (including under 13).
- Children/young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children/young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened or deceived.
- Persons with a mental disorder who have sexual relations with care workers.

In relation to young people under the age of 13, consent is irrelevant. The law says '*a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity*'^{viii}.

The police must be informed immediately of any sexual activity involving a child under 13 years of age.

There are four major types of abuse (see SUPPORTING DOCUMENTS for definitions):

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

There are other types of abuse that fit into these categories and are key areas for children and young people in the UK. These include but are not restricted to child sexual exploitation (CSE), female genital mutilation (FGM), extremism, contextual safeguarding, mental health, domestic abuse and homelessness (Working Together guidance 2020)^{ix}.

Key areas will be covered in staff training, but it is important for staff to be aware of safeguarding areas that may affect specific programmes. The DSL will review new programmes and activities to ensure any key areas are flagged in the risk register and will identify any additional training needs if necessary.

Recognising Abuse

It is part of everyone's role at Godalming Youth Service to do everything possible to keep young people safe from abuse. There is a moral responsibility to report any concerns about a child or young person in any context. Most suspicions of abuse come about from observation of changes in the young person's behaviour, appearance, attitude or relationship with others. Training is important to support staff and volunteers to recognise abuse, and we seek to meet this need through our training matrix and continued engagement in training.

Signs of Abuse

Signs which may indicate abuse include:

- sexually explicit language and actions;
- unexplained bruising and injuries;
- sudden changes in behaviour, such as absences, withdrawal or having unexplained material goods;
- something a child has said; and
- a change observed over a long period of time e.g. losing weight or becoming increasingly dirty/unkept.

Such signs do not necessarily mean a child or young person is being abused. Equally, there may not be any signs; you may just feel something is wrong. It is not a member of staff's responsibility to decide if it is abuse, but it is their responsibility to act on such concerns and report it accordingly.

The signs of abuse are not always obvious, and a young person may not tell anyone what is happening to them. Individuals are often scared that the abuser will find out, and worried that the abuse will get worse. Quite often they think that there is no-one they can tell or that they will not be believed.

It is crucial that associates and volunteers are able to recognise signs of abuse. This training need is addressed in Godalming Youth Service's training matrix, but most importantly Godalming Youth Service is committed to undergoing ongoing professional development to continually improve child protection practice.

Vulnerable Young People

Godalming Youth Service has a responsibility to be aware that some children and young people who take part in our activities may experience difficulties that adversely affect their lives at home and/or within their lives outside of the organisation and therefore be at risk of harm.

Particularly vulnerable groups could include:

Children and young people with a disability (disability can take many forms including)

- physical disability
- sensory disability
- learning disability

Research indicates children and young people with a disability are more likely to be abused than non-disabled children. They may find it more difficult to recognise abuse. Disclosing abuse is difficult for any child; for a child with disabilities, it may be especially difficult, for the following reasons:

- their life experience may be limited, therefore struggle to recognise inappropriate behaviour;
- communication difficulties can make it hard to report abuse or they may not be able physically to leave an abusive situation or they receive intimate physical care and, therefore, the abuse may seem 'normal' or their self-esteem and self-image are poor;
- they may not be aware of how or to whom they can report abuse.

Children and young people at risk of sexual exploitation (CSE)

Young people at risk of, or engaged in, sexual exploitation may not see themselves as victims. Workers need to be aware of young people who may be at risk.

The sexual exploitation of children and young people is defined in government guidance documents (2017) as follows:

"Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."^x

Often the exploitative situation includes contexts and relationships where young people receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised by the child's limited availability of choice, resulting from their social/economic and/or emotional vulnerability.

There are strong links between children who go missing and the internal trafficking, between towns, of young people for the purposes of sexual exploitation. Children and young people from loving and supportive families can be at risk of exploitation and workers must be careful not to stereotype specific groups of children as potential victims.

Children and young people affected by gang activity

Young people who become involved in gangs are at risk of violent crime and are, therefore, deemed vulnerable and in need of safeguarding. The nature and characteristics of gangs vary but generally:

- are predominantly young males;
- begin offending early and have extensive criminal histories;
- are often territorially based or linked to a particular religion or culture; and
- deal in drugs as a way to make money.

Girls tend to be less willing than boys to identify themselves as gang members but are often drawn into male gangs as girlfriends of existing members. They (and sisters of gang members) are at particular risk of being sexually exploited or abused, but this risk can also affect male gang members.

Youth workers have a responsibility to safeguard and promote the welfare of these young people and to prevent further harm both to themselves and to other potential victims. As the young person

may be both a victim and a perpetrator, it is vital that workers recognise their needs and provide support. To this end, Godalming Youth Service requires all workers to complete training in relation to gangs and violence, and in relation to child sexual exploitation.

Children and young people missing education

The law requires all children and young people between the ages of 5 and 16 to be in full time education. Children and young people who are not attending school or not being home-educated may be particularly vulnerable.

The local authority's children's services will be keen to be informed if you know about children and young people who are not either in school or receiving education at home, or if you have any concerns about children or young people who have gone missing from your area or neighbourhood, so that they can make sure that they are safe and that they receive an appropriate education. Raise your concerns with the DSL within the organisation, who can then make a referral.

Young people who are homeless

Homeless young people are not just those who are sleeping on the streets. Young people may be 'sofa surfing', staying on the floors and sofas of friends or family, in temporary hostel or bed and breakfast accommodation or in unsuitable or unsafe accommodation.

There are many reasons why young people are homeless but, whatever the reason, insecure housing is likely to have a debilitating impact on their lives and increase their vulnerability.

Children and young people who are experiencing domestic abuse

In a house where domestic abuse occurs, the children and young people are being abused too. Children and young people may be aware of the abuse of a parent, through hearing or seeing incidents of physical violence or verbal abuse. They may also continue to witness and/or hear abuse during post-separation contact visits.

Research shows the risks of children and young people being directly physically or sexually abused are markedly increased, in homes where domestic violence occurs.

The impact on such children and young people may be demonstrated through aggression, anti-social behaviour, anxiety or depression.

Young Carers

A young carer is a child or young person whose life is restricted by the need to take responsibility for another person. The person might be a parent, a brother or sister, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care, support or supervision. Young carers can become isolated, with no relief from the pressures at home, and no chance to enjoy a normal childhood. They are often afraid to ask for help as they fear letting the family down or being taken into care.

Godalming Youth Service seeks to identify when a young person is a young carer and to be aware of the needs of young carers in general. We intentionally build our expertise in this area to offer young carers support and/or signpost them to a charity specifically for young carers, ordinarily Surrey Young Carers. If their needs are more serious or urgent these concerns must be shared with the DSL within the organisation. All staff are required to complete Young Carer Aware training as part of their training matrix.

Children and young people whose parents/carers misuse substances

Although there are some parents/carers who are able to care for and safeguard their children despite their dependence on drugs or alcohol, parental substance misuse can cause significant harm to children at all stages of their development.

Where a parent has enduring and/or severe substance misuse problems, the children in the household are likely to be at risk of, or experiencing, significant harm primarily through emotional abuse or neglect.

The child or young person's daily life may revolve around the parent's/carer's substance misuse and they may be assuming inappropriate responsibilities within the home.

Children and young people whose parents/carers have learning disabilities

Parental learning difficulties do not necessarily have an adverse impact on a child's developmental needs. But, where it is known parents/carers do have learning disabilities, workers should be particularly aware of the developmental, social and emotional needs of the children and young people in the family.

Risk of harm or to well-being could be:

- a child having caring responsibilities inappropriate to their age, such as looking after siblings;
- a child experiencing neglect; and
- a child with a mother with learning disabilities, who may be targeted by men to gain access to children, for the purpose of sexually abusing them.

Godalming Youth Service also recognises that parents/carers with learning difficulties may need to have information about programmes and activities explained to them verbally and may need support when forms need to be completed.

Children and young people whose parents/carers have a mental illness

Parental mental illness does not necessarily have an adverse impact on a child or young person's care and developmental needs. However, studies show the chance of child death through abuse or neglect where parental mental illness is present, is greatly increased.

In a household where a parent has enduring and/or severe mental ill-health, children are more likely to be at risk of, or experiencing, significant harm.

Risk of harm or to well-being could be:

- parental aggression or rejection;
- having caring responsibilities inappropriate to his/her age;
- witnessing disturbing behaviour arising from the mental illness (e.g. self-harm, suicide, uninhibited behaviour, violence); and
- being neglected physically and/or emotionally by an unwell parent.

Unaccompanied asylum seeking and refugee children

Children who have come to the UK without parents or relatives, are some of the most vulnerable children in our society. They are alone in an unfamiliar country, at the end of what has most likely been a long, perilous and traumatic journey. They may have experienced exploitation or persecution in their home country, or on their journey to the UK. Some may have been trafficked, and many more are at risk of being trafficked or being exploited in other ways, some of which are covered here, such

as becoming homeless, becoming involved in gang activity and being out of education. Such children and young people should be living in foster care or supported accommodation.

Asylum seeking children also have a greater risk of going missing or experiencing mental health issues. Reasons for this could be:

- difficulties in communication;
- frustration at not understanding the asylum-seeking process and not feeling believed/supported;
- worries for family members that they may have lost touch with since leaving their country/during the journey to the UK;
- exploitation by the traffickers, who they may now owe money to;
- post-traumatic stress disorder; and
- isolation and loneliness.

The local authority should be aware of an unaccompanied asylum-seeking child's needs and is responsible for their safety and wellbeing. Any safeguarding concerns should be reported to them to ensure the young person's safety.

Any concerns relating to particularly vulnerable children and young people must be raised with Godalming Youth Service's DSL as soon as possible. Do not make assumptions that another agency or local authority provision is already managing this because the young person is already known to them.

Safe Recruitment

Youth services would not exist without the many staff and volunteers who deliver provision. There are many different roles to play in delivering quality services for young people and ensuring we encourage individuals who are suitable to work with young people is essential. Getting the right people in place is key to well organised and quality services delivered in a safe and supportive environment.

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. Safe recruitment procedures should be adopted and applied consistently when appointing a staff member, associate or volunteer. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

When recruiting staff or volunteers, the following steps will be taken to support safe recruitment:

- draw up a role profile which highlights the key responsibilities;
- draw up a person specification to define the skills and experience required for the role;
- be clear about the aims and philosophy of our organisation in our advert/information;
- emphasise the Council's stance on safeguarding children and young people and equal opportunities;
- use application forms to collect information on each applicant;
- ensure that more than one person from our organisation looks at each application form; and
- ask for original identification documents to confirm the identity of the applicant, e.g. passport or driving licence.

For volunteers, this is supported by our Volunteering Policy & Procedures that will be made available to all prospective volunteers.

Promoting good practice when delivering young people's activities

Raising awareness of what safeguarding means for everyone will create a safer environment for young people. Encouraging volunteers, staff, parents/carers and trustees to get to know the safeguarding policy and procedures will increase the likelihood of good safeguarding practice.

We make these documents available to all staff, and also require staff to complete National Youth Agency training that further supports delivering safe activities, events and site management. This is done to complement formal safeguarding training available through the Surrey Safeguarding Children Partnership, ensuring that Godalming Youth Service's youth work delivery embeds effective safeguarding practice to promote appropriate behaviour of those supervising young people's activities.

Good practice guidelines

All staff, associates and volunteers should demonstrate exemplary behaviour in order to protect young people and themselves. This includes:

- adopting Godalming Youth Service's Safeguarding & Child Protection Policy and Procedures;
- promoting Godalming Youth Service's Safeguarding & Child Protection Policy to those they manage, their teams and any associates or volunteers they may work with;
- wherever appropriate, conducting one to ones with young people in an open environment, where others are present;
- treating all young people equally, and with respect and dignity;
- always putting the welfare of young people before organisational aims;
- building and maintaining a safe and appropriate relationship with young people;
- empowering young people to share in decision-making processes;
- attending training as required;
- positive role modelling for young people; and
- developing and adopting a Group Agreement with young people, all of whom agree to adhere to these principles. Where these are breached, there should be clear sanctions implemented through our 'Three Strike' warning and behaviour contract system.

Relationships of Trust

The power and influence a member of staff or someone in a leadership role has over someone attending a group activity cannot be underestimated. Therefore, staff are expected to act within appropriate boundaries with young people, in relation to all forms of communication. Staff should be mindful of any physical contact and should not have intimate or sexual relationships with young people.

"It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people."
(Sexual Offences Act 2003).

Godalming Town Council's Code of Conduct defines appropriate behaviours for all staff and volunteers and is to be adhered to at all times. This is complemented by the Youth Service Staff Conduct Policy that provides additional youth context-specific guidelines.

Supervision Ratios

Godalming Youth Service ensures that an appropriate staff to young person ratio is implemented which enables effective supervision of young people and effectively manage the associated risks.

The national guidance states that the level of supervision should take account of:

- the age and ability of the young people;
- the activity being undertaken;
- children's growing independence;
- children's need for privacy;
- the geography of the facility being used; and
- the Risk Assessment for the specific project.

Within Godalming Youth Service, our usual ratio is one worker for every ten young people. Our approach is outlined fully in Godalming Youth Service's Supervision Ratio Guidance document, which is also reviewed termly based on the latest contextual information.

PARTICIPATION CONSENT

Written Consent to participate in activities led by Godalming Youth Service is obtained before the events, with consent forms processed to identify specific needs and important information. Information provided on for the consent of the activity will not be kept longer than necessary.

Any young person under the age of 18 should have consent from a parent or guardian where possible, and any exceptions to this are to be recorded in the Risk Assessment for each project.

Media Consent

Media consent is obtained from all parents and young people. Materials will not be kept longer than two years and young people can withdraw consent at any time.

Different Types of Activity Consent

Shadowing the established practice in education, we recognise a distinction between centre-based activities (e.g. coming to a youth drop-in during the afternoon) and off-site activities (e.g. taking a group to a swimming pool). Our policies in regard to each are outlined below:

Centre-Based

We require completed consent forms (written or digital) for all young people who access the youth centre. However, we recognise that they may not be able to provide this when they first arrive. Therefore, we allow young people to access their first session by providing a parental contact number, then give them a physical form to take home.

Off-Site

We require completed consent forms (written or digital) for all young people who wish to participate in any off-site activities. Young people will not be allowed to participate in the activity without a completed consent form.

Guidelines on Young People and Use of the Internet and E-Safety

The internet is significant in the distribution of indecent photographs/pseudo photographs of children and young people. Adults often use the Internet to establish contact with young people to "groom" them for inappropriate or abusive relationships.

As our project provides service users with direct access to the internet, we seek to have protocols in place to ensure safe use. Many websites contain offensive, obscene or indecent material such as:

- sexually explicit images and related material;

- advocating of illegal activities; and
- advocating intolerance for others.

Recognising our duties to act in ways that provide a safe online environment, Godalming Youth Service has sourced web filters for the internet connections we provide that are compliant with the government's Friendly Wifi Scheme^{xi}. The web filter is updated regularly to ensure that it remains fit for purpose and is in use on all Godalming Youth Service devices.

However, we also recognise that the widespread availability of personal fast mobile 4G/5G internet on young people's devices limits the effectiveness of these filters. For these reasons, group agreements and ground rules address personal phone usage by young people and internet access. We also recognise that youth work is a form of social education and seek to impart social learning to young people regarding issues emerging from illicit or dangerous online activity.

Guidelines regarding staff conduct

Godalming Youth Service's Staff Conduct Policy and Social Media Policy address how staff authorised to use the internet should use these facilities. All staff must not download pornographic or any other unsuitable material on Godalming Youth Service technical equipment or distribute such material to others. In addition, users must not upload any material to the internet that could be considered inappropriate, offensive or disrespectful of others.

Disciplinary action will be taken against staff in breach of this policy. Where this is done unintentionally, the user must exit the website and/or delete all material immediately. Breach of this will be treated as gross misconduct. Where exemption is required, because of the nature of the work of the member of staff, written permission must be given in advance with the manager.^{xii}

In the event of staff accessing or distributing child pornography

When a worker or volunteer is discovered to have placed child pornography on the internet, or accessed child pornography, the police will be contacted immediately as will the Local Authority Designated Officer (LADO)^{xiii}. LADO will normally consider whether that individual might also be involved in the active abuse of young people. The individual's access to young people using the Youth Service will cease during the investigation, and we will follow guidance from the Surrey LADO throughout the investigation.

RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

Within Godalming Youth Service, we recognise part of our responsibility for safeguarding is to ensure that concerns and any relevant information is passed onto children's social care services, the independent (LADO) and in emergencies, the police. These organisations have the statutory responsibility to make enquiries to establish whether a child or young person is at risk of harm.

How to respond to a disclosure from a young person^{xiv}

If a young person discloses, they, or another young person, is concerned about someone's behaviour towards them, the person receiving this information should:

- remain calm and in control;
- reassure the young person by telling them they have done the right thing;
- take what the young person says seriously;
- listen carefully to what is said;
- keep questions to a minimum – only ask for clarification and no leading questions;
- don't promise to keep it a secret. Let the young person know you will need to share the information with other professionals to keep them and/or other young people safe;
- record what is said on your Incident Report; and
- tell the young person what will happen next.

In all cases consider the welfare of the young person who has disclosed as the highest priority. If there is a concern the young person is in immediate danger:

- contact the police and explain the situation to them;
- stay with the young person;
- if necessary, move to a safe place away from immediate harm and that no situation arises which could cause any further concern;
- call for immediate medical attention if the young person requires it;
- contact the DSL to let them know what is happening and ask for further advice and guidance;
- make a factual record of events as soon as possible by using the Incident Form; and
- do not investigate further, share confidential information with others, or take any further action unless authorised to do so. The police will now be in charge and anything you do without their authorisation may harm their investigation.

If a young person is not in immediate danger but a disclosure has been made:

- follow the disclosure process as above. Send the incident form to the DSL at Godalming Youth Service within 24 hours and notify your manager that you have done so;
- the DSL will then contact you to talk through this if necessary; and
- the DSL will inform you of next steps to be taken and you will receive support from your manager.

Emergency: If a young person is in immediate danger you should contact the police on 999.

Non-emergency: If there is no immediate danger or advice or information is needed the DSL can contact the relevant LADO or Children's Social Care Team. If the concern is about a young person, contact the relevant LADO for the local authority where the incident occurred. If the concern relates to a staff member, the LADO of their registered place of work should be contacted (the details can be found on the Surrey Safeguarding Partnership Board website)^{xv}.

Responding to Concerns

If there are any concerns about a young person, an Incident Form should be completed and emailed to the DSL at Godalming Youth Service (youthofficer@godalming-tc.gov.uk). This form will be used if an incident occurs that causes concern for the safety of a young person who is not in immediate danger. The DSL will then advise of next steps.

Recording of a Safeguarding Concern

If anyone has concern about a child or young person's welfare or safety, it is vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or other agencies.

Keep an accurate record of:

- the date and time of the incident/disclosure;
- the date and time of the report;
- the name and role of the person to whom the concern was originally reported and their contact details;
- the name and role of the person making the report (if this is different to the above) and their contact details;
- the names of all parties who were involved in the incident, including any witnesses to an event;
- what was said or done and by whom;
- any action taken to investigate the matter;
- any further action taken (such as a referral being made); and
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

The report must be factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed and dated by the person making the report.

With regard to storing this at Godalming Youth Service, Godalming Town Council has a system that enables us to save documents remotely to prevent physical tampering or unauthorised access. An encrypted safeguarding log will be retained on this system, with a password known only to the Youth Service Officer, Responsible Finance Officer and Town Clerk.

IF AN ALLEGATION IS MADE AGAINST A STAFF MEMBER

Any concerns involving the inappropriate behaviour of a staff member towards a young person will be taken seriously and investigated. The LADO will be informed where and when the incident occurred. The situation will be explained to the staff member (if deemed appropriate) who is at the centre of the allegation. They may be asked to cease working on a temporary basis until the matter is formally resolved, and after investigation this could lead to dismissal and further action being taken against the member of staff. This will be reviewed on a case-by-case basis. Support will be provided for the person who the allegation has been made against.

If an Allegation is Made About the Designated Safeguarding Lead

Any concerns involving the DSL directly should be reported to the Senior Manager, in our context this is the Town Clerk. It is important that all staff are aware of staff reporting structure, and to this effect signage is available within our buildings.

Malicious Allegations

An allegation may be classified as malicious. Care should be taken in dealing with such an outcome, as some facts may not be wholly untrue. Some parts of an allegation may have been fabricated or exaggerated but elements may be based on truth.

Where a preliminary enquiry/investigation was undertaken and the allegations were deemed to be malicious, a record should be made stating that:

- An allegation was made (but not what the allegation was).
- Date the allegation was made.
- The allegation was fully investigated.
- The outcome was that it was found to be malicious or unsubstantiated and that no further action was taken.

Please refer to LADO guidelines for classifications of outcomes following investigations.

Whistleblowing

Godalming Town Council has a separate Whistleblowing policy which should be read in conjunction with this policy.

Data Protection and Management of Confidential Information

Godalming Youth Service is committed to the safe and secure management of confidential information. All personal information, including volunteer information, is stored securely and can only be accessed by those that require it to carry out their role. Only relevant information is stored and this is regularly reviewed and outdated information destroyed appropriately. Godalming Youth Service is also committed to the rights of children and young people to confidentiality. However, where a worker feels that the information disclosed by a child or young person should be referred to their line manager for investigation by an appropriate agency, the young person should be told that

confidentially cannot be kept. Signs and posters that explain our approach in this area of practice are displayed throughout our buildings, and flyers are available if engaged in detached youth work.

SUPPORTING DOCUMENTS

These documents were especially influential in shaping this policy, although many documents were accessed in writing this policy.

NSPCC - [Nominated Child Protection Lead or Designated Safeguarding Officer Template](#)

Surrey Safeguarding Children Partnership – [Safeguarding Policy Template](#)


National Youth Agency – [Safeguarding for Youth Work](#)

USEFUL CONTACTS AND TELEPHONE NUMBERS


- | | |
|--|---------------------------|
| • Designated Safeguarding Lead: | Tom Manning, 07705 342513 |
| • C-SPA (Children's Single Point of Access) | 0300 470 9100 |
| • Children's Services Helpline | 0300 200 1006 |
| • Out of hours Emergency Duty Team | 01483 517898 |
| • Child Line | 0800 11 11 |
| • NSPCC Helpline | 0808 800 5000 |

DISCLOSURE FLOWCHART

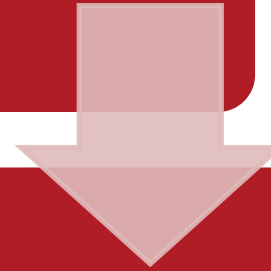
You are approached by a child, young person or adult at risk with a disclosure that they or someone else are being, or have been harmed, abused or neglected.



Make a written note of the information/observations, and include a record of the time, date and person present. Use the Incident Reporting Proforma if possible (copies available in youth centre offices, outreach and off-site bags)



Inform the Youth Service Officer as soon as possible. If you are unable to contact them, contact the Finance Officer.



The Youth Service Officer will evaluate the incident and/or make a referral to relevant agencies

CP PROFORMA TEMPLATE

Date & Times Disclosure Became Known	Date Reported to Youth Service Officer
Date This Proforma Completed	Person Completing Report
What did the child or young person say <i>word-for-word</i> ? (use quotations for verbatim accounts where possible)	
Which person(s) was/were present when the disclosure was made?	Date & Time Reported to Children's Services (if applicable)
What actions have been recommended or requested by children's services?	Youth Service Officer Comments & Suggestions
Is there any additional information, eg: a case number given to us or additional services available? Please sign and date below	

Staff Member completing form Sign

Date:

Youth Service Officer Sign

Date:

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- i Godalming Town Council's Safeguarding Policy is available here: <https://godalming-tc.gov.uk/safeguarding/>
- ii Based on the [Equalities Act 2010](#)
- iii <https://www.surreyscp.org.uk/>
- iv Information regarding Surrey specific implementation is available here: <https://www.surreycc.gov.uk/council-and-democracy/your-privacy/protocol-for-multi-agency-staff/surrey-multi-agency-information-sharing-protocol>
- v The safeguarding partnership training offer is available on Olive (Surrey's LMS). The link for registration and booking is: <https://surreycoun.plateau.com/learning/user/portal.do?siteID=SCA&landingPage=login>
- vi Adapted from the NSPCC's role description for child protection leads
- vii <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- viii <https://www.cps.gov.uk/legal-guidance/rape-and-sexual-offences-chapter-7-key-legislation-and-offences>
- ix <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- x Statutory Definition of Child Sexual Exploitation, available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591512/HO_DfE_c_onsultation_response_on_CSE_definition_FINAL_13_Feb_2017_2_.pdf
- xi An overview of this scheme can be found here: <https://www.friendlywifi.com/>
- xii An example might be testing the sufficiency of the Youth Service web filter. In these instances, it would likely be the Youth Service Officer who undertook testing whether, for example, pornographic content is blocked. The Friendly Wifi filter does this extensively without needing to attempt access, so it is difficult to anticipate a situation where permission would be needed.
- xiii Local Authority Designated Officer (LADO) - The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. <https://surreyscb.procedures.org.uk/qkyqql/safer-workforce-and-managing-allegations-against-staff-carers-and-volunteers/managing-allegations-against-people-that-work-or-volunteer-with-children>
- xiv Adapted from and reinforced by this guidance <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-to-do-child-reveals-abuse/>
- xv <https://www.surreyscp.org.uk/professionals/dealing-with-allegations-against-people-working-with-children/>

WHISTLEBLOWING POLICY

INTRODUCTION

Godalming Town Council is committed to the highest possible standards of honesty, openness and accountability. It seeks to conduct its affairs in a responsible manner, to ensure that all Godalming Town Council activities are open and effectively managed, and that the Council's integrity and principles of public interest disclosure are sustained.

In line with that commitment, we encourage employees, Councillors, those working on behalf of the Godalming Town Council and others that we deal with, who have serious concerns about any aspect of the Town Councils' work to come forward and voice those concerns with their immediate manager and/or more senior managers. Where any member of staff decides to report a serious incident, whether anonymous or not, this will be treated as a 'protected, internal disclosure' i.e. there will be no adverse repercussions for the member of staff.

PURPOSE OF THE POLICY

Employees are often the first to realise that there may be something seriously wrong within the Town Council. However, staff may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to Godalming Town Council. They may also fear harassment or victimisation. Each person working for Godalming Town Council needs to realise that they not only have the right, but also a duty to report any improper actions or omissions.

Godalming Town Council also recognises and appreciates that staff who raise concerns regarding malpractice or wrongdoing are an asset to the Council, and not a threat. This policy makes it clear that they can raise concerns without fear of victimisation, subsequent discrimination or disadvantage. The whistleblowing policy is intended to encourage and enable staff to raise serious concerns within the Council.

This policy aims to:

- encourage staff to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide avenues to raise those concerns and receive feedback on any action taken;
- ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied; and
- reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosure in good faith.

WHO IS TO BE COVERED BY THE POLICY?

The policy applies to all Godalming Town Council employees whether full-time or part time, permanent or temporary. To facilitate the reading of this policy, the terms 'staff' or 'members of staff' have been used, with the intention to cover all individuals mentioned above.

Whilst the policy is aimed at Godalming Town Council employees, the principles apply equally to any person who deals with the Council in any capacity and has an issue they would like to raise.

SCOPE OF THE POLICY

The Whistleblowing Policy is intended to cover serious concerns that fall outside the scope of other procedures, in accordance with the Public Interest Disclosure Act 1998. These include:

- conduct which is an offence or a breach of law;
- failure to comply with a legal obligation;
- disclosures related to miscarriages of justice;
- health and safety risks, including risks to the public as well as other employees/staff;
- damage to the environment; and
- information relating to the above issues that has been or is likely to be deliberately concealed.

Examples of the above categories are likely to include:

- the unauthorised use or misuse of public funds;
- possible fraud and corruption; and
- sexual, physical or psychological abuse of service users.

Therefore, any serious concerns that a member of staff has about any aspect of service provision or the conduct of Godalming Town Council, others acting on behalf of the service or service users, can be reported under the Whistleblowing Policy where the member of staff has a reasonable belief in those concerns and they relate to one of the specified areas set out above.

A wrongdoing disclosed under the policy should be in the public interest, this means it affects others. There are existing procedures in place to enable employees to lodge concerns relating to their own employment.

SAFEGUARDING AGAINST HARASSMENT OR VICTIMISATION

Godalming Town Council is committed to good practice and high standards and wants to be supportive of employees. It is recognised that the decision to report a concern can be a difficult one to make. If a member of staff has a reasonable belief that what they are saying is true, they have nothing to fear because they will be doing their duty to their employer and/or those for whom they are providing a service.

Godalming Town Council will take appropriate action to protect staff when they raise a concern, by supporting the member of staff and consider action under the appropriate procedure against the person or persons responsible for the reported acts, provided the allegations relate to one of the categories covered by the scope of the policy and provided the member of staff:

- discloses the information in good faith;
- believes the concern to be true;
- does not act maliciously or make false allegations; and
- does not seek any personal gain.

There are national guidelines to help you as a whistleblower. See the [government guidance](#).

There is also a whistleblowing charity Protect that has a helpline on 020 3117 2520. This helpline offers independent and confidential advice to those who are unsure whether, or how, to raise a public interest concern.

UNSUBSTANTIATED ALLEGATIONS

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, an allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken.

CONFIDENTIALITY

All concerns will be treated in confidence but at the appropriate time, the whistleblower may be asked to come forward as a witness, and this will be discussed with them.

ANONYMOUS ALLEGATIONS

This policy encourages staff to put their name to their allegation whenever possible.

The Council will take all concerns raised seriously. When carrying out an initial review of a concern, the Council will take into account the following factors:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

HOW TO RAISE CONCERNS

Staff may raise concerns with their immediate manager or another manager or, if it is believed that such managers are involved, the Chair of Staffing, the Mayor or the Leader of the Council.

Concerns may be raised verbally or in writing. Staff who wish to make a written report are asked to provide the background and history of the concern (including relevant dates) and the reason why they are particularly concerned about the situation.

The earlier the concern is expressed, the easier it is to take action. In order to assist with the investigation, staff should provide as much detail and supporting evidence as possible. Staff are not expected to prove that an allegation is true, only to have sufficient grounds for concern.

The whistleblower may invite a recognised Trade Union representative or a work colleague to be present during any meetings or interviews in connection with the concerns raised.

HOW GODALMING TOWN COUNCIL WILL RESPOND

Godalming Town Council will investigate and respond to all concerns raised by staff or service users through any channels.

While it is not essential that the concerns be provided in writing, the person receiving the concern will, ensure that a written account of it is made. This will help with the subsequent investigation by facilitating clear record-keeping.

When a concern is raised directly with a council officer, they should undertake the following actions:

- take the concern seriously;
- consider the concerns fully and objectively;
- recognise that raising a concern can be a difficult experience for employees;
- ensure confidentiality; and
- refer to a manager of appropriate seniority, to agree the level at which the concern will be investigated and identify who will take responsibility for co-ordinating the enquiry.

INITIAL ENQUIRY

In order to protect the individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which the Council will have in mind, is that of the public interest. If urgent action is required, this will be taken before any investigation is conducted.

The purpose of the initial inquiry is to ascertain if the conduct or behaviour involves a Member of the Council, a senior manager or a member of staff, so that further enquiries and investigation can be progressed accordingly.

PRELIMINARY REVIEW

A preliminary review establishes the need to carry out an investigation. Further to the results of the initial enquiry and preliminary review, and at the discretion of senior management, the following steps will then need to be considered:

- concerns or allegations, which fall within the scope of specific procedures, e.g. child protection or discrimination issues, will normally be referred for consideration under those procedures;
- where there is any financial impropriety, the concern should be referred to internal audit, before taking any other action;
- inform the Council's Monitoring Officer if the concerns indicate unlawful activity;
- ensure that matters of a criminal nature are reported to the police, after consultation with internal audit;
- whether the disciplinary or other relevant management policies, procedures and processes of the Council need to be applied; and
- appointment of an officer to carry out the investigation under these procedures.

INVESTIGATION

Depending on the nature of concerns, investigation may be carried out under the Disciplinary Policy.

Investigation Timescales

Within 14 days of a report being received, the person who is dealing with the concern that has been raised will respond in writing:

- acknowledging that the concern has been received;
- supplying information on staff support mechanisms, and
- advising whether further investigations or action is required and, if not, why not.

A further update will also be provided 28 days after the report was received, advising of additional progress made and the estimated date a final response will be available.

Investigation process

The impartial investigating manager appointed to undertake the investigation will establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. Other people may need to be interviewed to provide further information and/or clarification concerning the issue(s) raised.

It is essential that written records of all interviews be kept throughout the investigation, together with written details of any action taken. The investigation will result in a written report and recommendations for corrective action which will be passed to the manager responsible for deciding whether formal action shall be taken.

Where any meeting is arranged involving an individual member of staff, which can be off site, a recognised Trade Union representative or a work colleague may also attend. The Council will take steps to minimise any difficulties which may be experienced as a result of raising a concern. For instance, if a member of staff is required to give evidence in criminal or disciplinary proceedings, the Council will arrange for them to receive appropriate procedural and/or legal advice.

A member of staff raising directly with a senior officer a concern will be, subject to legal constraints, advised in writing of the outcome of the investigation and, where appropriate, what action is being taken.

MONITORING ARRANGEMENTS

The Town Clerk has overall responsibility for the maintenance and operation of this procedure. The Town Clerk maintains a record of concerns raised and the outcomes (but in a form which does not compromise confidentiality) and will report as necessary to the appropriate committee of the Council. The whistleblowing procedures are to be defined, documented, widely circulated and reviewed at appropriate intervals.

The practical aspects of monitoring are to assess whether:

- the policy is being used appropriately;
- concerns are being handled and investigated properly;
- there are any discernible patterns of concern across the Council;
- the policy has been effective in identifying and deterring malpractice, and
- more needs to be done to raise awareness of the policy.

Godalming Town Council

Tree replacement strategy 2023

TREE PLANTING DESIGN

Tree palette for

Eashing Cemetery





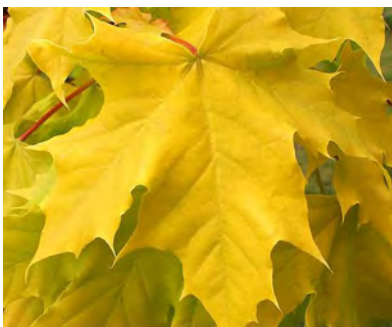
ACER PSEUDOPLATANUS
BRILLIANTISSIMUM
(SYCAMORE BRILLIANTISSIMUM)



CERCIS SILIQUASTRUM
(JUDAS TREE)



PYRUS CALLERYANA REDSPIRE
(ORNAMENTAL PEAR REDSPIRE)



ACER PLATANOIDES
PRINCETON GOLD
(NORWAY MAPLE
PRINCETON GOLD)



ACER X FREEMANII
AUTUMN FANTASY
(FREEMANS MAPLE AUTUMN
FANTASY)



SORBUS ARIA LUTESCENS
WHITEBEAM



LIRIODENDRON
TULIPIFERA FASTIGIATUM
(UPRIGHT/FASTIGIATE
TULIP TREE)



CARPINUS BETULUS FRANS
FONTAINE
(UPRIGHT HORNBEAM
FRANS FONTAINE)

TREE REPLACEMENT OPTIONS FOR

Eashing Cemetery



Photo credit: Barcham Trees PLC



Photo credit: Barcham Trees PLC

OPTION 1

Acer pseudoplatanus
Brilliantissimum
(Sycamore Brilliantissimum)



Photo credit: ARBRE DE JUDEE (arbre de Judas, Gainier) © CAUE77 & Arboretum de la Petite Loiterie - Jac BOUTAUD



Photo credit: Barcham Trees PLC

OPTION 2

Cercis siliquastrum (Judas Tree)

*we recommend staking for up to three years after planting as this tree is slow to root.



Photo credit: Oregon State University



Photo credit: Garden plants

OPTION 3

Acer platanoides
Princeton Gold
(Norway maple Princeton Gold)



Photo credit: Chalet Nursery



Photo credit: Barcham Trees PLC



Photo credit: Johnsons Nursery

OPTION 4

Acer x freemanii
Autumn Fantasy
(Freemans Maple Autumn
Fantasy)



Photo credit: Barcham Trees PLC



Photo credit: André Briant Jeunes Plants

OPTION 5

Liriodendron tulipifera Fastigiatum
(Upright/fastigate Tulip Tree)



Photo credit: treesandlandscapes.com.au



Photo credit: Barcham Trees PLC



Photo credit: NVK Nurseries

OPTION 6

Pyrus calleryana Redspire
(Ornamental pear Redspire)



Photo credit: Barcham Trees PLC



Photo credit: Mail Order Trees

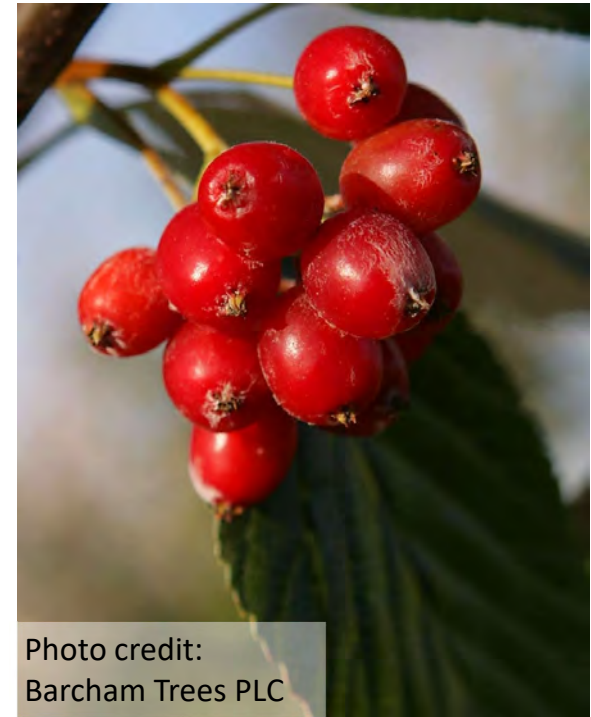


Photo credit:
Barcham Trees PLC

OPTION 7

Sorbus aria Lutescens
Whitebeam



Photo credit: Barcham Trees PLC



Photo credit: Ornamental Trees

OPTION 8

Carpinus betulus Frans Fontaine
(Upright Hornbeam Frans Fontaine)

We hope you like our proposal.

If you have any questions please contact us

Kind regards



Steve Wood



Dan Wood

SMW (Tree) Consultancy Ltd

Email: info@smwconsultancy.co.uk

Steve mobile 07415115010

Dan mobile: 07539785020





FID	tree_id	species	age	height	action	priority
1	T1	English Oak (Quercus robur)	Early Mature	Small	No action	No action
2	T2	Monterey Cypress (Cupressus macrocarpa)	Early Mature	Small	No action	No action
3	T3	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
4	T4	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
5	T6	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
6	T7	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
7	T8	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
8	T9	Flowering Cherry (Prunus s.p.)	Mature	Medium	No action	No action
9	T10	Eastern Hemlock (Tsuga canadensis)	Mature	Large	No action	No action
10	T11	Monterey Cypress (Cupressus macrocarpa)	Mature	Large	Fell and remove stump	Post new stock planting
11	T12	Ellwoods Cyprus (Chamaecyparis lawsoniana 'Ellwoodii')	Mature	Large	Fell and remove stump	1 growing season before planting
12	T13	Ellwoods Cyprus (Chamaecyparis lawsoniana 'Ellwoodii')	Mature	Large	Fell and remove stump	Post new stock planting
13	T14	Ellwoods Cyprus (Chamaecyparis lawsoniana 'Ellwoodii')	Mature	Medium	Fell and remove stump	1 growing season before planting
14	T15	Monterey Cypress (Cupressus macrocarpa)	Mature	Small	Fell and remove stump	Post new stock planting
15	T16	Holly (Ilex aquafolium)	Mature	Small	No action	No action
16	T17	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
17	T18	Ellwoods Cyprus (Chamaecyparis lawsoniana 'Ellwoodii')	Mature	Medium	Fell and remove stump	1 growing season before planting
18	T19	Holly (Ilex aquafolium)	Early Mature	Small	No action	No action
19	T20	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
20	T21	Cornelian Cherry (Cornus mas)	Early Mature	Small	No action	No action
21	T29	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
22	T30	Ellwoods Cyprus (Chamaecyparis lawsoniana 'Ellwoodii')	Mature	Small	Fell and remove stump	1 growing season before planting
23	T31	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
24	T32	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Medium	Fell and remove stump	1 growing season before planting
25	T33	Monterey Cypress (Cupressus macrocarpa)	Mature	Small	Fell and remove stump	1 growing season before planting
26	T34	Ellwoods Cyprus (Chamaecyparis lawsoniana 'Ellwoodii')	Mature	Medium	Fell and remove stump	1 growing season before planting



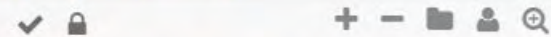
Group	stock_size	species	comments
1	10-12cm select standard	Even selection from tree palette	Possible zigzag linking to D shaped crescent behind chapel. (approx 6 trees)
2	10-12cm select standard	Even selection from tree palette	Group to be planted between cemetery blocks, 14 to 19, up to 7 to 15. (approx 12 trees)
3	10-12cm select standard	Even selection from tree palette	Replace proposed removed trees 1 for 1. Plus in fill any space between graves, giving minimum 5m between trees. (approx. 12 trees)
4	10-12cm select standard	Even selection from tree palette	Small area, quarter circle shape, plant trees at 5m spacing. (Approx 6 trees)
5	10-12cm select standard	Pyrus calleryana Redspire (Ornamental pear Redspire)	Crescent of trees (9 trees @5m spacings).

Individual new trees	10-12cm select standard	Even selection from tree palette	88 locations where new trees could be planted plus trees within the group areas.
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19 trees to be removed.



Godalming TC Planting t...



✓ new_tree_group

✓ New_tree_stock

✓ Tree_removals_for_planting

✓ Fell and remove stump

✓ Retain

✓ Bing Hybrid

Godalming Town Council

Tree replacement strategy 2023

TREE PLANTING DESIGN

Tree palette for

Nightingale Cemetery





ACER PLATANOIDES DRUMMONDII
(DRUMMONDS MAPLE)



CERCIS SILIQUASTRUM
(JUDAS TREE)



SORBUS LATIFOLIA HENK VINK
(WHITEBEAM FOUNTAINBLEAU)



SORBUS ARIA MAGNIFICA
(WHITEBEAM MAGNIFICA)



SORBUS ARIA LUTESCENS
(WHITEBEAM)



LIRIODENDRON
TULIPIFERA FASTIGIATUM
(UPRIGHT/FASTIGIATE
TULIP TREE)



ACER X FREEMANII
AUTUMN FANTASY
(FREEMANS MAPLE AUTUMN
FANTASY)



CARPINUS BETULUS FRANS
FONTAINE
(UPRIGHT HORNBEAM
FRANS FONTAINE)

TREE REPLACEMENT OPTIONS FOR

Nightingale Cemetery



Photo credit: Barcham Trees PLC



Photo credit: Barcham Trees PLC

OPTION 1

Acer platanoides
Drummondii
(Drummonds Maple)



Photo credit: ARBRE DE JUDEE (arbre de Judas, Gainier) © CAUE77 & Arboretum de la Petite Loiterie - Jac BOUTAUD



Photo credit: Barcham Trees PLC

OPTION 2

Cercis siliquastrum (Judas Tree)

*we recommend staking for up to three years after planting as this tree is slow to root.



Photo credit: Van Der Berk Nursery



Photo credit: Barcham Trees PLC

OPTION 3

Sorbus aria Magnifica
(Whitebeam magnifica)



Photo credit: Chalet Nursery



Photo credit: Barcham Trees PLC



Photo credit: Johnsons Nursery

OPTION 4

Acer x freemanii
Autumn Fantasy
(Freemans Maple Autumn
Fantasy)



Photo credit: Barcham Trees PLC



Photo credit: André Briant Jeunes Plants

OPTION 5

Liriodendron tulipifera Fastigiatum
(Upright/fastigate Tulip Tree)



Photo credit: Barcham Trees PLC



Photo credit: Barcham Trees PLC

OPTION 6

Sorbus latifolia Henk Vink
(Whitebeam Fountainbleau)



Photo credit: Barcham Trees PLC



Photo credit: Mail Order Trees

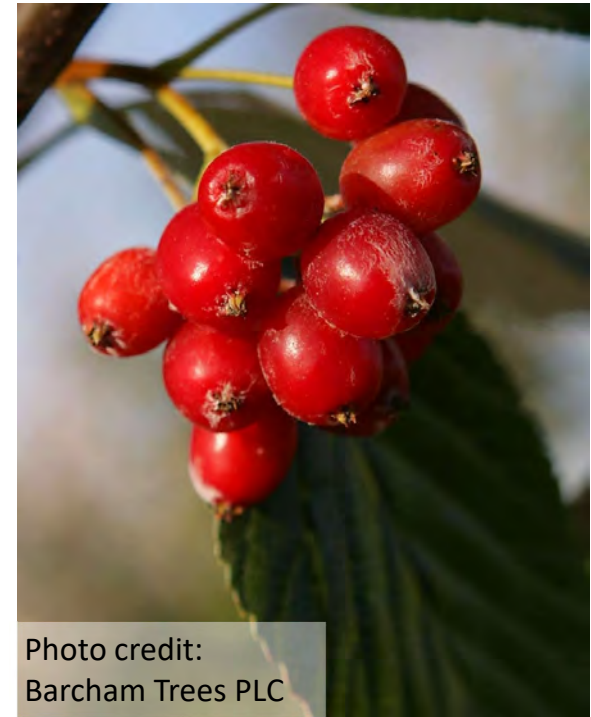


Photo credit:
Barcham Trees PLC

OPTION 7

Sorbus aria Lutescens
Whitebeam



Photo credit: Barcham Trees PLC



Photo credit: Ornamental Trees

OPTION 8

Carpinus betulus Frans Fontaine
(Upright Hornbeam Frans Fontaine)

We hope you like our proposal.

If you have any questions please contact us

Kind regards



Steve Wood



Dan Wood

SMW (Tree) Consultancy Ltd

Email: info@smwconsultancy.co.uk

Steve mobile 07415115010

Dan mobile: 07539785020



Nightingale Cemetery retain/remove schedule



FID	tree_id	species	age	height	action	priority
27	T35	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
28	T36	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
29	T37	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
30	T38	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
31	T39	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
32	T40	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
33	T41	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
34	T42	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
35	T43	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
36	T44	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
37	T45	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Large	No action	No action
38	T46	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Large	No action	No action
39	T47	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
40	T48	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
12	T13	Ellwoods Cyprus (Chamaecyparis lawsoniana 'Ellwoodii')	Mature	Large	Thin numbers by 66%	Post new stock planting
41	T49	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Large	No action	No action
42	T50	Lawson Cypress (Chamaecyparis lawsoniana)	Mature	Large	No action	No action

Nightingale Cemetery retain/remove schedule



FID	tree_id	species	age	height	action	priority
43	T51	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
44	T52	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
45	T53	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
46	T54	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
47	T55	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
48	T56	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
49	T57	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
50	T58	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
51	T59	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
52	T60	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
53	T61	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
54	T62	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
55	T63	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
56	T64	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
57	T65	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)

Nightingale Cemetery retain/remove schedule



FID	tree_id	species	age	height	action	priority
58	T66	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
59	T67	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
60	T68	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
61	T69	Yew (Taxus baccatta)	Mature	Large	No action	No action
62	T70	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
63	T71	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
64	T72	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
65	T73	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
66	T74	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
67	T75	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
68	T76	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
69	T77	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
70	T78	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
71	T79	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
72	T80	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)

Nightingale Cemetery retain/remove schedule



FID	tree_id	species	age	height	action	priority
73	T81	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
74	T82	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
75	T83	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
76	T84	Holly (Ilex aquafolium)	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
77	T85	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
78	T86	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
79	T87	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
80	T88	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
81	T89	Yew (Taxus baccatta)	Mature	Medium	No action	No action
82	T90	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
83	T91	Yew (Taxus baccatta)	Mature	Medium	No action	No action
84	T92	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
85	T93	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
86	T94	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
87	T95	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
88	T96	Norway Spruce (Picea abies)	Mature	Large	No action	No action

Nightingale Cemetery retain/remove schedule



FID	tree_id	species	age	height	action	priority
89	T97	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
90	T98	Portuguese Laurel (Prunus lusitanica)	Mature	Medium	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
91	T99	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
92	T100	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
93	T101	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
94	T102	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)
95	T103	Irish Yew (Taxus baccatta 'Fastigiata')	Mature	Small	Thin numbers by 66%	1 growing season before planting (phased over 5 years)



Group	stock_size	species	comments
6	10-12cm select standard	Even selection from tree palette	Potential area for replanting, minimum of 5m between trees. 83 sq.m (approx 10 trees to be planted)
7	10-12cm select standard	Even selection from tree palette	Potential area for replanting minimum of 5m between trees. Group is 160 sq.m (approx 20 trees)

There are currently 61 Yews which have been considered for removal, of which 40 should be removed. This should take place as a phased program over 5 years and should be replaced with 20 trees from the accompanying tree palette. This, along with the replacement trees within G6 and G7 should give better balance to the cemetery and reduce the over dominance of the Yews.



Godalming TC Planting t...

- ✓ ☒ ☐ new_tree_group
- ✓ ☒ ☐ New_tree_stock
- ✓ ☒ ☐ Tree_removals_for_planting
 - ✓ ☒ ☐ Fell and remove stump
 - ✓ ☒ ☐ Retain
 - ✓ ☒ ☐ Bing Hybrid

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.