

GODALMING TOWN COUNCIL

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17 April 2025

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, 24 APRIL 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Town Clerk

If you wish to speak at this meeting, please contact Godalming Town Council on 01483 525575 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 [YouTube](#) page.

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Holliday
Councillor Clayton	Councillor Kiehl
Councillor Crooks	Councillor Martin
Councillor Crowe	Councillor PMA Rivers
Councillor C Downey	Councillor Steel
Councillor S Downey	Councillor Thomson
Councillor Duce	Councillor Williams
Councillor Heagin	

A G E N D A

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 13 March 2025, 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. COMMUNITY ASSET TRANSFERS – UPDATE AND CONSIDERATION OF BUSINESS CASE SUBMISSIONS – ITEM FOR DECISION

Recommendation: Members to consider a report from the Local Government Reorganisation (LGR) Task & Finish Group and are requested to review the report's recommendations and, if appropriate, resolve to approve the recommendations.

Members to receive an update from the Chair of the LGR Task & Finish Group on the work of that group, including matters relating to Community Asset Transfers (CAT) with Waverley Borough Council (WBC).

Members to note the response from the WBC Executive on 1 April 2025 concerning GTC's question regarding the open-ended cost undertakings currently requested as part of CAT applications, and WBC's capacity to manage the process given the LGR timeframe. The response and implications document is attached for the information/consideration of Members.

Members to receive the outcome of the residents' survey conducted via the GTC "All Change" leaflet regarding the public's views on potential CATs.

Members to review the draft business cases for the following sites:

- The Burys Field
- Lammas Lands – adjacent to Bridge House
- Canon Bowrings Recreation Ground
- Lammas Lands – Charterhouse Green

Members to consider the report's recommendations.

7. FINAL ACCOUNTS

Recommendation: Members to resolve to approve the final accounts for the year ending 31 March 2025.

Members to receive and agree the final accounts for the year ending 31 March 2025 (attached for the information of Members).

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Members to receive a report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office 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.

9. **MOTION ON NOTICE – ITEM FOR DECISION**

Proposer: Councillor Crowe. Seconder: Councillor Penny Rivers

Recommendation: Members to consider the Motion and if minded are requested to agree the level of any immediate support and resolve to approve the implementation of the motion as set out in the motion.

Background:

At the Policy & Management Committee held on 13 March 2025, Members noted an issue relating to grant funding for the Farncombe Day Centre (FDC) that has resulted in a significant shortfall in planned future revenue income (Min No 552-24 refers).

On receipt of the motion, the Town Clerk sought further information from the FDC and has provided a report (attached for the information of Members).

The Motion:

Godalming Town Council recognises the vital service provided by the FDC to our elderly and vulnerable residents and is concerned that the level of the reduction and unexpected and short notice of the reduction will have an immediate and adverse impact on the longer-term viability of the FDC. GTC should use all means available to it to support the FDC in the immediate short-term of financial year 2025/26 by providing a one-off grant, funded from the general reserve, to enable the FDC trustees the space and time to explore options to stabilise the current situation and provide a viable future for the FDC.

10. **FIRE RISK ASSESSMENT COMPLIANCE – ITEM FOR DECISION**

Recommendations: Following recent legislative changes, Members to consider a report on Fire Risk Assessment (FRA) Compliance (attached for the information of Members) a summary of which is provided below. If minded, Members are requested to resolve to agree to:

- a. **Maintain the existing full FRA cycle (1–2 years depending on site risk) as set out in the report.**
- b. **Allocate annual budget of £3,000 for independent external FRA reviews across all premises (from 2025/26) to support governance and audit assurance**
- c. **Fund officer CPD in fire safety management to reduce future contractor dependency**

Purpose

To update Members on statutory fire safety responsibilities, the risk profile of Council premises, and to propose a practical approach to compliance, officer training, and budgeting.

Key Premises

- GTC Offices and Museum – Medium-risk; shared administrative and public access
- Broadwater Youth & Community Centre – Medium-High risk; SEND & youth groups
- Wilfrid Noyce Centre – Medium-High risk; large, flexible-use public hall (~650m²)
- GTC Workshop – High risk; operational, flammables, lone working

Current Position

- FRA compliance in place for existing premises
- Annual review requirements increase with occupancy risk and user profile
- Current reliance on external contractors without in-house technical review capability

Staffing Implications

- Recommend the Operations & Compliance Officer undergoes fire safety training (e.g. FRA Awareness/NEBOSH Fire Safety Cert)
- Officer to assume lead for in-year FRA reviews and coordination with contractors

Budgetary Position

- Funding for independent external FRA's for 2025/26 should be set against cost centre 101/professional fees (other) nominal code 4313
- 2026/27 budget onwards should allocate funds to nominal code 4313 for each premises cost centre to best reflect where costs lie.
- FRA awareness/NEBOSH Fire Safety Cert to be funded from existing staff training /CPD budget

Summary

Given the variety and complexity of Council assets — including public buildings, SEND provision, and operational spaces — there is a need to formalise an annual FRA review cycle with trained internal oversight and external assurance. This approach ensures legal compliance, strengthens resilience, and demonstrates best-practice risk management

11. COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT– ITEM FOR NOTE

Members to receive the annual Community Infrastructure Levy (CIL) Monitoring Report to 31 March 2025 (report attached for the information of Members).

Members will wish to be aware that to date Godalming has received £919,112.44 in Neighbourhood CIL contributions, with an additional £28,409.16 due by the end of April, bringing the total to £947,521.60. Of this, the community has already benefitted to the sum of £463,523.35 with an additional £32,231.06 allocated by Full Council but not yet spent, leaving a current unallocated balance of £451,767.19. However, Members will be minded that at present they are considering applications in the region of £211,000-£225,000, which if fully agreed, would leave a balance of £226,767.19.

Looking ahead, from current approved planning applications there is a potential for a further £102,744. However, although payment demands have been issued, Members should not consider this as available CIL until payment has been received.

12. BURIAL STATISTICS 2024/25 – ITEM TO NOTE

Members to receive the burial statistics for the year 2024/25 (attached for the information of Members)

13. CONSULTATION – CROWNPITS LANE/BRIGHTON ROAD TELEPHONE BOX– ITEM FOR DECISION

Godalming Town Council has been offered the chance to take over the telephone box at the Crownpits Lane/Brighton Road junction. Ward councillors have sought community input to establish whether or not GTC should undertake to acquire it and to what use it should be put.

To inform Members' understanding of potential options they are requested to view the [Free Little Library website](#) where if they search Godalming, they will discover a Free Little Library at Shadyhanger. Members can also see an example of a Free Little Library at Binscombe. If this is something Members wish to pursue, they may also be interested in an offer from [Penguin Books](#) which is in collaboration with the Free Little Library organisation and is open until 1 May 2025.

Update on this consultation to be provided by Cllr Heagin.

14. APPLICATIONS FOR GRANT AID – SLAS & GRANT AID IN KIND– ITEM FOR DECISION

Information:	£
25/2026 Grants Budget	65,100.00
Allocations this year to date	45,500.00
Balance available for allocation	19,600.00
25/2026 SLA Fund Allocation	45,500.00
SLA Fund applications this meeting	45,500.00
Balance unallocated	0.00
25/2026 Council Community Fund Allocation	19,600.00
Allocations this year to date	0.00
Council Community Fund - Grant Aid in Kind applications this meeting	2,496.00
Balance unallocated if applications agreed	17,104.00
Total balance unallocated if applications agreed	<u>17,104.00</u>

SLA Funding

Members to note the Service Level Agreements for the organisations listed below:

- Citizens Advice South-West Surrey (CASWS) **£35,000**
- Farncombe Day Centre **£7,500**
- Wharf Nursery School **£3,000**

Grant Aid in Kind (allocated from the Council Community Fund)

Members to consider whether to approve Grant Aid in Kind for the use of the Town Council's premises for the organisations and reasons listed below.

Farncombe & District Allotment Association

Grant Aid in Kind of £54 as an exemption from fees for the use of meeting rooms – 2 times per annum for 3 hours per meeting of the Allotment Association.

Godalming Round Table

Grant Aid in Kind of £240 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

Go Godalming Association

Grant Aid in Kind of £54 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

Go Godalming Association

Grant Aid in Kind of £200 as an exemption from fees for the use of the Wilfrid Noyce Centre of 7 and 3 hours' hire respectively to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards and Godalming in Bloom for its annual prize-giving.

Godalming Run

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the registration base for the annual Godalming Run.

Godalming Relaxed Cinema Club

Grant Aid in Kind of £960 as an exemption from fees for the use the Wilfrid Noyce Centre 12 times per annum to host the relaxed screening film shows.

ChoirBLAST

Grant Aid in Kind of £278 as an exemption from fees for the use the Wilfrid Noyce Centre for use at ChoirBLAST 2025.

Godalming BID

Grant Aid in Kind of £180 as an exemption from fees for the use The Pepperpot meeting room for 2 hours, 10 times per annum for BID board meetings.

Godalming & District Chamber of Commerce

Grant Aid in Kind of £180 as an exemption from fees for the use The Pepperpot meeting room for 2 hours, 10 times per annum for Chamber of Commerce management meetings.

Godalming First Responders

Grant Aid in Kind of £270 as an exemption from fees for the use the Oglethorpe Hall for use by Godalming First Responders monthly training sessions.

15. POLICY DOCUMENT REVIEW – ITEM FOR DECISION

Members are requested to consider the extant documents listed below. These policies can be viewed using the link or by visiting the Policies & Procedures page on the Council's website:

[Community Engagement Strategy](#)
[Equality & Diversity Policy/Statement](#)

Having reviewed these documents, Officers suggest a number of changes and have set out below the rationale for those changes. If Members are in agreement, they are requested to resolve to recommend adoption by Full Council of the updated draft policies (attached for the information of Members).

Community Engagement Strategy

Reason for Update

The 2021 strategy was originally tied to the *Supporting Our Community* framework (2018). As GTC has now adopted a new Corporate Strategy focused on transparency, inclusivity, and collaboration, the previous engagement strategy became outdated in structure, references, and tone.

Key Reasons for the Update:

- Strategic Alignment with GTC's new vision and values
- Operational relevance reflecting contact channels
- Modernisation through digital tools and more direct feedback routes
- Streamlining of content by removing outdated references
- Governance consistency across council decision-making and communication

Summary of Key Changes

Area	2021 Strategy	2025 Draft Strategy
Strategic Framework	Tied to 2018's "Supporting Our Community"	Fully aligned with GTC's Corporate Strategy and values
Community Events	Town Day, Food Festival	Includes pop-up stalls and flexible event engagement

Digital Engagement	"Exploring social media"	Active and embedded use of digital platforms
Feedback Handling	General commentary and records	Defined structure for feedback, actioning and escalation
Monitoring & Review	Bi-annual review	Bi-annual review retained, but with effectiveness indicators added
Supporting Documents	Referenced old strategies	Removed outdated policy references for clarity

Equality & Diversity Policy/Statement

The current document is well-structured and demonstrates a strong commitment to equality, diversity, and inclusivity. Key strengths include:

- Clear commitment to the Equality Act 2010 and public sector equality duty.
- Comprehensive coverage of both employment and service delivery.
- Acknowledgement of protected characteristics.
- Inclusion of equal pay, bullying, harassment, and grievance procedures.
- Roles and responsibilities are properly identified and clearly assigned.
- Inclusion of celebrating diversity and community engagement.

These are all commendable and reflect good governance and ethical employment practice. However, Members are requested to consider the following points for improvement:

Clarify Wording Around Protected Characteristics

Some terms are inconsistently listed or slightly outdated in tone:

- The current document uses both "gender reassignment" and "transgender" language interchangeably across different contexts. It would be clearer and more consistent to use "gender reassignment" throughout and explain that it includes trans individuals.
- Consider updating "race (i.e. colour, ethnic or national origin, nationality or citizenship)" to better align with modern wording, e.g., "Race (including colour, nationality, and ethnic or national origin)" – matching EHRC phrasing.

Scope of Application

Although councillors are mentioned in parts of the policy, the application to elected members should be explicitly stated up front by stating:

"This policy applies to all employees, councillors, volunteers, contractors, service users, and members of the public engaging with the Council."

This reflects expectations placed on elected members under the Councillor Code of Conduct and will strengthen the Council's position when dealing with third-party conduct issues.

Reference to Training & Development

There's mention of encouraging staff development, but it would help to add a clear commitment to training:

"All staff, and those involved in recruitment or management will receive training on equality, diversity, and unconscious bias. Training will also be made available for councillors"

This is becoming standard across the public sector and strengthens legal defensibility in the event of any complaint.

Policy Accessibility

It would be prudent to explicitly state that the policy will be made available in accessible formats on request, to demonstrate compliance with accessibility standards.

“This policy is available in alternative formats upon request, to ensure accessibility for all.”

If Members are in agreement with the suggested amendments, they are requested to resolve to recommend the updated policy for adoption by Full Council.

16. UPGRADE OF COUNCIL IT SYSTEMS – TRANSITION TO WINDOWS 11

Recommendation: Members to consider the report from the Support Services Executive relating to the requirement for the Council to transition its computer hardware to Windows 11. If agreed, Members to resolve to approve expenditure as set out in the report (attached for the information of Members).

GTC has been advised by its external IT support that due to the new version of Windows (Windows 11) being brought in later this year, a number of GTC's PC's/laptops will need to be replaced as it is not possible to upgrade them to the new version. A small number of PC's/laptops that are able to be upgraded already have been.

If Members are in agreement, they are requested to resolve to agree the recommendations contained in the report.

17. HENRY SMITH CHARITY TRUSTEES – ITEM FOR DECISION

Recommendation: Members to resolve to approve nominees as the Town's Trustees of the local Henry Smith Charities.

The two charities, the Educational Foundation of Henry Smith Charity and the Henry Smith Charity, based in Godalming (not to be mistaken for the Henry Smith Charity based in London) are jointly operated under a common board of Trustees. These charities exist to make grants to the needy in the ancient parish of Godalming, Busbridge & Shackleford. The joint annual income generated from investments enables grants of approximately £4,000 per annum in support of children/young people and adults in need.

Historically, the Town Council nominates three Trustees to represent the town, with the trustees serving 4-year terms. However, it should be noted that the Town Council nominees are not restricted to elected members and the 'term of office' of a Trustee is not linked to the election cycle.

The Trustees meet formally twice a year, but the business of the charities is mostly conducted by email and telephone between meetings and is usually about one or two emails a month.

The term of office for the current trustees nominated by the Town Council has expired. Therefore, the Town Council is requested to make three nominations to the charity for trustees representing the town.

The Council's previous nominees were Cllr Joan Heagin, Mr Steve Cosser and Mr Michael Stubbs. Whilst Mr Stubbs has decided to step down as a trustee, Cllr Heagin and Mr Cosser have stated they are prepared to serve another term.

If Members wish for Cllr Heagin and Mr Cosser to continue as town representatives, they are requested to nominate a third town representative.

18. UPCOMING EVENTS

Members to note the following upcoming event(s):

Date	Event
Saturday, 3 May	Godalming Street Market
Sunday, 18 May	Godalming Run
Saturday, 7 June	Godalming Town Show & High Street Parade
Saturday, 14 June	Farncombe Market

19. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

20. COMMUNICATIONS ARISING FROM THIS MEETING

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

21. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 22 May 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

22. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) INSERT AGENDA ITEM NUMBER 23 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

23. STAFFING MATTERS

Members to receive an update and recommendations from the Chair of the Staffing Committee relating to recent a job evaluation exercise.

6. **COMMUNITY ASSET TRANSFERS – UPDATE AND CONSIDERATION OF BUSINESS CASE SUBMISSIONS**

Purpose of Report

To update Members on the current position of Community Asset Transfer (CAT) proposals submitted to Waverley Borough Council (WBC), and to seek approval to submit finalised business cases for four assets, subject to clarification and agreement on legal cost undertakings.

Background

In November 2024, GTC submitted Expressions of Interest to WBC for the Community Asset Transfer of the following sites:

- The Burys Field
- Lammas Lands – adjacent to Bridge House
- Canon Bowrings Recreation Ground
- Lammas Lands – Charterhouse Green

In March 2025, WBC confirmed that these submissions had passed the initial eligibility criteria. GTC was invited to complete and submit full business cases based on WBC's CAT Question Matrix, alongside a signed undertaking to cover WBC's associated costs.

Local Government Reorganisation (LGR) Task & Finish Group Update

The Chair of the LGR Task & Finish Group will report on the group's activities, including liaison with WBC on cost transparency, concerns raised at WBC's Executive, and the broader context of CATs within the LGR process. The group continues to work on GTC's approach to securing long-term stewardship of key community assets.

Legal Cost Undertaking – Concerns and Progress

A letter received from WBC on 25 March 2025 regarding The Burys Field (Appendix A) outlined a requirement for GTC to accept responsibility for:

- Internal WBC admin and legal fees
- Fees for external valuation
- Legal drafting and completion fees
- Public advertising costs (if required)

The same undertaking applies to the other three assets and the undertaking would apply regardless of whether the transfer is completed. Concerned by the open-ended nature of this requirement, the Town Clerk questioned WBC's Executive on 1 April 2025. WBC acknowledged the issue, agreed to review the cost undertaking template, and accepted that applicants should be provided with indicative costs to make informed decisions. A revised format or further guidance from WBC is awaited.

Additionally, the Town Clerk sought clarity on whether the cost undertaking could follow the submission of the business case or be limited to known internal costs at the point of submission. These queries were noted by WBC officers for further review.

WBC Executive Response – Capacity and Process

In response to a question at the same Executive meeting, WBC confirmed that while they have not yet seen a surge in CAT applications, they recognise the likelihood of increased submissions due to LGR. They acknowledged the process is resource-intensive both for applicants and the Council. WBC confirmed that they will review resources to ensure applications are processed within reasonable timeframes.

Importantly, WBC also noted that applicants can support the process by submitting thorough, policy-aligned business cases. This highlights the value of GTC's approach and the need to proceed cautiously and collaboratively.

Residents' Consultation

A survey included in the GTC "All Change" leaflet invited residents to share their views on potential CATs. Results indicate strong local support for GTC's pursuit of community ownership of these public spaces, reinforcing the mandate for careful but proactive progression.

Business Case Preparation

Business cases have been prepared using the WBC Question Matrix and outline the community, environmental and strategic benefits of transferring these sites into GTC stewardship. Drafts are included in this agenda for Members' review and comment.

Decision Points

Members are asked to:

a. Review the business cases for:

- The Burys Field
- Lammas Lands – adjacent to Bridge House
- Canon Bowrings Recreation Ground
- Lammas Lands – Charterhouse Green

b. Determine whether to approve submission of the business cases to WBC.

c. Consider the current legal cost undertaking wording and decide:

- whether to authorise the Town Clerk to sign as currently drafted; or
- whether to direct the Town Clerk to submit the business cases conditionally, accompanied by a letter explaining that GTC will sign a cost undertaking only upon receipt of revised terms with defined or capped financial exposure.

Recommendations

It is recommended that the Committee:

- Notes the update from the LGR Task & Finish Group.
- Notes the WBC Executive's acknowledgement of the need for clarity around cost undertakings.
- Notes the WBC Executive's comments on application capacity and resource implications.
- Notes resident support for CATs as indicated in the recent survey.

- Approves the draft business cases (Appendices B–E) for submission to WBC.
- Authorises the Town Clerk to submit the business cases accompanied by a letter stating that GTC is willing to sign a legal cost undertaking subject to receipt of transparent cost estimates or a revised format that limits financial exposure.

Appendices

Appendix A: WBC CAT Letter – The Burys Field (25 March 2025)

Appendix B: Business Case – The Burys Field

Appendix C: Business Case – Lammas Lands (Bridge House)

Appendix D: Business Case – Canon Bowrings Recreation Ground

Appendix E: Business Case – Lammas Lands (Charterhouse Green)

Appendix F: Resident Survey Results – “All Change” Leaflet

Appendix G: Question to WBC Executive and Response – 1 April 2025

Attn: A Jeffery – Town Clerk
Godalming Town Council
107-109 High Street
Godalming
GU7 1AQ

By email: townclerk@godalming-tc.gov.uk

**Assets & Property Team
Waverley Borough Council**

E-mail:

property.estates@waverley.gov.uk

Direct line: 01483 523 333

Calls may be recorded for training or
monitoring

Date: 24th March 2025

Dear Andy,

Community Asset Transfer Request: The Burys Field, The Burys Road, Godalming
Date received: November 2024

Thank you for completing an Expression of Interest Form for a Community Asset Transfer (CAT) request for the above property.

We have reviewed your expression of interest and can confirm that initially it meets the Council's policy criteria to be further considered for a transfer of Freehold interest.

For clarification, whilst the Council is able to fully consider the application, this letter does not mean the transfer request will automatically be approved. The request will still require further consideration and will require Executive Approval from the Council in order to complete.

In order to fully consider your application I would be grateful if you could complete the CAT Question Matrix attached at **Appendix 1**. This requires information in addition to that submitted with your Initial Expression of Interest form (for ease a copy of your completed form is also attached to the cover email).

Further, the Council asks you to confirm an undertaking that your organisation will be responsible for the following costs that Waverley Borough Council will incur when considering the application:

- Internal administration and legal fees
- External Valuer fee for valuation of the Asset to be transferred
- Legal fees incurred for the preparation, drafting and completing of the legal documentation relating to the transfer
- Press Publication fees if the Council is required to publicly advertise the intended transfer before completion

These costs will need to be covered whether the matter completes or not, you may therefore incur costs without the benefit of achieving the transfer of the above property.

If you would please sign this letter where indicated as confirmation of your Organisation's acceptance of these fees, we will then obtain the appropriate quotes and advise you of these before instructing any third part organisation to act on behalf of Waverley Borough Council.

I look forward to receiving the signed undertaking and completed Questions Matrix in order to consider your application further. In the meantime please do not hesitate to contact me if you have any queries.

Yours sincerely,



Ali Moss MRICS
Asset Manager
For and on behalf of
JAD Assets & Property

CAT re: The Burys Field, The Burys Road, Godalming

I, of **Godalming Town Council** have read and understood the information provided for the processing of my application and agree to pay the costs and fees outlined in the letter dated *** accompanying this undertaking.

Applicant's Signature _____

Name (please print) _____

Date _____



Godalming
Town Council

Supporting Our Community

THE BURYS FIELD - GODALMING

Business Plan

14 April 2025

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EXECUTIVE SUMMARY

Godalming Town Council (GTC) seeks the freehold transfer of Burys Field from Waverley Borough Council (WBC) under the Community Asset Transfer process. This proposal aligns directly with both authorities' corporate objectives and provides an opportunity to enhance one of Godalming's most important central green spaces through local ownership, operational efficiency, and active community stewardship.

As the existing premise licence holder, event coordinator, and site service provider (electricity, water, and toilets), GTC is already deeply integrated with the day-to-day and strategic use of Burys Field. By formally transferring the asset to the Town Council, WBC would benefit from reduced operational overheads, simplified permissions, and enhanced community engagement outcomes.

This transfer would:

- Secure the long-term public ownership and use of Burys Field
- Improve year-round access, especially for youth and SEND users
- Enhance infrastructure, including permanent utilities and accessible facilities
- Enable GTC to better support voluntary organisations, local schools, and residents
- Reduce duplication of effort between GTC and WBC

GTC's experienced operations and compliance team, backed by a budget exceeding £1.2 million and robust reserves, is well-positioned to manage the asset sustainably. The Council proposes the transfer as a strategic collaboration with WBC that embodies both councils' shared commitment to localism and community well-being.

Proposed Use Statement (25%)

Approach and Strategy

GTC's approach centres on enhancing the recreational, educational, and community value of Burys Field, already the town's principal outdoor events space. The site will be actively programmed for events, sports, voluntary activities, and public recreation, underpinned by robust site maintenance and improved infrastructure.

Planned Uses

- Community events (Spring Fair, Town Show, fun fairs, circuses)
- Sports activities (particularly for Moss Lane School, which lacks outdoor space)
- Voluntary group events and fundraisers
- Inclusive recreational use for families, children, and youth
- Occasional commercial events where compatible with licensing and community benefit

Hours of Use

Current regulated entertainment licensed hours:

- Sunday: 10:00–20:00
- Monday–Friday: 10:00–22:00
- Saturday: 10:00–22:30

Target Demographic

The residents of Godalming, particularly:

- Local families and youth
- Schools (e.g. Moss Lane)
- Voluntary organisations (e.g. Rotary, Round Table)
- Community fitness and wellbeing groups

Innovation and Benefits

- Utility metering to promote sustainable resource use
- Toilet/welfare block development
- Event-specific revenue generation with flexible pricing

- Integration of site maintenance into existing GTC services
- On-site Trim Trail for inclusive community exercise
- Licensing simplification through direct GTC management

[For Detail See Detail Page 5](#)

Site Management Approach (25%)

Site Management and Maintenance

GTC's in-house maintenance team (4 staff) will assume full responsibility for upkeep, including waste management, grounds care, and event support.

Management Structure

The site will be overseen under the existing GTC governance structure:

- Finance & Corporate Services
- Operations & Compliance
- Specialist services (e.g. arboriculture, play area inspections) will be outsourced.

Resourcing and Recruitment

No additional staff are required. The current GTC team has capacity to absorb the site within existing structures and workloads.

Subletting/Outsourcing

None anticipated beyond specialist contractors.

Proposed / Possible Changes

- Construct permanent toilet/welfare block (subject to planning)
- Install metered utilities
- Improve vehicle and disability access
- Replace and upgrade waste bins
- Mark out sports pitches
- Introduce exercise Trim Trail

[For Detail See Page 6](#)

Community Engagement, Communication and Buy-In (15%)

Engagement Plans

GTC has strong, long-standing links with the local community and voluntary sector. Further engagement will include:

- Ongoing liaison with regular users (e.g. Rotary, Round Table, Moss Lane School)
- Accessibility improvements based on community feedback

Marketing and Communication

- Multi-channel promotion (social media, local press, printed flyers)
- Targeted publicity for new facilities and improvements
- Clear event calendar promoted via digital and physical channels

Charity Partnerships

- Strengthening existing collaborations with local groups
- Encouraging fundraising events with discounted venue access

Promotion of Inclusivity

- Physical accessibility improvements (e.g. kerb drops)
- Disability-friendly toilet access
- Events welcoming to all demographics
- Inclusive exercise infrastructure (Trim Trail)

[For Detail See Page 7](#)

Experience (25%)

Operational Expertise – see page 12

GTC currently manages:

- Multiple community buildings (e.g. Wilfrid Noyce Centre)
- Event infrastructure (Godalming Run, Fireworks, Christmas events)
- Burials at two cemeteries
- Public floral displays and green space upkeep

Maintenance Capacity

The four-strong team delivers year-round services, including event support, horticulture, and reactive maintenance. Despite operating short-staffed during the past year, the team maintained high standards, reflecting strong internal coordination and community pride.

Recognition

- Gold Awards from South & South-East in Bloom for town centre and cemeteries
- Finalist in the 2024 NALC Climate Response Award

Landlord and Tenant Relationships

GTC is experienced in managing relationships across multiple tenanted community sites, ensuring compliance, support, and operational efficiency.

[For Detail See Page 8](#)

Financing (10%)

Initial Operating Costs – see [page 13](#)

The Burys Field will be integrated into existing service structures with minimal incremental cost. Efficiency gains will mitigate any additional burden.

Organisation Type

Existing entity: Godalming Town Council

Budget 2025/26: £1,236,391

Projected Reserves: £1,373,818

Electorate: 17,742

Revenue Maximisation

- Increased hire and event use
- Chargeable utilities
- Improved on-site services
- Reduced administrative cost (no need to apply for permissions from WBC)

[For Detail See Page 9](#)

Conclusion

This Community Asset Transfer proposal demonstrates Godalming Town Council's readiness and capability to assume full ownership and management of Burys Field. The Council offers a highly experienced operational team, proven financial capacity, and a commitment to inclusive community benefit.

The transfer supports both GTC's and WBC's strategic goals by promoting localism, reducing duplication, and enhancing community spaces. GTC respectfully requests consideration of this proposal as a sustainable, community-driven future for Burys Field.

PROPOSAL DETAILS

Proposed Use

The Burys Field is the principal outdoor event & show ground within the parish of Godalming upon which most community events, including the annual spring fair, the Town Show, fun fairs, circuses and other activities including sports activities for the town centre school are held. The proposal would be to widen the use of the facility in an appropriate manner, expanding the opportunities for voluntary organisations to use the recreation ground, supporting fund raising events, wellbeing and fitness, and enhanced support to Moss Lane School which has no external learning or recreational space. In addition, limited commercial events that meet the criteria of licencing and present benefits to the local community would be considered. This would be based upon improving year-round use for residents for recreation, exercise, and play, especially for local children. GTC wishes to make greater use of the Burys field for the well-being of children and youth groups and families by improving facilities, including sports pitch facilities on the field.

Godalming Town Council is responsible for organizing, or as a partner to the organizers, of many of the community events held on the Burys field. It is also the premises license holder for the provision of regulated entertainment on the Burys field and in the absence of any other organization taking responsibility, looks after the flood lights on the field, which are powered from the adjacent community centre. When taking this into consideration, there are minimal challenges to be considered.

There will be benefits to the WBC in terms of reduced waste management, the Town Council would incorporate this within its inhouse infrastructure. Grounds maintenance and management would also be brought in-house and managed by GTC, reducing the resource required by the WBC to maintain the grounds. Administration would also be reduced as GTC would not need to duplicate requests to the WBC for permissions.

GTC believes the transfer and management of this key piece of town centre open space from WBC to GTC is in keeping with Waverley's Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for residents both financially and in terms of locally focused services. GTC believes the management of this Community Asset by the Town Council, which retains it within public ownership, is in line with this approach.

It is also in-line with GTC's own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.

Under the current premises license the hours of use for regulated entertainment are from 10:00 until 20:00 on a Sunday, 10:00 until 22:00 Monday to Friday and 10:00 until 22:30 on a Saturday.

As currently utilized, it is envisaged that the target demographic will remain similar to that it currently enjoys., namely, the community of Godalming.

Specific community stake holders include Godalming Woolsack Rotary Club which each year organizes the Spring Fair. The profits from this event go to local charities and 2025 event will be raising funds for the Godalming and Villages Community Store.

Godalming Round Table, another voluntary organization organize the annual Town Show on the Burys Field and again monies raised go to various local charities. The Round Table also support GTC with other events.

Moss lane School is an infant school located in the centre of the town and does not benefit from outdoor facilities. The Bury's Field is ideally situated to provide the safe and secure space for the pupils to undertake sport, exercise and other outdoor activities.

As an improvement to the facilities, the Town Council would seek to create a festival/event toilet facility, located on the footprint of the current storage shed.

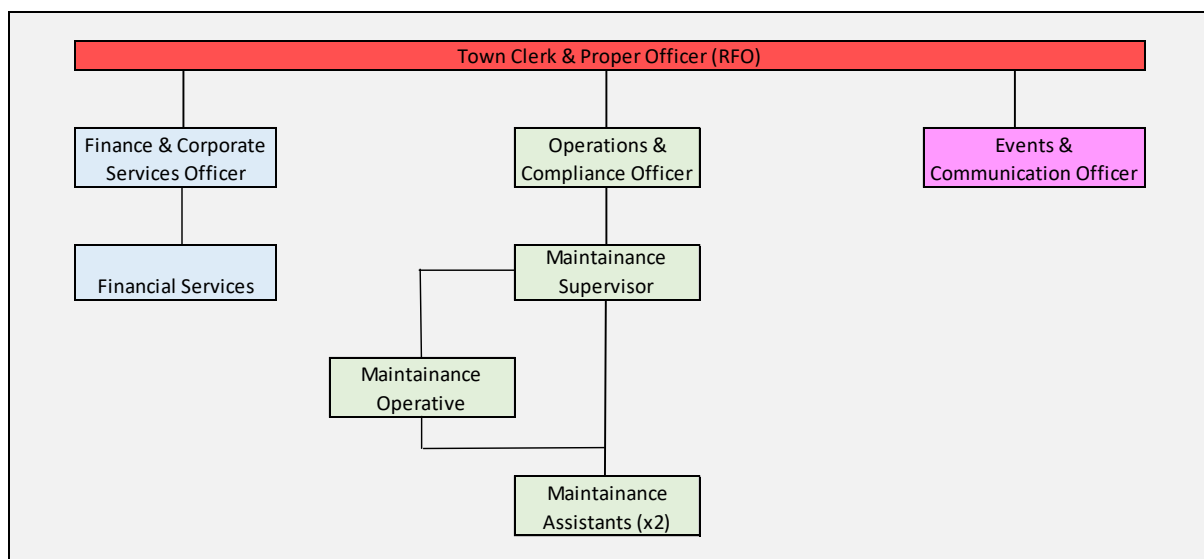
Tenure

Godalming Town Council would seek the transfer of the Freehold Interest in the Burys Field. This would primarily be to ensure the safeguarding of the only level open space in the Town Centre that is outside of the flood risk area for recreational and community activities. It would also be a return of the land that was transferred from Godalming Borough Council under the Local Authorities (England) (Property etc) Order 1973 and retains this important community asset in public ownership.

Managing the Site

The management of the facility will be by Godalming Town Council. It would be proposed that a three year plan would be implemented. This would maintain the current provision, implement efficiencies and consider potential changes and improvements. Following this would be commencement of marketing strategies, any planning applications that may be required for infrastructure works. The final phase would see the completion of any works and the facility being fully utilised in line with the Town Councils plan.

Abbreviated Organisational Chart



The current GTC Corporate plan provides the structure to facilitate managing additional assets. The management will be divided between;

Finance and Corporate Services

Overseeing all financial and corporate matters.

Operations and Compliance

GTC would manage the maintenance and upkeep of the land within its current infrastructure. Compliance is already in place and again will be incorporated within the current structure.

Specialist areas of expertise will be outsourced, for example, Arboreal inspections and specialist works such as play area inspections (skateboard park) will be brought in as required.

Year 1

As GTC are already heavily involved with the utilisation of the site, they would be in the advantageous position of understanding the current usage and requirements of the organisations that currently use the site. There will be no risk to these events in the transfer of management.

A detailed assessment of the infrastructure would be carried out, together with a sustainability study and impact analysis.

Consideration and evaluation, including resident consultation would be undertaken on potential changes and improvements of which (but not exhaustive) possibilities are detailed below;

Potential Changes / Improvements

- A number of initiatives are being considered subject to planning approval where required;
- Create, an event toilet and welfare block on the site of the current shed. This would be for the sole use of events held on the Burys Field.
- The introduction of on-site utilities, with the permanent supply of water and electricity for use at events. These would be metered ensuring hirers are charged appropriately ensuring sustainability.
- Improve disability access to the Bury Field by dropping the kerb adjacent to the skate park.
- Improve the vehicular access from the Burys road to allow for safer access and exiting to the field.
- Replace the ageing public waste bins with new bins which meet residents aspirations for recycling and incorporate the waste collection with GTC's in-house waste management that is in place servicing other areas. This will allow for the removal of the Burys Fields collections from the Waverley's existing contract.
- The field would have sports pitches marked out for specific sports and events.
- Introduction of a Trim Trail to provide outdoor exercise area for the community.

Year 2

Actions would be taken on improvements or changes to the management of the land following the review of the first years maintenance activities.

The outcome of the consultation and viability of proposals become plans and for the infrastructural proposals, any planning applications, funding requirements are commenced. Whilst there will have been marketing initiatives undertaken in year 1 this will be accelerated in year 2 and this is expanded below as part of the Community Engagement.

Year 3

The third year would see the delivery of any infrastructure projects. Actions from the impact analysis undertaken to ensure sustainability is being maximised. Marketing and community engagement would be fully implemented.

Community Engagement

GTC have been heavily associated with the Burys Field for many years by the community and as such the council are in a unique position to already be heavily engaged with the local community groups, residents and businesses. This would be enhanced by publicity of the initiatives previously described.

Marketing Initiatives

To enhance community engagement and awareness of the planned initiatives at Burys Field, a comprehensive communication strategy will be implemented. This strategy will leverage

multiple channels to reach the local community groups, residents, and businesses effectively. This will be in two distinct forms.

Promotion of Venue and Facilities

Social Media

Leveraging social media platforms such as Facebook, Twitter, and Instagram will be pivotal. Regular updates, event announcements, and interactive posts can engage the community and keep them informed about ongoing developments and upcoming events.

Local papers and magazines

Advertising in local printed media will reach a broad audience, particularly those who may not be active on social media. Articles and advertisements detailing the improvements and initiatives will help build public awareness and support.

Flyers and brochures

Creating informative flyers and brochures that can be distributed at local community centres, libraries, and businesses will ensure that concise information about the initiatives is readily available to residents and visitors.

Promotion of Individual Events

For events held at Burys Field, this will be the responsibility of the relevant organisation / organiser. However, GTC will ensure that all events are publicised via a blend of the above channels to advertise event details, including date, time, activities, and the benefits of the new facilities, will help ensure strong attendance and community support.

Implementing these advertising methods will significantly boost awareness and engagement with the planned initiatives at Burys Field, ensuring that the community is informed, involved, and supportive of the developments.

Charity and Community Partnerships

GTC already works closely with local organisations, such as Round Table, The Rotary Clubs, Moss Lane Infants School and all other community users of the Burys Field. With the planned enhancements, they would seek to strengthen and expand the relationships promoting the wider facilities available.

Promotion of Inclusivity

The Burys Field has always been open to all, but the introduction of on-site toilets and the improved access for disabled will enhance this further.

Experience

Operation and Maintenance

GTC has a proven track record in managing community spaces, ensuring that they are well-maintained and effectively utilised. GTC's experience includes facilitating a diverse range of events, from small local gatherings to large-scale community events, all while ensuring adherence to safety regulations and high standards of cleanliness and accessibility.

Furthermore, GTC employs a dedicated team of professionals who oversee the day-to-day operations, including scheduling, coordination with event organisers, and maintenance of the facilities. Regular inspections and feedback mechanisms are in place to swiftly address any issues, ensuring that the venue remains in optimal condition for all users.

Their commitment to excellence is reflected in the positive feedback from the community and the successful execution of numerous events that have fostered community spirit and engagement. With robust operational procedures and a focus on inclusivity, GTC is well-equipped to manage Burys Field and enhance its role as a central hub for community activities.

Grounds Maintenance

The maintenance team benefits from GTC owned equipment and resource for the upkeep of the land and supporting of events. The experienced team would incorporate the maintenance and upkeep of the Burys Field into their existing processes and procedures

Awards

As an acknowledgement of the expertise and achievements of the operational team, the Town Council have been the recipients of a number of prestigious awards;

- South & South-East in Bloom (SSEIB),
 - The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved.
 - Town Centre – The In-Bloom Judges awarded a Gold Award – Excellent
 - Small Cemetery Category – Nightingale – The In-Bloom Judges awarded a Gold “Excellent”
 - Large Cemetery Category – Eashing – The In-Bloom Judges awarded a Gold, “Excellent”
- National Association of Local Councils (NACC)
 - Finalists in the 2024 climate response category.

Operational & Risk Management

The Burys Field would be evaluated and managed for risk in-line with all other land and buildings managed by GTC. Operational and compliance matters would be incorporated into the robust management structure. Areas of compliance would be monitored, such as Licencing, Health & Safety. This is already undertaken for the Burys Field by GTC and covers the type of use, requirements for supplementary licencing such as TENs and compliance with Performing Rights and fairground equipment etc.

Financing

The transfer of the Burys Field would see minimal impact on GTC's current financial model. It is anticipated that GTC will be able to deliver savings on grounds maintenance costs through efficiencies to the existing maintenance schedules and practices.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2025/26 of £1,236,391. and Reserves of £1,373,818, GTC believes it is well positioned to become custodian of this much loved community asset.

Maximizing revenue would come with the efficiencies that GTC could implement with the internal and operational teams incorporating the additional work and management into their current work regime. There would be the ability to increase income through the marketing of the site and increased usage from the community for events. The ability to charge users for the use of utilities (water and electricity) following the construction of the toilets and welfare facilities would increase income.

When considering the potential infrastructure projects, depending upon the nature of the project, the Neighbourhood CIL would be explored.

Depending on the nature of the project, GTC would Seek funding either through:

- Application for external grant funding
- Use of Neighbourhood CIL.
- Its own capital works budget.



Godalming
Town Council

Supporting Our Community

LAMMAS LAND ADJACENT TO BRIDGE GATE HOUSE GODALMING

Business Plan

16 April 2025

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EXECUTIVE SUMMARY

Godalming Town Council (GTC) seeks the freehold transfer of the Lammas Land adjacent to Bridge Gate House, Bridge Road, Godalming from Waverley Borough Council (WBC) under the Community Asset Transfer Process. GTC is committed to enhancing allotment provisions to meet increasing local demand and fulfil broader policy commitments.

Allotments play a critical role in promoting self-sufficiency, healthy living, and community cohesion. The demand for allotments has surged due to urban development pressures, population growth, and a renewed interest in food growing, particularly following the pandemic and rising living costs.

Godalming Town Council owns approximately 83% of the allotment land in the area, with the remaining owned by the Farncombe & District Allotment Association. Expanding allotment provisions is crucial to meet the rising demand, provide affordable access to green spaces, and support Waverley Borough Council's strategies on climate action, public health, and sustainable community development.

The Transfer would:

- Secure the long-term public ownership of the land.
- Help to meet current and future demand for allotment space.

GTC's experienced operations and compliance team, backed by a budget exceeding £1.2 million and robust reserves, is well-positioned to manage the asset sustainably. The Council proposes the transfer as a strategic collaboration with WBC that embodies both councils' shared commitment to localism and community well-being.

Proposed Use Statement (25%)

Approach and Strategy

GTC's approach centres on increasing supply for the existing demand for allotment space within the local area. It would integrate with the other local allotments and the land that is currently under-utilised could meet its full potential.

Usage:

- Allotments

Target Demographic

- Local residents –on the current waiting list for an allotment in the local area.

Benefits

- Meet local demand
- Encouraging regular physical activity, particularly among older residents.
- Reducing anxiety, stress, and symptoms of social isolation.
- Promoting healthy eating and dietary awareness.
- Enhancing overall community resilience.
- providing affordable access to green space in a context where private gardens are not universally available.

Site Management Approach (25%)

Site management and maintenance

GTC's in-house maintenance team will maintain the common areas with individual allotment holders maintaining the allocated plots.

Management Structure

The site will be overseen under the existing GTC governance structure:

- Finance & Corporate Services
- Operations & Compliance
- Specialist services (e.g. arboriculture) will be outsourced.

Resourcing and Recruitment

No additional staff are required. The current GTC team has capacity to absorb the site within existing structures and workloads.

Subletting/Outsourcing

None anticipated beyond current arrangements with the Farncombe & District Allotment Society pertaining to adjoining allotment sites .

Proposed Changes

Change from amenity land to allotments.

[For Detail See Page 5](#)

Community Engagement and Community Buy-In (15%)

Engagement

GTC has strong, long-standing links in the community and awareness of GTC being the custodian of allotments in the area is well established.

Communication

GTC will continue to promote its stewardship of the allotments on its website and interested parties will be added to the waiting list.

Charity Partnerships

Strengthening the relationship between the allotment holders and the local food banks to utilise surplus produce.

[For Detail See Page 7](#)

Experience

Operational Expertise

GTC currently manages:

- 83% of allotments in the local area
- Multiple community buildings (e.g. Wilfred Noyce Centre)
- Two cemeteries
- Public floral displays and green space upkeep.

Maintenance Capacity

The four-strong team delivers year-round services, including event support, horticulture, and reactive maintenance. The team maintained high standards, reflecting strong internal coordination and community pride.

Recognition

- Gold Awards from South & South-East in Bloom for town centre and cemeteries
- Finalist in the 2024 NALC Climate Response Award

Landlord and Tenant Relationships

GTC is experienced in managing relationships with allotment holders, in addition, across multiple tenanted community sites, ensuring compliance, support, and operational efficiency.

[For Detail See Page 7](#)
Financing (10%)

Initial Operating Costs

The site will be integrated into adjoining allotment land with minimal incremental cost. Efficiency gains will mitigate any additional burden.

Organisation Type

Existing entity: Godalming Town Council

Budget 2025/26: £1,236,391

Projected Reserves: £1,373,818

Electorate: 17,742

Revenue Maximisation

- Income from the allotment holders.
- Incorporate efficiencies of integration with existing operational processes.

[For Detail See Page 8](#)

Conclusion

This Community Asset Transfer proposal demonstrates Godalming Town Council's readiness and capability to assume full ownership and management of Lammas Land adjacent to Bridge Gate House. The Council offers a highly experienced operational team, proven financial capacity, and a commitment to inclusive community benefit.

The transfer supports both GTC's and WBC's strategic goals by promoting localism, reducing duplication, and enhancing community spaces. GTC respectfully requests consideration of this proposal as a sustainable, community-driven future for of this portion of the Lammas land.

PROPOSAL DETAILS

Proposed Use

Godalming Town Council recognises the enduring value of allotments as a vital element of local infrastructure, contributing to the physical, mental, and social well-being of residents. In light of growing demand and national policy direction, it is both appropriate and necessary to seek an expansion in allotment provision within the town.

Allotments have long played a foundational role in supporting self-sufficiency, healthy living, and community cohesion. With population growth, urban development pressure, and a resurgence of interest in food growing—especially post-pandemic and amid cost-of-living concerns—current levels of allotment provision in Godalming no longer meet this aspirational standard.

Research demonstrates that access to allotments is beneficial to health and well-being, increasing allotment provision aligns directly with GTC's broader commitments to public health, environmental stewardship, and community engagement.

Current waiting lists suggest unmet demand. Residents have consistently expressed interest in local food growing opportunities, and additional sites would help meet this rising need. Moreover, allotments provide affordable access to green space in a context where private gardens are not universally available.

The expansion of allotment provision is well-aligned with the aims and values outlined in Waverley Borough Council's strategies and policies, particularly concerning environmental stewardship, community wellbeing, and sustainable development.

Waverley Borough Council and Godalming Town Council have both declared Climate Emergencies, which signifies a commitment to enhancing the local environment and promoting sustainability.

Godalming Town Council currently owns approximately 83% of the allotment land in the area, with the remainder owned by the Farncombe & District Allotment Association.

The expansion of allotment provision is clearly in harmony with Waverley Borough Council's objectives. It supports strategic goals in climate action, public health, community engagement, and sustainable land use. As such, any future efforts to increase allotment capacity should be viewed not only as meeting local demand but as delivering on borough-wide policy commitments.

Expanding allotment provision supports:

- Neighbourhood Plan objectives relating to green infrastructure and community health;
- Local Planning Policy requiring the protection and enhancement of community facilities;
- GTC's Climate and Biodiversity Action Plan through sustainable land use.

Tenure

Godalming Town Council would seek the transfer of the Freehold interest in the Lammas land, adjacent to Bridge Gate House.

In England, district (borough) Councils have allotment functions only in non-parochial places; consequently, where a parish is constituted by an order, that parish becomes the allotment authority. With the exception a one private allotment site in Farncombe owned by the Farncombe & District Allotment Association, Godalming Town Council is the freeholder of all

other allotment land in Godalming, including the statutory allotments located adjacent to the land asset in question.

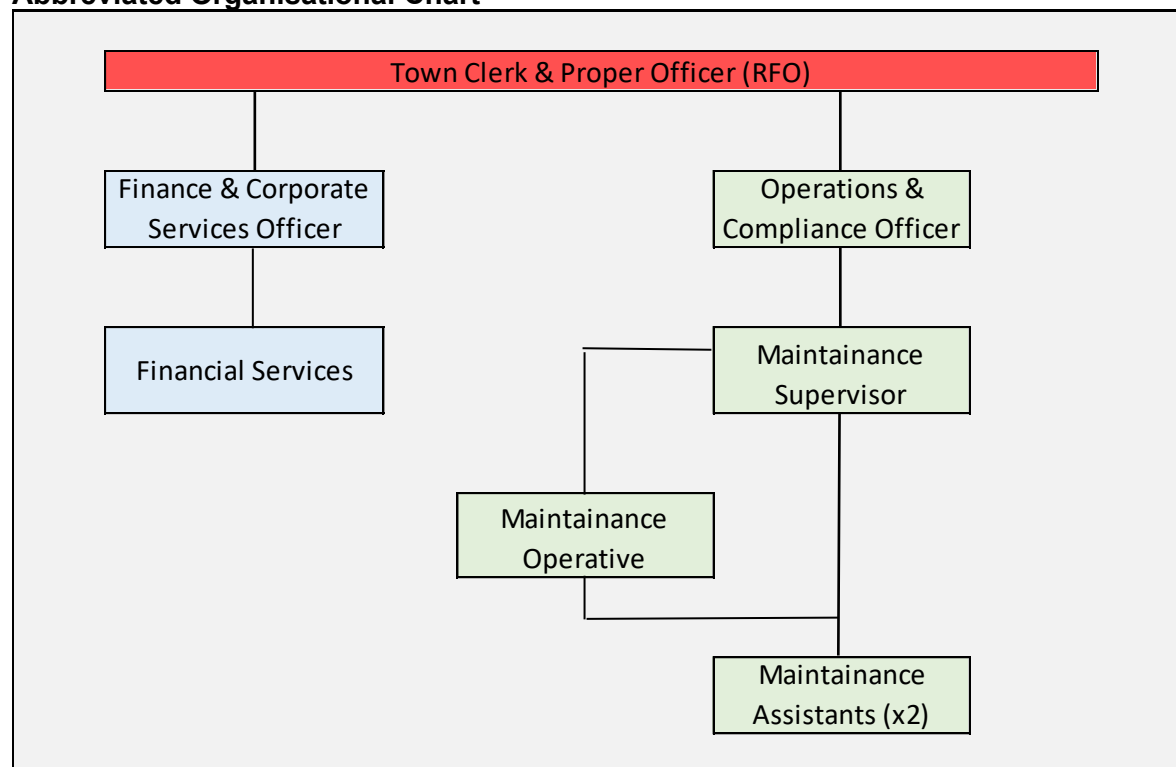
With the objective of the asset transfer being the provision of additional statutory allotments, a leasehold tenure on one part with freehold tenure on the majority of what would become an extended allotment site would result in differing protections of allotment provision across the combined site.

Once a site has been acquired by a town council for the specific purpose of being used as allotments, then this site has special protection and is known as a 'statutory allotments' site and requires the consent of the Secretary of State before such land can be disposed of.

Managing the Site

The management of the site would be by Godalming Town Council. It would be proposed that a two-year plan would be implemented. The initial year would see the preparation of the land for use as allotments, together with the allocation of the allotments to people on the current waiting list in accordance with the council's current allocation policy. The second year would see the occupation of the allotments.

Abbreviated Organisational Chart



The current GTC Corporate plan provides the structure to facilitate managing additional assets. The management will be divided between;

Finance and Corporate Services

Overseeing all financial and corporate matters.

Operations and Compliance

GTC would manage the maintenance and upkeep of the land within its current infrastructure. Compliance is already in place and again will be incorporated within the current structure.

Year 1

As GTC currently owns and manages 83% of the allotments in the area, they would be in the unique position to understand and implement the management requirements and site preparation as needed to facilitate the change of use of the land.

With the current waiting list for allotments, there would be no risk to the land not being utilised to its full potential in the transfer of management.

Year 2

Timing is very dependent upon the calendar year and seasons, but the allotments would be allocated to individuals.

Community Engagement

GTC are associated as the providers of allotments in the area and as such promotion is well established. Current waiting lists suggest unmet demand. Residents have consistently expressed interest in local food growing opportunities, and additional sites would help meet this rising need. The addition of this land would help satisfy demand that exists from the community.

Health and Wellbeing

GTC would work with the community and local organisations to maximise the use of the allotments to provide the following benefits as identified by extensive research;

- Encouraging regular physical activity, particularly among older residents.
- Reducing anxiety, stress, and symptoms of social isolation.
- Promoting healthy eating and dietary awareness.
- Enhancing overall community resilience.
- providing affordable access to green space in a context where private gardens are not universally available.

Charity and Community Partnerships

GTC works closely with the Godalming and Villages Community Store (Food Bank) and there would be the opportunity to develop an outlet and use for surplus / unwanted fresh produce and flowers to be made available to their clients.

Experience

Operations and Maintenance

GTC has a proven track record in managing allotments, ensuring that they are well maintained and effectively utilised.

Furthermore, GTC employs a dedicated team of professionals who oversee day-to-day operations and maintenance of GTC assets and facilities. Regular inspections and feedback mechanisms are in place to swiftly address any issues, ensuring that the allotments remain in optimal condition for all users.

Their commitment to excellence is reflected in the positive feedback from the allotment holders. With robust operational procedures and a focus on inclusivity, GTC is well equipped to manage this additional allotment space alongside the other allotments in the area.

Grounds Maintenance

The maintenance team benefits from the GTC owned inventory of equipment and resource required for the management upkeep of the land. The experienced team would incorporate the maintenance and upkeep of the allotments into their existing processes and procedures.

Awards

As an acknowledgement of the expertise and achievements of the operational team, the Town Council have been the recipients of a number of prestigious awards;

- South & South-East in Bloom (SSEIB),
 - The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved.
 - Town Centre – The In-Bloom Judges awarded a Gold Award – Excellent
 - Small Cemetery Category – Nightingale – The In-Bloom Judges awarded a Gold “Excellent”
 - Large Cemetery Category – Eashing – The In-Bloom Judges awarded a Gold, “Excellent”
- National Association of Local Councils (NACC)
 - Finalists in the 2024 climate response category.

Operational & Risk Management

The Bridge Road allotments would be evaluated and managed for risk in-line with all other land and buildings managed by GTC. Operational and compliance matters would be incorporated into the robust management structure. Areas of compliance would be monitored.. This is already undertaken for the other allotments.

Financing

The transfer of the land would see minimal impact on GTC's current financial model. It is anticipated that GTC will be able to deliver savings on grounds maintenance costs through efficiencies to the existing maintenance schedules and practices.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2025/26 of £1,236,391 and Reserves of £1,373,818, GTC believes it is well positioned to become custodian of this additional allotment land.

Maximizing revenue would come with the efficiencies that GTC could implement together with the income from the allotment rental.



Godalming
Town Council

Supporting Our Community

CANON BOWRING RECREATION GROUND

Business Plan

14 April 2025

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EXECUTIVE SUMMARY

Godalming Town Council (GTC) seeks the freehold transfer of the Cannon Bowring Recreation Ground from Waverley Borough Council (WBC) under the Community Asset Transfer Process. GTC is committed to maintain and enhance this open space for the for local residents to exercise and play, especially the local children.

The area is ideally located for two local schools, the air cadets, scouts and guides and is a valuable outdoor resource that they utilise for sport and other outdoor activities.

The Transfer would;

- Secure the long-term public ownership of the land.
- Honour expressed wishes of Cannon Bowring when the land was sold to Godalming Corporation in 1930 providing it would remain for the use of children.

GTC's experienced operations and compliance team, backed by a budget exceeding £1.2 million and robust reserves, is well-positioned to manage the asset sustainably. The Council proposes the transfer as a strategic collaboration with WBC that embodies both councils' shared commitment to localism and community well-being.

Proposed Use Statement (25%)

Approach and Strategy

GTC's approach centres on maintaining the grounds as they are currently and improving the year round access

Usage:

- Recreation ground with play areas
- Playground
- Space for school sport and outdoor activities
- Local youth groups

Target Demographic

- Local residents.
- Godalming Junior School
- Farncombe Infants School
- 1254 Air Training Corps
- Local Scouts and Guides

Benefits

- Improved Physical Health
- Enhanced Mental Well-Being
- Stronger Social Bonds
- Environmental Advantages
- Educational Value

Site Management Approach (25%)

Site Management and Maintenance

GTC's in-house maintenance team (4 staff) will assume full responsibility for upkeep, including waste management, grounds care, playground equipment management.

Management Structure

The site will be overseen under the existing GTC governance structure:

- Finance & Corporate Services
- Operations & Compliance
- Specialist services (e.g. arboriculture) will be outsourced.

Resourcing and Recruitment

No additional staff are required. The current GTC team has capacity to absorb the site within existing structures and workloads.

Subletting/Outsourcing

None anticipated beyond specialist contractors.

Possible Changes/ Enhancement

To improve all year-round accessibility.

[For Details See Page 5](#)

Community Engagement and Community Buy-In (15%)

Engagement

GTC has strong, long-standing links with the local community and voluntary sector. Further engagement will include:

- Ongoing liaison with regular users (e.g. Godalming Junior and Farncombe Infants Schools, Air Cadets, Scouts and Guides.
- Increased usage by the community, individual and groups

Communication

GTC will continue to promote its stewardship of the recreation ground on its website.

Charity Partnerships

- Strengthening existing collaborations with local groups

Promotion of Inclusivity

- Improving accessibility all year round

[For Details See Page 7](#)

Experience (25%)

Operational Expertise

GTC currently manages:

- Multiple community buildings (e.g. Wilfred Noyce Centre)
- Allotments in the local area
- Cemeteries

- Public floral displays and green space upkeep.

Maintenance Capacity

The four-strong team delivers year-round services, including event support, horticulture, and reactive maintenance. The team maintains high standards reflecting strong internal coordination and community pride.

Recognition

- Gold Awards from South & South-East in Bloom for town centre and cemeteries
- Finalist in the 2024 NALC Climate Response Award

Landlord and Tenant Relationships

GTC is experienced in managing relationships across multiple tenanted community sites, ensuring compliance, support, and operational efficiency.

[For Details See Page 7](#)

Financing (10%)

Initial Operating Costs

The recreation ground will be integrated into existing service structures with minimal incremental cost. Efficiency gains will mitigate any additional burden.

Organisation Type

Existing entity: Godalming Town Council

Budget 2025/26: £1,236,391

Projected Reserves: £1,373,818

Electorate: 17,742

[For Details See Page 8](#)

Conclusion

This Community Asset Transfer proposal demonstrates Godalming Town Council's readiness and capability to assume full ownership and management of the Canon Bowring Recreation Ground. The Council offers a highly experienced operational team, proven financial capacity, and a commitment to inclusive community benefit.

The transfer supports both GTC's and WBC's strategic goals by promoting localism, reducing duplication, and enhancing community spaces. GTC respectfully requests consideration of this proposal as a sustainable, community-driven future for Canon Bowring Recreation Ground.

PROPOSAL DETAILS

Proposed Use

In 1914, Canon Edgar Bowring, Rector of Farncombe bought this land on the condition it should be used as a children's recreation ground, and in 1930 sold it to the Godalming Corporation for £100 providing that it would remain for the use of children.

In recognition of the heritage of this land, Godalming Town Council wishes to improve year-round access and use for local residents for recreation, exercise, and play, especially for local children.

GTC wishes to make greater use of the recreation ground for the well-being of children and youth groups and families by improving facilities within the recreation ground.

GTC believes the transfer and management of this key recreation ground in Farncombe Village from WBC to GTC is in keeping with Waverley's Corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services. GTC believes the management of this asset by the Town Council is in line with this approach.

In recognition of the Climate Emergency WBC Corporate Plan seeks to work with partners to ensure the environmental stewardship of open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances. This approach is shared by Godalming Town Council.

GTC believes that the transfer of this asset is also in-line with its own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.

As currently utilized, it is envisaged that the target demographic will remain similar to that it currently enjoys., namely, the community of Farncombe and Godalming.

Specific community stakeholders include Godalming Junior School and Farncombe Infants School, both of whom use the fields for sporting activities. The 1254 Squadron Air Cadets, Scouts and Guides also use the recreation ground for sporting and play activities.

The Cannon Bowring Recreation Ground is ideally located to both the stakeholders and the residents of Farncombe to enjoy this open space.

Tenure

Godalming Town Council would seek the transfer of the Freehold Interest in the Cannon Bowring Recreation Ground

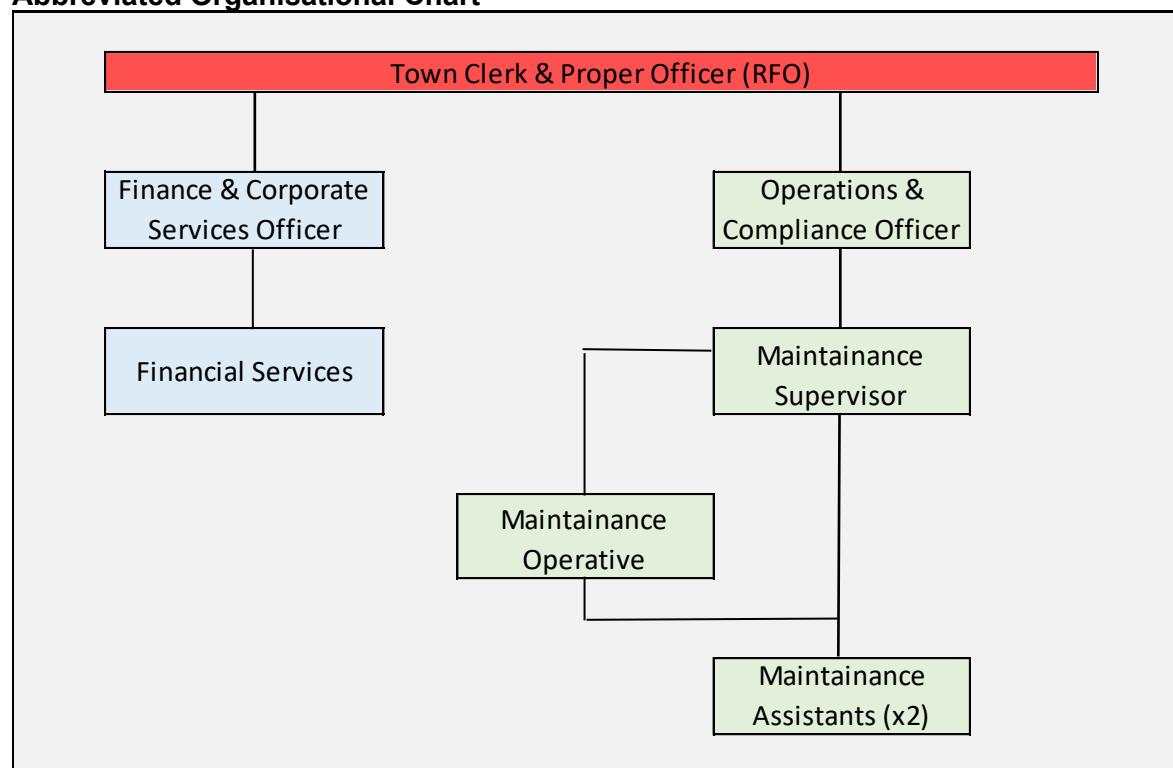
This land was originally purchased by Godalming Borough Council in 1930 from the Rector of Farncombe on the condition that it would remain in use for the local children. The reorganisation of Local Government saw this land transfer from Godalming Borough to Waverley District Council (later Waverley Borough Council). It is strongly contended that as with many thousands of other recreation grounds and village greens throughout the country that had a strong local heritage, the Canon Bowring Recreation Ground should have more

properly been transferred to the newly formed Godalming Town Council (GTC). At that time this would also have been in line with recreation grounds in pre-existing parish areas in the newly formed Waverley District such as Elstead and Cranleigh. GTC believe this is an opportunity to return this community asset in perpetuity to the community area which originally secured and safeguarded its provision for the children of the town.

Managing the Recreation Ground

The land and facilities would be managed by Godalming Town Council. It would be proposed that a two-year plan be implemented. The first year would see the continued maintenance of the current provision and consider possible improvements. Staff would also be trained to manage the children's play area and equipment. The second year would see the implementation of proposed alterations.

Abbreviated Organisational Chart



The current GTC Corporate plan provides the structure to facilitate managing additional assets. The management will be divided between;

Finance and Corporate Services

Overseeing all financial and corporate matters.

Operations and Compliance

GTC would manage the maintenance and upkeep of the land within its current infrastructure. Compliance is already in place and again will be incorporated within the current structure.

Year 1

The maintenance and upkeep of the land would be undertaken by GTC's in-house maintenance team. Any training required for the management of playground equipment would be undertaken.

A detailed assessment of the infrastructure would be carried out, together with a sustainability study and impact analysis.

Engagement with the local residents and stakeholders would be undertaken to consider improvements.

Year 2

Actions would be taken on improvements or changes to the management of the land following the review of the first year's maintenance activities.

The outcome of the consultation would be incorporated into the management plan ensuring that the land is best placed to protect open and green spaces for the community and maximise community benefit.

Community Engagement

GTC is recognised for its stewardship of open spaces in the locality and it wishes to promote the use of the land all year-round and will engage with the current stakeholders to encourage wider use.

Health and Wellbeing

GTC would work with the local schools, community organisations to provide space for people to enjoy the following benefits:

- Improved Physical Health:
 - Encourages exercise such as walking, running and sports.
- Enhanced Mental Well-Being:
 - Reduces stress, anxiety, and depression; promotes relaxation.
- Stronger Social Bonds:
 - Facilitates social interactions through group activities and events.
- Environmental Advantages:
 - Improves air quality,
 - Supports wildlife habitats.
- Educational Value:
 - Provides opportunities for learning about nature and the environment.
 - Provides playing field facilities that otherwise local schools would not be able to offer.

Experience

Operations and Maintenance

GTC has a proven track record in managing open spaces, ensuring that they are well maintained and effectively utilised.

Furthermore, GTC employs a dedicated team of professionals who oversee the day-to-day operations and maintenance of the facilities. Regular inspections and feedback mechanisms are in place to swiftly address any issues, ensuring that the recreation ground remains in optimal condition for all users.

Their commitment to excellence is reflected in the positive feedback from residents. With robust operational procedures and a focus on inclusivity, GTC is well equipped to manage this recreational space.

Grounds Maintenance

The maintenance team benefits from the GTC owned inventory of equipment and resource required for the management upkeep of the land. The experienced team would incorporate the maintenance and upkeep of the site into their existing processes and procedures.

Awards

As an acknowledgement of the expertise and achievements of the operational team, the Town Council have been the recipients of a number of prestigious awards;

- South & South-East in Bloom (SSEIB),
 - The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved.
 - Town Centre – The In-Bloom Judges awarded a Gold Award – Excellent
 - Small Cemetery Category – Nightingale – The In-Bloom Judges awarded a Gold “Excellent”
 - Large Cemetery Category – Eashing – The In-Bloom Judges awarded a Gold, “Excellent”
- National Association of Local Councils (NACC)
 - Finalists in the 2024 climate response category.

Operational & Risk Management

The Cannon Bowring Recreation Ground would be evaluated and managed for risk in-line with all other land and buildings managed by GTC. Operational and compliance matters would be incorporated into the robust management structure. Areas of compliance would be monitored, such as playground equipment checks and maintenance and Health & Safety.

Financing

The transfer of the Cannon Bowring Recreation Ground would see minimal impact on GTC's current financial model. It is anticipated that GTC will be able to deliver savings on grounds maintenance costs through efficiencies to the existing maintenance schedules and practices.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2025/26 of £1,236,391. and Reserves of £1,373,818, GTC believes it is well positioned to become custodian of this recreation ground.



Godalming
Town Council

Supporting Our Community

LAMMAS LAND – CHARTERHOUSE GREEN

Business Plan
22 April 2025

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EXECUTIVE SUMMARY

Godalming Town Council (GTC) seeks the Leasehold transfer of the Lammas Land (Charterhouse Green) bounded by Chalk Road, Borough Road, Hell Ditch and the railway embankment from Waverley Borough Council (WBC) under the Community Transfer Process.

GTC is committed to maintain and enhance this open space for the for local residents to exercise and play, especially the local children. The proposal would address points noted in the Godalming and Farncombe Neighbourhood plan, noting that Godalming has 18% of the population in the borough, but only 12% of the playing areas.

The area is a key gateway to the town and would provide a valuable social and recreational area to this part of the town.

The transfer would:

- Create a new social and recreation area within the town.
- Acknowledge the disparity of play areas in the town.

GTC's experienced operations and compliance team, backed by a budget exceeding £1.2 million and robust reserves, is well-positioned to manage the asset sustainably. The Council proposes the transfer as a strategic collaboration with WBC that embodies both councils' shared commitment to localism and community well-being.

Proposed Use Statement (25%)

Approach and Strategy

GTC's approach centres on developing the area to promote recreation, socialising and learning, whilst maintaining the green and its biodiversity. This will be underpinned by robust site maintenance and the introduction of recreational infrastructure.

Usage (Potential)

- Recreation with children's play area
- Trim Trail for fitness
- Social area with seating
- Community garden

Target Demographic

- Local Residents, children, young people and adults

Innovations and Benefits

- Integration of onsite maintenance into existing GTC services
- Trim Trail for the encouragement of fitness and exercise
- Seating to encourage social interaction
- Community garden, enhancing social engagement and learning

Site Management Approach (25%)

Site management and maintenance

GTC's in-house maintenance team will assume full responsibility for upkeep, including waste management, grounds care, playground equipment management.

Management Structure

The site will be overseen under the existing GTC governance structure:

- Finance & Corporate Services
- Operations & Compliance

- Specialist services (e.g. arboriculture) will be outsourced.

Resourcing and Recruitment

No additional staff are required. The current GTC team has capacity to absorb the site within existing structures and workloads.

Subletting/Outsourcing

None anticipated beyond specialist contractors.

Possible Changes/ Enhancement

- Landscaping the green
- Introduce exercise – Trim Trail
- Create a children's adventure / play area
- Community garden
- Meadow with seating area

Community Engagement and Community Buy-In (15%)

Engagement Plans

GTC has strong, long-standing links with the local community and voluntary sector. Further engagement will include:

- Consultation with the local community, individuals and groups

Communication

GTC will continue to promote its stewardship of Charterhouse Green ground on its website.

Partnerships

- Strengthening existing collaborations with local groups

Promotion of Inclusivity

- Improving accessibility all year round
- Inclusive exercise Infrastructure (Trim Trail)

Experience (25%)

Operational Expertise

GTC currently manages:

- Multiple community buildings (e.g. Wilfred Noyce Centre)
- Allotments in the local area
- Two cemeteries
- Public floral displays and green space upkeep.

Maintenance Capacity

The four-strong team delivers year-round services, including event support, horticulture, and reactive maintenance. The team maintain high standards, reflecting strong internal coordination and community pride.

Recognition

- Gold Awards from South & South-East in Bloom for town centre and cemeteries
- Finalist in the 2024 NALC Climate Response Award

Landlord and Tenant Relationships

GTC is experienced in managing relationships across multiple tenanted community sites, ensuring compliance, support, and operational efficiency.

Financing (10%)

Initial Operating Costs

The recreation ground will be integrated into existing service structures with minimal incremental cost. Efficiency gains will mitigate any additional burden.

Organisation Type

Existing entity: Godalming Town Council

Budget 2025/26: £1,236,391

Projected Reserves: £1,373,818

Electorate: 17,742

Conclusion

This Community Asset Transfer proposal demonstrates Godalming Town Council's readiness and capability to assume ownership and management of the Charterhouse Green area. The Council offers a highly experienced operational team, proven financial capacity, and a commitment to inclusive community benefit.

The transfer supports both GTC's and WBC's strategic goals by promoting localism, reducing duplication, and enhancing community spaces. GTC respectfully requests consideration of this proposal as a sustainable, community-driven future for Charterhouse Green.

PROPOSED USE

Charterhouse Green is a key gateway to Godalming and is part of the historic Lammas Land. Godalming Town Council (GTC) wishes to create an outdoor community and activity space which will support the community well-being through play, gardening, exercise and social space. Through appropriate land management it is hoped that there would be a net gain biodiversity.

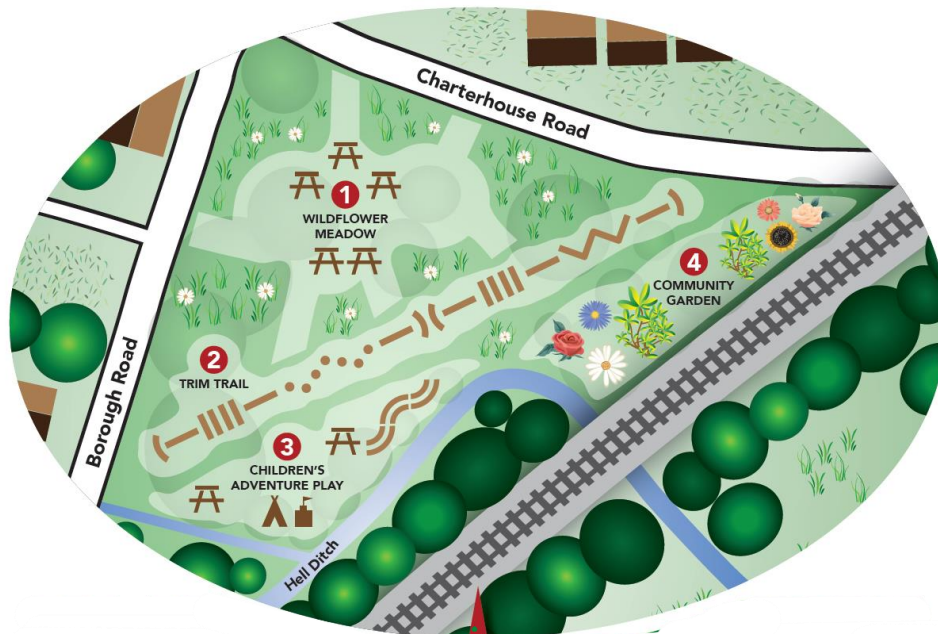
GTC believes the transfer and management of this key gateway to the town from WBC to GTC is in keeping with Waverley's corporate Strategy 2020 – 2025 which states that WBC favours a localist approach working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services.

There will be benefits to Waverley Borough Council (WBC) in terms of reduced maintenance. Management would be brought in-house and managed by GTC, reducing the resource required by WBC to maintain the grounds.

It is also in-line with GTC's own Corporate Plan 2023-2027, Part 2, S1 which seeks to protect open/green spaces for the community and to maximise community benefit.

Within the Godalming and Farncombe Neighbourhood Plan, Section 9.16 notes that *"Godalming Town Council is conscious of the disparity of play areas throughout the town. Markedly, there are no facilities at all in the Charterhouse ward."* It should also be noted that Godalming is underrepresented with play areas, having approximately 18% of the borough's population with under 12% of the borough's play area provision. GTC's vision for this asset would go some way to correct this disparity.

Plans on how the green could be utilised would be subject to consultation with the residents but a conceptual idea is shown below:



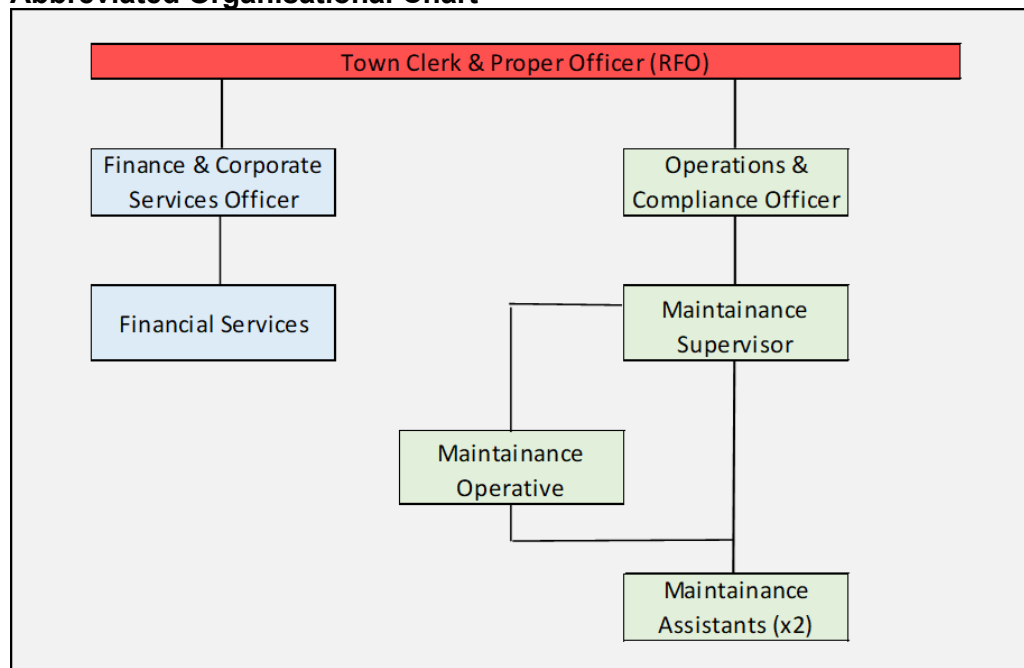
Tenure

Godalming Town Council would seek the transfer of the Leasehold interest in land known as Lammas Land (Charterhouse Green)

Managing the Area

The management of the facility will be by Godalming Town Council. It would be proposed that a three-phase plan spread across two / three years would be implemented. This would manage and maintain the current site, implement efficiencies and consider potential changes and improvements. Following this would be commencement of any planning applications that may be required for infrastructure works. The final phase would see the completion of any works and the facility being fully utilised in line with the Town Councils plan.

Abbreviated Organisational Chart



The current GTC Corporate plan provides the structure to facilitate managing additional assets. The management will be divided between:

Finance and Corporate Services

Overseeing all financial and corporate matters.

Operations and Compliance

GTC would manage the maintenance and upkeep of the land within its current infrastructure. Compliance is already in place and again will be incorporated within the current structure.

Phase 1 (Year 1)

Maintenance and upkeep of the land via GTC's in-house maintenance team.

A detailed assessment of the land would be carried out, together with a sustainability study and impact analysis.

Engagement with the local residents and stakeholders would be undertaken to consider ideas for the use of the area with the possibility of creating social space, exercise area and community garden.

Phase 2 (Year 1/2)

Actions would be taken on improvements or changes to the management of the land following the review of the first year's maintenance activities.

The outcome of the consultation would be developed into a plan. Any planning requirements would be sort, manufacturers commissioned for any equipment to be purchased. This would be incorporated into the management plan ensuring that the land is best placed to protect open and green spaces for the community and maximise community benefit.

Phase 3 (Year 2/3)

The implementation of the plan would take place with alterations to the land and installation of infrastructure.

Community Engagement

GTC is recognised for its stewardship of open spaces in the locality, and it wishes to promote the use of the land all year-round and will engage with the community to encourage its use.

Health and Wellbeing

GTC would work with the local community organisations to provide space for people to enjoy the following benefits:

- Improved Physical Health:
 - Encourages exercise.
- Enhanced Mental Well-Being:
 - Reduces stress, anxiety, and depression; promotes relaxation.
- Stronger Social Bonds:
 - Facilitates social interactions through space for small groups.
- Environmental Advantages:
 - Improves air quality,
 - Supports wildlife habitats.
- Educational Value:
 - Provides opportunities for learning about nature and the environment.

Experience

Operations and Maintenance

GTC has a proven track record in managing open spaces, ensuring that they are well maintained and effectively utilised.

Furthermore, GTC employs a dedicated team of professionals who oversee the day-to-day operations and maintenance of the facilities. Regular inspections and feedback mechanisms are in place to swiftly address any issues, ensuring that the recreation ground remains in optimal condition for all users.

Their commitment to excellence is reflected in the positive feedback from residents. With robust operational procedures and a focus on inclusivity, GTC is well equipped to manage this additional allotment space alongside the other allotments in the area.

Grounds Maintenance

The maintenance team benefits from the GTC owned inventory of equipment and resource required for the management upkeep of the land. The experienced team would incorporate the maintenance and upkeep of the allotments into their existing processes and procedures.

Awards

As an acknowledgement of the expertise and achievements of the operational team, the Town Council have been the recipients of a number of prestigious awards;

- South & South-East in Bloom (SSEIB),
 - The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved.
 - Town Centre – The In-Bloom Judges awarded a Gold Award – Excellent
 - Small Cemetery Category – Nightingale – The In-Bloom Judges awarded a Gold “Excellent”
 - Large Cemetery Category – Eashing – The In-Bloom Judges awarded a Gold, “Excellent”
- National Association of Local Councils (NACC)
 - Finalists in the 2024 climate response category.

Operational & Risk Management

Charterhouse Green would be evaluated and managed for risk in-line with all other land and buildings managed by GTC. Operational and compliance matters would be incorporated into the robust management structure. Areas of compliance would be monitored, such as playground equipment checks and maintenance and Health & Safety.

Financing

The transfer of Charterhouse Green would see minimal impact on GTC's current financial model. It is anticipated that GTC will be able to deliver savings on grounds maintenance costs through efficiencies to the existing maintenance schedules and practices.

It should be noted that GTC currently employs 25 members of staff (19.9 FTE) and that of the 8,904 parish and town councils that raise a precept in England, GTC is in the top 124 with a budget over £1 million pounds.

Serving an electorate of 17,742 and a population of 23,500 with a budget for the 2025/26 of £1,236,391. and Reserves of £1,373,818, GTC believes it is well positioned to become custodian of this area of Registered Common Land.

When considering the possible enhancements to the Charterhouse Green and infrastructure to achieve those, depending upon the nature of the projects the Neighbourhood CIL would be explored.

Depending on the nature of the project, GTC would Seek funding either through:

- Application for external grant funding
- Use of Neighbourhood CIL.
- Its own capital works budget.

Question from Andy Jeffery, Clerk of Godalming Town Council

Given the apparent difficulties in responding to the relatively modest requests made to date, Godalming Town Council would like to request confirmation that Waverley Borough Council has the capacity to manage multiple requests that are likely to be submitted for Community Asset Transfers across the existing borough within the shortened timeframes presented by the LGR in Surrey. If WBC is lacking capacity, what support, if any, would WBC require from GTC to expediate the process?

Response

The Community Asset Transfers policy is in place to provide a transparent, fair and consistent framework for considering the appropriateness of applications for asset transfers between the Council and organisations and groups.

The Council has an obligation to fully consider the implications of community asset transfers as part of robust corporate asset management processes to ensure it protects the interest of the existing Council (and its successor Council) as long-term custodian of its assets.

A thorough assessment of risks and sustainable business cases is essential steps to undertake before any transfer can be recommended for approval together with the financial implications for the Council (and its successor). The Council has to ensure that any transfer provides value for money and best consideration in the case of land and building transfers.

The Community Asset Transfers policy clearly sets out the detailed requirements for an application to be submitted and information which the business case needs to contain. Godalming Town Council can therefore aid the process by providing full detailed information which clearly demonstrates how their application meets all of the requirements set out in the policy.

At this point in time, while we haven't seen a large increase in applications, we are aware this is a possibility. If so, in the first instance be most resource intensive for the applicant preparing appropriate submissions. We are alert to this and that not only will this be a demand on our limited resources but also that the timeframe for our processing of them may be curtailed by an unreasonable deadline. The Council will keep resources under review to ensure that applications can be considered within reasonable timescales.

Income and Expenditure Account at 31st March 2024

2023/24		2024/25	Notes	2024/25
Actual		Actual		Budget
£		£		£
	Employees			
646,046	Direct employee expenses	705,006	a	813,738
7,258	Indirect employee expenses	14,608		11,000
	Premises Related Expenditure			
108,310	Repairs, alterations & maintenance of buildings	344,318	b	47,050
33,845	Energy costs	35,097		33,030
4,230	Rents	2,553		6,620
10,219	Rates	15,449		15,390
3,429	Water services	5,429		6,940
0	Fixtures and fittings	4,145		1,000
64,826	Cleaning & domestic supplies	69,888		69,415
42,256	Ground maintenance costs	45,404		54,400
19,846	Premises insurance	0		0
12,500	Contribution to premise related provisions	12,500	1.	12,500
0	Street Furniture	30,914	c	0
	Transport Related Expenditure			
160	Public transport	62		100
15,779	Car allowances	8,263		16,460
	Supplies & Services			
102,982	Equipment, furniture and materials	94,545	d	59,100
2,238	Catering	1,696		1,920
2,852	Clothes, uniform & laundry	3,933		4,400
9,343	Printing, stationery & general office expenses	10,323		9,300
181,151	Services, incl Professional fees, Insurance, Audit, Banking & Grave Digging	195,586	e	107,076
30,966	Communications & Computing	40,067		38,925
2,541	Expenses	504		2,520
66,421	Grants, Subscriptions & Licensing	101,552	f	75,270
777,671	Contribution to provisions	837,947	2	237,000
295,229	Miscellaneous expenses	33,147	g	6,941
0	Youth Service Activities	14,400		18,600
	Third Party Payments			
	Community Store Donations	5,400		
	Income			
(601,893)	Other grants, reimbursements & contributions	(721,032)		(176,000)
(484,569)	Customer & client receipts	(452,608)		(257,654)
(42,251)	Interest	(61,644)		(25,000)
(362,062)	Recharges	(327,411)	3	(120,000)
949,323	Net Cost of Services	1,070,041		1,070,041
77,703	Capital Financing Costs (Not inc in net cost of Services)	77,703		77,703
1,027,026	Net Cost of Services	1,147,744	4	1,147,744

(0)

Notes

- a Staffing Vacancies
- b £218K Refurbishment of Crown Court Toilets, £81 Broadwater Park Extension
- c £27K 2 x Bus Shelters (CIL & S106), £3.2K Youth Centre Garden Furniture (Donations)
- d £2.4K PA System, £15K Eashing Welfare & Storage, £15K Mover & Trailer, £3K Planters for Farncombe,
- e Locum Finance Office, Buildings Valuations, Increased Grave Digging fees
- f £35K CIL Grant to FCC, £64,522 General & SLA Grants
- g £25K Dissolution of JBC

Income and Expenditure Account at 31st March 2025

2023/24		2024/25
£		£
	<u>Current Assets</u>	
31,099	Debtors	78,256
1,288,429	Cash at Bank	1,783,175
0	Cash in Hand	0
22,680	VAT	31,156
<u>1,342,208</u>		<u>1,892,587</u>
	<u>Current Liabilities</u>	
(59,398)	Trading Creditors	(61,680)
0	Payroll Accruals	(25,061)
<u>1,282,810</u>	NET ASSETS	<u>1,805,846</u>
	Represented By:	
	<u>Capital and Reserves</u>	
617,406	Earmarked Reserves	836,398
665,404	Revenue Balances	969,448
<u>1,282,810</u>		<u>1,805,846</u>

0

Income and Expenditure Account at 31st March 2025

	£
1 Contributions to premises reserves are as follows:	
Land & Property Maintenance	12,500
	<u>12,500</u>
2 Contributions to other reserves are as follows:	
General Reserve	424,046
Community Infrastructure Levy	337,864
Election Expenses	11,026
Emerging Projects	5,000
Capital Works	58,000
Mayors Charity	2,012
	<u>837,948</u>
3 Use of Reserves are as follows	
Community Infrastructure Levy Projects	181,351
Youth Services	120,000
Busbridge PC - JBC settlement	25,000
Mayors Charity	1,060
	<u>327,411</u>
4 Net Cost of Services by Cost Centre	
GTC	-722,739
Allotments	-3,430
Bandstand	-1,414
Broadwater Park Community Centre	-252,605
Broadwater Park Extension	-125
Christmas Lights	-46,629
Cemeteries	148,533
Civic Expenses	-15,663
Community Store	0
Crown Court Conveniences	-5,487
Festivals & Markets	9,187
Godalming Museum	-68,288
Land & Property Other	-175,620
Ockford & Aarons Hill Hub	-16,347
Pepperpot	-8,947
Pepperpot External Redcoration	-1,157
Staycation	-4,139
The Square	12,813
Town Promootion	-5,933
Wilfrid Noyce	10,246
	<u>-1,147,744</u>

Movement in Reserves to March 31 2025

	Balance b/f 1 April 2024	Deficit/Surplus from Revenue a/c	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfer btwn Reserves	Balance c/f 31 March 2025
Reserves	£	£	£	£		£
Unallocated Reserves						
1 Revenue Reserve	<u>665,404</u>	256,044	168,000	-120,000	0	<u>969,448</u>
Sub-total unallocated reserves	665,404					969,448
Earmarked Reserves						
2 Election Expenses Fund	4,000		11,026			15,026
3 Community Infrastructure Levy	299,076		337,864	- 181,351		455,589
4 Emerging Projects	42,591		5,000			47,591
5 Youth Provision	5,250					5,250
6 Busbridge Parish Council	25,000			- 25,000		-
7 Afghan Refugees	529					529
8 Land & Property Maintenance	215,000		12,500			227,500
9 Flood Wall Maintenance	6,000					6,000
10 Mayor's Charity	1,060		2,013	- 1,060		2,013
11 Capital Works Programme	1,900		58,000			59,900
12 Farncombe Station	-					-
13 Professional Fees	17,000					17,000
Sub- total Earmarked Reserves	617,406					836,398
Balances	1,282,810	256,044	594,403	- 327,411	-	1,805,846

9. FUNDING CASE FOR FARNCOMBE DAY CENTRE

Executive Summary

This report presents a case for continued and enhanced funding for the Farncombe Day Centre (FDC) by Godalming Town Council (GTC). The Centre delivers critical services to older residents, including meals, companionship, transport, and social activities. With reduced external grants (from £60,000 to £35,000) and rising employment costs due to National Living Wage and Employer NIC increases, the Centre faces pressure. The Motion-on-Notice on the agenda requests Members consider granting additional funding to enable the FDC trustees to explore a sustainable long-term operating model.

Introduction

The FDC plays a vital role in supporting Godalming's ageing population. Its services reduce loneliness, promote well-being, and help delay more costly interventions like residential care. FDC provides significant societal benefits. These benefits go well beyond the individuals attending and contribute to broader social cohesion, public health, and intergenerational understanding.

Farncombe Day Centre

1. Reduces Social Isolation and Loneliness

Older adults often face isolation, particularly after retirement, bereavement, or when family lives far away. FDC offers:

- Consistent companionship and structure, reducing the risk of loneliness-related depression.
- Regular social interaction, which supports mental health and well-being.

Why it matters: Social isolation has been linked to increased risks of dementia, stroke, and heart disease. Keeping people socially engaged helps mitigate these.

2. Supports Physical and Mental Health

FDC provides gentle exercise and stimulation, nutritious meals, and wellness checks.

- Activities like chair yoga, music therapy, and games support mobility and cognitive stimulation.
- Access to health professionals can provide early intervention and preventative care.

Why it matters: Delays the need for more intensive care services, helping older residents stay independent for longer.

3. Gives Respite to Family Carers

Many carers are family members juggling full-time jobs and other responsibilities.

- FDC provides breaks for carers, helping to reduce burnout.
- Carers can trust that their loved ones are in a safe, stimulating environment.

Why it matters: Without respite, family carers are at higher risk of mental health issues and breakdowns in the care arrangement.

4. Encourages Community Engagement

FDC is intergenerational, supports volunteers and volunteering, and collaborates with other local community groups and organisations.

- Promotes intergenerational understanding and solidarity.
- Offers volunteering and part-time work opportunities for local people.

Why it matters: This strengthens community bonds and breaks down age-related stereotypes.

5. Economic and Public Sector Savings

While FDC does require funding, it also reduces the burden on other services:

- Delayed entry into residential care.
- Fewer hospital admissions due to improved health monitoring.
- Reduced GP visits as social and emotional needs are met.

Why it matters: These cost savings make a strong case for public or charity investment.

6. Promotes a Sense of Purpose and Routine

Older people who attend FDC feel more useful, included, and valued.

- Participating in shared activities gives structure to the week.

Why it matters: A sense of purpose is key to long-term well-being and can help combat cognitive decline.

7. Connects People with Local Services

FDC often acts as a hub where older residents can:

- Learn about other organisations and available support.
- Be signposted to health, safeguarding, or other advice.

Why it matters: Many older people aren't digitally connected, and face barriers accessing information on their own.

8. Current GTC Support

Godalming Town Council currently provides £7,500 per annum toward the Day Centre Minibus transport. This support is critical and highly valued.

9. Financial Pressures

- Loss of £25,000 in external grant funding
- Increased wage obligations under National Living Wage
- Rising Employer National Insurance costs

10. Request for Additional Funding

To stabilise operations and enable strategic planning, the Motion on Notice requests:

- Continued transport funding (£7,500)
- An additional £15,000 in general support to offset increased costs

This would give trustees the breathing space to assess the Centre's long-term viability and adapt its model to changing needs.

11. Risks of Underfunding

- Potential service reduction
- Increased isolation among elderly residents
- Pressure on carers and health services
- Loss of a valued community asset

12. Final Thought

Sustained and increased support from GTC will secure its future and ensure Godalming continues to meet the needs of its older population.

While the value of a day centre is clearest in the eyes of its regulars, its impact ripples across the whole community — from families and healthcare providers to schools and local authorities. The Farncombe Day Centre embodies a compassionate, preventative local care approach to ageing well in place, rooted in tradition but fit for the future.

Testimonial

"It's the only place I go where people know my name and I feel I belong." – Attendee

Charity registration number 1175294

Company registration number 10847748 (England and Wales)

FARNCOMBE DAY CENTRE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

FARNCOMBE DAY CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr E W Hislop (Chair) Ms S Thompson Mr T M Gammon Ms L A Grout Mr M E D Fry Ms J E Elcombe Mr D Barker Ms R Thomson	(Appointed 11 April 2023) (Appointed 11 April 2023) (Appointed 14 September 2023)
Charity number	1175294	
Company number	10847748	
Registered office and Principal address	Farncombe Day Centre St John's Street Farncombe Godalming Surrey GU7 3EJ	
Independent examiner	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF	
Bankers	Co-operative Bank PLC - Manchester 1 Balloon Street Manchester M60 4EP Lloyds Bank PLC - Godalming 49 High Street Godalming Surrey GU7 1AT	

FARNCOMBE DAY CENTRE LIMITED

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FARNCOMBE DAY CENTRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Trustees operate a day and social centre for those living in the Farncombe and Godalming area. The Centre is open every weekday throughout the year. The service provided is used primarily by those over the age of 50 but is encouraging more attendance by younger users. Its main objectives are providing a nutritious mid-day meal at a reasonable price, adjusted annually in line with inflation, offering social activities and entertainment, and providing additional services, such as assisted bathing, chiropody, hairdressing etc. Many users would be unable to attend the Centre without transport, so the Charity operates a minibus, which, for a subsidised price, provides individual door to door transport.

The minibus is equipped with a tail lift to accommodate wheelchairs and those who cannot use stairs. The Centre also provides a Community Meals Service (CMS), which delivers meals within the area of Godalming, Farncombe and Milford. As well as providing the same two course midday meal, the service also offers the delivery of a light tea and the option of the delivery of frozen meals to cover weekends and other holidays. The CMS service is delivered to users' homes by volunteer drivers and also provides an important social benefit as it allows the Centre, through its drivers, to check on the wellbeing of users.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

During 2023-24, the Centre continued to experience increasing demand from the community with both the in-house meals and the CMS in part due to the closure of similar facilities in the area.

As well as the grants covered in the following section, the Centre continued to receive support from local businesses and the wider community, all of which were extremely helpful in allowing the Centre to continue to operate. The Day Centre staff are very dedicated, and they are assisted by supportive and kind volunteers. It is truly a team effort, for which the Trustees and users are very grateful. The cost of providing paid staff to carry out these essential duties would be considerable. Along with many other charitable organisations, we continue to have some difficulty in recruiting volunteers. In addition to providing financial support for the Day Centre through the partnership, Waverley Borough Council has been most generous in providing and maintaining the Day Centre premises.

Financial review

Our net income for the financial year decreased by £14,159 to a loss of £7,437. Our total income increased by £15,865, however this was offset by an increase in expenditure of £30,024.

The Charity is supported by Waverley Borough Council both by direct funding and the provision of premises. The 3-year Funding Agreement which commenced on April 1, 2022 from the Council provides a grant of £60,000 per year. This grant accounts for 27.5% of the Charity's running costs. The Trustees appreciate that working together with Waverley Borough Council in the context of this agreement enables the Day Centre to continue to provide its services to the local community.

The Charity benefitted from generous grant funding to support the running of the Day Centre's minibus services. We recorded income in the year of £10,833 from the Henry Smith Charity (through the Community Fund for Surrey), and £5,000 from Godalming Town Council. A further grant was received from the Community Foundation for Surrey for £4,500 to fund new blinds for the centre and a further £500 for the purchase of new games.

FARNCOMBE DAY CENTRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Donation and Gifts income received by the Charity decreased by £2,860 to £7,378. The charity benefitted from a number of 'one off' donations in the year as well as receiving legacies left by prior users of the centre. Income from charitable activities has increased by £21,433 to £121,126 however, expenditure at the Centre was £30,024 higher than the prior financial year. This was driven mainly by increased catering costs due to price inflation as well as higher minibus costs due to increase in lease costs driven by finance charges related to the Minibus Lease rental.

The Charity's financial accounts for 2023-24 show a loss of £7,437 for the year.

The Charity normally aims to hold a general reserve of between 6 and 9 months running costs in the belief that this level provides a reasonable buffer against the sudden loss of one or more major sources of income or failure in fundraising. As at 31 March 2024 the reserve represented 8.95 months running cost. In the longer term, the Charity will need to generate a greater level of donations or income from its activities. However, the need to generate income must be balanced with the need to provide services at an affordable price for users of the Day Centre, many of whom come from the poorest parts of the Waverley Borough.

The Charity has set aside sufficient funds to meet its contractual obligations of the minibus leasing agreement. The Trustees have given full consideration to alternative methods of transporting Day Centre users both to the Day Centre and for organised outings and have concluded that leasing is the most cost effective option available to ensure the Day Centre continues to operate effectively and meet the needs of its user community.

Risk Management

The Trustees prepare a formal Budget each year which enables them to identify significant factors and risks that Farncombe Day Centre is likely to face in the coming period. In addition, the Trustees review regularly the main operational risks to ensure the smooth functioning of its activities. The Trustees have identified and reviewed the risks to which the Charity is exposed and have appropriate controls in place.

Structure, governance and management

As of 1 April 2018 the Charity operating and managing the Farncombe Day Centre is Farncombe Day Centre Limited, which is controlled by its governing document, Articles of Association of November 2017. This charity has taken over from the previous charity, Age Concern Farncombe with the trustees having set up a new charitable company, limited by guarantee, Farncombe Day Centre Limited (charity 1175294 and company number 10847748). The change was formally approved by the membership of Age Concern Farncombe at an Extraordinary General Meeting on 24 July 2017. The transfer of assets and liabilities of Age Concern Farncombe to Farncombe Day Centre Limited was done by Deed of Declaration on 31 March 2018.

Farncombe Day Centre has a Board of Trustees, who are also Directors of the charitable company. Trustees are appointed by the Board of Trustees at their regular meetings. The Trustees undertake the management function with meetings being held monthly or bi-monthly which are attended by the Manager to whom day to day management is delegated within defined terms of reference.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Dr E W Hislop (Chair)

Ms S Thompson

Mr T M Gammon

Ms L A Grout

Ms A Storrier (Treasurer)

(Resigned 31 January 2024)

Mr M E D Fry

Ms J E Elcombe

(Appointed 11 April 2023)

Mr D Barker

(Appointed 11 April 2023)

Ms R Thomson

(Appointed 14 September 2023)

FARNCOMBE DAY CENTRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack, including the constitution and previous minutes of Trustee meetings. To gain an understanding of the Day Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Day Centre prior to attending Board meetings as an observer. If the Trustees and the applicant mutually agree, the applicant is elected at a subsequent meeting of the Trustees.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Plans for future

Plans for future The Trustees continue to work to ensure the Day Centre is a valued community asset within the financial constraints under which they operate. This will of necessity involve a continuing review of the services that are offered and the charges that are made, together with continuing efforts to expand the number of users of the Centre. In addition, the Trustees will continue to seek to diversify the Charity's funding sources.

The trustees' report was approved by the Board of Trustees.



Dr E W Hislop (Chairman)

Trustee

Dated: 23/12/24

FARNCOMBE DAY CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF FARNCOMBE DAY CENTRE LIMITED

I report to the trustees on my examination of the financial statements of Farncombe Day Centre Limited (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).


Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Frances Wilde FCCA DChA

Warner Wilde
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 23 December 2024

FARNCOMBE DAY CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes				
Income from:					
Donations and legacies	3	67,378	20,833	88,211	94,478
Charitable activities	4	121,126	-	121,126	99,693
Investments	5	983	-	983	284
Total income		189,487	20,833	210,320	194,455
Expenditure on:					
Raising funds	6	220	-	220	-
Charitable activities	7	194,324	23,213	217,537	187,733
Total expenditure		194,544	23,213	217,757	187,733
Net income/(expenditure) and movement in funds		(5,057)	(2,380)	(7,437)	6,722
Reconciliation of funds:					
Fund balances at 1 April 2023		170,571	14,918	185,489	178,767
Fund balances at 31 March 2024		165,514	12,538	178,052	185,489

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

FARNCOMBE DAY CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Prior financial year		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes			
Income from:				
Donations and legacies	3	72,238	22,240	94,478
Charitable activities	4	99,693	-	99,693
Investments	5	284	-	284
Total income		172,215	22,240	194,455
Expenditure on:				
Charitable activities	7	167,051	20,682	187,733
Total expenditure		167,051	20,682	187,733
Net income and movement in funds		5,164	1,558	6,722
Reconciliation of funds:				
Fund balances at 1 April 2022		165,407	13,360	178,767
Fund balances at 31 March 2023		170,571	14,918	185,489

FARNCOMBE DAY CENTRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2024

		2024	2023
	Notes	£	£
Fixed assets			
Tangible assets	13	25,806	30,480
Current assets			
Debtors	14	8,078	4,823
Cash at bank and in hand		155,320	166,585
		163,398	171,408
Creditors: amounts falling due within one year	15	(11,152)	(16,399)
Net current assets		152,246	155,009
Total assets less current liabilities		178,052	185,489
The funds of the charity			
Restricted income funds	18	12,538	14,918
Unrestricted funds	19	165,514	170,571
		178,052	185,489

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 20/12/24

Dr E W Hislop (Chair)
Trustee

Company registration number 10847748 (England and Wales)

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Farncombe Day Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Farncombe Day Centre, St John's Street, Farncombe, Godalming, Surrey, GU7 3EJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings and equipment	20% straight line
----------------------------------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	7,378	-	7,378	10,238	-	10,238
Grants	60,000	20,833	80,833	62,000	22,240	84,240
	<u>67,378</u>	<u>20,833</u>	<u>88,211</u>	<u>72,238</u>	<u>22,240</u>	<u>94,478</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

(Continued)

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Grants						
Waverley Borough Council	60,000	-	60,000	60,000	-	60,000
CFS - Sente Software & Mamie Mollan funds	-	-	-	-	1,667	1,667
Godalming Town Council	-	5,000	5,000	-	5,000	5,000
Henry Smith Foundation	-	2,500	2,500	-	10,000	10,000
CFS - Cyrus Fund	-	8,333	8,333	-	5,573	5,573
Thomas Trust Fund	-	-	-	2,000	-	2,000
Surrey County Council	-	4,500	4,500	-	-	-
Other	-	500	500	-	-	-
	<u>60,000</u>	<u>20,833</u>	<u>80,833</u>	<u>62,000</u>	<u>22,240</u>	<u>84,240</u>

CFS - Community Foundation Surrey

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Day Centre General		
Sale of goods	17,359	13,489
Ancillary trading income	26,056	18,326
Charitable rental income	1,612	1,106
Day Centre Catering		
Sale of goods	38,819	34,820
Community Meals Service		
Sale of goods	37,280	31,952
	<u>121,126</u>	<u>99,693</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	983	284
	=====	=====

6 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising and publicity		
Advertising	220	-
	=====	=====

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities

	Day Centre General 2024 £	Day Centre Catering 2024 £	Minibus Transport 2024 £	Total 2024 £	Day Centre General 2023 £	Day Centre Catering 2023 £	Minibus Transport 2023 £	Total 2023 £
Direct costs								
Staff costs	76,623	32,579	16,822	126,024	66,387	24,420	16,482	107,289
Depreciation and impairment	9,052	-	-	9,052	6,135	-	-	6,135
Catering purchases	-	37,000	-	37,000	-	31,656	-	31,656
Hairdressing and baths	118	-	-	118	213	-	-	213
Printing, stationery and telephone	3,189	-	-	3,189	3,459	-	-	3,459
Cleaning materials	3,626	-	-	3,626	1,214	-	-	1,214
Social activities	3,142	-	-	3,142	2,674	-	-	2,674
Repairs and renewals	4,896	-	-	4,896	5,876	-	-	5,876
Minibus lease	-	-	12,591	12,591	-	-	10,952	10,952
Minibus costs - other	-	-	3,856	3,856	-	-	4,610	4,610
CMS meal trays	-	2,724	-	2,724	-	3,551	-	3,551
CMS volunteer petrol	-	2,061	-	2,061	-	2,040	-	2,040
Miscellaneous expenses	980	-	-	980	908	-	-	908
	<u>101,626</u>	<u>74,364</u>	<u>33,269</u>	<u>209,259</u>	<u>86,866</u>	<u>61,667</u>	<u>32,044</u>	<u>180,577</u>
Share of support and governance costs (see note 8)								
Support	5,412	-	-	5,412	4,752	-	-	4,752
Governance	2,866	-	-	2,866	2,404	-	-	2,404
	<u>109,904</u>	<u>74,364</u>	<u>33,269</u>	<u>217,537</u>	<u>94,022</u>	<u>61,667</u>	<u>32,044</u>	<u>187,733</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities

(Continued)

Analysis by fund

Unrestricted funds	105,031	71,857	17,436	194,324	90,007	61,667	15,377	167,051
Restricted funds	4,873	2,507	15,833	23,213	4,015	-	16,667	20,682
	<u>109,904</u>	<u>74,364</u>	<u>33,269</u>	<u>217,537</u>	<u>94,022</u>	<u>61,667</u>	<u>32,044</u>	<u>187,733</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Expenditure on charitable activities

(Continued)

The Community Meals and Day Centre use the same premises and staff to prepare all meals. Community Meals are delivered hot on sealed trays in insulated bags by Volunteers who are reimbursed for mileage driven. Although not shown separately in the accounts, an allocation of 46% of charitable activity expenditure to the Community Meal Service is considered reasonable. This is calculated based on the percentage split of charitable activity income generated by the Community Meal Service.

8 Support costs allocated to activities

	2024 £	2023 £
Insurance	1,779	1,662
Licences and permits	1,453	1,627
IT costs	1,021	635
Training	1,159	828
Governance costs	2,866	2,404
	<u>8,278</u>	<u>7,156</u>
Analysed between:		
Day Centre General	<u>8,278</u>	<u>7,156</u>
	2024 £	2023 £
Governance costs comprise:		
IE fee	1,374	1,332
Bank charges	882	767
Payroll costs	610	691
Other governance costs	-	(386)
	<u>2,866</u>	<u>2,404</u>

9 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>9,052</u>	<u>6,135</u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

11 Employees

The average monthly number of employees during the year was:

2024 Number	2023 Number
11	9

Employment costs

	2024 £	2023 £
Wages and salaries	124,090	105,844
Social security costs	442	75
Other pension costs	1,492	1,370
	<u>126,024</u>	<u>107,289</u>

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel in the year was as follows:

	2024 £	2023 £
Aggregate compensation	<u>54,326</u>	<u>42,569</u>

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
At 1 April 2023	87,301
Additions	4,396
	<hr/>
At 31 March 2024	91,697
	<hr/>
Depreciation and impairment	
At 1 April 2023	56,839
Depreciation charged in the year	9,052
	<hr/>
At 31 March 2024	65,891
	<hr/>
Carrying amount	
At 31 March 2024	25,806
	<hr/>
At 31 March 2023	30,480
	<hr/>

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Other debtors	3,351	3,266
Prepayments and accrued income	4,727	1,557
	<hr/>	<hr/>
	8,078	4,823
	<hr/>	<hr/>

15 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		1,386	717
Deferred income	16	-	10,833
Accruals		9,766	4,849
		<hr/>	<hr/>
		11,152	16,399
		<hr/>	<hr/>

16 Deferred income

	2024 £	2023 £
Other deferred income	-	10,833
	<hr/>	<hr/>

Deferred income is included in the financial statements as follows:

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

16 Deferred income

(Continued)

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	-	10,833
	<u> </u>	<u> </u>
Movements in the year:		
Deferred income at 1 April 2023	10,833	2,500
Released from previous periods	(10,833)	(2,500)
Resources deferred in the year	-	10,833
	<u> </u>	<u> </u>
Deferred income at 31 March 2024	-	10,833
	<u> </u>	<u> </u>

The minibus grant is deferred to the extent that it contributes to funding costs incurred in a future period.

17 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	1,492	1,370
	<u> </u>	<u> </u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Elsley Trust	2,507	-	(2,507)	-
Minibus	-	15,833	(15,833)	-
Dining chairs	2,751	-	(1,757)	994
Washer & tumble dryer	5,295	-	(1,114)	4,181
Corridor Blinds (Surrey CC)	-	4,500	(204)	4,296
Giant Games (CFS)	-	500	-	500
Ipads and fridge (CFS)	652	-	(652)	-
Sealing Machine (Godalming Council)	946	-	(518)	428
Sealing Machine (CFS)	2,767	-	(628)	2,139
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	14,918	20,833	(23,213)	12,538
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

(Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Elsley Trust	2,507	-	-	2,507
Minibus	-	16,667	(16,667)	-
Dining chairs	4,508	-	(1,757)	2,751
Washer & tumble dryer	-	5,573	(278)	5,295
Ipads and fridge (CFS)	1,486	-	(834)	652
Sealing Machine (Godalming Council)	1,464	-	(518)	946
Sealing Machine (CFS)	3,395	-	(628)	2,767
	<u>13,360</u>	<u>22,240</u>	<u>20,682</u>	<u>14,918</u>

19 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General funds	<u>170,571</u>	<u>189,487</u>	<u>(194,544)</u>	<u>165,514</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	<u>165,407</u>	<u>172,215</u>	<u>(167,051)</u>	<u>170,571</u>

20 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	13,768	12,038	25,806
Current assets/(liabilities)	151,746	500	152,246
	<u>165,514</u>	<u>12,538</u>	<u>178,052</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:			
Tangible assets	18,069	12,411	30,480
Current assets/(liabilities)	152,502	2,507	155,009
	<u>170,571</u>	<u>14,918</u>	<u>185,489</u>

21 Operating lease commitments

Lessee

The minibus lease is negotiated over terms of 5 years from September 2023.

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	12,957	-
Between two and five years	38,444	-
	<u>51,401</u>	<u>-</u>

22 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Farncome Day Centre Limited

Statement of Income and Expenditure - Full Year Forecast

Price increase to customers	3.0%	2.0%	2.0%
Wages increase	4.4%	2.5%	2.5%
Cost inflation	3.0%	3.0%	3.0%

Income	Q1	Q2	Q3	Q4	Full Year	2026	2027	2028	Total Reduction in Reserves
	Actual	Actual	Actual	Forecast	Forecast 2025				
Unrestricted Grant - WBC	15,000	15,000	15,400	15,000	60,400	35,000	35,000	35,000	
Unrestricted Grant - National Lottery		833	1,250	1,250	3,333				
Restricted Grant - Henry Smith (Minibus)	2,500	(2,500)	0	0	0				
Restricted Grant - GTC mini bus	1,875	1,875	1,875	1,875	7,500	7,500	7,500	7,500	
Grant - yet to be secured	0	0	0	1,667	1,667	5,000	5,000	5,000	
Gifts & Donations - Unrestricted	1,623	2,710	3,602	1,623	9,557	9,500	9,500	9,500	
Social Activities	932	480	3,357	1,000	5,768	5,800	5,800	5,800	
Catering	9,916	12,027	11,769	11,500	45,212	46,569	47,500	48,450	
Catering - Community Meals Service	10,393	8,450	8,292	8,200	35,335	36,395	37,123	37,865	
Minibus Fares	7,088	8,848	8,175	8,000	32,111	33,074	33,736	34,410	
Baths / Manicures	594	499	869	550	2,512	2,500	2,500	2,500	
Hairdressing / Chiropody	2,915	2,921	2,979	2,920	11,735	12,087	12,329	12,576	
Hire of Premises	168	0	183	0	351	500	500	500	
Miscellaneous Income (incl. Greetings Cards)	131	135	130	135	531	531	531	531	
Bank Interest Received	290	295	278	295	1,157	1,500	1,500	1,500	
					0				
Total Income	53,424	51,573	58,158	54,015	217,170	195,956	198,519	201,132	
<i>Total income excl restricted grants</i>	<i>49,049</i>	<i>52,198</i>	<i>56,283</i>	<i>52,140</i>	<i>209,670</i>				
Expenditure									
Staff Costs	32,994	30,045	32,046	32,200	127,284	132,885	136,207	139,612	
Staff Costs - holiday cover	0	0	0	200	200				
Training	90	0	60	455	605	623	642	661	
Premises Costs	0	0	0		0				
Advertising	0	0	0		0				
Cleaning Materials	536	1,492	493	1,500	4,020	4,141	4,265	4,393	
Equipment	1,239	0	90	0	1,329	1,500	1,500	1,500	
Repairs and Maintaince	1,045	1,047	594	1,045	3,731	3,843	3,958	4,077	
Depreciation	2,212	2,197	5,150	2,212	11,771	8,848	8,848	8,848	
Catering Expense	8,159	8,155	7,057	7,800	31,172	32,107	33,070	34,062	
Meal Service trays, film, labels and PPE etc	2,192	1,164	3,359	500	7,215	7,431	7,654	7,884	
Social Activities Cost	857	321	1,492	500	3,170	3,200	3,200	3,200	
Minibus Lease	3,410	3,410	3,410	3,410	13,639	13,640	13,640	13,640	
Minibus Costs - Other	1,077	1,206	(89)	1,100	3,294	3,300	3,300	3,300	
Petrol CMS	245	675	234	450	1,604	1,652	1,701	1,752	
Hairdressing / Baths	470	(357)	129	25	267	270	270	270	
Printing, Stationery & Telephone	968	1,045	1,152	1,045	4,210	4,336	4,466	4,600	
IT Costs	236	216	134	215	800	824	849	875	
Insurance	469	479	479	480	1,907	1,964	2,023	2,084	
Accountancy	548	548	173	550	1,818	1,873	1,929	1,987	
Miscellaneous Costs	422	402	173	420	1,417	1,500	1,500	1,500	
Garden Supplies	0	0	0		0				
Square fees (bank charges on contactless paymentr)	264	299	237	300	1,099	1,100	1,100	1,100	
Total Expenditure	57,430	52,343	56,372	54,407	220,552	225,037	230,123	235,345	
Net Incoming/(Outgoing) Resources	(4,006)	(770)	1,786	(392)	(3,382)	(29,081)	(31,605)	(34,213)	(94,899)
<i>Net income excl restricted grants</i>	<i>(8,381)</i>	<i>(145)</i>	<i>(89)</i>	<i>(2,267)</i>	<i>(10,882)</i>				
			Cash/reserves	181,706	181,314	152,233	120,628	86,415	
			Monthly costs		18379.3	18,753	19,177	19,612	
			Number of months of cover			8.12	6.29	4.41	(94,899)

10. FIRE RISK ASSESSMENT COMPLIANCE REPORT

1. Purpose of the Report

This report sets out Godalming Town Council's statutory responsibilities under UK fire safety legislation for its community and operational buildings. The report also provides practical guidance for Fire Risk Assessment (FRA) scheduling, review procedures, and training, and recommends budgeting for external professional support in line with best practice.

Council premises covered:

Godalming Town Council Offices
Godalming Museum
Broadwater Youth & Community Centre
Wilfrid Noyce Centre
GTC Workshop Facilities
Pepperpot
Ockford & Aarons Hill Hub
Public Toilets

2. Legal Framework and Duties

Godalming Town Council is the Responsible Person under:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022 – Section 156

Key Legal Duties:

- Carry out and maintain a suitable and sufficient FRA for each building.
- Review and revise assessments following changes in use, layout, occupancy, or incidents.
- Implement fire precautions, including:
 - Escape route management
 - Fire alarms and detection
 - Emergency lighting and signage
 - Firefighting equipment
- Provide appropriate training and instructions to staff and volunteers.
- Maintain records of assessments, reviews, maintenance, and training.
- Ensure information sharing with other parties where required.

3. Premises Overview & Risk Profile

Premises	Usage Type	Key Risks	Risk Level
GTC Offices	Administrative	Standard office fire risks	Medium
Godalming Museum	Public-facing	Visitors, artefact preservation	Medium
Broadwater Youth & Community Centre	Youth groups, incl. SEND	Vulnerable users, safeguarding	Medium to High
Wilfrid Noyce Centre	Multi-use hall (650m ²)	High occupancy, varied layout	Medium to High
Pepperpot	Meeting Room	Upper floor meeting room with single means of escape	Medium to High
Ockford & Aarons Hill Hub	Multi-use small hall	Visitors & users	Low to Medium
GTC Workshop	Operational workspace	Flammable storage, electrical tools, working alone	High

The workshop facility presents elevated fire safety concerns, particularly in relation to:

- Storage of flammables
- Machinery use
- Lone working protocols
- Electrical safety

4. Who Can Conduct a Fire Risk Assessment?

An FRA must be conducted by a competent person, defined as someone with:

“Sufficient training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures.”

Recommended Qualifications:

- NEBOSH Fire Safety Certificate
- IFE membership or registration
- Registration under:
 - BAFE SP205
 - IFSM Tiered Register
 - IFE Fire Risk Register
 - FRACS

Specialist experience is essential for:

- Public-access and multi-use premises
- SEND group evacuation planning
- Operational spaces like workshops

5. Review of a Completed FRA

Completed FRAs must be:

- Reviewed annually, or sooner if triggered.
- Reviewed by:
 - Another competent person (internal or external)
 - The Operations & Compliance Officer, subject to formal fire safety training (see Section 8)
 - A peer review contractor to assure quality and compliance

All reviews must be recorded with evidence of actions or confirmation of no required changes.

6. FRA Review Triggers

Trigger	Required Action
Annual routine review	All sites
Structural/layout changes	Immediate review
Change in users (e.g. SEND groups)	Immediate review
Fire incident or near miss	Immediate review
Equipment upgrades (alarms, lighting)	Review required

7. FRA Frequency Guidance

Premises	Full FRA Frequency	Reasoning
GTC Offices	Every 2 years	Medium risk office use
Godalming Museum	Every 2 years	Public access environment
Broadwater Centre	Every 12 months	SEND groups, safeguarding duty
Wilfrid Noyce Centre	Every 2 years	High footfall, flexible use
GTC Workshop	Every 12 months	Elevated risk (flammables, lone working)

A new FRA should also be commissioned:

- After any significant building or occupancy changes
- Where existing FRA is over 3 years old and no reviews have occurred

8. Operations & Compliance Officer: Training and Role

The Council should invest in formal fire safety training for the Operations & Compliance Officer to enable:

- Internal routine FRA reviews
- Oversight of fire safety measures
- Liaison with external FRA contractors
- Immediate responsiveness to changes or incidents

Suggested Training:

- FRA Awareness or Level 3 Fire Risk Management
- NEBOSH Certificate in Fire Safety (longer-term goal)
- CPD-accredited courses with practical application

This approach supports capacity-building, ensuring continuity and timely compliance action without sole reliance on external providers.

9. Budgeting for Fire Safety Compliance

Given the Council's diverse asset base, the following budgetary provisions are recommended:

Item	Purpose	Frequency
Full FRA by competent contractor circa £600-£750 per property = £5,250 Yr 1	Baseline legal compliance	As per Section 7
Annual FRA Review by external assessor = £2,800 pa	Independent verification; supports audit readiness	Annually for all premises
Officer training circa £950	Build in-house knowledge base	One-off (plus refresher)
Evacuation training/drill support	Practical staff/volunteer preparedness	Annually or per term (e.g. Broadwater Centre)

Rationale:

- The mix of public, youth, SEND, operational and high-occupancy spaces creates a level of complexity that warrants external review support to supplement internal oversight.
- Independent annual reviews provide assurance to:

- Insurers
- Internal audit/compliance
- Full Council and committees

10. Council Responsibilities Summary

Responsibility	Action	Frequency
Conduct FRA	Competent external person	1–2 years (see Section 7)
FRA Review	Trained officer + external reviewer	Annually
Staff/Volunteer Training	Fire safety, evacuation	On induction + annual refresh
System Maintenance	Alarms, lights, extinguishers	Monthly (alarm), Annually (others)
Documentation	Keep logs of all FRA, training, reviews	Ongoing
Budgeting	Allow for assessments, training, drills	Annual setting

11. Recommendations to Council

- a. Commission full FRAs for any premises not assessed within the last 2 years (or 12 months for Broadwater and workshop) to be funded from Professional Fees reserves.
- b. Schedule external annual FRA reviews for all sites, to commence 2025/26.
- c. Enrol Operations & Compliance Officer on recognised fire safety training to enable competent reviews.
- d. Develop a Fire Risk Register & Review Log across all assets.
- e. Create simple evacuation plans for each building, tailored to layout and user group.

12. Conclusion

The Council's property portfolio has evolved in scale and complexity. The inclusion of high-usage, public-facing, and operational facilities (e.g. the workshop) increases the need for proactive, planned fire safety management.

Investing in officer training, and budgeting for external oversight and professional FRA reviews, represents good governance and provides assurance to members, staff, volunteers, hirers, and the wider public that safety is prioritised.

COMMUNITY INFRASTRUCTURE LEVY

Financial Year Ended 31 March 2025

A local council must use Community Infrastructure Levy (CIL) receipts passed to it to support the development of the local council's area, by funding:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) anything else that is concerned with addressing the demands that development places on an area.

The local council will be required to publish the following report on its website and on the website of the Borough Council.

The report should be published no later than 31 December following the reported year.

Regulation 121B Reference	Description	Amount
2(a)	Total CIL receipts for the reported year	£337,864.30
2(b)	Total CIL expenditure for the reported year	£181,351.18
2(c)	Summary details of CIL expenditure during the reported year including: (i) The items to which CIL has been applied (ii) The amount of CIL expenditure on each item	Please see table below
2(d)	Details of any notices received in accordance with regulation 59E*, including: (i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year	NONE
2(e)(i)	The total amount of CIL receipts for the reported year retained at the end of the reported year	£337,864.30
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	£117,724.79

*Regulation 59E – Recovery of CIL passed to Local Councils. This will apply where a Local Council has not spent its CIL in accordance with the CIL Regulations or has not spent CIL within 5 years of its receipt.

CIL Expenditure during the reported year

Applicant	Amount Paid	Date of Payment	Project
Godalming Town Council	£81,181.31	31/10/2024	Office space for youth service at Broadwater Park Youth Centre
Godalming Town Council	£32,164.50	31/10/2024	Renovation of public toilets at Crown Court
Godalming Town Council	£9,806.00	29/01/2025	Renovation of public toilets at Crown Court
Farncombe Cricket Club	£24,000.00	19/10/2024	Clubhouse improvements
Farncombe Cricket Club	£11,000.00	09/12/2024	Clubhouse improvements
Godalming Town Council	£23,199.37	29/01/2025	New Bus Shelters, Franklyn Rd & Eashing Lane
	£181,351.18		

GODALMING TOWN COUNCIL

Final Statistics for Period 1 April 2024-31 March 2025

INTERMENTS

Eashing	Godalming			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
Quarter Ending												
30-Jun-21	2	2	4	0	1	1	6	2	8	8	5	13
30-Sep-21	3	1	4	0	0	0	9	4	13	12	5	17
31-Dec-21	2	1	3	1	0	1	9	1	10	12	2	14
31-Mar-22	5	2	7	0	0	0	13	0	13	18	2	20
30-Jun-22	1	2	3	0	0	0	6	2	8	7	4	11
30-Sep-22	5	1	6	1	3	4	11	1	12	17	5	22
31-Dec-22	0	1	1	3	2	5	10	0	10	13	3	16
31-Mar-23	4	0	4	1	0	1	10	0	10	15	0	15
31-Mar-24	13	16	29	8	2	10	50	3	53	71	21	92
	Godalming			AMA			Other Non Parishioners			Total		
30-Jun-24	3	4	7	12	0	12	2	2	4	17	6	23
30-Sep-24	1	2	3	14	0	14	0	1	1	15	3	18
31-Dec-24	1	1	2	11	0	11	1	4	5	13	5	18
31-Mar-25	1	0	1	16	0	16	2	2	4	19	2	21
Nightingale	Godalming			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
Quarter Ending												
30-Jun-21	1	0	1	0	0	0	0	0	0	1	0	1
30-Sep-21	3	3	6	0	0	0	0	1	1	3	4	7
31-Dec-21	2	0	2	0	0	0	0	0	0	2	0	2
31-Mar-22	0	0	0	0	0	0	0	0	0	0	0	0
30-Jun-22	1	2	3	0	0	0	0	0	0	1	2	3
30-Sep-22	1	1	2	0	0	0	0	1	1	1	2	3
31-Dec-22	0	1	1	0	0	0	0	0	0	0	1	1
31-Mar-23	0	1	1	0	0	0	0	0	0	0	1	1
31-Mar-24	5	3	8	2	0	2	0	0	0	7	3	10
30-Jun-24	0	0	0	1	0	1	0	1	1	1	1	2
30-Sep-24	1	1	2	0	0	0	0	1	1	1	2	3
31-Dec-24	0	0	0	0	0	0	0	0	0	0	0	0
31-Mar-25	1	0	1	0	0	0	0	0	0	1	0	1
Total	Godalming			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
Year Ending												
31-Mar-15	19	11	30	3	1	4	7	4	11	29	16	45
31-Mar-16	16	6	22	4	0	4	7	7	14	27	13	40
31-Mar-17	19	5	24	8	3	11	3	5	8	30	13	43
31-Mar-18	9	0	9	4	2	6	7	6	13	20	8	28
31-Mar-19	19	10	29	5	5	10	4	2	6	28	17	45
31-Mar-20	9	7	16	4	3	7	6	1	7	19	11	30
31-Mar-21	13	5	18	4	3	7	46	2	48	63	10	73
31-Mar-22	18	9	27	1	1	2	37	8	45	56	18	74
31-Mar-23	12	9	21	5	5	10	37	4	41	54	18	72
31-Mar-24	18	19	37	10	2	12	50	3	53	78	24	102
31-Mar-25	8	8	16	54	0	54	5	11	16	67	19	86
30-Sep-26												
31-Dec-27												
31-Mar-28												

Plots Sold

Year Ending	Eash	Natural	N'gale	AMA	Total	10 yr Ave
2009/10	16	8	7		31	
2010/11	13	6	22		41	
2011/12	11	3	2		16	
2012/13	14	5	12		31	
2013/14	12	1	15		28	
2014/15	14	1	19		34	
2015/16	15	1	5		21	
2016/17	13	9	2		24	
2017/18	11	8	6		25	
2018/19	24	1	4		29	28
2019/20	12	2	9		23	27
2020/21	18	4	3	43	68	30
2021/22	19	6	12	31	68	35
2022/23	9	0	7	33	49	37
2023/24	24	0	11	46	81	42
2024/25	11	0	3	53	67	46
2025/26						
2026/27						

Interments 10 Year Average	
18/19	36
19/20	36
20/21	39
21/22	45
22/23	48
23/24	55
24/25	59
25/26	
26/27	



COMMUNITY ENGAGEMENT STRATEGY

GIVING PEOPLE A VOICE

Introduction

Godalming Town Council is committed to engaging residents by encouraging them to become actively involved in decisions that affect them and the community. This engagement supports the Council's corporate strategic aims of:

- Providing transparent, open and accountable governance;
- Ensuring that the Council's services are responsive to local needs;
- Supporting local democracy by encouraging public participation;
- Building community resilience through partnership and collaboration.

This Community Engagement Strategy outlines how Godalming Town Council will communicate, consult, and collaborate with the people it serves.

Aims

The aim of the Community Engagement Strategy is to improve the way in which the Council communicates with, consults, and involves residents and stakeholders on matters affecting Godalming. Specifically, the Council seeks to ensure:

- Residents are well-informed, actively consulted, and able to participate;
- All groups within the community, regardless of age, ability, or background, are included in engagement processes;
- Feedback is used constructively to inform service development and decision-making; and
- The Council is able to act as an effective advocate for its community with other agencies and tiers of government.

Objectives

The objectives of this strategy are to:

- Strengthen links between local residents and their elected representatives;
- Clearly communicate the Council's responsibilities and the services it provides;
- Understand the needs, priorities and aspirations of local people;
- Use community engagement to inform and shape policy and service delivery;
- Empower local councillors to act as effective community leaders and champions.

HOW THIS WILL BE ACHIEVED?

Informing the Community

Godalming Town Council will use a variety of communication tools to keep the community informed, including:

- Council Website – Providing access to all agendas, minutes, policy documents, service updates and event information;
- Annual Report – Distributed at the Annual Town Meeting, available at Council offices and online;
- Noticeboards and Digital Publications – Meeting notices, event publicity, and service updates displayed on noticeboards and in newsletters;
- Press Releases – Regular updates issued to local media to ensure widespread awareness;
- Community Engagement Events – Participation in events to promote Council services and gather views;
- Social Media Channels – Used to broadcast information and promote engagement opportunities;
- Mailing Lists – Targeted updates to stakeholders and residents in accordance with GDPR guidelines.

Consulting and Engaging with the Community

Councillors, as local residents themselves, are well placed to gather insight and act as a conduit between the community and the Council. In addition:

- The Council maintains a public office, open weekdays to the public from 10.00am to 3.00pm;
- Residents can contact the Council by phone, email, in person, or via the Council website;
- All Council and Committee meetings are open to the public, and members of the public have the right to speak at those meetings;
- Specific consultations may be undertaken on key issues using surveys, feedback forms, online polls or pop-up engagement stalls at events;
- Council Officers and Members monitor media coverage, correspondence and feedback to identify emerging issues and trends.

Reception and Handling of Feedback

Feedback Mechanisms Include:

- Council website 'Contact Us' facility;
- Email or telephone contact;
- In-person visits to the Council office;
- Letters;
- Feedback via Councillors.

Feedback Management:

- All feedback reviewed by Council staff;
- Issues requiring action are referred to the appropriate committee or addressed directly by the appropriate Officer or Town Clerk;
- Where applicable, responses or resolutions are communicated to those providing feedback.

REVIEWING AND ASSESSING EFFECTIVENESS OF THE STRATEGY:

This strategy will be reviewed bi-annually by the Policy & Management Committee. Effectiveness will be evaluated through:

- Engagement reach (e.g. event attendance, response rates);
- Quality and relevance of public input received;
- Responsiveness to community concerns;
- Councillor and Officer feedback.

The strategy itself may also be subject to public consultation from time to time to ensure it remains effective, inclusive, and reflective of local needs.



EQUALITY & DIVERSITY POLICY

EQUALITY & DIVERSITY STATEMENT

Godalming Town Council recognises that everyone is different. The Council welcomes this diversity and is committed to helping every individual reach their full potential. The Council aims to treat staff, councillors, service users, partners and the public fairly, consistently and with respect, and expects everyone associated with the Council including councillors, employees, contractors and service users to treat others in the same way.

The Council is fully committed to the elimination of unlawful and unfair discrimination in line with the Equality Act 2010 and its Public sector Equality Duty.

It is unlawful to discriminate directly or indirectly protected characteristics:

- Age
- Disability
- Gender reassignment (including transgender individuals)
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origins)
- Religion or belief
- Sex; or
- Sexual orientation

The Council takes all allegations of discrimination seriously and will investigate and act appropriately.

POLICY

SCOPE

This policy applies to all employees, councillors, volunteers, contractors, service users, and members of the public engaging with the Council. It underpins all policies, procedures and strategies of the Council and will be applied consistently across all areas of service and employment.

POLICY PURPOSE

Godalming Town Council is committed to pursuing an equal opportunity approach in the employment of staff and in every aspect of its activities. The Council opposes all forms of unlawful discrimination — direct, indirect, victimisation or harassment on the grounds of any of the protected characteristics defined above.

The purpose of this policy is to promote to equality of access to Council services and employment and to ensure that no one receives less favourable treatment based on their characteristics or personal circumstances.

EQUALITY IN SERVICE DELIVERY

The Council will:

- Deliver services that are relevant, high quality and accessible.
- Ensure all staff, councillors, contractors and service users are made aware of this policy.
- Apply equality principles to services commissioned, funded, or partnered by the Council.
- Rectify any areas of potential bias or discrimination in service design or delivery.

The Council will also:

- Promote tolerance and respect between diverse groups and individuals.
- Celebrate the cultural, religious, and lifestyle diversity within the town.
- Support community development and challenge discrimination, harassment, and bullying wherever they arise.

EQUALITY IN EMPLOYMENT, TRAINING & ORGANISATIONAL DEVELOPMENT

The Council will:

- Treat all employees equally, regardless of employment status.
- Base decisions on aptitude, ability, and merit.
- Provide reasonable adjustments for staff with disabilities.
- Promote dignity, respect, and a workplace free from harassment or intimidation.
- Expect the highest standards of behaviour from all employees.

The Council is committed to:

- Implementing this policy fully in its employment practices.
- Providing training on equality, diversity, and unconscious bias to all staff involved in recruitment and management.
- Offering training to all councillors.
- Reviewing and improving practices to reflect equality and diversity.

COMMITMENT

Godalming Town Council strives to be:

- Accessible
- Accountable
- Fair
- Inclusive
- Proactive
- Professional
- Responsible
- Transparent

The Council is committed to:

- Complying with all relevant legislation.
- Promoting good practice in everything it does.
- Publicising this policy and highlighting it in all relevant documentation.
- Providing it in alternative formats upon request, to ensure accessibility for all.

IMPLEMENTATION & MONITORING

- The Council (via the Staffing Committee) is responsible for the implementation of this policy.
- The Town Clerk will coordinate day-to-day operations and compliance.
- The policy will be reviewed every two years or sooner, to reflect legal or operational changes.

EQUALITY AIMS BY CHARACTERISTIC

- Age – No unlawful age discrimination.
- Sexual Orientation – No unlawful discrimination.
- Disability – Removal of participation barriers where possible; reasonable adjustments for staff.
- Race/Ethnic Origin – Encourage participation from minority ethnic groups.
- Religion or Belief – Due regard to religious and cultural needs, including facilities for observance.
- Equal Pay – Equal pay for like work or work of equal value. A transparent, bias-free system will be maintained.

RESPONSIBILITIES

All councillors and employees have a duty to support this policy. This includes:

- Reporting suspected breaches.
- Not victimising or retaliating against those raising concerns.
- Understanding personal liability for acts of discrimination or harassment.

Breaches of this policy may result in disciplinary action, including potential dismissal for gross misconduct.

REPORTING COMPLAINTS

All complaints will be taken seriously, confidentially and addressed promptly. Complaints from staff should be raised using the Council's Grievance Procedure.

16. UPGRADE OF COUNCIL IT SYSTEMS – TRANSITION TO WINDOWS 11

Purpose of Report

To seek Committee approval for the phased upgrade and replacement of desktop PCs and laptops across Godalming Town Council (GTC) to ensure compliance with upcoming Microsoft support changes and to support modern, secure, and efficient operations.

Background

Microsoft has announced that support for Windows 10 will end on 14 October 2025. After this date, devices running Windows 10 will no longer receive critical security updates or support, placing councils at significant risk in terms of data protection, functionality, and compliance with UK public sector cybersecurity expectations.

The Council's current IT infrastructure comprises a mixture of:

- PCs and laptops already running Windows 11
- PCs and laptops capable of being upgraded to Windows 11
- Devices that must be replaced to meet Windows 11 hardware requirements

Audit Findings – March 2025

An audit of all GTC IT devices identified the following status:

Device Type	Windows 11 Ready	To Be Upgraded	To Be Replaced
PCs	6	4	6
Laptops	4	1	6

Cost Analysis

The breakdown of upgrade and replacement costs is as follows:

Action Required	Unit Cost	Quantity	Total Cost
Replace PCs	£949.00	6	£5,694.00
Replace Laptops	£819.00	4	£3,276.00
Upgrade (OS Licence)	£120.00	4	£480.00
Members to note the upgrades have been actioned under delegated authority			£480.00
Total			£8,970.00

Justification

- Ensures compliance with Microsoft's support lifecycle
- Aligns with NALC and SLCC guidance on cybersecurity and modernisation
- Reduces Council's exposure to data breaches and service disruption
- Supports GTC business continuity capability
- Avoids escalating costs of late upgrades and last-minute procurement

Recommendation

That the Policy & Management Committee:

- Approves** the proposed upgrade and replacement programme as outlined.
- Authorises expenditure** of **£8,970.00** to be funded from the Council's IT budget or General Reserves.
- Instructs Officers** to proceed with procurement, ensuring all new equipment is:
 - Pre-installed with Windows 11 Pro
 - Backed by warranty and ongoing support arrangements
 - Compatible with GTC's existing systems, cloud services, and backup protocols.

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.