

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

19 June 2020

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held via Zoom on THURSDAY, 25 JUNE 2020 at 7.00pm.

Andy Jeffery
Town Clerk

The meeting of the Policy & Management Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and the The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/84104079782?pwd=OWRyRCthT0xMTHY5aCtBSEhCSjdLQT09>

Meeting ID: 841 0407 9782

Password: 780556

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

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 26 May 2020, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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:

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

- 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 chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. BUDGET MONITORING

Members to consider a budget monitoring report to 31 May 2020 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	28,841 u/s	10,700 u/s
Civic Expenses	4,447 u/s	4,100 u/s
Town Promotion	1,448 u/s	7,500 o/s
Staycation	0 o/s	5,800 u/s
Festivals & Markets	1,313 o/s	1,500 o/s
Christmas Lights	0 u/s	3,200 o/s
BWP Community Centre	19,289 o/s	11,000 o/s
Pepperpot	805 u/s	1,600 o/s
The Square	1,810 u/s	2,700 o/s
Allotments	3 o/s	0
Wilfrid Noyce Community Centre	3,349 o/s	16,000 o/s
Bandstand	600 o/s	600 o/s
Godalming Museum	1,658 o/s	0
Land & Property Other	2,201 u/s	0
TOTAL	13,340 u/s	23,500 o/s

The monitoring report shows a current variance of £13,340 underspend against budget.

- Head Office – we received £8.2k in CIL monies which was not budgeted (this can only be spent on capital projects), £2.5k above budget Chargeable Works by Outside Work Force to JBC, Grants are currently underspent by £11.1k but there are applications on this agenda, £6k rates not payable for 107-109 High Street as building still unoccupied.

- Civic Expenses - £2.2k refund for cancelled Mayor's Dinner, savings from not using Council Chamber.
- Town Promotion – savings from cancelled events such as the Town Show and Duck Race, savings from a reduced Floral Godalming. This will be offset by costs in promoting the re-opening of the High Street (costs to come in June).
- Staycation – this event has been cancelled and budget re-assigned to fund Town Wardens.
- Festivals & Markets - £1.5k net loss due to cancellation of Spring Festival, Farmer's Markets and Friday Pop-Up.
- Christmas Lights – Chamber of Commerce have advised us they will not be making a donation towards the lights this year.
- Broadwater Park Community Centre – we have taken advantage of the lockdown to completely renovate the large hall and the kitchen at a cost to 31 May 2020 of £14.5k. This will be funded by a restricted reserve for this purpose. YTD loss of revenue is £5.4k.
- The Square – received 50% of rent from Q4 2019/20 which we had thought unrecoverable, also received additional insurance monies for Terrorism cover not budgeted for.
- Wilfrid Noyce Centre - £9.7k loss of revenue, offset by savings in rates and cleaning.
- Godalming Museum – although we originally thought we wouldn't receive any rents, due to a grant they received, this is no longer the case.

8. 107-109 HIGH STREET, GODALMING

Completed in 2019/20 within the revenue budget were the following:

- strip out;
- external brickwork;
- installation of external sash windows;
- installation of internal ramp; and
- laying foul water pipe for disabled WC.

Works in 2020/21 have been impacted by the lockdown. Currently, work is being done on installing external side wall insulation and we are trying to progress the external painting of the building. We have placed the order for the phone system with the expectation that there will be a significant lead time in delivery.

Year to date expenditure is £7,800 against an agreed budget of £80,000 (Min No 373-19 refers).

9. COMMITTEE WORK PROGRAMME

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

10. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Information:	£
2020/2021 Grants Budget	60,000.00
(excluding Environment & Planning Committee Carbon Reduction & Biodiversity Fund of £10,000)	
Allocations this year to date	36,000.00
Balance available for allocation	24,000.00
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2020/2021 General Grant Fund Allocation	22,000.00
Allocations this year to date	2,500.00

General Grant Fund applications this meeting (including Grant Aid in Kind)	5,434.00
Balance unallocated if applications agreed	14,066.00
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2020/2021 SLA Fund Allocation	33,000.00
Allocations this year to date	33,000.00
Balance unallocated	00,000.00
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2020/2021 Council Community Fund Allocation	5,000.00
Allocations this year to date	500.00
Council Community Fund applications this meeting	450.00
Balance unallocated if applications agreed	4,050.00
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Total balance unallocated if applications agreed	<u>18,116.00</u>

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

Applications for General Grant Fund Support

1254 (Godalming) Air Training Corp

£2,970 is applied for to help meet the costs of purchasing 30 x 10" tablets to enable cadets to take online exams and further themselves. Previous Grants: £923.08 in 2016/17, £2,280 in 2018/19.

St Peter & St Paul Scout Group

£1,850 is applied for to help meet the legal costs associated with finalising a lease for the continued use of the Scout Hut on Charterhouse Road. Previous Grants: £300 in 2003/04, £250 in 2006/07, £300 in 2008/09, £1,300 in 2014/15, £2,226 in 2016/17.

Applications for Council Community Funding

St Marks Community Centre – Application Sponsor Cllr Ashworth

£450 is applied for to help meet the costs of replacing folding chairs and storage trolley used for 'Chair Yoga'. Previous Grants: £390 in 2003/4, £500 in 2004/5, £600 in 2005/6, £6,000 in 2007/08, £1,493 in 2017/18.

Grant Aid in Kind

Members to consider whether to renew Grant aid for five organisations that are regular users of the Town Council's premises. There are five requests for Grant Aid in Kind in the form of free use of the Town Council's premises.

Farncombe & District Allotment Association

Grant Aid in Kind of £28 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 & District Community First Responders

Grant Aid in Kind of £126 as an exemption from fees for the use of meeting rooms – 6 times per annum for 3 hours per meeting and training session of the Community Responders.

Go Godalming Association

Grant Aid in Kind of £42 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 £90 as an exemption from fees for the use of the Caudle Hall of 4 and 3 hours' hire respectively of the Caudle Hall to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards (usually held in October) and Godalming in Bloom for its annual prize-giving (usually held in July).

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 Round Table

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

Godalming Cycle Campaign

Grant Aid in Kind of £168 as an exemption from fees for the use of The Pepperpot – one Wednesday per month for 2 hours per session.

11. COUNCIL PROGRAMME 2019-2023 – ITEM FOR DECISION

Recommendation: Members to resolve to approve the status designation of GTC Objectives

Members to review the Council Programme 2019-2023 adopted by Full Council on 26 September 2019 (attached for the information of Members) and if agreed, approve the status designation of the GTC Objectives and the publication of the updated document.

12. COMMUNITY STORE WORKING GROUP – ITEM FOR DECISION

Recommendations:

1. **With the finding that an amalgamation of the Community Store and St Marks Foodbank is not currently considered feasible, the Community Store Working Group recommends that the Policy & Management Committee of Godalming Town Council approves in principle to maintain a Community Store to support the alleviation of food poverty for at least the next 6 months.**
2. **The Community Store Working Group to bring forward further proposals to Full Council by 16 July.**

Members to receive a report from the Chair of the Community Store Working Group (attached for the information of Members), which outlines the considerations and recommendations of the working group to date.

Members to note that monetary donations of £4,928 have been received from 40 donors. Against this, £2,058 has been spent on food and equipment.

13. YOUTH PROVISION WORKING GROUP – ITEM FOR DECISION

Recommendation: Members to consider the recommendations contained in the Youth Provision Working Group report and to resolve to agree those recommendations that are to be forwarded for consideration by Full Council.

Members to receive a report from the Youth Provision Working Group along with an accompanying financial impact assessment report (both attached for the information of Members) and are requested to consider the recommendations therein.

14. **HIGH STREET SOCIAL DISTANCING MEASURES – ITEM FOR NOTE**

Members will be aware that the Government's ambition was to reopen non-essential retail in a phased way from 1 June, and as such Godalming Town Council put in plans to support our local business community and provide re-assurance to residents, which included:

- creation and publication of the Godalming & Farncombe Shops & Businesses Guide, which provides, easy to access details of nearly 450 businesses operating in the Godalming and Farncombe area
<https://godalming-tc.gov.uk/godalming-and-farncombe-shops-and-businesses-guide/>
- designed, printed and installed social distancing posters throughout Godalming, Farncombe and Binscombe retail areas;
- made social distancing information artwork available as a free resource to other parishes and SME's;
- installed pavement social distance markings throughout the Town Centre retail area;
- worked with the Chamber of Commerce to created and promote the Keep Safe – Shop Local campaign;
- supported WBC economic development team to widen the Keep Safe – Shop Local campaign to a Waverley-wide campaign;
- applied for and was granted a Temporary Road Traffic Order for the pedestrianisation of the High Street between 10am and 4pm;
- engaged temporary Town Wardens to support the introduction of the pedestrianisation of the High Street;
- worked with Surrey Highways to schedule repairs to the High Street control bollard; and
- procured signage required to manage the Road Traffic Order and diversion route required for the repair of the High Street bollard.

On 24 May, the Government advised that non-essential shops would be able to open from 15 June. Members to receive an oral report relating to the first 10 days' experience of the Temporary Road Traffic Order for Godalming High Street, the Town Centre Wardens and social distancing within the town centre and the Farncombe retails areas.

15. **RE-OPENING HIGH STREET SAFELY FUND – ITEM FOR DECISION**

Recommendations:

- 1. Members to nominate two of their number to be delegated to support officers in the delivery of the promotion of Godalming as a 'Safe High Street'.**
- 2. The delegated Members to approve the details of the campaign and, on behalf of the Council, agree that the Town Clerk authorises payments up to the limit of the grant allocation from Waverley Borough Council. Projects and costs to be approved by WBC prior to expenditure being incurred.**
- 3. Project delivery and outcomes to be reported to this Committee.**

On announcing the re-opening of non-essential shops, the Government also issues information relating to a £50m Re-opening the High Streets Safely Fund. The Guidance relating to this fund can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/888818/Reopening_High_Streets_Safely_Fund_-_Guidance_-_Final_v2.pdf

However, Members will note that due to Godalming Town Council being proactive in supporting the re-opening of the High Street, none of the expenditure for the activities listed at agenda Item 14, which were undertaken prior to 1 June, can be reclaimed.

The funds indicated in the guidance have been allocated to Waverley Borough Council (WBC), who has informed the Government that they welcome this important initiative and are pleased that the guidance encourages councils to work with town and parish councils and their business communities to determine the best projects for the local area. Additionally, WBC has made proposals to the Government to enable reduced administrative costs and speed up the allocation of the funds and propose to direct the spend of the town and parish councils according to the guidelines and FAQ's (attached for the information of Members). If approved WBC proposes that Godalming Town Council will receive an allocation of up to £24,000.

In order to allow the local councils to begin considering projects to support the safe re-opening of High Streets, WBC has issued guidance to the Waverley Towns and Parishes (attached for the information of Members).

Members will note the criteria and limitations imposed for use of the fund. Officers will table an initial project plan for Members' consideration. The most likely actions that GTC could support would be:

- updates to public realm changes, if social distancing rules are updated;
- updating signage aimed at increasing safety
 - pavement markings
 - lamppost banners
 - hoardings
 - markings outside shops to manage queuing;
- hand sanitiser stations on supported High Streets/Neighbourhood Shopping Areas (NSAs); and
- communications and public information activity to ensure that re-opening of local economies can be managed successfully and safely
 - digital
 - media and press
 - print and publications.

If approved, in order to expedite delivery, Members are requested to nominate two of their number to be delegated to support officers in the delivery of the promotion of Godalming as a 'Safe High Street'.

The nominated Members to approve the details of the campaign and, on behalf of the Council, agree that the Town Clerk authorises payments up to the limit of the grant allocation from WBC. Projects and costs to be approved by WBC prior to expenditure being incurred.

16. **RE-OPENING OF GODALMING MUSEUM – ITEM FOR NOTE**

Members to receive a report from the Museum Curator relating to the safe reopening of the Godalming Museum.

17. **DIRECT DEBIT AUTHORISATION FOR MOTOR VEHICLE TAX – ITEM FOR DECISION**

In accordance with Financial Regulation 6.6, the Responsible Finance Officer seeks authorisation to set up a Direct Debit for the payment of Motor Vehicle Tax for the Council's work van. The annual cost of motor vehicle tax is currently £265.00.

18. COMMUNICATIONS ARISING FROM THIS MEETING

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

19. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held to be held via Zoom on Thursday, 30 July 2020 at 7.00pm

20. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101</u> <u>Head Office Costs</u>											
1001 Precept	0	0	0	355,577	355,577	0	711,154			50.0%	
1102 Community Infrastructure Levy	0	0	0	8,200	0	(8,200)	0			0.0%	
1202 Grants - WBC	0	0	0	5,300	5,300	0	5,300			100.0%	
1303 Other customer/client receipts	1,824	685	(1,139)	3,914	1,370	(2,544)	8,220			47.6%	
1401 Interest Received	224	100	(124)	296	200	(96)	1,200			24.7%	
1501 Recharges to Godalming JBC	0	0	0	14,840	14,840	0	29,680			50.0%	
Head Office Costs :- Income	2,048	785	(1,263)	388,126	377,287	(10,839)	755,554			51.4%	0
4001 Salaries	19,238	19,745	507	38,476	39,490	1,014	236,940		198,464	16.2%	
4002 Employer's NIC	1,954	2,015	61	3,898	4,030	132	24,180		20,282	16.1%	
4003 Employer's Superannuation	3,509	3,361	(148)	7,147	6,722	(425)	40,332		33,185	17.7%	
4011 Staff Training	0	250	250	0	500	500	3,000		3,000	0.0%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500	0.0%	
4013 Other Staff Expenses	0	50	50	0	100	100	600		600	0.0%	
4102 Property Maintenance	0	200	200	386	400	14	2,400		2,014	16.1%	
4103 Maintenance Contracts	792	200	(592)	792	400	(392)	2,400		1,608	33.0%	
4111 Energy Costs	0	265	265	0	530	530	3,200		3,200	0.0%	
4121 Rents	0	100	100	3,142	200	(2,942)	1,200		(1,942)	261.9%	
4131 Rates	0	0	0	0	6,000	6,000	12,000		12,000	0.0%	
4141 Water Services	0	25	25	0	50	50	300		300	0.0%	
4161 Cleaning	0	380	380	0	760	760	4,560		4,560	0.0%	
4162 Waste Removal	0	55	55	0	110	110	660		660	0.0%	
4163 Domestic Supplies	40	10	(30)	109	20	(89)	120		11	91.1%	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Workshop Consumables	351	0	(351)	397	0	(397)	0		(397)	0.0%	
4202 Car Allowances	0	80	80	0	160	160	1,000		1,000	0.0%	
4204 Fuel Costs	0	50	50	132	100	(32)	600		468	22.0%	
4205 Vehicle Maintenance	0	50	50	39	100	61	600		561	6.5%	
4301 Equipment	513	0	(513)	1,070	0	(1,070)	500		(570)	213.9%	
4304 Catering & Hospitality	6	25	19	38	50	12	300		262	12.7%	
4305 Clothes, Uniform & Laundry	118	75	(43)	282	150	(132)	900		618	31.4%	
4306 Printing	49	200	151	49	400	351	2,400		2,351	2.1%	
4307 Stationery	213	340	127	547	680	133	4,090		3,543	13.4%	
4313 Professional Fees - Other	0	830	830	800	1,660	860	10,000		9,200	8.0%	
4314 Audit Fees	0	0	0	120	255	135	3,300		3,180	3.6%	
4315 Insurance	0	0	0	8,891	8,750	(141)	8,750		(141)	101.6%	
4321 Bank Charges	13	30	17	57	60	3	360		303	16.0%	
4322 Postage	0	160	160	201	320	119	1,960		1,759	10.3%	
4323 Telephones	110	100	(10)	325	200	(125)	2,200		1,875	14.8%	
4325 Computing	522	633	112	1,043	1,266	223	8,767		7,724	11.9%	
4326 Website	124	50	(74)	169	100	(69)	1,000		831	16.9%	
4331 Newsletter	0	1,100	1,100	0	1,100	1,100	4,400		4,400	0.0%	
4341 Grants	0	5,800	5,800	500	11,600	11,100	70,000		69,500	0.7%	
4342 Subscriptions	35	0	(35)	3,309	3,600	291	4,300		991	77.0%	
4401 Payments to Godalming JBC	0	0	0	27,380	27,380	1	54,760		27,381	50.0%	
4900 Miscellaneous Expenses	244	150	(94)	244	300	56	1,825		1,581	13.4%	
6000 Debt Charges - Principal	5,334	5,334	0	5,334	5,334	0	30,413		25,079	17.5%	
6001 Debt Charges - Interest	10,983	10,983	0	10,983	10,983	0	47,293		36,310	23.2%	
Head Office Costs :- Indirect Expenditure	44,147	52,646	8,499	115,858	133,860	18,002	593,110	0	477,252	19.5%	0

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5102 Contrib. to Other Provisions	0	0	0	20,300	20,300	0	20,300		0	100.0%	
Head Office Costs :- Other Costs	0	0	0	20,300	20,300	0	20,300	0	0	100.0%	0
Net Income over Expenditure	(42,099)	(51,861)	(9,762)	251,968	223,127	(28,841)	142,144				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	440	440	2,420		2,420	0.0%	
4304 Catering & Hospitality	0	50	50	0	100	100	600		600	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4325 Computing	200	200	0	400	400	0	2,400		2,000	16.7%	
4332 Mayor's Expenses	101	720	619	(2,107)	1,440	3,547	8,670		10,777	(24.3%)	
4334 Members' Training	0	100	100	0	200	200	1,200		1,200	0.0%	
4900 Miscellaneous Expenses	0	80	80	0	160	160	960		960	0.0%	
Civic Expenses :- Indirect Expenditure	301	1,370	1,069	(1,707)	2,740	4,447	17,550	0	19,257	(9.7%)	0
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Expenditure	(301)	(1,370)	(1,069)	(4,293)	(8,740)	(4,447)	(23,550)				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	3,000	3,000	0	3,000	3,000	3,300			0.0%	
Town Promotion :- Income	0	3,000	3,000	0	3,000	3,000	3,300			0.0%	0

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4162 Waste Removal	0	300	300	0	300	300	300		300	0.0%	
4171 Grounds Maintenance Costs	507	6,500	5,993	507	6,500	5,993	6,500		5,993	7.8%	
4301 Equipment	0	0	0	0	0	0	500		500	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	500		500	0.0%	
4327 Publicity Advertising	1,385	500	(885)	1,385	500	(885)	2,250		865	61.6%	
4900 Miscellaneous Expenses	1,060	0	(1,060)	1,060	100	(960)	395		(665)	268.4%	
Town Promotion :- Indirect Expenditure	2,952	7,300	4,348	2,952	7,400	4,448	10,445	0	7,493	28.3%	0
Net Income over Expenditure	(2,952)	(4,300)	(1,348)	(2,952)	(4,400)	(1,448)	(7,145)				
<u>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	0	0	0	320			0.0%	
Staycation :- Income	0	0	0	0	0	0	320			0.0%	0
4001 Salaries	0	0	0	0	0	0	152		152	0.0%	
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%	
4162 Waste Removal	0	0	0	0	0	0	900		900	0.0%	
4301 Equipment	0	0	0	0	0	0	520		520	0.0%	
4304 Catering & Hospitality	0	0	0	0	0	0	350		350	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	300		300	0.0%	
4327 Publicity Advertising	0	0	0	0	0	0	3,850		3,850	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	90		90	0.0%	
Staycation :- Indirect Expenditure	0	0	0	0	0	0	6,347	0	6,347	0.0%	0
Net Income over Expenditure	0	0	0	0	0	0	(6,027)				

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	0	245	245	0	5,690	5,690	14,160			0.0%	
Festivals & Markets :- Income	0	245	245	0	5,690	5,690	14,160			0.0%	0
4001 Salaries	0	160	160	0	735	735	2,265		2,265	0.0%	
4002 Employer's NIC	0	22	22	0	101	101	313		313	0.0%	
4003 Employer's Superannuation	0	0	0	0	71	71	271		271	0.0%	
4162 Waste Removal	0	0	0	0	250	250	600		600	0.0%	
4203 Other Transport Costs	0	0	0	0	200	200	400		400	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	
4304 Catering & Hospitality	0	60	60	0	60	60	180		180	0.0%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	0	900	900	2,100		2,100	0.0%	
4327 Publicity Advertising	0	0	0	0	1,750	1,750	4,380		4,380	0.0%	
4343 Licensing/PRS	0	0	0	0	110	110	220		220	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	200	200	1,000		1,000	0.0%	
Festivals & Markets :- Indirect Expenditure	0	242	242	0	4,377	4,377	12,769	0	12,769	0.0%	0
Net Income over Expenditure	0	3	3	0	1,313	1,313	1,391				
<u>108 Christmas Lights</u>											
1304 Donations	0	0	0	0	0	0	3,200			0.0%	
Christmas Lights :- Income	0	0	0	0	0	0	3,200			0.0%	0

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4313 Professional Fees - Other	0	0	0	0	0	0	35,500		35,500	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	35,500	0	35,500	0.0%	0
Net Income over Expenditure	0	0	0	0	0	0	(32,300)				
<u>201 BWP Community Centre</u>											
1301 Premises Hire Charges	0	3,300	3,300	0	5,400	5,400	29,000			0.0%	
BWP Community Centre :- Income	0	3,300	3,300	0	5,400	5,400	29,000			0.0%	0
4102 Property Maintenance	4,668	260	(4,408)	14,801	520	(14,281)	3,120		(11,681)	474.4%	
4103 Maintenance Contracts	119	66	(53)	151	132	(19)	792		641	19.1%	
4111 Energy Costs	42	293	251	144	586	442	3,516		3,372	4.1%	
4131 Rates	0	0	0	1,347	1,380	33	1,380		33	97.6%	
4141 Water Services	30	40	10	61	80	19	480		419	12.7%	
4161 Cleaning	0	25	25	25	50	25	8,100		8,075	0.3%	
4162 Waste Removal	0	65	65	400	130	(270)	780		380	51.3%	
4163 Domestic Supplies	0	10	10	0	20	20	120		120	0.0%	
4171 Grounds Maintenance Costs	0	20	20	0	40	40	240		240	0.0%	
4301 Equipment	0	50	50	0	100	100	600		600	0.0%	
4323 Telephones	29	30	1	59	60	1	360		301	16.4%	
4324 Broadband	39	40	1	78	80	2	480		402	16.3%	
4343 Licensing/PRS	0	0	0	0	0	0	300		300	0.0%	
BWP Community Centre :- Indirect Expenditure	4,928	899	(4,029)	17,067	3,178	(13,889)	20,268	0	3,201	84.2%	0

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(4,928)	2,401	7,329	(19,567)	(278)	19,289	6,232				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	636	800	164	1,322	1,600	278	9,600			13.8%	
1303 Other customer/client receipts	0	0	0	0	0	0	2,083			0.0%	
Pepperpot :- Income	636	800	164	1,322	1,600	278	11,683			11.3%	0
4102 Property Maintenance	0	100	100	19	200	181	1,200		1,181	1.6%	
4103 Maintenance Contracts	198	138	(60)	198	276	78	1,656		1,458	12.0%	
4111 Energy Costs	46	100	54	96	200	104	1,200		1,104	8.0%	
4131 Rates	0	0	0	0	690	690	690		690	0.0%	
4161 Cleaning	24	25	1	24	50	26	1,860		1,836	1.3%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	27	30	3	54	60	6	360		306	15.1%	
4324 Broadband	39	38	(1)	78	76	(2)	456		378	17.1%	
4343 Licensing/PRS	0	0	0	0	0	0	70		70	0.0%	
Pepperpot :- Indirect Expenditure	334	431	97	469	1,552	1,083	8,092	0	7,623	5.8%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	302	369	67	(1,647)	(2,452)	(805)	1,091				

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	0	0	0	0	0	0	12,000			0.0%	
1303 Other customer/client receipts	1,509	0	(1,509)	1,509	0	(1,509)	1,550			97.4%	
The Square :- Income	1,509	0	(1,509)	1,509	0	(1,509)	13,550			11.1%	0
4315 Insurance	1,249	1,550	301	1,249	1,550	301	1,550		301	80.6%	
The Square :- Indirect Expenditure	1,249	1,550	301	1,249	1,550	301	1,550	0	301	80.6%	0
Net Income over Expenditure	260	(1,550)	(1,810)	260	(1,550)	(1,810)	12,000				
<u>204 Allotments</u>											
1302 Rents	0	0	0	0	0	0	2,000			0.0%	
Allotments :- Income	0	0	0	0	0	0	2,000			0.0%	0
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	8	6	(2)	15	12	(3)	72		57	21.4%	
4162 Waste Removal	0	0	0	0	0	0	430		430	0.0%	
Allotments :- Indirect Expenditure	8	6	(2)	15	12	(3)	802	0	787	1.9%	0
Net Income over Expenditure	(8)	(6)	2	(15)	(12)	3	1,198				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	(54)	5,000	5,054	258	10,000	9,742	60,000			0.4%	
Wilfrid Noyce Community Centre :- Income	(54)	5,000	5,054	258	10,000	9,742	60,000			0.4%	0

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	0	220	220	114	440	326	2,640		2,526	4.3%	
4002 Employer's NIC	0	0	0	11	0	(11)	0		(11)	0.0%	
4003 Employer's Superannuation	0	37	37	0	74	74	454		454	0.0%	
4102 Property Maintenance	726	300	(426)	1,251	600	(651)	3,600		2,349	34.7%	
4103 Maintenance Contracts	158	545	387	238	1,090	852	6,540		6,302	3.6%	
4111 Energy Costs	155	440	285	416	880	464	5,280		4,864	7.9%	
4121 Rents	0	0	0	0	0	0	250		250	0.0%	
4131 Rates	0	0	0	0	4,660	4,660	4,660		4,660	0.0%	
4141 Water Services	100	80	(20)	204	160	(44)	960		756	21.3%	
4161 Cleaning	25	25	0	50	50	0	13,300		13,250	0.4%	
4162 Waste Removal	19	160	141	19	320	301	1,920		1,901	1.0%	
4163 Domestic Supplies	0	50	50	0	100	100	600		600	0.0%	
4301 Equipment	0	300	300	430	600	170	4,000		3,570	10.8%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,500		1,500	0.0%	
4323 Telephones	54	28	(26)	109	168	59	784		675	13.9%	
4324 Broadband	39	38	(1)	78	76	(2)	456		378	17.1%	
4343 Licensing/PRS	0	0	0	105	0	(105)	350		245	30.0%	
4900 Miscellaneous Expenses	0	100	100	0	200	200	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	1,277	2,323	1,046	3,024	9,418	6,394	48,494	0	45,470	6.2%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(1,331)	2,677	4,008	(5,267)	(1,918)	3,349	9,006				

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	630	630	0	630	630	630			0.0%	
Bandstand :- Income	0	630	630	0	630	630	630			0.0%	0
4102 Property Maintenance	0	50	50	0	100	100	600		600	0.0%	
4343 Licensing/PRS	70	0	(70)	70	0	(70)	100		30	70.0%	
Bandstand :- Indirect Expenditure	70	50	(20)	70	100	30	700	0	630	10.0%	0
Net Income over Expenditure	(70)	580	650	(70)	530	600	(70)				
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	0	1,706	1,706	6,824			0.0%	
1303 Other customer/client receipts	0	0	0	26,500	26,740	240	34,085			77.7%	
Godalming Museum :- Income	0	0	0	26,500	28,446	1,946	40,909			64.8%	0
4001 Salaries	3,588	3,658	70	7,177	7,316	139	43,896		36,719	16.3%	
4002 Employer's NIC	314	315	1	628	630	2	3,780		3,152	16.6%	
4003 Employer's Superannuation	641	595	(46)	1,283	1,190	(93)	7,140		5,858	18.0%	
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	
4102 Property Maintenance	0	200	200	77	400	323	2,500		2,423	3.1%	
4103 Maintenance Contracts	79	0	(79)	158	0	(158)	0		(158)	0.0%	
4162 Waste Removal	7	0	(7)	7	0	(7)	0		(7)	0.0%	
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%	
4307 Stationery	0	25	25	0	50	50	300		300	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315 Insurance	0	0	0	0	0	0	6,200		6,200	0.0%	
4322 Postage	0	0	0	67	0	(67)	0		(67)	0.0%	
4323 Telephones	0	25	25	0	50	50	300		300	0.0%	
4325 Computing	192	216	24	384	432	48	2,592		2,208	14.8%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
Godalming Museum :- Indirect Expenditure	4,822	5,034	213	9,780	10,068	288	71,028	0	61,248	13.8%	0
5101 Contrib. to Premises Provision	0	0	0	33,125	33,125	0	33,125		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	33,125	33,125	0	33,125	0	0	100.0%	0
Net Income over Expenditure	(4,822)	(5,034)	(213)	(16,405)	(14,747)	1,658	(63,244)				
<u>208 Land & Property - Other</u>											
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	0	325	325	0	650	650	3,900		3,900	0.0%	
4103 Maintenance Contracts	0	100	100	0	200	200	1,200		1,200	0.0%	
4111 Energy Costs	43	65	22	85	130	45	780		695	10.8%	
4131 Rates	0	0	0	3,668	3,706	38	3,706		38	99.0%	
4141 Water Services	142	270	128	294	540	246	3,240		2,946	9.1%	
4151 Fixtures & Fittings	0	0	0	0	250	250	1,000		1,000	0.0%	
4161 Cleaning	29	0	(29)	29	0	(29)	14,040		14,011	0.2%	
4171 Grounds Maintenance Costs	0	400	400	0	800	800	5,000		5,000	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	213	1,160	947	4,075	6,276	2,201	36,226	0	32,151	11.2%	0

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(213)</u>	<u>(1,160)</u>	<u>(947)</u>	<u>(8,575)</u>	<u>(10,776)</u>	<u>(2,201)</u>	<u>(40,726)</u>				
Grand Totals:- Income	4,139	13,760	9,621	417,716	432,053	14,338	934,306			44.7%	
Expenditure	60,300	73,011	12,711	224,279	251,956	27,677	934,306	0	710,027	24.0%	
Net Income over Expenditure	<u>(56,161)</u>	<u>(59,251)</u>	<u>(3,090)</u>	<u>193,437</u>	<u>180,097</u>	<u>(13,340)</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(56,161)</u>			<u>193,437</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 107-9 High Street</u>											
4101 Repair/Alteration of Buildings	3,824	0	(3,824)	7,568	0	(7,568)	0		(7,568)	0.0%	
4111 Energy Costs	78	0	(78)	174	0	(174)	0		(174)	0.0%	
4323 Telephones	28	0	(28)	55	0	(55)	0		(55)	0.0%	
107-9 High Street :- Indirect Expenditure	<u>3,929</u>	<u>0</u>	<u>(3,929)</u>	<u>7,797</u>	<u>0</u>	<u>(7,797)</u>	<u>0</u>	<u>0</u>	<u>(7,797)</u>		<u>0</u>
Net Expenditure	<u>(3,929)</u>	<u>0</u>	<u>3,929</u>	<u>(7,797)</u>	<u>0</u>	<u>7,797</u>	<u>0</u>				
Grand Totals:- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	3,929	0	(3,929)	7,797	0	(7,797)	0	0	(7,797)	0.0%	
Net Income over Expenditure	<u>(3,929)</u>	<u>0</u>	<u>3,929</u>	<u>(7,797)</u>	<u>0</u>	<u>7,797</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(3,929)</u>			<u>(7,797)</u>							

9. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting.	Quarterly	July 2020
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18).	2 yearly	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Two yearly	May 2020
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2020
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 Item on this Agenda	Quarterly	March 2020
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019 <ul style="list-style-type: none"> · Initial Works Notice served · Approved Building Control Inspectors appointed · Pre-Occupancy Fire Risk Assessment ongoing · Fire Detection System Design agreed · Intruder Alarm Design agreed · Listed Building Consent Condition 2 met · Works schedule attached · Site shut during lockdown, recovery issues relating to staff capacity and availability of trades and materials, limited works have resumed 	Per Meeting	April 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	Town Clerk	297-18	<p>GTC website compliance with the regulations:</p> <ul style="list-style-type: none"> · Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website www.godalming-tc.gov.uk; · the cost of an accessibility audit and the proposed funding cost centre be brought to this Committee for authorisation prior to any work being undertaken; and · the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations · Support Services Executive has undertaken training on Website accessibility and is working through GTC website to resolve issues 	<p>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	23 Sep 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
St Mark's Community Initiative Group	Cllr Ashworth		Report provided	05/03/20	
Godalming Together CIC	Cllr Welland		Report provided	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report deferred until further notice	16/04/20	
District Scout Council	Cllr Crooks		Report deferred until further notice	16/04/20	
Waverley Citizens' Advice	Cllr Steel		Report deferred from 17 October 2019 until 16 April 2020. Deferred until further notice	16/04/20	
SALC	Cllr Cosser		Report deferred from meeting on 5 March 2020 to 16 April 2020; deferred until further notice	16/04/20	
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020; deferred until further notice	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report deferred from 22 May 2019 to 25 June 2020; deferred until further notice	25/06/20	
Farncombe Day Centre	Cllr Hullah		Report deferred from 22 May 2019. Report expected 30 July 2020	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019. Report expected 30 July 2020	30/07/20	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 3 September 2020	03/09/20	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 3 September 2020	03/09/20	
Sport Godalming	Cllr Adam		Report expected 15 October 2020	15/10/20	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 15 October 2020	15/10/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 26 November 2020	26/11/20	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report expected 26 November 2020	26/11/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 17 December 2020	17/12/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 17 December 2020	17/12/20	
Godalming Together CIC	Cllr Welland		Report expected 28 January 2021	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report expected 28 January 2021	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report expected 11 March 2021	11/03/21	
SALC	Cllr Cosser		Report expected 11 March 2021	11/03/21	
Waverley Cycle Forum	Cllr Crooks		Report expected 22 April 2021	22/04/21	
District Scout Council	Cllr Crooks		Report expected 22 April 2021	22/04/21	
Godalming Park Run Group	Cllr Duce		Report expected*		
Fairtrade Steering Group	Cllr Wardell		Report expected*		
Farncombe Day Centre	Cllr Hullah		Report expected*		
St Mark's Community Centre Management Committee	Cllr Ashworth		Report expected*		

*Dates to be set when Meeting Schedule 2021/22 is agreed.

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

Event	Date
Annual Town Meeting	Thursday, 19 March 2020 – Cancelled
Spring Festival – Spring into Godalming	Saturday, 4 April 2020 – Cancelled
Churches Together Easter Procession	Friday, 10 April 2020 – Cancelled
Annual Council/Mayor Making	Wednesday, 6 May 2020 – Cancelled
VE 75 th Day Commemorations	Friday, 8 May 2020 – Cancelled
Duck Race	Saturday, 9 May 2020 – Cancelled
VE 75 th Commemorations	Sunday, 10 May 2020 – Cancelled
Godalming Run	Sunday, 17 May 2020 – Cancelled
Godalming Town Show & Carnival	Saturday, 6 June 2020 – Cancelled
Godalming Summer Food Festival	Saturday, 5 July 2020 – Cancelled
Staycation	Saturday, 1 – Sunday, 9 August 2020 – Cancelled
Remembrance Sunday	Sunday, 8 November 2020
Godalming Christmas Festival & Lights Switch-on	Saturday, 28 November 2020
Farncombe Christmas Lights Switch-on	Friday, 4 December 2020
Churches Together Christmas Event	Saturday, 12 December 2020
Godalming Pop-Up Saturday – Second Saturday of each month	Saturday, 9 January 2021
Mayor's Pancake Races	Tuesday, 16 February 2021 – Not running as during Half Term
Farmers' Market – Last Saturday of each month Feb-Dec (except Nov)	Saturday, 27 February 2021

RECEIVED

20 FEB 2020

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation 1254 (GODALMING) A/C
2. Contact Name, Address and Telephone Number Bill Poulton
A/C HUL HALLAM ROAD GODALMING GU7 3HW
07947 300160
3. Details of Organisation; is it
 - a) A Charity?
 - b) ~~A Trust?~~
 - c) ~~A Private Limited Company?~~
 - d) Affiliated to any National Body?
 - e) ~~Any other official registration?~~
4. What are the aims and objectives of the Organisation? TO PROMOTE AMONGST
YOUNG PEOPLE AN INTEREST IN AVIATION
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
No
6. Please state size of membership and annual subscription levels of Organisation. _____
45 CADETS PAYING £99 PER YEAR
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
WE DO NOT HAVE ANNUAL ACCOUNTS BU!
HAVE ENCLOSED OUR RETURN TO HQ AND
ISAM STATEMENTS

RECEIVED

20 FEB 2020

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TO PURCHASE 30 10" TABLETS SO CADET CAN TAKE EXAMS AND FURTHER THEMSELVES

b) Specify

- Total Estimated Cost £2970.00
- Amount already available £ -
- Amount expected to be available at commencement £ -
- Dates scheduled to commence and finish 1/5/20 FOR BOY'S

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
N/A		

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 2,970

b) Whether you have received a previous grant from the Town Council

- Amount £ 2500
- Date FEB 19
- Project CHAIRS

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

ALL OUR CADETS LIVE IN GODALMING

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed [Signature] Date 18/2/20

Capacity in which signed OFFICER COMMANDER

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

RECEIVED
28 FEB 2020

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation SAINTE PETER AND SAINT PAUL SCOUT GROUP

2. Contact Name, Address and Telephone Number SIMON WHITE - CHAIR
GARTH VIEW, 10 NIGHTINGALE RD, GODALMING,
SURREY, GU7 3AA ; 07740 740984, 01483 419914

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? TO PROMOTE THE
DEVELOPMENT OF YOUNG PEOPLE IN ACHIEVING THEIR FULL
PHYSICAL, INTELLECTUAL, SOCIAL AND SPIRITUAL POTENTIAL AS
INDIVIDUALS AND RESPONSIBLE CITIZENS

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

NO

6. Please state size of membership and annual subscription levels of Organisation. _____

19,172 (FY 18-19) ; GIVEN TO MEMBERS (BEAVERS, CUBS, SCOUTS)

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

SEE REPORT

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

LEGAL COSTS ASSOCIATED WITH FINALIZING A LEASE WITH THE
THACKERAY TURNER TRUST FOR USE OF THE SCOUT HUT
ON CHARPOTER HOUSE RD, GODALMING.

- b) Specify
- Total Estimated Cost £ 2,100
 - Amount already available £ 250
 - Amount expected to be available at commencement £ 250
 - Dates scheduled to commence and finish MAY 2020

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
SCOUT ASSOCIATION DISTRICT	£500	£250 (AS ABOVE)

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1,850

b) Whether you have received a previous grant from the Town Council

- Amount £ NOT THAT IS AN AWARD
- Date
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

CERTAINTY OVER TENURE WILL ALLOW THE GROUP TO
RAISE FUNDS FOR MUCH NEEDED IMPROVEMENTS TO THE
SCOUT HUT FOR THE BENEFIT OF THE GROUP AND COMMUNITY

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed S V White Date 26/2/2020

Capacity in which signed CHAIR

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

GRANT APPLICATION – BACKGROUND INFORMATION

Saint Peter & Saint Paul Scout Group (SSPP) have used the Scout hut on Charterhouse Hill since 1921. As far as we are aware this has always been on an exclusive basis, certainly the case in living memory. However there has never been a formal agreement with the owner, The Thackeray Turner Trust (TTT), governing use, rights and obligations. That said, SSPP continues to maintain, insure, clean and make secure the building at its own cost. A lack of formal agreement has never been ideal but of late has particularly hindered the obtaining of grants as are required to address the significant structural deficiencies existing in the Victorian (front) section of the building. It should be noted that TTT has no income or other assets that could be used for this purpose. To this end the SSPP trustees have been working with representatives of TTT to agree the terms of a lease. As part of this process it has been necessary for both parties to obtain legal advice. In the case of SSPP this was obtained pro-bono, but for TTT this was on a commercial basis with local solicitors at a cost of £1,500. As TTT has no assets of its own, this cost will have to be borne by SSPP. Additionally, it has been necessary to pay a fee of £600 to the Scout Association Trust Company to act as signatory on behalf of SSPP. To date the Scout District has offered £250 towards these expenses. This application is to request a grant to the amount of the remaining £1,850 as necessary to complete the process of finalizing the lease. It should be noted that the terms of the lease are now agreed by both parties.

Simon White

Chair SSPP

RECEIVED

13 MAR 2020

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation ST MARKS COMMUNITY CENTRE

2. Contact Name, Address and Telephone Number MRS KAREN MILTON
ST. MARK'S CHURCH / COMMUNITY CENTRE
FRANKLYN ROAD GODALMING GU7 2LD
01483 418741

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? INCLUSION AND
COHESION OF OUR LOCAL COMMUNITY

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

NO

6. Please state size of membership and annual subscription levels of Organisation. _____

NO MEMBERSHIP WE ARE OPEN TO ALL

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation) } INCLUDED IN ACCOUNTS.
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

THROUGH FUNDING WE RECEIVED FROM THE
HEALTH LOTTERY WE HAVE BEEN DOING NEW ACTIVITIES IN
THE HOPE THEY WILL CONTINUE AFTER THE FUNDING FINISHED.
CHAIR YOGA - WALKS - CHILDREN'S CRAFT - OUTINGS
SUPPER / LUNCH EVENTS. - THE FUNDING ONLY INCLUDED
ONE SIDE OF OUR 2 ESTATES - WE WANT TOTAL
INCLUSION SO THIS WASNT REALLY FOR US BUT WE
CAN NOW OPEN UP THESE TASTER CLASSES TO OUR
WIDER COMMUNITY AS THE LOTTERY FUNDING HAS ENDED.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TO REPLACE OUR FOLDING CHAIRS AND
CHAIR TROLLEY

- b) Specify
- Total Estimated Cost
 - Amount already available
 - Amount expected to be available at commencement
 - Dates scheduled to commence and finish

£ 362.20 chairs
£ 90 Trolley
£ 100 APPROX
£ 500 +
WHEN IT HAPPENS.

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

GODALMING TC PAID FOR OUR NEW NOTICE BOARD 2 YEARS AGO BUT NOT THROUGH A GRANT.

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 450

b) Whether you have received a previous grant from the Town Council

- Amount £
- Date
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

WE USE THE BUILDING FOR MANY COMMUNITY
PROJECTS - IN ORDER TO USE THE FULL CAPACITY
WE NEED SAFE FURNITURE

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed K. [Signature] Date 11-9-20

Capacity in which signed CENTRE CO-ORDINATOR

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

PROGRAMME 2019-2023

PURPOSE

This document sets out for Members, Staff and the Community how the Town Council will work to achieve its objectives set out in the Neighbourhood Plan in the best interests of all who live and work in the town, and all who use the Town Council's services. It provides direction and focus for future Council strategies, projects and business plans and will help guide the Town Council in setting its budget. It will provide a basis on which to monitor the performance of the Council and will be regularly reviewed and updated as priorities and projects change.

SCOPE

- This document sets out a high level programme of Council activities to meet the broad aims and objectives set out in the 2019 Godalming and Farncombe Neighbourhood Plan for the administrative period 2019-2023.
- It will underpin development of the Council's 2019-2023 business plan.
- Further work will set out in more detail the Council's annual work programme of activities for the period from June 2019 to March 2020 with programmes for subsequent years to be developed on a rolling basis.
- A Delivery Plan will be prepared to provide for each activity in the work programme in detail for the year ahead and more broadly for subsequent years:
 - detailed objectives, accountabilities and target dates;
 - high level metrics to track progress and achievement;
 - Key enablers and dependencies; and
 - Key risks.
- These delivery plans will guide the work of the Council each year and enable progress to be tracked pragmatically against our objectives.

RELATIONSHIP TO OTHER DOCUMENTS

<p><u>Godalming & Farncombe Neighbourhood Plan</u></p>	<p>The Neighbourhood Plan provides a broad context for the Town Council's Aims & Objectives. As it has been extensively consulted upon, and democratically endorsed in the referendum of 9 July, it provides a solid framework and reference point for the development of the Programme document, which should be consistent with it.</p>
<p><u>GTC Business Plan to 2023</u></p> <ul style="list-style-type: none"> • SMART objectives • timetable • accountability/responsibility • dependencies • resources • risks 	<p>In parallel with the development and agreement of the Aims & Objectives Document, Members will work closely with Council Staff to develop a detailed multi-year business plan which will guide both Members and Council Staff's work and provide a basis for budgeting.</p>

<u>GTC Annual Budget</u>	The Aims & Objectives Document sets out what the Council intends to achieve over the next few years, therefore, providing important input into the development of annual budgets, largely via the GTC Business Plan to 2023.
<u>Council's Annual Delivery Plans</u>	While all documents mentioned in this section will be available to the public, it will be important to translate the aims and objectives into a set of easily understood commitments which will be presented to the public in an attractive, easy to understand and informative manner.
<u>Council Accountability</u>	The Aims & Objectives Document is an important factor in ensuring that the public understand what commitments the Council is making and how and when it intends to deliver them; to ensure that the Council can be properly and effectively accountable to those who work and live in the Town.

CONTEXT

Neighbourhood Plan – Vision for Godalming and Farncombe:

'In 2032, Godalming and Farncombe has successfully retained its distinctive historic feel whilst sustainable growth has enabled it to address the challenges that its people have faced.

The historic core of the town has been protected and the increased footfall in the town has helped to retain the vitality of its shops and services. High quality external finishes to new shopfronts and signage have helped to give the community back its High Street that is distinctly 'Godalming'.

The increased footfall has been helped by a recognition that the car has been choking a town unable to resolve its congestion by providing new roads. Instead, pavements, footways and cycle paths have been created and improved along key routes so now more people leave the car at home and instead come to shop, take their children to school or go to work on foot, by bicycle or by bus (including school buses).

Whilst traditional employment has fallen in Godalming and Farncombe, the highly skilled population has taken the opportunity created by the development of more modern workspaces. Small-scale, flexible workspaces and co-working hubs have been developed across the area which have encouraged a growing entrepreneurial spirit and the development of new companies which can share space and network. This has been complemented by the roll-out of faster broadband. Godalming and Farncombe have adapted in order to remain competitive.

This has all helped to encourage more young people with families to live in Godalming. This has been assisted by family housing being freed up by older people who have been able to move into newly built housing and facilities that are specifically designed to address their needs. Whilst this development has been modern in its thinking, it has been designed to be in keeping with the character of the area in which it sits; innovation in design is encouraged but in a way that still means new buildings sit comfortably within their surroundings.

The growing population has not been to the detriment of Godalming and Farncombe's environment or infrastructure. Existing community facilities have been protected and new facilities delivered alongside growth. Equally, new development has protected and enhanced the high quality natural environment which defines the setting of the town and has been designed to maximise sustainability. Godalming and Farncombe has grown, but not at the expense of the environment or the health and wellbeing of its people.'

Ref:Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 16

Godalming & Farncombe Neighbourhood Plan Objectives

Housing

- To address the housing and social care needs of the population of Godalming and Farncombe.

Transport

- To increase walking and cycling as alternatives to the private car.
- To improve public transport networks and availability.
- To address parking problems, particularly at Godalming and Farncombe stations.

Economy

- To provide modern, flexible employment space for start-ups and growing micro-businesses.
- To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality.

Community and Infrastructure

- To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town.

Heritage and Design

- To ensure that development respects the character of the area.
- To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area.

Environment

- To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits.
- To ensure development enhances the potential for local flora and fauna to thrive.
- To ensure that development is sustainable, particularly in its use of water and energy.
- To ensure development minimises air pollution and removes the need for Air Quality Management Areas.

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 17

GODALMING TOWN COUNCIL PROGRAMME 2019-2023

This document sets out the Town Council's Programme for the period 2019-2023. It is focused on delivering the Neighbourhood Plan objectives. However, the Council has to undertake activities that go beyond the scope of the Neighbourhood Plan. The Neighbourhood Plan sets out how the community vision (see above) will be realised through planning and controlling land use and development change over the plan period 2017 to 2032. These form one part of this programme document, other objectives have been added to reflect the full range of Council work.

	Completed
	No known problems hindering progress
	Minor concerns or known issues which may impede progress
	Major problems putting completion at significant risk
	Abandoned / failed
	No accountability yet assigned

GTC Objective	Status	Plan implementation Date	Notes
Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport)			
Activities			
Establish GTC Environment & Planning Committee.		Jan 2020	Agreed by FC 26 Sept
Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions, including an earlier target of 2025 for all scope 1 and 2 emissions.		Jan 2025 / 2030	Commitment made by GTC 25 July 2019
Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint.		Annual	Next Audit due May 2020 for period 2018/19
Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming.		25 July 2019	2019/20 funded from Emerging projects fund 2020 onwards as base budget item
Establish criteria for the award of environmental grants.		March 2020	Adopted by FC 23 April 2020
Establish the protocols for reporting environmental implications of recommendations in Officer reports alongside legal, financial and equality implications. Where appropriate these will include the impact of recommendations on CO ² emissions as well as any other relevant environmental factors.		TBC	To be included as on E&P work programme
Seek ways to facilitate and encourage our community to reduce direct and indirect CO ² emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate.		TBC	To be included as on E&P work programme

Take active steps where possible to encourage: a) increased use of sustainable transport; b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this; c) organisations undertaking construction and building works to adopt sustainable building practices and to provide sustainable developments that minimise carbon emissions; d) development and use of renewable energy sources; e) production, sale and consumption of locally sourced and sustainably produced food; f) adoption of wildlife friendly land and water management practices; g) any other sustainable methods and steps for achieving the Neighbourhood Plan objectives.		TBC	To be included as on E&P work programme
Develop, adopt, maintain and review annually a Carbon Reduction Plan.		Annual	Next Audit due May 2020 for period 2018/19
Improve public participation in planning.		Ongoing	Formation of E&P committee and Council Listening Events
Where practicable, work with WBC to develop, maintain and run social housing.	GBoyle AM Rosoman		
Support Waverley Borough Council in improving the provision of affordable housing.	GBoyle AM Rosoman		
Oppose development of fossil fuel mineral extraction.	S Williams		
Discourage single use plastics and promote deposit schemes for plastic bottles.		Ongoing	GTC resolved to support the Godalming Plastic Free Campaign
Protect natural habitats and biodiversity.		Ongoing	Management of green spaces, limited use of pesticides and herbicides
Where practicable provide support for rewilding projects.		Ongoing	JBC rewilding at Eashing Cemetery, rewilding of grass verges i.e Wharf Nursery/Flambards Way
Promote strategies for reducing and reusing materials as much as recycling.	J Purvis		

Provide an information hub to promote understanding of individuals' and communities' impacts on climate change.		Ongoing	Planned information point at 'new' GTC offices
Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities.		Ongoing	GTC work with Godalming Cycling Campaign, SCC and other partners regarding cycling environment
To provide, maintain and operate public drinking water fountains/bottle refill points.			1 st water foundation approved by Council 5 Sept, installation delayed by Covid
Work with local organisations to promote the transfer from incandescent lighting to LED lighting systems and where appropriate provide LED lamps for vulnerable members of the community.		Ongoing	Discussions with CAW and other Community Groups for volunteer base to promote
Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives.		Ongoing	GTC Staff to be utilised where appropriate and within resource
Community Safety			
Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime.		Ongoing	ASB meeting held at Farncombe, GTC working with Police and other agencies to identify issues and investigate preventative measures
Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school.	R Ashworth J Purvis A Adam		
Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.	R Ashworth Bob Crooks		
Youth Provision			

Promote engagement with voluntary and statutory providers of youth services to determine how the Council can support increased provision and access to youth provision, support and services within Godalming.		Ongoing	Youth Provision Working Group established, working with local stakeholders to identify practice and sustainable areas which GTC can assist.
Develop and support youth engagement in the democratic process.	A Duce		Actions to be determined by outcomes of Youth Provision Working Group
Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.	A Duce S Williams		Actions to be determined by outcomes of Youth Provision Working Group
Support Local Business			
Work with local business organisations, Waverley Borough Council, the Godalming and District Chamber of Commerce and other organisations to promote Godalming as a retail and business centre.		Established and ongoing	GTC work with the Chamber of Commerce and WBC economic development team to promote Godalming and Farncombe.
Work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.		Established and ongoing	GTC supports a full programme of Community events both annual and individual national celebratory events. Farmers Markets, Friday Pop-Up, Saturday Pop-Up (Vegan), Remembrance Day Parade, Godalming Christmas Festival & Lights Switch On, Santa Grotto, Farncombe Christmas Lights, Town Day, Spring Festival, Godalming Community Run, St John's Spring Fair, The Town Show, The Spring Festival, The Food Festival, Staycation and for 2020 the VE75 Commemorations
Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers.	S Wardell		

Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town.			Article 4 Direction Order Made April 2020
Work with local business organisations and other stakeholders; promote sustainable and regenerative business models.	J Purvis		
Equality, Diversity, Inclusion, Health and Wellbeing			
The Council is fully committed to the elimination of unlawful and unfair discrimination and will endeavour to support all groups within our community.		Ongoing	GTC adopts and implements policies to ensure equality of access to its services and facilities and that all people within our community are treated equally.
Work with stakeholder groups to support the establishment of the Godalming Parkrun.		Ongoing	GTC passed a motion in support of the ParkRun, has lobbied WBC on behalf of the ParkRun Startup Group and demonstrated the viability of the Broadwater ParkRun route during Staycation 2019.
Support groups, organisations and projects aimed at reducing loneliness and isolation within our community including specific support for those living with or supporting others with mental health issues.		Ongoing	GTC supports the work of the CAW and Farncombe Day Centre through the provision SLA's, provides Grant Aid in Kind for the Godalming Good Neighbours Scheme and supports mental health organisations through provision of its community spaces.
Work with local organisations to support and promote events and activities that inform and engage residents in creating a sense of community, safe spaces, openness and accessibility for all residents and visitors.		Ongoing	GTC supports the work of local charities such as the Cellar Café, The Godalming Dementia Action Alliance and Day Centres

Community Engagement			
Relocation of Godalming Town Council administrative offices to more suitable premises that will enable full access to Council services by all members of our community.		Ongoing	Planned for 1 April 2020
Support monthly Council Consultation & Listening Events.		Ongoing	1 st event held 21 September
Use “listening exercises” to support consultation for key issues.		Ongoing	Listening events established, key issues to be identified
Engagement with residents via traditional and social media.		Ongoing	As per GTC Press, Communications and Community Engagement Policies
Actively disseminate information on Councillor attendance, voting record etc.		Ongoing	Members attendance recorded and published on GTC Website GTC Standing Orders state voting is by show of hands unless a recorded vote is requested by a Member. Outcomes of votes and recorded votes are detailed in the official minutes of the Council
Establish a large Town Hall Meeting once a year.		Ongoing	GTC required by the LGA 1972 to hold an annual meeting of the parish. The LGA states restrictions on the timing of the meeting but not of its format.
Engage residents in developing priorities for how to spend Community Infrastructure Levy funds.	Chair, Planning & Environment Committee		
Council Staffing			
Recruit Direct Work Force to reduce and eventually replace use of contractors.		01 Oct 2019	GTC direct maintenance work force recruited, areas identified for specialist contractors, i.e gas

			safety inspections and electrical installations.
Provide appropriate staffing resource to meet the aims and objectives of the Council.		Ongoing	GTC currently resourced to requirement, requirement to be monitored and reviewed as necessary.
Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme.		Ongoing	Training commitment set out in Council's Training Statement of Intent.

12. COMMUNITY STORE WORKING GROUP – 1ST STAGE REPORT – 25 JUNE 2020

1. Introduction

- 1.1. On the 16 March 2020, HM Government announced guidance measures to reduce the spread of COVID-19 within the community, subsequent to the guidance parliament introduced the Coronavirus Act 2020. The effect of these measures was to 'lockdown' large sections of the economy, which despite mitigation measures, resulted in a significant and rapid increase in redundancies and layoffs (with and without furlough support) for full time and part-time employees. Additionally, the 'locking down' of the economy resulted in a significant or total loss of income for many workers on zero hours contracts and the self-employed (financial support for these groups was subsequently introduced).
- 1.2. The sudden change in income effected all strata of society, many of whom would not have considered themselves financially or economically vulnerable. Undoubtedly, many have been able to manage the situation and reduce household expenditure through a range of support options such as mortgage and debt repayment deferrals, use of savings etc. However, there are others, particularly those who were already in low paid occupations and/or living in rented accommodation, for whom the ability to reduce expenditure is more challenging.
- 1.3. These and many other issues associated with the effects of the Coronavirus pandemic were quickly recognised and resulted in the formation of the Godalming & Farncombe Community Coronavirus Assistance Group. This resident-led group, which reached 2,500 on-line supporters, offered local practical support via social media contacts, including the collection, from the homes of individual residents, of donations in support of the St Marks Food Bank.

2. St Marks Food Bank

- 2.1 The Godalming Food Bank, based at St Marks Community Centre, Franklyn Road, Godalming, was established in its current form approximately 13 years ago and is managed by the St Marks Community Centre Manager under the community centre management team, with the financial accounts being managed by the treasurer of the parish church of St Peter & St Paul, Godalming.
- 2.2 St Marks Community Centre is unique in that the building, which opened in 1934, has dual functions, one being a community centre supporting a variety of groups and activities, with the other being an Anglican church linked to the Godalming parish church of St Peter & St Paul.
- 2.3 St Marks Food Bank has links with the Godalming branch of Waitrose which supports the food bank with donations provided by customers. Additional donations, including financial contributions, are provided by local churches and private individuals. However, it is probably fair to say that St Marks, and especially the Centre Manager, have always had to work hard in order to maintain a sufficient level of incoming donations to meet the outgoing demand.
- 2.4 The challenge of supply against potential demand had inevitably meant that the food bank has to operate to a needs-based criterion in order to be able to support the most vulnerable. This requirement includes operating on a referral-based system from social services, Citizen's Advice Waverley (CAW) the police service, schools, medical practices and church organisations. Additionally, the number of days of available food support and the range and variety of the available food parcels is dependent upon the levels of incoming donations, but are generally between 3 and 5 days' of emergency food support.

- 2.5 Pre-Coronavirus lockdown, the Godalming Food Bank operated between 10am and 2pm Mon-Wed. However, to cover periods when the food bank was closed, it provided emergency food parcels to the CAW for distribution by that organisation and also used the Godalming Baptist Church in Queen Street as a secondary collection point. Additionally, when required, food parcels would be delivered by volunteers. (NB. Due to the closure of the CAW and Baptist Church these distribution points are currently unavailable. In response to increased demand, the Food Bank's operating times have been extended to include Thursday 11am-1.30pm.)

3. Coronavirus – Meeting the Challenge of Local Food Security

- 3.1 On the 12 March 2020, in response to reports emanating from Lombardy in Italy, the Godalming & Farncombe Community Coronavirus Assistance Group was established as an online group to provide support and assistance to the local community.
- 3.2 From the very first, the Coronavirus Assistance Group (CAG) engaged with the Godalming Food Bank at St Marks and organised collections of the many offers of donations being made online. Very quickly, it became evident to the CAG that the model of collecting donations in a social distancing manner from individual donors was more than the group were able to manage.
- 3.3 The CAG approached Godalming Town Council to explore the potential for a joint endeavour to arrange collection of donations for the Godalming Food Bank and shortly thereafter the first 'Trolley Tuesday' was established on 14 April.
- 3.4 Supported by the Godalming branch of Waitrose, who loaned the use of the shopping trollies, Trolley Tuesday sees Godalming Town Council placing shopping trolleys at various locations between specific times to provide residents with an easy way to be able to make donations to the Food Bank.
- 3.5 During the week 13-17 April, the level of concern amongst the CAG and Council Members relating to food security and anxiety within the community was increasing. The range of concerns included those who had suffered an unexpected and sudden loss of income, those experiencing delays in accessing the benefit system, including Universal Credit, and those households experiencing food poverty where children would, in normal times, have received free school meals.
- 3.6 With residents experiencing such difficult circumstances the need for additional support to supplement the work of the St Marks Food Bank became apparent, as did the limitations imposed by the referral criteria for support from the Godalming Food Bank.

4. Godalming & Villages Community Store

- 4.1 In discussion with the Mayor, Leader of the Council, Political Group Leaders and representatives of the CAG, the Godalming & Villages Community Store was opened at the Wilfrid Noyce Centre on Monday, 20 April.
- 4.2 The opening of the Community Store was intended to be an additional facility in support of the St Marks Food Bank. However, the criterion for use of the Community Store was set wider than that necessitated by the St Marks Food Bank.
- 4.3 The initial raison d'être of the Community Store was to relieve the level of anxiety and stress experienced by those finding themselves in difficult circumstances, some of whom might find it difficult to come to terms with their situation and would find the referral process to the Food Bank a barrier to seeking food security. As such the criteria for accessing the Community Store and the mode of operating were set differently to that of the St Marks Food Bank, with the Community Store being promoted online in the following manner:

'Godalming Town Council has collaborated with the Farncombe & Godalming Coronavirus Assistance Group and the St Mark's Food Bank to open the Godalming & Villages Community Store.

If you've become unemployed, furloughed or are waiting for Universal Credit this is likely to be a worrying time for you. You may never have thought you would need a food bank or similar and for some this will be difficult to come to terms with. The Community Store is about the community supporting its friends and neighbours during these unprecedented and difficult times.

The Community Store can assist with free basic food, personal hygiene, sanitary and domestic cleaning items. The Community Fridge within the Store can also offer fresh produce as well as some frozen produce too.

The Community Store is a temporary measure during the current coronavirus pandemic to supplementing the work of the St Mark's Foodbank. The Community Store is open Monday-Friday 10.30am-12.30pm (excluding Bank Holidays).

HOW TO VISIT THE COMMUNITY STORE

If you, or someone you know, is in need of support please either call the Town Council on 01483 523575 (Monday-Friday excluding Bank Holidays) or by email office@godalming-tc.gov.uk

When you contact us, you will be given a time slot to visit the store, this is to protect both yourself and the volunteers working at the Community Store. Please mention at the time of your call/email if you are shielding or self-isolating.

If you are unable to pick up from the Store, please call St Mark's Food Bank on 01483 418741 Monday-Wednesday 10.00am-2.00pm/Thursday 11.00am-1.30pm.'

- 4.4 Since its launch on 20 April, the Community Store has supported St Marks Food Bank by providing items requested to St Marks, and has also provided items to the Farncombe Day Centre for either use within the Day Centre kitchen for the Community Meal Service, or for distributing as supplementary items to Day Centre clients.
- 4.5 There is little doubt that the Godalming & Villages Community Store has provided an important service to the community during the coronavirus pandemic. As a snap shot of provision during the first 8 weeks of operating (Monday, 20 April 2020 – Friday, 12 June 2020) 7430 days'-worth of food and hygiene products had been provided to 53 households.
5. **Future of the Community Store – Options to Alleviate Household Food Insecurity & Anxiety**
 - 5.1 At the meeting of the Policy & Management Committee of Godalming Town Council held on 26 May 2020, Members of the Committee acknowledged that the Godalming & Villages Community Store had provided substantial support to the community. However, the Committee also recognised that as the national and local response, along with associated guidance and support packages are amended, existing and future arrangements surrounding food anxiety and security would need to be considered.
 - 5.2 In order to determine the future of the Community Store and role (if any) of Godalming Town Council in the alleviation of household food insecurity and anxiety, along with the provision of a food bank within the community, Members agreed to the formation of a working group to explore options and make appropriate recommendations to the Council.

6. Community Store Working Group – Terms of Reference

6.1 The Community Store Working Group was tasked with exploring issues and making recommendations within the following terms of reference:

Objectives:

1. To support the provision of food and other essentials to residents of Godalming & Villages during the current Coronavirus pandemic and economic impact.
2. To identify issues and make recommendations to Godalming Town Council regarding the sustainability of the current model of the Godalming & Villages Community Store to ensure 1 above is achieved, including:
 - a. the duration of requirement of current model;
 - b. ability of existing organisations to meet ongoing requirement;
 - c. identifying any required additional support for existing organisations to meet demand;
 - d. re-organisation of the Godalming & Villages Community Store to enable use of the Caudle Hall; and
 - e. options to re-locate the Godalming & Villages Community Store to support the full re-opening of Wilfrid Noyce Centre.
3. To determine sustainable, medium to long term, model for relief of food anxiety and security in Godalming (and surrounding villages – TBC).
 - a. Identification of sustainable model, including:
 - i. lead organisation;
 - ii. consolidation of existing provision;
 - iii. financial sustainability;
 - iv. structure – external linkage – Trussel Trust;
 - v. supply lines – donations, FareShare etc.; and
 - vi. location.
4. Linkage to external organisations:
 - a. Citizens Advice Waverley – situation support to ensure temporary issues do not become entrenched; and
 - b. charitable sector – Community Foundation for Surrey. Rotary RIBI – Local Volunteers.

Membership:

4 x GTC Councillors
1 x GTC Officer

Invited Representatives from:

Godalming & Farncombe Coronavirus Support Group
Churches Together in Godalming & District
St Marks' Food Bank
Citizens' Advice Waverley
Witley Parish Councillor - TBC

Immediate Action:

Convene (virtual) meeting to list and delegate tasks and decide on the way forward.

Geographic Scope:

Primary: Godalming Town Council area (the five wards).

Secondary: St Marks' area of present provision (i.e. some extension into Witley Parish area with their consent/involvement).

7. Working Group Considerations – 27 May 2020

- 7.1. The Community Store Working Group met on 27 May 2020 and was briefed on the background and current operating models of both St Marks Food Bank and the Godalming & Villages Community Store.
- 7.2. The Working Group noted that it had not been a priority to establish why households have needed to use the Community Store as it was felt more important at that time to give food security to the households.
- 7.3. Members acknowledged that going forward, in order to achieve a sustainable structure, a criteria would be required to ensure that support is being provided to those who are in most need. However, the Working Group accepted that the introduction of an access criteria would need to be introduced gradually and sensitively.
- 7.4. In setting a criteria the Working Group considered that the provision of food security is but one element in a wider requirement and that a holistic approach is required that supports a transition from an immediate need to access a food bank to a longer-term, sustainable support system. The Working Group considered that advice should be sought for the establishing of a criteria and the linking of Community Store clients to wider support and that Citizens' Advice Waverley are best placed to be able to offer the envisaged wider help and assistance.
- 7.5. The Working Group considered whether two organisations, St Marks Food Bank and the Community Store, supporting food security is necessary or whether a single organisation could be established as a long term, sustainable option.
- 7.6. Members recognised that St Marks is well established, however it seemed apparent that the scope of support by the foodbank (emergency support of 3 to 5 days) is different to that of the Community Store, which is more about supporting a change of circumstance.
- 7.7. Members considered whether it may be useful to work with an organisation such as The Trussel Trust which is one of the largest poverty alleviation organisations in the country. However, Members felt further information was required before further considerations are undertaken.
- 7.8. In looking at the future sustainability of an organisation within Godalming to provide food security, the Working Group considered whether the Council could support a correctly structured group in different ways other than Officer time and buildings.
- 7.9. The Working Group acknowledged the difficulties of retaining the Community Store at the Wilfrid Noyce Centre under its current operating structures. Whilst the Wilfrid Noyce Centre is currently restricted in its use to COVID-19 support, as the situation changes it is anticipated that government guidance will allow for the gradual reopening of community venues for their normal uses. The Working Group recognised the fact that a normally operating Wilfrid Noyce Centre supports activities for up to 800 residents a week, as well as providing a significant revenue to the Council.
- 7.10. In looking to support or work with partner organisations, the Working Group considered that a framework for governance would need to be established. Once a framework is agreed participation in the Working Group could be expanded to establish detail and tactics on

delivering the service. Some tactics suggested are establishing formal commitments from the supermarkets large or small and establishing Road Champions to collect donations from their neighbours.

- 7.11. In conclusion of the first meeting, Members agreed to contact and invite a representative from Citizens' Advice Waverley to consider how to establish a holistic supportive approach and from Churches Together in Godalming & District as a supporting partner of the St Marks Food Bank.

8. Working Group Consideration – 9 June 2020

- 8.1 The Community Store meeting of 9 June 2020 was held to meet with representatives from Citizens' Advice Waverley (CAW) and Churches Together in Godalming & District (Churches Together).
- 8.2 The Working Group considered that the increase in those who have been furloughed and those who may soon find themselves unemployed due to COVID-19 has created a situation wherein many more who are unfamiliar with deprivation may find themselves in trouble. The Working Group believed this would require a plan for the Community Store being potentially required for the remainder of the year and possibly into 2021. Additionally the Working Group believed that users of the Community Store should be encouraged to access other support and advice as appropriate to their circumstances. This being important to be able to help reduce dependence upon the Community Store or other similar food support provision.
- 8.3 In exploring options to encourage a holistic approach, the CAW stressed that the CAW did not want to be forced upon anybody but also that they had a vital function in acquainting people with their rights and with sources of assistance. Currently also they have unused advisory capacity.
- 8.4 **ACTION** – It was agreed that the Town Clerk would work with CAW and draft an Advice Sheet for users of the Community Store and also encourage them to enlist the CAW – who may well direct them elsewhere. It was also agreed that this was a delicate issue that needed sensitive handling. The Town Clerk was confident that GTC staff were more than capable of this type of sensitivity.
- 8.5 The Group Chair requested Cllr Stubbs, who was representing Churches Together, to investigate the relationship between the St Marks Food Bank and Churches Together and report the outcomes to the Group.
- 8.6 The Working Group felt this information would allow them to determine whether it would be possible to amalgamate the Community Store and St Marks into a single inclusive organisation or whether it would be necessary to maintain separate operations.
- 8.7 In conclusion, the Chair restated the objective was to present to the Council on 25 June a report that sets out initial options to sustain a system to support the alleviation of food insecurity as far into the future as necessary.

9. Working Group Consideration – 16 June 2020

- 9.1 The Community Store meeting of 16 June 2020 was primarily held to meet with representatives from St Marks Community Centre Foodbank.
- 9.2 The Working Group, having previously had sight of a briefing note regarding the operation and capacity of the St Marks Foodbank, sought clarification on a number of points from the Community Centre Management Committee representative, Mr Andrew Bolton.
- 9.3 Mr Bolton confirmed that the St Marks Foodbank was operated by the Centre Manager as the co-ordinator and local volunteers. Mr Bolton explained that the Foodbank had limited

resources and was unable to provide fresh produce and would not be able to provide a service to dozens of people.

- 9.4 The Working Group heard that the operating model of the Foodbank was significantly different than the Community Store in that the Foodbank was a provider of emergency food parcels sufficient for 3 to 5 days aimed at alleviating an immediate need and that users were generally referred by other agencies.
- 9.5 The Working Group acknowledged the importance of the Foodbank and the need for an emergency support system whilst also acknowledging that the current situation, which would potentially continue for many months, required a different support mechanism.
- 9.6 The Working Group thanked Mr Bolton for his support and assured him that GTC and the Community Store would continue to work with and support the work of the Foodbank.
- 9.7 In conclusion, the Working Group considered that, at the present time, the option to merge the operations of the St Marks Foodbank and the Community Store was not a viable or sustainable option.
- 9.8 In order to determine options for the future operation of the Community Store, the following actions were established:
- Future Funding – RFO
 - Location Options – Town Clerk
 - Supply Lines – Cllr Stubbs and Cllr Williams
- 9.9 In considering future supply lines, Cllr Stubbs was requested to seek support from local Churches and faith groups, with Cllr Williams to approach local schools. Additionally, the Working Group agreed to explore the potential for Street Champions, including the support of Members.

10. Current and Potential Future Demand

- 10.1 The output of the Community Store is reported in the number of days' worth of food security provided. This is established by multiplying the number of people in a household by 7 days for each household visit to the store, as of 20 April to 12 June 2020 the Community Store had provided 7,430 days of food security to 53 households consisting of 91 adults and 71 children.
- 10.2 The COVID-19 pandemic is a global health crisis without precedent in living memory and has triggered the most severe economic recession in nearly a century and is causing enormous damage to people's health, jobs and well-being.¹ The OECD Economic Outlook, June 2020 focuses on two equally probable scenarios – one in which a second wave of infections, with renewed lock-downs, hits before the end of 2020, and one in which another major outbreak is avoided and forecasts that the UK's GDP will reduce between 11.5% and 14% compared to the previous period. This is an unprecedented reduction the consequences of which are unknown but it is forecast that GDP will not recover to 2019 Q4 levels for at least 2 years.
- 10.3 As consequence of the reduction in GDP there will be a rise in unemployment. In the double hit scenario the unemployment rate is forecast to more than double to 10% and remain elevated throughout 2021.
- 10.4 Whilst the Working Group does not, as yet, have data for local forecasted rate of unemployment, it does consider that there will be marked increases as the June quarter date

¹ <http://www.oecd.org/economic-outlook/june-2020/>

approaches and the changes to the existing furlough scheme require employers to cover National Insurance and pension costs followed by part of the salary costs.

- 10.5 The Working Group considers that the increase in unemployment indicated above will potentially increase demand on the services of the Community Store. As such the Working Group considers that provision should remain in place for at least the next 6 months to continue supporting the alleviation of food insecurity within our community.

11. Recommendations

- 1. With the finding that an amalgamation of the Community Store and St Marks Foodbank is not currently considered feasible, the Community Store Working Group recommends that the Policy & Management Committee of Godalming Town Council approves in principle to maintain a Community Store to support the alleviation of food poverty for at least the next 6 months.**
- 2. The Community Store Working Group to bring forward further proposals to Full Council by 16 July.**

13. REPORT OF THE POLICY & MANAGEMENT YOUTH PROVISION WORKING GROUP

1. Purpose

The Youth Provision Working Group (YPWG) was formed by the Policy & Management Committee of Godalming Town Council (GTC) in response to the significant reduction of statutory provisions for Youth Services including funding for Youth Clubs and concerns expressed by The Council regarding:

- a lack of accessibility to existing provisions for the 'un-clubbed' being those youths unable to afford subscriptions to local clubs and activities;
- the perceived gap in provision of affordable food during holiday periods for those taking breakfasts/lunches provided by schools and colleges during term times, where parents are unable to afford and provide food for various reasons. There were some models of provision used elsewhere to ameliorate this problem including:
 - Powys have a 'Food and Fun' model for holidays where youths do their own cooking using school kitchens;
 - use of community fridges and food banks;
 - London-based Alice's Hearts charity provides food vouchers via an app which are redeemable from local markets and greengrocers, the model is based on a local authority funding the provision
- additional pressure on parents of having to spend money on heating during our cooler months, which in turn adds to food poverty pressure;
- apart from August when Staycation runs, there is a lack of accessible provisions during school holidays; and
- increasing anti-social behaviour by youths in the area;
 - important to deal with resident perceptions of anti-social behaviour being the norm for our young people whereas it is but a very small minority acting anti-socially, and some of those come from outside our area.

2. Context

Approximately 2,500 young people aged 11-18 year-olds live in the Godalming and Farncombe area, with an additional number commuting into Godalming to attend the sixth form college. It is this community we refer to as our youth. Although the lack of provision for this age group had been highlighted in the 2010 Healthcheck report and the 2019 Godalming & Farncombe Neighbourhood Plan, little progress has been made in addressing the situation.

A key challenge in providing youth activities and provision relates to direct engagement with our youth. One local Godalming based charity, the Trinity Trust Team, provides an evening 'on the street' presence and others are trying to help. When planning any future or additional youth provision, the experience and knowledge of these and similar organisations of the problems and needs of our young citizens should be considered and understood. Alongside this input, engagement with PTAs, Rodborough and Broadwater Schools and Godalming College will be paramount to the success of any potential actions.

GTC has allocated £10k within the 2020/21 budget in order to fund further investigations and residents engagement/surveys to establish public support for any additional youth provision and potential funding level.

Any significant funding requirement for youth provision would need to be agreed by the Council and established in the base budget for 2021/22 and beyond. A year 1 funding requirement of £100,000 to support youth provision would currently equate to a 14.06% increase to the precept.

3. Remit:

Although GTC has no statutory duty to provide Youth Services, Cllrs Duce, Stubbs and Crooks were nominated to form a Youth Provision Working Group (YPWG), with an initial Terms of Reference to organise a survey of young people to establish the adequacy and accessibility of current provisions. The YPWG was asked to:

- determine the questions to be asked of our young people;
- how to go about asking them;
- collect and analyse responses;
- set out conclusions and costs;
- make recommendations (based on the evidence obtained); and
- provide a report by end of March 2020 (this document is that report).

4. Schedule of Meetings and YPWG Activities

Meeting 1: Reviewing Youth Provision

The YPWG first met on 27 June 2019. This meeting reviewed a list of existing provisions prepared by the Town Clerk (see Appendix A) and came to the conclusion that Godalming lacked a 'universally accessible' youth provision, free at point of access. A universal accessible provision was defined as a neutral space with no agendas that should be:

- inclusive
- accessible
- independent of faith-based organisations
- relevant (as determined by young people)
- innovative
- collaborative
- sustainable
- holistic

The YPWG considered that in order to avoid frustrations from our youth it would be important to manage expectations from the start as new provisions would need time, people and funding to set up.

Meeting 2: Listening Event

To take this work forward, on 10 September 2019 the YPWG set up an open meeting and invited known contacts from existing Youth Services and Provisions. Representatives from a range of Godalming's existing youth providing organisations attended this meeting. See Appendix B for a detailed note of its outcomes and conclusions. Key amongst these were to:

- work closely with schools and parents/PTAs;
- help parents with youths exhibiting Anti-Social Behaviour (ASB);
- provide a neutral Youth Cafe Drop-in type space for youths to hang out in, with basic furniture and non-alcoholic beverages as well as signposting to existing youth provisions;
- need for a full time Youth Worker to pull services together and provide drive and a focus to get things done, with support from volunteers with experience of youth work;

- organise free taster sessions with local youth service providers;
- get a direct knowledge of current youth expectations and needs through a Street Angel service such as the Trinity Trust Team; and
- improve cross-organisation knowledge and collaboration.

Meeting 3: Research Objectives

A further meeting was organised for 5 November 2019 to take these actions forward. This meeting agreed that:

- the Trinity Trust Team should be asked to survey current youth from the local secondary schools and those on the streets as to their perceptions on the problems and issues they face and how they could be helped;
- undertake a survey of residents on youth provisions and issues in 2021/22;
- bid for GTC funding to resource:
 - a Youth Café;
 - a Youth Worker;
 - possible mobile Youth 'Bus' and driver outreaching services across Godalming, Farncombe and Milford.
- visit Hailsham to see its successful local Youth Services and understand how and why they have succeeded. This was undertaken on 11 February 2020 by the Godalming Town Clerk, the Community & Communications Officer and Councillor Stubbs. The report of this visit is provided at Appendix C.

Meeting 4: Review of Research

A final review meeting was held on 12 February 2020 to hear back from the Hailsham visit and to review the results of the Trinity Trust Team's survey of some 120 youths in the last week of January 2020. See Appendix D for those survey results. In summary the survey found that:

- there was no one-size fits all initiative;
- in combining responses, an awareness was required of the differing activities provided for students at Rodborough and Broadwater Schools;
- a strategy is required to provide:
 - a Youth Centre/Drop-in for ages 14 to 17, staffed and possibly using an existing but under-utilised building;
 - one Youth Shelter mid-distant from Farncombe and Godalming or one in each centre, unstaffed but having visibility from the outside to reduce safety and safeguarding risks;
 - access to a range of diversionary activities through or at Youth Centre/Shelters, or from/at other local locations.

Outcomes of the meeting included:

- for any Youth provision, there needed to be a funding commitment of at least 5 years, if not 10, to cover elements such as lease period(s);
- there should be a direct approach to each local organisation providing youth services (retail, faith, clubs) to provide regular contributions, however small, and to seek out any unused premises or times when used premises are not being utilised;
- approach each organisation on the working group to see if they might provide a free taster session for the 'unclubbed';
- GTC would need to underwrite all initiatives;

- appropriate insurance will need to be in place to cover Public and Employer liabilities;
- put out a round robin announcing our intention to provide a Youth Service;
- set up a Godalming and Farncombe Youth Project Development Fund;
- engage with local police over how additional officers being provided in 2020/21 might help with new initiatives such as boxfit, cycle and other workshops or provisions; and
- existing provisions often rely on volunteers and it would be important to provide a means for people who wished to help our young people to come forward as volunteers and make known their availability, such as a Volunteer Register.

5. Actions/Recommendations

Civic Year 2020/21:

Conduct survey of residents to identify level of support for a universal (open to all) drop-in style provision requiring increase of precept.

Identify capacity of existing youth service providers to offer free taster sessions.

Establish opportunities to link our young citizens with existing providers offering taster sessions.

Dependent upon outcomes and timing of the Residents' Survey:

1. Nominate GTC elected Member as lead for Youth Services.
2. Agree strategic delivery programme of actions possibly including those that follow to establish a future universal youth provision including a lead Youth Worker and a drop-in café for our young people.
3. Seek agreement for 2021/22 budget provision for a universal youth provision (a critical action to enable implementation).
4. Seek in-year funding for engagement of a lead Youth Worker to develop plans for that provision in 2020/21 (possibly from the Emerging Projects Fund).
5. Identify potential permanent locations for a universal youth drop-in service and with Council approval acquire possession through rent or lease for April 2021.
6. If a suitable permanent premises cannot be acquired to establish a youth drop-in service for the beginning of the 2021 financial year, investigate capacity within existing youth/community buildings for temporarily locating the universal youth drop-in service.
7. Lead Youth Worker and Council lead to prepare and present the first implementation report and plans.

Civic Year 2021/22

Engage assistant youth workers for delivery of universal drop-in.

Implement delivery plan for a permanent provision, either co-located or stand-alone location as situation allows.

Continued development of a Universal Youth Service within available resources.

6. Estimated Funding Requirement

Based on a Term Time Drop-in Youth Café Service (39 weeks per annum) operating Monday–Friday 3.30pm–9.00pm (FT Youth Worker in Charge 37hrs pw 52 weeks pa + 60hr pw PT Staff (term time)). Staff Costs inclusive of all Employment Costs.

1 x FTE Youth Worker in Charge (SCP 20 @ 52 week pa) £32,700
1.3 x FTE Youth Work Assistants (SCP 11 @ 42 weeks pa) £35,814

Operational Costs (utilities, maintenance, equipment, food & refreshments etc. £12,000 pa

Rent & Rates (estimate) £20,000 pa

Anticipated full up costs of Youth Provision & Drop-in Service £100,514 pa

April 2020

Appendix A – list of existing provisions excluding College and School activities

(To be expanded into a useful community resource with addition of contact details, description/timing of activity/service etc.)

Following is a list of existing provisions available for youth living in the Godalming and Farncombe area outside school/college organised activities. It is believed that these all involve a payment or a fee for membership and/or participation. Many of these activities are adult inclusive as well as having a minimum age for joining.

- i. Air Cadets
- ii. Angling
- iii. Army Cadets
- iv. Athletics
- v. Ballet
- vi. Basketball
- vii. Bowls
- viii. Brass Band
- ix. Canoeing
- x. Choirs
- xi. Cricket
- xii. Explorer/Venture Scouts
- xiii. Football
- xiv. Girl Guides/Brownies
- xv. Golf
- xvi. Hockey
- xvii. Martial Arts including self-defence, Judo, Karate, Tai Chi, Savate (a form of kick boxing)
- xviii. Music Works
- xix. Netball
- xx. Rifle Club
- xxi. Rugby
- xxii. Running
- xxiii. Street Dance
- xxiv. Swimming
- xxv. Tennis
- xxvi. Theatre and Drama

Some of the existing provisions offering general services were:

- i. Detached (Social Media based) Club at Aarons Hill
- ii. Physical Youth Club at Aarons Hill
- iii. Trinity Trust's Loseley Fields Youth Cafe
- iv. A number of faith-based clubs
- v. At the time of reporting the Trinity Trust also worked with the Northbourne Action Group providing open door service at Binscombe Children's Centre building

Appendix B – Outcomes from the 10 September Workshop of Youth Service providing organisations

1. School/Parent

- a. Work in all schools PSHCE programme on grooming, drugs etc. peer pressure. How to say no to doing something they don't want to do.
- b. Work with parents to help them cope with their children who are anti-social. Support the parents.
- c. **Mentoring** – Schools train and provide the service to known anti-social/disruptive students.
- d. Professional expertise is needed for the more challenging kids (ASB), perhaps with police community work (not youth clubs).
- e. Provide a shed-like structure in central Godalming where young people can hang out - with a Youth Worker.

2. Youth Worker

- a. Needed: somewhere to hang out. First employ a Youth Worker, give them carte blanche to come up with a strategy. Therefore, FIND MONEY.
- b. How can we fund a Youth Worker for at least a year to kick start programme etc.?
- c. More goal posts on community fields. Support Workers. YOUTH Workers. Counsellors in schools.
- d. **We need voluntary helpers.**
 - Expand Duke of Edinburgh.
 - Volunteering to encompass less structured youth work ie. put the young volunteers where younger people are.
 - Music Works can provide bursary lessons and jobs.
 - Qualified and experienced person young people can talk to.

3. Skateboard/Sports etc.

- a. Upgrade skatepark and put in another. Give info to all students on sports clubs and other activities in a booklet form/download?
- b. Football cages in central Godalming.

4. Streetwork etc.

- a. Trinity Trust or similar to approach them on the street to find out what they want. "Angels".
- b. Purchase an old coach which can be used as a recording studio.
- c. Mobile provision staffed by trained Y/W professionals.
- d. Youth bus - travels to each area one night a week. Equipped with PlayStation, hot chocolate, football goals to put outside. Goes to them and gives them space to be. Costs low as no rented space, but fuel and insurance. Can be staffed by volunteer.

5. Place/Location

- a. Use **Farncombe Day Centre** in evenings for the youth of the area.
- b. Events days, like Staycation but in one place. Helps kids find existing activities.
 - Opportunities to BE not DO and be helped to do that.
 - Godalming/Farncombe divide.

6. More information/Research

- a. Find the reasons for Distressed Behaviour? Engage and respect young people.

- b. Unstructured **NOT** organised fun.
- c. Wider consultation with young people. Ongoing facilitation between youth focused organisations, build partnerships.

Appendix C – Visit to Hailsham Youth Service by Godalming Town Clerk, Community & Communications Officer and Councillor Stubbs on Tuesday, 11 February 2020

Meeting with Andy and Helen, Full Time Staff of Hailsham Youth Service (HYS) also Town Clerk, Finance Officer and Mayor. Hailsham has a population of approx. 26,000 and is a commuter town for London and Brighton.

- HYS consists of two full time staff and six part time staff and some bank staff as needed, all Town Council employees. Don't rely on volunteers and only use them for certain things.
- It has been running for twenty years. Supported by community and police.
- HYS is responsible to Town Clerk and Asset Management Committee of Town Council.
- HYS provides a Youth Cafe and Friday Night Project.
- Youth Cafe is in one main room on ground level with hatch to kitchen and toilets.
- Drop-in 3.15 to 5pm and 6.45-9pm for older children (yrs 9-12). Need to book in and out and if they leave they can't then come back in that day.
- 20-40 each night flow through. Afternoon session term time only.
- No membership or subscription, just contact details when they arrive. Café is free.
- Town Council took over an old estate agents building in the town centre and started with two nights and one afternoon and one full time and two part time staff. The Café is on a main route from a residential area to the main secondary school.
- Ratio of 1 adult to 10 children.
- Needs to be one person in charge and consistently in charge.
- Pool table, Xbox, monitors for games (time limited on computers), board games. Shelter outside at rear in small enclosed garden.
- Food and drink available.
- They use 'Foodshare' – a scheme where food is donated by stores where it's beyond 'Best Before' date but still eatable. Also they are given food that the Food Bank can't use.
- Lot of the equipment and the kitchen was given by local organisations/firms.
- Staff will cook or will supervise the children, sometimes don't know how to make a sandwich etc.
- Not structured evenings, but sometimes there will be a talk or leaflets can be left around.
- There is a Safe Room where a child can go if things are too much or they need to talk to someone.
- There is a sexual health cupboard and staff are trained in testing for STDs.
- Cameras in all rooms and panic buttons to the police (never been used in 20 years).
- Andy (main man) often visits and talks to schools about The Cafe and Friday Night Project.
- Posters are put in toilets.
- Friday Night Project (FNP). Term time only and consists of activities/venues for young people. They are taken bowling, rock climbing etc. - cost £1-£3. Town Council subsidise the cost. Those who attend the FNP are different to those who attend the Café.
- Children heavily involved with Town Twinning.
- HYS have banners and presence at local events.
- Also branded jackets, 'Youth Worker' on orange for Cafe, 'Friday Night Project' logo on yellow jackets.
- They don't set rules, the children come up with boundaries and if someone breaches them after warnings they are banned from the Café for a period of time.
- If it's serious it could be that the club could be closed for week, so their peers ensure it doesn't happen!
- Room simple decoration and bright lighting, no hidden corners.
- No posters, only some of their own work.

- The Town Council underwrite the Service, but funding also comes from a number of sources eg. Police, Joint Action Group. Lions etc.
- Main point they made was **Significant Investment is needed and must be done full on.**
- They suggest we start with one full time and two part time staff. Finding the right people is very important.

They would be happy to come and give a presentation to Godalming Town Council

Appendix D – Trinity Trust Survey of Youths on the Streets of Godalming and Farncombe in the last week of January 2020.

Key Points and Outcomes

Andy Poulson from the Trinity Trust Team (TTT), reported back on the TTT's recent survey of 123 young people in Godalming, Milford and Farncombe, that was undertaken to help policy makers shape a vision for the future provision of Youth Services in the locality. He emphasised that the survey only provided anecdotal evidence but he had attempted to ensure it was representative of the range of academic abilities and backgrounds of our youth by getting responses from:

- Broadwater: 38 students responded from ages 15-16
- Rodborough: 65 students responded from ages 14-16
- Around 20 young people encountered on the streets

The questionnaire only covered activities that we could reasonably be expected to provide in our locality eg excluded skiing.

Popular current activities with 3 or more responses were:

- Dance/Drama/Music (18)
- Boxing/Martial Arts (12)
- Football (12)
- Athletics (11)
- Gym (11)
- Netball (7)
- Rugby (6)
- Swimming (6)
- Tennis (3)

Additional activities with 10 or more supporters were:

- Youth Shelter in Godalming eg bandstand (45)
- Youth Cafe/Drop-in (29)
- Dance/Drama/Music (23)
- Boxing/Martial Arts (19)
- Youth Shelter somewhere (17)
- Small group activities including life skills/mental health/cooking (16)
- Youth Shelter in Broadwater Park (12)
- Youth Shelter in Farncombe (11)

13. YOUTH PROVISION REPORT RECOMMENDATIONS – FINANCIAL IMPACT STATEMENT

1. Introduction

The Youth Provision Working Group (YPWG) was formed by the Policy & Management Committee of Godalming Town Council (GTC) in order to investigate issues relating to youth provision within the Parish of Godalming.

In submitting its report to the Policy & Management Committee, the YPWG has made a number of recommendations, which would have a significant impact on the council's budget. The implementation of the recommendations would require either a major reallocation of funds within the existing budget, with associated impacts on existing service delivery, or a substantial percentage increase in the existing precept.

2. Estimated Funding Requirement

The estimated funding requirement indicated within the YPWG report are based on:

- a. Term Time Drop-in Youth Café Service (39 weeks per annum) operating Monday–Friday 3.30pm–9.00pm
- b. Staff requirement:
 - i. FT Youth Worker in Charge @ 37hrs pw 52 weeks pa + 60hr pw
 - ii. 60hr pw PT Staff (term time).

Estimated Staff Costs indicated below are inclusive of all Employment Costs (NI, Pension)

- a. 1 x FTE Youth Worker in Charge (SCP 20 @ 52 week pa) £32,700
- b. 1.3 x FTE Youth Work Assistants (SCP 11 @ 42 weeks pa) £35,814

Operational Costs (utilities, maintenance, equipment, food & refreshments etc. £12,000 pa

Rent & Rates (estimate) £20,000 pa

Anticipated full up costs of Youth Provision & Drop-in Service £100,514 pa

3. Referendum Principles for Town & Parish Councils

As stated in the YPWG report, GTC has allocated £10k within the 2020/21 budget in order to fund further investigations and residents' engagement/surveys to establish public support for the provision and funding of any proposed additional youth provision.

Engagement and consultation with residents is an important element to provide an evidence base to support a potential significant increase in the Council's precept for the 2021/22 financial year. Indicative examples of potential Band D equivalent increases to support the YPWG recommendations are provided at paragraph 4.

Although the Local Government Settlement Technical Consultation for 2021/22 has not yet been undertaken, in considering the potential impact of an increase in the Band D equivalent, Members may wish to consider the position relating to council tax referendum principles for town and parish councils¹ set out in the 2020/21 Local Government Settlement Technical Consultation, which stated that:

¹ Local Government Finance Settlement 2020-21 Technical Consultation

'In 2019-20 the average Band D parish precept was £67.18, an increase of 4.9%. This is the same percentage increase as in 2018-19 and compares to an increase of 6.3% in 2015-16.'

The Technical Consultation also stated that the Government were concerned about:

'the pressure placed on taxpayers from thousands of town and parish councils across England and expects them to exercise even greater restraint in 2020-21.'

However, the Government continued with the no referendum principles for town and parish councils in 2020-21 but stated it will keep this matter under active review for future years.

4. Impact of YPWG Recommendations on Godalming Town Council Precept

Any funding requirement for youth provision would need to be agreed by the Council and established in the base budget for 2021/22 and beyond.

A year 1 funding requirement of £100,000 to support youth provision would currently equate to a cash increase of 14.06% to the precept.

The year 1 increase to the Band D equivalent council tax precept of an additional £100,000 requirement would be £10.69 or 12.33%.

Members will be aware that increases required to fund any new services would be in addition to inflationary costs.

The information provided above is based on the Tax Base remaining the same per 2020/21. However, Members will wish to be aware that on 10 June 2020, Godalming Town Council was informed by Waverley that:

'Waverley's Head of Finance, writes to you all [Town and Parish Councils] in November with a range of information including an indicative council tax base for the coming year. In advance of this, I am alerting you to the potential impact arising from the increase in council tax support caseload. Since the beginning of April, the number of households claiming support has increased and this is likely to reduce the council tax base in the borough if this trend continues and is sustained. At this stage, it is not possible to produce accurate projections by town/parish area but we will analyse the latest figures at the end of September and we will alert you to any potential variations in your areas.'

If the tax base for Godalming is reduced due an increase in support claimants, the Band D equivalent figure would need to be increased to maintain the current cash requirements over a smaller number of households. As such any increases in cash requirement to meet inflationary costs, or to fund additional services, would also result in a higher percentage increase.

Examples of the impact on changes to the tax base can be seen below:

Table 1: Current Precept £711,154 – no change in existing precept requirement

	Current Tax Base	Current Tax Base less 5%	Current Tax Base less 10%
Tax Base	9358.6	8,890.7	8,422.7
Band D Equivalent	£75.99	£79.99	£84.43
£ Change	£0.00	£4.00	£8.44
% Change	0%	5.3%	11.1%

Table 2: Current Precept £711,154 plus 2% Inflation – £725,377

	Current Tax Base	Current Tax Base less 5%	Current Tax Base less 10%
Tax Base	9358.6	8,890.7	8,422.7
Band D Equivalent	£77.51	£81.59	£86.12
£ Change	£1.52	£5.60	£10.13
% Change	2.0%	7.4%	13.3%

Table 3: Current Precept £711,154 plus 2% Inflation plus Youth Provision of £100,000 = £825,377

	Current Tax Base	Current Tax Base less 5%	Current Tax Base less 10%
Tax Base	9358.6	8,890.7	8,422.7
Band D Equivalent	£88.19	£92.84	£97.99
£ Change	£12.20	£16.85	£22.00
% Change	16.1%	22.2%	29.0%

Table 4: Current Precept £711,154 plus 2% Inflation plus all initiatives identified in 2020/21 budget setting papers* – £909,377

	Current Tax Base	Current Tax Base less 5%	Current Tax Base less 10%
Tax Base	9358.6	8,890.7	8,422.7
Band D Equivalent	£97.17	£102.28	£107.97
£ Change	£21.18	£26.29	£31.98
% Change	27.9%	34.6%	42.1%

*Initiatives include:- £100k Youth Provision, £30k BWP Air Source Heating, £20k new allotments, £25k rebuild revenue reserve, £10k increase Land & Property Maintenance reserve, £2.5k equipment replacement reserve, less £3.5k NNDR rebate on public conveniences (potential)

15. GUIDANCE PROVIDED TO TOWNS AND PARISHES BASED ON GOVERNMENT GUIDELINES

Expenditure for reimbursement under this grant will be eligible **from 1 June**. The grant awards will be available to access up until the end of March 2021. Given the nature of the funding and size of the award Government encourages use of the funding by the end of this year to address immediate needs in 2020.

The full guidance provides details of the activities that can be supported through the Fund and an overview of how it will be administered, as well as key contractual requirements.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/888818/Reopening_High_Streets_Safely_Fund_-_Guidance_-_Final_v2.pdf

Please note that on all publications purchased using the funding, you will be required to use the European Regional Development Fund (ERDF) logo.

Activities covered by the Fund

1. Support to develop an action plan for how the local authority may begin to safely reopen their local economies.
2. Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.
3. Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.
4. Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.

FAQs

Question: *Can Reopening High Streets Safely (RHSS) funding be utilised to support the changes required to enable the reopening of public toilets?*

Answer: The measures supported by the Fund are business-facing and are therefore located primarily in high streets, as well as other retail spaces defined in the guidance. The fund doesn't cover activities which support general destination visits, the purpose of funded activities needs to be business-based.

Whilst expenditure on public toilets, e.g. in coastal areas, could facilitate some retail/business activity, it would also support non-business activities that wouldn't be eligible.

Question: *Is a council able to claim from the RHSS fund grant, the costs of the revenue lost through maintaining paid car parking spaces as free spaces to encourage people back to the high street?*

Answer: Loss of car parking revenue cannot be claimed under the RHSS grant.

Question: *We would like to employ street wardens/ own ambassadors/security to support the reopening of the high street in our town, is this in scope of the RHSS fund?*

Answer: The RHSS fund cannot be used to pay for street wardens/town ambassadors/security staff, as this is not within scope of the 4 areas activities and associated outputs in the guidance.

Question: *Can RHSS be used to support privately owned shopping centres or on privately owned land?*

Answer: The fund is aimed at supporting local businesses on high streets and neighbourhood centres. Local Authorities are encouraged to work in partnership with public sector landowners when implementing temporary public realm changes. Support for privately

owned spaces is not within scope of the four types of eligible activity listed in the fund guidance.

Question: *Can RHSS funding be used to provide grants to SMEs or to provide COVID-19 adaptations to businesses on the High Street?*

Answer: This would not be eligible as providing grants or funding adaptations to businesses on the High Street is not within the scope of the RHSS fund.

Additionally, further guidance, as detailed below, was issued to WBC and forwarded to GTC on 16 June. WBC will keep GTC informed of any future bulletin or guidance.

Reopening High Street Safely Fund Bulletin – 12 June 2020

Welcome to the Reopening High Streets Safely (RHSS) fund bulletins. The Bulletin is aimed at Local Authorities in receipt of RHSS grants and delivering activity as part of the fund. It will keep you up-to-date with the fund including guidance updates and compliance requirements.

Action Required

We continue to build the RHSS fund database on council contacts, however there remains a significant number of councils for which we do not have the details of their RHSS lead. Please forward this email to the colleagues within your authority who are leading on the RHSS fund activity and encourage them to share their contact details with us as soon as possible.

In this bulletin:

- Frequently Asked Questions
- Consultants
- Procurement and State Aid
- Branding Guidance

FAQs

To provide further clarity and reflect the range of questions we are receiving from councils, [FAQ V2](#) is now available on GOV.uk

As the RHSS fund is not intended to fund all of the interventions listed in the Safer Public Spaces guidance the RHSS fund FAQ is to provide further clarity as to what is in scope of the funding. We hope that this will make planning your activities over the RHSS fund period easier.

Whilst the action plan you may choose to develop can include a broader range of the interventions identified in the Safer Public Spaces guidance, the RHSS Fund is not intended to fund the delivery of everything in the action plan. Eligible activity is limited to that set out in the guidance.

Consultants

We are pleased to be able to share that the guidance has been updated to enable the procurement of consultants for the undertaking of business facing activities as set out on page 6, number 3 of the guidance. All procurements must be fully ERDF compliant.

Procurement & State Aid

The RHSS fund is supported by the 2014 to 2020 European Structural and Investment Funds Growth Programme through the ERDF and as such all activity must follow the ERDF procurement and state aid rules and guidance for the expenditure to be eligible.

Please ensure that any activity you propose to undertake is both eligible and undertaken in line with:

[ERDF Procurement Guidance and Rules](#)
[ERDF State Aid Guidance](#)

Branding Requirements

We have received a number of queries regarding the placement of ERDF branding when developing items such as floor markings and signs, this is not exhaustive. Councils are required to ensure that all activity funded by the RHSS grant is compliant with the [ERDF Branding and Publicity Guidance](#) and the [Reopening Highstreets Safely Guidance](#) which states on page 10:

'Display of at least one poster of minimum A3 size, readily visible to the public (e.g. the entrance area of a public building) at the location of the activities being implemented and containing information on the work being delivered'

Posters or display boards will need to be located prominently in at least one location for each high street or neighbourhood area where RHSS funded activity is in place.

16. REOPENING OF GODALMING MUSEUM

As Members will be aware, England is currently in Step 2 of the Government's recovery plan ("non-essential" shops opening). Museums and other indoor leisure facilities will not be able to re-open until Step 3 of the recovery plan. Step 3 will take place "when the assessment of risk warrants further adjustments to the remaining measures" and the government currently envisages that this will be "no earlier than 4 July".

In order to open in Step 3, venues will be required to meet the COVID-19 secure guidelines and the Government makes it clear that "some venues which are, by design, crowded and where it may prove difficult to enact distancing may still not be able to re-open safely at this point, or may be able to open safely only in part".

The Museum Curator and Volunteer Co-ordinator have considered what the requirements mean for the museum and have also discussed options with the Town Clerk and RFO. Additional advice has been taken from regional and national museum and leisure organisations and the Curator is waiting to see the guidelines produced by the Government's leisure industry task force.

Taking all this into account, the intention is to re-open only on a very limited scale at first. This will make it possible for the Museum to meet the COVID-19 secure guidelines (which currently mandate 2m social distancing and minimising touch points and pinch points). It will also enable the Museum staff to cope more readily with the uncertainties of the situation.

The plan is to reopen the ground floor of the Museum only, perhaps 2 days a week, for pre-booked visits in August. These slots will be offered first to the Museum's long-term supporters – Friends and volunteers (including the Trustees). Visitors will be able to see the garden and the exhibition gallery and the intention is to put on a special exhibition about Godalming's first inhabitants, as uncovered in the recently excavated Saxon-Norman cemetery, as the main focus of the visit. This will be a version of the exhibition on the same subject which was planned for June-July this year, but because of COVID-19 restrictions at Roehampton and at the Surrey County Archaeology Unit, the Museum's input will be greater. It is anticipated that the exhibition will cost around £2,000; the Curator has applied for grants for around half this amount. If no other funding is forthcoming, funds obtained from the leisure, retail and hospitality grant will be used.

A one-way route around the exhibition will be established, additionally, on re-opening the Museum café, shop, toilet facilities, nor (for obvious reasons) any hands-on children's activities will be available to visitors. The limited opening periods will be staffed by the Curator and Volunteer Co-ordinator; in this way it is believed the Museum can be re-opened safely and we will also learn from the experience and from the visitors' response in order to plan to extend the offer over time. For instance, by extending our opening hours by bringing back volunteers (of course only when and if each volunteer is completely comfortable with returning), opening up other areas of the Museum and/or reintroducing other services.

The Museum will be a very different place for a while, but at least it will have taken the first step towards "normality" – even if it turns out to be a "new normality".

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a 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 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 Interest	Non-Pecuniary Interest	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 non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.