

GODALMING TOWN COUNCIL

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19 April 2024

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Oglethorpe Hall, Wilfrid Noyce Centre, Crown Court Car Park, Godalming on THURSDAY, 25 APRIL 2024 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 523575 or email office@godalming-tc.gov.uk

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

Committee Members:

Councillor Follows – Chair
Councillor Weightman – Vice Chair

Councillor Adam
Councillor Clayton
Councillor Crooks
Councillor Crowe
Councillor C Downey
Councillor S Downey
Councillor Heagin
Councillor Holliday

Councillor Kiehl
Councillor Martin
Councillor PS Rivers
Councillor PMA Rivers
Councillor Steel
Councillor Thomson
Councillor Williams

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 21 March 2024, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting up to 31 March 2024.

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.

7. FINAL ACCOUNTS

Recommendation: Members to resolve to approve the final accounts for the year ending 31 March 2024.

Members to receive and agree the final accounts for the year ending 31 March 2024 (attached for the information of Members).

8. COMMITTEE REPORTS & KEY DATES

The Committee's reports' schedule and key dates programme is attached for the information of Members.

9. ALLOCATION OF GRANT FUNDING – ITEM FOR DECISION

Recommendation: Members to agree to the allocation of non-SLA grant funds remaining at the existing 40/60 split between the General and Community Grant funds.

Members will be aware that the existing Grants Policy states that:

Godalming Town Council will allocate funds for the provision of council funded grants as part of the annual budget setting process. At the meeting of the Policy & Management Committee following the approval of the budget by Full Council, Members will apportion the grant funds to the differing schemes provided by the Council.

In relation to the above, the Council has budgeted £64,700 for grant support for the civic year 2024/25. Of which £45,500 has been allocated for SLA support, leaving a balance of £19,200 for the remained of the grants budget.

Members have not yet considered the proportioning between the General and Community Grant fund. As Members had indicated their wish to review the grants procedures and will be considering the updated policy for recommendation to Full Council later in this agenda, they are, until an updated grants policy is adopted by the Council, requested to agree that for the time being the reappportionment remains as a 40/60 split in favour of the Community Grants fund as agreed at Min No 456-22.

10. **APPLICATIONS FOR GRANT AID – ITEM FOR DECISION**

Information:	£
24/2025 Grants Budget	64,700.00
Allocations this year to date	45,500.00
Balance available for allocation	19,200.00
<hr/>	
24/2025 General Grant Fund Allocation	7,680.00
Allocations this year to date	0.00
General Grant Fund applications this meeting	0.00
Balance unallocated if applications agreed	7,680.00
<hr/>	
24/2025 SLA Fund Allocation	45,500.00
Allocations this year to date	45,500.00
<hr/>	
24/2025 Council Community Fund Allocation	11,520.00
Allocations this year to date	0.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	4,226.00
Balance unallocated if applications agreed	7,294.00
<hr/>	
Total balance unallocated if applications agreed	<u>14,974.00</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**

Applications for Council Community Funding

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

ChoirBLAST 2024

Sponsors Cllr Kiehl & Cllr Crooks

ChoirBLAST is requesting an additional Community Fund grant for £1,000 for ChoirBlast 2024, in addition to the previous grant awarded in November 2023, to assist in the additional costs experienced in staging the event.

In providing a grant to ChoirBLAST in November 2023 to help towards the cost of staging and marquee hire to support the ChoirBLAST Festival on 8 June 2024, the Council also

indicated that consideration would be given for Grant Aid in Kind use of the Wilfrid Noyce Centre, this matter is dealt with separately in the Gift Aid in Kind item on this agenda.

In making the grant offer and potential use of the Wilfrid Noyce Centre, the Council indicated it wished its contribution in support of ChoirBLAST to be recognised in a similar fashion to those organisations 'purchasing' a sponsorship package ie. 'ChoirBLAST supported by Godalming Town Council'. Members will note from the events home page that "[ChoirBLAST is supported by Godalming Town Council and A Touch Of Musicality](#)" and that GTC is highlighted as a key supporter on the [Sponsors & Supporters](#) page with the organisers stating "Godalming Town Council, and all of its councillors and staff have been a great support to the ChoirBLAST team. They are focused on community, and we love working with them! With Cllr Duce, [Mayor of Godalming](#) quoted as saying ""This event offered something different, unique, focused solely on voice.... The joy and positivity is definitely something I took from it. I hope this event goes from strength to strength!"

For 2024, over 70 choirs from around the UK and internationally have applied. Out of those choirs 45 are down to perform at this year's ChoirBLAST, including BBC Gospel Choir of the Year, Kudos Choir, The Noteables, a BBC introducing choir and many more. However, the most exciting part of this is the 4 local schools taking part, a number of charity choirs which support people with mental and physical disabilities including Epilepsy, Autism, Downs Syndrome and other degenerative conditions to name a few. There are also choirs coming that support cancer patients, survivors and carers.

ChoirBLAST 2024 is being budgeted to cost £15,000 this year to allow for the equipment use, staging, hire of the spaces being used, licenses and insurance. On top of that lots of things are being graciously lent for free by local businesses or communities.

It is believed that this event is the largest, and maybe only, choir festival which is purely a celebration of contemporary choirs that involves no competitive nature and more importantly accepts choirs from all walks of life, the event is hugely diverse.

The organisers thank councillors for their consideration and hope to not only have your support but to see you all at the event enjoying the music.

NB. Going forward to 2025/26, if Members feel ChoirBLAST meets the aim of the Council's Corporate Plan Part 6, Section 1, which states that Godalming Town Council will "Encourage and promote access to sports and leisure facilities and the arts for all" and the associated Action Point 9, which is to "Seek and provide grants, events, and other in-kind support for third party organisations for delivery of GTC aims and objectives" during the 2025/26 budget setting process, Members may wish to consider for future years alternative arrangements to community fund grant support, which are similar to arrangements in support of Heritage Open Day and Staycation for the promotion of the town and the arts.

The River Wey Trust

Sponsors Cllr Adams, Cllr Weightman

The Wey River Trust is requesting £1,000 to support the work of the Water Community Lab.

The community-led lab is a first in our region and is designed to allow anyone to get answers about their local river on human health risks, namely E. coli. It brings together the already established water chemistry monitoring program with the ability to take samples for E. coli using a certified method (thanks to equipment and support from University of Surrey) so that there is confidence in the results.

The River Wey Trust in collaboration with the Water Rangers and ZERO Guildford have worked with the community over the past 2 years, establishing 186 water chemistry sample locations in the River Wey Catchment. The goal is to uncover hotspots and work with

stakeholders to restore healthy rivers. The grant will allow for test at points of interest to establish baseline data, with the aim to set up regular monitoring. A grant of £1,000 could allow for 5 Lab test kits for community sample collection (£54/each): £280 and 60 E. coli tests (£12/each): £720.

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 £36 as an exemption from fees for the use of meeting rooms – 2 times per annum for 2 hours per meeting of the Allotment Association.

Godalming Round Table

Grant Aid in Kind of £213 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 £223 as an exemption from fees for the use of the Caudle Hall & Wyatt Room 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 Film Society

Grant Aid in Kind of £840 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 £240 as an exemption from fees for the use the Wilfrid Noyce Centre for use at ChoirBLAST 2024.

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.

11. GRANT POLICY REVIEW – ITEM FOR DECISION

Members to consider the draft Grants Policy (attached for the information of Members), and if agreed are requested to recommend it's adoption by Full Council.

12. BURIAL STATISTICS 2023/24 – ITEM TO NOTE

Members to receive the burial statistics for the year 2023/24 (attached for the information of Members)

13. SAFEGUARDING REPORT Q1 2024 1 JANUARY-31 MARCH 2024 – ITEM TO NOTE

GTC Safeguarding Officer - One call of concern received in February regarding a vulnerable young person in Godalming which was immediately referred to WBS and the MASH lines.

Safeguarding issues arising from Youth Services:

- One incident of significant joint safeguarding work with an educational institution.
- Ongoing contextual safeguarding work regarding a vulnerable cohort.
- One cohort displayed dangerous behaviour, but they were supported to engage with youth service in-house restorative practices, meaning we did not need to involve police.
- One child had concerns resolved by Surrey Children's Services, meaning they could return to the youth service.

The specifics of the issues encountered are intentionally kept vague to maintain anonymity.

The Youth Service's weekly safeguarding practice meeting is working as hoped, providing an effective mechanism for monitoring issues such as neglect.

The Youth Service's interagency safeguarding practice continues to grow, and we have collaborated with multiple agencies during this quarter to provide wraparound support for vulnerable young people. We are now in a position where other agencies are much more understanding of who we are and engage with us more quickly.

Our approach to additional needs and disabilities has also developed. The Enable YOUth programme is provided on Thursday nights and offers a smaller, curated session for young people that might struggle with the busyness of mainstream sessions or require additional supports. We require an Educational Healthcare Plan for young people to access this group and the Youth Officer sought guidance as to whether we could ask for this as a precursor to joining the group. The team are using tools such as 'All About Me' to make sure we understand and cater to more complex needs. The intention is that by getting to know these young people, we can then enable them to participate in other sessions and make adaptations as needed.

The Youth Officer attended a two-day training course provided by the National Youth Agency. The aim of this was to further train safeguarding leads and managers for the specific challenges of safeguarding in a youth work context. Our approach to safeguarding was looked upon favourably for the most part, particularly the weekly workshop and training matrix. However, the training highlighted some changes that needed to be implemented with many of them confirming existing thinking regarding how the Youth Service needed to be developed:

- Safeguarding Lead Supervision Arrangements Provision is now in place an external safeguarding supervisor for the Youth Officer. The external supervisor was recommended by the Surrey Safeguarding Children Board for this element of his role.
- Deputy Safeguarding Lead. In line with good practice, a Deputy Designated Safeguarding Lead, who will undergo the same training as the Designated Safeguarding Lead, has been nominated.
- Additional time allocated. The Youth Officer requires at least half a day per week to focus on safeguarding , to enable him to remain up-to-date with changes in guidance and legislation, therefore changes to his schedule is being implemented.
- Scrutiny of existing procedures. Review of current safeguarding arrangements, including how to respond to any issues is required. The Youth Task & Finish Group is seeking to identify how best to implement this in Godalming Town Council.

- Employee Assistance Scheme. Godalming Town Council has implemented an employee's assistance scheme, which is considered beneficial to Youth Service staff.

14. **ANNUAL SAFETY REPORT 1 APRIL 2023-31 MARCH 2024 – ITEM TO NOTE**

Members will wish to note that during the reporting period there were no health and safety incidents relating to the Town Council's staff reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Members will also wish to note that following recommendations of the Staffing Committee a SHE Advisory Group has been formed and is reported on separately to the Staffing Committee.

15. **POLICY DOCUMENT REVIEW - ITEM FOR DECISION**

Members are requested to review the policy documents listed below and if appropriate to resolve to recommend amendments or policy adoption to Full Council.

- Community Events Support Policy – Officers make no recommendations for amendments to this policy.
- Honorary Freeman & Freewoman Scheme – Members to consider revised policy attached for the information of Members.

16. **DEVOLUTION OF SERVICES – BUS SHELTERS – ITEM FOR DECISION**

An approach has been made by Waverley Borough Council as to whether GTC would be prepared to take over the maintenance of the bus shelters in Godalming and if so under what conditions (if any).

The shelter highlighted yellow in the table below was damaged last October/November by a vehicle and has been removed. Whilst WBC has stated it is not planning to replace this shelter, if GTC were to agree to adopt WBC bus shelters in Godalming, then WBC might be willing to fund a replacement.

The shelter highlighted in green is already maintained by GTC, as are the shelters at St John's Road and Furze Lane and the shelter highlighted in blue was removed by SCC in 2023 due to poor condition. The shelter at Eashing Lane on Aarons Hill is not listed as this is already being replaced by GTC.

Location	Manufacturer	Model	Notes
Elizabeth Road – jnc. Farncombe Street	Custom Shelter	N/A	Bespoke timber shelter installed in 2020. Contractor: DE Gardner
Bargate Rise – The Horseshoe	Littlethorpe of Leicester	Newstead	Installed 2010
Bridge Road – Chalk Road	Stone built shelter with wooden shingle roof	N/A	Built in timber seat. Glazed on 3 walls. WBC inspects and carries out H&S maintenance ONLY. Formal ownership unknown
Bridge Street – The Burys (outside Council Offices)	Woodhouse	Unknown	Installed Circa 1996
Flambard Way – Station Road	Brick structure	N/A	Constructed around 1988 as part of the SCC Godalming by-

			pass works. Believed never officially transferred to WBC. WBC inspects and carries out H&S maintenance ONLY.
High Street – Bridge Street	Woodhouse	Unknown	Installed Circa 1996
High Street – The Square	Woodhouse	Unknown	Installed 2005 by GTC.
Meadow – Kings Road	Astolat	Double sided Merrow	Double sided shelter Installed 1935 (unverified).
Meadow – Opposite Kings Road	Queensbury (Now GW Shelter Solutions)	Arun	3m with half-end panel. Removed after RTC 2023.
Ockford Ridge – Opposite playground	Littlethorpe of Leicester	Eaton	Renewed as part of the housing development
Portsmouth Road – by Eashing Lane	GW Shelter Solutions	Arun	Installed 2019
Tuesley Lane – Godalming College	Littlethorpe of Leicester	Eaton	Installed 2012
Woolsack Way – Opposite Homebase	Queensbury (Now GW Shelter Solutions)	Cantilever	Installed 2004
Woolsack Way – Outside Sainsburys	Brick structure	N/A	Constructed around 1988 as part of the SCC Godalming bypass works. Believed never officially transferred to WBC. WBC inspects and carries out H&S maintenance ONLY.

Corporate Plan

Godalming Town Council's Corporate Plan Part 1, s3 states that:

“Godalming Town Council will remain alert to opportunities to seek devolution of services from Waverley Borough Council and Surrey County Council, as appropriate to meet local needs”

Principle of Devolution of Services

Devolution of Services and assets from Principal Authorities to Local Councils is based on providing the best customer service, retaining the most important and valuable services as judged by different local communities and where possible reducing costs to the taxpayer in time of general funding reductions to local government.

There is a case that, in certain circumstances, services are often provided better locally, with greater pride being taken in the service, more responsive local service and improved customer service. However, devolving of assets and responsibilities to GTC is not cost-free. Although the benefits to the community should be recognised in determining the overall value and cost, it should also be recognised when determining whether to seek/agree the devolution of a service or asset that sufficient time and resource needs to be available.

Members will wish to note that the provision of bus shelters is not a statutory duty, although if provided a Health & Safety responsibility exists to maintain them.

Costs

The Town Clerk sought from WBC the reasons why it wished for GTC to consider taking on responsibility for the upkeep of the bus shelters and the last five-year costs experience by WBC for the shelters within Godalming as shown on the list above.

WBC has stated that unfortunately, many of the shelters throughout the borough are getting towards the end of their expected lifespans. Whilst the majority are still in good condition, WBC is expecting a need to replace them within the next 10-15 years. A programme for replacement would be a significant cost to WBC. As such WBC is approaching the towns and parishes to find if they would have any conditions that would be imposed on WBC for the parishes to agree to accept responsibility for the bus shelters in their area. WBC will be approaching all the borough's town and parish councils over the coming year with a focus on the larger town councils first.

Five-year costs

Financial Year	Works Completed to Godalming Shelters	Cost (£)
2019/20	Elizabeth Road, Farncombe – Remove existing and replace with new custom-made shelter	9,450.00
2020/21	Portsmouth Road, Eashing Lane & Ockford Ridge – Glazing repairs	1,474.43
2021/22	Aarons Hill – Clearance after vandalism	335.25
2022/23	Portsmouth Road, junction with Eashing Lane – Vegetation clearance Aarons Hill – Electrical works to make safe after vandalism	2,446.50
2023/24	Bargate Rise – Redecorate Kings Road, junction with Meadow – Make safe and removal after RTA	1,036.45
		14,742.63

Although a total cost of £14,742.63 is indicated, this reduces to £5,292.63 over 5-years if the one-off cost for the replacement of the Elizabeth Road shelter is discounted. Members may also wish to note that if GTC had been 'commissioned' to undertake the vegetation clearance around the bus shelter on the Portsmouth Road, it would have sought a recharge against the Godalming South's SCC Members allowance. Additionally, it should be noted that for all works WBC is required to instruct contractors, whereas GTC would have conducted much of the above utilising its in-house works team.

The Town Clerk considers that a provision to revenue costs in the region of £750-£1000 with an annual provision of £2,000 for future replacement would enable GTC to fund the future maintenance and ongoing provision of bus shelters within Godalming. However, whilst it would be prudent to make provision for future replacement, at present it would also be possible to utilise future CIL receipts to work with SCC for providing additional shelters and or replacement shelters, for example at Spring Grove and along Binscombe Lane and replacement of the Meadow/King's Road shelter in order to facilitate Real Time Passenger Information display (the current shelter built in 1935 in unable to be fitted with a RTPi display).

If Members were minded to agree to the devolution of bus shelter provision within Godalming, it is suggested that they first seek agreement that WBC will replace the Meadow shelter removed following the RTA in 2023 and that the replacement is a design approved by SCC and capable of being fitted with a RTPi display.

17. COMMUNITY INFRASTRUCTURE LEVY MONITORING REPORT– ITEM FOR NOTE

Members to receive the annual Community Infrastructure Levy Monitoring Report to 31 March 2024 (report attached for the information of Members).

18. COMMUNITY EVENTS TASK & FINISH GROUP

The committee is requested to nominate a Member to the Community Events Task & Finish Group as a replacement for Cllr Heagin who, having been nominated to the Museum Co-ordinating Group, Neighbourhood Plan Group, Youth Service Management Group and the SHE Advisory Group, is stepping down from the Community Events Group.

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, 23 May 2024 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.

Income and Expenditure Account at 31st March 2024

2022/23		2023/24	Notes	2023/24	2023/24
Actual		Actual		Budget	Revised
£		£		£	Estimate
					£
	Employees				
536,234	Direct employee expenses	646,046	a	601,335	659,084
12,632	Indirect employee expenses	7,258		11,000	9,544
	Premises Related Expenditure				
73,488	Repairs, alterations & maintenance of buildings	108,310	b	42,340	59,059
18,076	Energy costs	33,845		26,010	36,507
418	Rents	4,230		5,320	6,919
4,011	Rates	10,219		26,110	10,220
(634)	Water services	3,429		6,772	5,430
0	Fixtures and fittings	0		1,000	250
53,410	Cleaning & domestic supplies	64,826		65,415	65,806
8,918	Ground maintenance costs	42,256		62,600	60,372
14,428	Premises insurance	19,846		19,710	19,846
19,125	Contribution to premise related provisions	12,500	1.	12,500	12,500
	Transport Related Expenditure				
2,280	Public transport	160		100	139
4,746	Car allowances	15,779		10,920	11,657
	Supplies & Services				
22,723	Equipment, furniture and materials	102,982	c	23,220	92,971
7,968	Catering	2,238		2,400	4,560
4,725	Clothes, uniform & laundry	2,852		4,000	3,860
8,942	Printing, stationery & general office expenses	9,343		8,650	12,198
69,473	Services	181,151	d	80,860	122,685
30,781	Communications & computing	30,966		36,439	39,218
1,714	Expenses	2,541		2,400	2,810
62,299	Grants & subscriptions	66,421		68,400	68,456
59,247	Contribution to provisions	777,671	2	88,000	427,727
0	Youth activities	13,455		0	0
56,396	Miscellaneous expenses	295,229	e	9,864	143,160
	Third Party Payments				
37,743	Godalming Joint Burial Committee	0		0	0
	Income				
(49,980)	Other grants, reimbursements & contributions	(601,893)		(3,000)	(451,306)
(173,793)	Customer & client receipts	(484,569)		(238,490)	(293,649)
(5,614)	Interest	(42,251)		(3,000)	(17,717)
(104,097)	Recharges	(362,062)	3	(6,935)	(153,785)
775,660	Net Cost of Services	962,778		963,940	958,521
77,703	Capital Financing Costs (Not inc in net cost of Services)	77,703		77,704	77,704
853,364	Net Cost of Services	1,040,481	4	1,041,644	1,036,225
				1,163	(4,256)

Notes

- a Increased staffing for UKSPF Mobile Project
b £22k Solar Panels at BWP, £7.5k Garden Room at BWP, £9.8k new Fire Doors at BWP, £8.9k Septic Tank at Eashing
c £8k new stage for WNC; £41k 2 Vans for UKSPF mobile project
d £48k election fees costs for May 2023 full election and two previous by elections
e £270k payments for CIL projects approved by Full Council

Income and Expenditure Account at 31st March 2024

2022/23		2023/24
£		£
	<u>Current Assets</u>	
52,260	Debtors	31,099
836,759	Cash at Bank	1,288,429
0	Cash in Hand	0
14,128	VAT	22,680
<u>903,147</u>		<u>1,342,208</u>
	<u>Current Liabilities</u>	
(49,609)	Trading Creditors	(59,398)
0	Payroll Accruals	0
<u>853,538</u>	NET ASSETS	<u>1,282,810</u>
	Represented By:	
	<u>Capital and Reserves</u>	
434,547	Earmarked Reserves	617,406
418,991	Revenue Balances	665,404
<u>853,538</u>		<u>1,282,810</u>

0

Income and Expenditure Account at 31st March 2024

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	326,367
Community Infrastructure Levy	339,726
Land & Property Maintenance	56,018
Professional Fees	17,000
Election Expenses	6,000
Emerging Projects	5,000
Capital Works	26,500
Mayors Charity	1,060
	<u>777,671</u>

3 Use of Reserves are as follows:

Community Infrastructure Levy Projects	282,172
Election Costs	28,602
Kings Coronation	13,260
Godalming BID	500
Ukranian Support	504
Staycation Live	10,580
Mayors Charity	1,844
Capital Works - Solar Panels	24,600
	<u>362,062</u>

4 Net Cost of Services by Cost Centre

GTC	-744,065
Allotments	990
Bandstand	-3,187
Broadwater Park Community Centre	-183,944
Christmas Lights	-43,468
Civic Expenses	-32,183
Festivals & Markets	10,135
Godalming Museum	-65,546
Cemeteries	74,602
Crown Court Conveniences	0
Coronation Concert	0
Land & Property Other	-38,889
Pepperpot	-2,218
Staycation	-4,696
The Square	11,362
Town Promotion	-11,045
Wilfrid Noyce	-8,329
	<u>-1,040,481</u>

Movement in Reserves to March 31 2024

Reserves	Balance b/f 1 April 2023	Deficit/Surplus from Revenue a/c	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfer btwn Reserves	Balance c/f 31 March 2024
	£	£	£	£		£
Unallocated Reserves						
1 Revenue Reserve	418,991	1,163	326,367		-81,117	665,404
Sub-total unallocated reserves	418,991					665,404
Earmarked Reserves						
2 Election Expenses Fund	26,602		6,000	- 28,602		4,000
3 Community Infrastructure Levy	241,522		339,726	- 282,172		299,076
4 Emerging Projects	30,435		5,000	- 24,844	32,000	42,591
5 Youth Provision	-				5,250	5,250
6 Busbridge Parish Council	-				25,000	25,000
7 Afghan Refugees	529					529
8 Land & Property Maintenance	127,615		68,518		18,867	215,000
9 Flood Wall Maintenance	6,000					6,000
10 Mayor's Charity	1,844		1,060	- 1,844		1,060
11 Capital Works Programme	-		26,500	- 24,600		1,900
12 Farncombe Station	-					-
13 Professional Fees			17,000			17,000
Sub- total Earmarked Reserves	434,547					617,406
Balances	853,538	1,163	790,171	- 362,062	-	1,282,810

8. GTC REPRESENTATIVES ON EXTERNAL ORGANISATIONS & KEY DATES (TOWN EVENTS)

REPRESENTATION ON EXTERNAL BODIES	
External Organisation	TC Rep
Fairtrade Steering Group	Cllr Clayton
Farncombe Day Centre	Cllr Crowe
St Marks CC Management Committee	Cllr Kiehl
Godalming/Joigny Friendship Association (REMOVE FOR 2024)	Town Mayor Cllr PS Rivers
Godalming/Mayen Association	Town Mayor Cllr PMA Rivers
Sport Godalming	Cllr Adam
Godalming & District Chamber of Commerce	Cllr Holliday
Go-Godalming Association	Town Mayor Cllr Steel
Godalming Museum Trust	Cllr Steel Cllr Weightman
Holloway Hill Sports Association	Cllr Heagin
Citizens' Advice SW Surrey (observer)	Cllr Steel
SALC	Cllr Heagin
Godalming Cycle Forum	Cllr Crooks
District Scout Council	Cllr Crooks

KEY DATES FOR MEMBERS' INFORMATION (TOWN EVENTS ETC.)

Event	Date
Spring Festival	Saturday, 6 April 2024
Annual Council/Mayor Making	Thursday, 16 May 2024
Godalming Run	Sunday, 19 May 2024
Town Show	Saturday, 1 June 2024
Summer Food Festival	Sunday, 7 July 2024 - tbc
Staycation	Saturday, 3-Sunday, 11 August 2024 - tbc
Heritage Weekend	Saturday, 14-Sunday, 15 September 2024
Town Fireworks	Friday, 1 November 2024
Remembrance Sunday	Sunday, 10 November 2024
Christmas Lights Switch-on	Sunday, 24 November 2024
Christmas Festival Market	Saturday, 30 November 2024
Farncombe Christmas Lights Switch-on	Friday, 6 December 2024
Farncombe Christmas Market	Saturday, 7 December 2024

Events in red are organised by or in partnership with Godalming Town Council

GRANT FUNDING POLICY & PROCEDURE

INTRODUCTION

Local councils in England and Wales can rely upon general powers to act and spend money, including the provision of funds (grants) to other organisations or bodies, unless they are restricted from doing so. The powers are as follows:

- (1) S.137 of the Local Government Act 1972
- (2) The General Power of Competence (England, if eligible)

S.137 cannot be used by a local council in England that is eligible to exercise the General Power of Competence except to donate money to certain charities and appeals (section 137(3)).

Overview of the Powers

General Power of Competence – S.1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has power to do anything that individuals generally may do. “local authority” is defined in s.8 of the 2011 Act and includes an eligible parish council.

Godalming Town Council is an eligible council to exercise the General Power of Competence (GPC). In considering how the town council grants public funds to other organisations and bodies, the relationship between S.137 and the GPC is important and has been used to guide the council’s Grant Funding Policy & Procedure exercised under the GPC.

Purpose of Grants Provided by Godalming Town Council

The guiding principle and the basic power for the council to provide either direct grant funding or grant-aid-in-kind, is that there must be a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants. The council is the body to determine whether or not such benefit will accrue, and a decision by the council can only be challenged on the grounds that it was wholly unreasonable.

The use of “some” in relation to the inhabitants means that the council cannot use the power to benefit a single individual. However, it may be possible for the council to help an organisation that supports individuals, for example a youth organisation wishing to fund participation in a national or international event.

The council must also ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred. This means that a council should not spend a disproportionately large amount on something which has no or very little direct benefit.

The council can only provide funds to a public or voluntary body for expenditure on publicity when it is incidental to the main purpose for which the council is giving financial assistance.

Section 137(3) of the Local Government Act 1972 states that contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to a charity or a public service body operating overseas, or to a fund established to help persons outside the UK.

Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

Authorisation of Expenditure

As councillors are collectively expressing an opinion as to the commensurate local benefit, grants provided by Godalming Town Council must be properly authorised by resolution.

Contributions to Voluntary Bodies, Charities etc.

Where a council provides financial assistance, it will require the body or charity to furnish a written statement of how the money has been spent, within 12 months after the assistance has been given.

TYPES OF GRANTS

Godalming Town Council will allocate funds for the provision of council funded grants as part of the annual budget setting process. The level of funds available each year for Council Community Grants will be the balance of the overall grants budget set by the Council less the sum agreed to support Service Level Agreements.

Service Level Agreements

Service Level Agreements (SLA) are an instrument through which the council guarantees a specified level of financial support, for an agreed period of time, for the provision of a specific service that benefits the community. Such arrangements allow the service provider the financial security to invest in the service and the council with measurable outcomes for the support provided.

- Awarding of SLA's will only be considered once per administration (a new administration begins following each 'All Up' local election, usually held every four years on the first Thursday in May).
- Consideration for the award of SLA's will begin in the September of the first year of each new administration period with the aim that negotiations are to be concluded by the Full Council meeting in the December of the first year of the administration.
- Agreed SLA's will run for a maximum of four years from the 1st day of April following the resolution of Full Council to the 31st day of March of the year following the next 'All Up' local election (a period of four years).
- No single agreement is to exceed 4 years before coming back to Council for review/renegotiation/renewal.

All SLA applications are to be supported by a statement setting out the purpose of the SLA funding, the last two years of audited accounts of the service provider, or in the case of a new organisation a full budget proposal, and the name and position of the proposed signatories for any agreed SLA. The statement of purpose is to include how the service to be supported will provide a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants, along with the proposed measurable/definable outcomes.

SLAs, whilst providing a degree of certainty for service providers and council alike, can commit a significant amount of the council's available grant funds. Councillors, when considering either the renewal of an existing agreement or the awarding of a new SLA, will be required to consider the accumulative effect of SLA funding on the ability to provide one-off project funding through Community Grants.

Community Grants

The Council's Community Grants Fund is primarily aimed at providing grants of less than £1,500 for initiatives identified by Members that are of benefit to the local community, or which community groups and residents have brought to the attention of Members as being of benefit to an area within the civic parish of Godalming or will provide a benefit to residents of the parish. Exceptionally, grants of up to £2,500 may be considered.

The allocation of funds to the Community Grants Fund will be divided into three accounting periods, with one third of the Community Grant funds being available for grant awards made by the Policy & Management Committee at each of the July, October, and February meeting of the committee.

All applications for grant awards from the Community Grants Fund are required to be 'sponsored' by at least two Members of the Council in order to bring it to committee. The applicant or one of the Members supporting the application is required to email the Town Clerk with the details of the initiative/project, setting out:

The aim of the initiative/project.

Who it will benefit.

The sum being applied for and the purpose for which the funds will be used.

Who will be responsible for the delivery of the project.

The names of the Councillors 'sponsoring' the application.

On receipt, if required, the Town Clerk shall contact the named councillors to confirm they have agreed to sponsor the application. Once confirmed the application will be put to the next designated meeting of the Policy & Management Committee.

A Community Grant award should meet the basic selection criteria of providing benefit to the community.

For organisations that do not have a bank account, funds will be held by the Town Council, who will make appropriate arrangements to pay suppliers direct/reimburse costs on production of receipts. Funds will not be paid into personal accounts without proof of expenditure.

Urgent Applications

If a situation arises where, due to unforeseen circumstances, a community group or organisation that provides a benefit for the residents of the Parish of Godalming needs to seek grant funding in order to continue to operate, it may apply at any time to the Town Clerk for consideration by the Council. In making an urgent application the applicant must:

- Provide a covering letter stating why the application cannot be deferred to the next designated grant awarding meeting. The covering letter would need to explain, if the reserves held by an organisation are greater than the amount being applied for, why the organisation is unable to use its reserves.
- Provide a full set of accounts, including current in year balances, liabilities, and assets.

On receipt of an urgent application and having confirmed the application meets the criteria, the Town Clerk will, in consultation with the Chair of the Policy & Management Committee, bring the application forward for consideration by Members at the next Policy & Management Committee meeting.

In considering an urgent application submitted after the February award meeting, Members may make an award from any balance remaining in the Grants Fund.

GRANTS CRITERIA – SLA & COMMUNITY GRANTS

Service Level Agreements – Minimum Criteria

(You must meet this for your application to be considered)

Groups applying must provide the following with their application:

- Constitution or aims
- Copy of budget for current financial year
- Copy of last annual report to members (this will not be required for a new organisation)
- The group must have a bank account in the name of the group
- Statement of the purpose of the SLA funding
- Last two years' of audited accounts or in the case of a new organisation a full budget proposal
- Name and position of the proposed signatories for any agreed SLA.

NB. The statement of purpose is to include how the service to be supported will provide a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants, along with the proposed measurable/definable outcomes.

Selection Criteria – Community Grants

(Your application will be assessed on the degree to which it meets the following)

- Applications should demonstrate a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants.
- The organisation or group must not have received grant funding from the town council for the project applied for in the same financial year.
- Priority will be given to those applications for which the grant will lever in/match other funds.

Grant Conditions – All Grants

Grant recipients must:

- Apply the grant to the purpose for which it was awarded.
- Provide evidence to the town council within one year of the award of the grant detailing how the grant was spent.
- Work with the Town Council to make opportunities to recognize the council's contribution to the project eg. by arranging an appropriate press release and photo opportunity with you and the Mayor of Godalming (we will provide copies of our logo for printed and digital media, and we can provide a simple certificate for display if that would be appropriate).

GODALMING TOWN COUNCIL

Final Statistics for Period 1 April 2023-31 March 2024

INTERMENTS

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

Plots Sold

Quarter Ending	Eash	Natural	N'gale	AMA	Total	10 Year Average
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					0	
2025/26					0	
2026/27					0	

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



HONORARY FREEMAN/WOMAN SCHEME

POLICY STATEMENT

Local councils may exercise powers under (section 249(5) and (6) of the Local Government Act 1972) to confer the title of “honorary freeman” or “honorary freewoman” to persons of distinction and those who, in the Council’s opinion, have rendered eminent services to the Council’s area.

From time to time, members of the community demonstrate outstanding service and/or contribution to the wellbeing of the town or outstanding feats of endeavour or achievement that bring credit to the community, and it is recognised that their commitment should be acknowledged. The council may choose to do so by awarding to an individual the title of Honorary Freeman/woman of the Town of Godalming’.

SERVICE

The nominee may have given extensive and eminent service to the Civil Parish of Godalming and its local community or may have made a significant contribution to the well-being of its residents, the preservation of its historic character or its natural or built environment. The nominee must have made an outstanding contribution to the town such that the nominee’s contribution can be seen to have been a wholly altruistic and public-spirited desire to contribute to the benefit of the town and its residents. Exceptionally, a nominee may have achieved outstanding feats of endeavour or achievement which brings national or international credit to the community.

NOMINATION CRITERIA

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman/woman of the Town:

1. Service in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
2. Town Councillors or Officers of the Town Council are not excluded from consideration, however, any nominated Town Councillor or Council Officer must have retired from the post.
3. Nominees need not necessarily be residents of Godalming, but will be judged on their contribution to the town.
4. The nominee’s contribution to the wellbeing of the community must be considered outstanding, exceptional or unique.

PROCEDURE

1. Nominations must be made in the strictest confidence without the nominee’s knowledge.

2. Any nominations received will be considered in confidential session by the Full Council with a secret ballot of Members.
3. The outcome of the ballot on all nominations (whether affirmative or negative by simple majority) is final.
4. The record minutes shall record either “the council resolved to invite a nominee to accept the award of Honorary Freeman/women of the Town” (without naming the nominee) or “the council, having considered nominations, made no award for Honorary Freeman/woman of the Town”.
5. If Full Council resolves that the nominee should be made an Honorary Freeman/woman of the town, the nominee will be invited to accept the honour.
6. If accepted, appropriate arrangements, as agreed in consultation with the recipient and the Mayor, will be made for the presentation of the award. This may be at the next Full Council Meeting, the Annual Meeting of the Electors, or at some other occasion/event as deemed appropriate.
7. If the presentation is made elsewhere than a meeting of the Full Council, it shall be subject to an immediate press release. However, in order to record the name of the recipient within the record minutes, the name of the recipient, the date and occasion of the presentation shall be reported at agenda item 6 - Receipt of Official Announcements at the next meeting of the Full Council following the presentation.

ENTITLEMENTS

The rights attached to the honorary position are not stipulated in legislation, accordingly, this council will invite its Honorary Freeman/woman to the town’s civic events.

Any person declared an Honorary Freeman/woman of the Town may designate himself/herself ‘Honorary Freeman/woman of the Town of Godalming.

LIMITATION ON HOLDERS OF AWARD

The Council to bear in mind the special nature of this award and limit its numbers accordingly.

COMMUNITY INFRASTRUCTURE LEVY

Financial Year Ended 31 March 2024

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	£339,726.48
2(b)	Total CIL expenditure for the reported year	£282,172.17
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	£299,075.97
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	£NIL

*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 Awarded	Amount Paid	Project
Busbridge Junior School	£125,000.00	£125,000.00	Multi-Use Games Area
Godalming Junior School	£23,000.00	£23,000.00	Astro turf sports and play area
Broadwater School	£108,890.00	£108,890.00	Garden canopy project
Farncombe Community Garden	£13,580.00	£13,580.00	Building accessible pathways
Godalming Town Council	£90,000.00	£2,366.67	Office space for youth service at Broadwater Park Youth Centre
Godalming Town Council	£41,500.00	£9,335.50	Renovation of public toilets at Crown Court
Farncombe Cricket Club	£35,000.00	NIL	Clubhouse improvements
	£436,970.00	£282,172.17	

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.