

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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Surrey GU7 1HT

19 May 2017

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 25 MAY 2017 at 7.00 pm.

Andy Jeffery
Acting Town Clerk

Committee Members: Councillor Reynolds – Chairman
Councillor A Bott – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Thornton
Councillor Noyce
Councillor Williams
Councillor Bolton
Councillor Walden

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Welland
Councillor Pinches
Councillor Gray
Councillor Purkiss

AGENDA

1. TO ELECT A CHAIRMAN

To receive nominations for the Chairman of the Committee and to elect said Chairman.

2. TO ELECT A VICE-CHAIRMAN

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 6 April 2017, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

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

6. 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.

7. PLANNING MATTERS

Members to consider planning applications as required by SO 96, xxi.

No referrals received.

8. UPDATE ON THE NEIGHBOURHOOD PLAN

Members to receive an update from the Chairman of the Neighbourhood Plan Ad Hoc Advisory Group.

9. COMMITTEE WORK PROGRAMME

The Committee's work programme is attached for the information of Members. Members to note a new timetable for the submission of Members' reports on the organisation upon which they represent the Town Council is included in the Work Programme.

Members are asked to submit their report to the Town Clerk one week before the date of the relevant meeting of this Committee to enable it to be included on the agenda for that meeting.

10. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Acting 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.

11. APPROVAL OF VARIABLE DIRECT DEBITS

As required by Financial Regulation 6.6 Members are requested to RESOLVE to authorise the Acting RFO to continue payments by use of variable direct debits where current instructions exist. The list of current of suppliers paid by variable direct debit is attached for the information of Members, and Members are asked to approve the list and the use of a variable direct debit in each instance.

12. COMMUNITY CENTRE MONITORING

Members to note the income/expenditure for the Town Council's community buildings for the financial year 2016/17.

2016/17	Actual Net income/expenditure	Budgeted Net income/expenditure
Broadwater Park	-£179	-£5,298
Pepperpot	£1,977	-£1,068
Wilfrid Noyce	£3,380	-£2,995

Month 01 2017/18	Actual Net income/expenditure	Budgeted Net income/expenditure
Broadwater Park	-£8,093	-£5,410
Pepperpot	-£2,228	-£2,697
Wilfrid Noyce	-£8585	-£10,056

All community buildings performed above the budgeted expectation in 2016/17.

Month 01 costs indicate the front loading of annual payments such as rates and insurance, however, that said, both the Pepperpot and the Wilfrid Noyce Centre are performing above expected for month 01 with Broadwater Park Community Centre behind expectation as a result of early expenditure on grounds maintenance due to safety work to trees overhanging Broadwater School.

13. VISIONING

Members to receive the meeting notes from the Visioning Exercise conducted on 18 April 2017 (attached for the information of Members) and, having noted the outcomes, Members are requested to approve the engagement of SSALC to create the framework document required for the council to be able to develop a strategic 'business plan'. The cost of the work to be allocated to Professional Fees.

14. ACTION TAKEN UNDER THE TOWN CLERK'S DELEGATED AUTHORITY

Wilfrid Noyce Centre - Preventative Measures to deter climbing onto the Centre's Roof

Following the recent spate of youths climbing upon the roof of the Wilfrid Noyce Centre, not only causing damage to the roofs, but also potentially endangering themselves through serious injury from falling, in consultation with the Chairman of this Committee, the Acting Town Clerk ordered immediate works to be undertaken in order to reduce the future risks to the centre and the individuals concerned.

A high level fence has been erected to deter access onto the rear flat roof from the Kings Mews end of the centre and anti-climb/vandal paint and associated warning signs have been applied to the flat roof areas. The cost of material and labour being £1,966.20. The cost to be met from the revenue budget.

Further expenditure will be incurred for the replacement of the damaged roof tiles. It is hoped that this work will be able to be undertaken during the construction period of the Oglethorpe Room.

Pepperpot – Graffiti Removal and Painting

As Members will be aware, Godalming experienced a spate of vandalism and graffiti damage over the Easter weekend. The Phillips Memorial Cloisters were damaged and a number of properties along Charterhouse Road, Borough Road and the town centre were sprayed with graffiti. Unfortunately, black spray paint was used to graffiti the Pepperpot. Attempts by Godalming Town Council cleaning contractors to remove the paint proved unsuccessful, therefore, the affected area needed to be re-painted. As painting this section in isolation would create a visual imbalance, in consultation with the Chairman of this Committee the Pepperpot Undercroft columns, doorway and 'black' skirting have been painted at a cost of £1,452.24. The cost to be met from existing revenue budget.

Catteshall Road Allotments – Repair to damaged Fencing

Overnight on the 4 May 2017, a mechanical plant equipment trailer belonging to the Environment Agency contractors conducting flood defence enabling works, was stolen from Catteshall Road Allotments. In committing this crime, the thieves cut through the boundary fence belonging to Godalming Town Council and smashed out the concrete fence posts. This fence adjoins the Catteshall Road bridge spanning Hell Ditch and the resulting damage not

only caused a potential danger and obstruction to pedestrians, it also exposed easy access to Hell Ditch and the allotments. Therefore, in consultation with the Chairman of this Committee, the Acting Town Clerk instructed contractors to make safe and repair this section of fencing. The cost of this work being estimated at £710.

15. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to note that the loan of £300,000 from the Public Loans Board has been approved and the funds were received on the 4 May. The loan is for 29.5 years at a fixed interest rate of 2.63% with a repayment for 2017/18 at £7,341.53 and thereafter the annual repayments being £14,683.06. Work on site is scheduled to start on 30 May.

16. SAFEGUARDING POLICY

Members to review the draft Safeguarding Policy (attached for the information of Members) and if agreed to RECOMMEND it to Full Council for adoption.

17. SPECIFICATION FOR GODALMING TOWN COUNCIL QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

Having previously considered this item (Min No 642-16 refers), Members concluded they had insufficient information at that time to make an informed decision. Therefore, Members agreed that a revised specification of tender should be prepared for consideration by this Committee and that Members be informed of the historic costs of supply prior to further quotes being sought.

The revised specification of tender is attached for Members information.

Historic cost of supply:	2015/16 = £7,150
	2016/17 = £7,000

Officers have only been able to identify two viable providers, therefore it is requested that Members resolve to waive Financial Regulation 11.1(h) on these grounds.

Members are requested to approve the attached specification for distribution to the identified providers in order to seek quotes from those providers.

18. FARNCOMBE INITIATIVE

Members to receive a report from the Acting Town Clerk (attached for the information of Members) and are requested to resolve the issue of future governance of the Farncombe Initiative.

19. QUOTES FOR LEGAL SERVICES

Members to review a report (attached for the information of Members) relating to the provision of Legal Services and to resolve to nominate a firm as the Town Council's primary solicitors.

20. RESOURCES WORKING GROUP

Following consultation with the Staffing Committee, the Resources Working Group seek Members approval to submit its draft report for review by SSALC in order to test the robustness of the work prior to bringing it to council. The SSALC's fees for reviewing the report to be allocated to Professional Fees.

21. TREES

Following the report regarding trees in Godalming Town Council ownership on 23 February 2017 (Min No 548-16 refers), Members to note that tree works have been conducted at Broadwater Park, Catteshall Road allotments, Eashing Cemetery, Nightingale Cemetery, and Old Drift Way. Further work is planned for tree work at Meadow allotments and The Burys allotments, along with Old Drift Way. The importance and urgency of this work was demonstrated by a branch dropping from a tree at Old Drift Way onto a parked car (photograph attached for the information of Members), fortunately no damage was done and the owner of the car was extremely understanding.

On completion of these works Godalming Town Council trees will be 'zoned' for future inspections and maintenance works. Costs of tree work has been met from current grounds maintenance budgets.

22. CHANGE OF MEMBERSHIP OF THE NEIGHBOURHOOD PLAN AD HOC ADVISORY GROUP

Due to the resignation from the group of Councillor Walden, Members are asked to agree the appointment of Councillor Purkiss to the Neighbourhood Plan Ad Hoc Advisory Group.

23. COMMUNICATIONS WORKING GROUP

Standing Order 127 time limits the existence of a working group to a period not exceeding 1 year, the Communications Working Group was set up on the 20 February 2014 (Min No. 369-14 refers) and has completed its initial tasking. Therefore, it is recommended that this committee re-establishes the Communications Works Group and agrees its membership.

The Communications Working Group to be established in order to review the Town Council's electronic, social and printed communications and is to report regular updates to this committee.

The proposed membership is as follows:

Councillors A Bott
Councillor Cosser
Councillor Purkiss
Councillor Reynolds
Councillor Thornton
Councillor Walden
Mrs S Gortler
Mrs L Purnell

Members to agree the membership.

24. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

Members are asked to note a report from Councillor P Martin on Sport Godalming (report attached for the information of Members) an organisation on which Councillor P Martin represents the Town Council.

25. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

No meetings have been held since the last report.

26. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 13 July 2017 at 7.30 pm in the Council Chamber

27. ANNOUNCEMENTS

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

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

28. STAFFING MATTERS

Members to receive a confidential report relating to staffing matters from the Chairman of the Staffing Committee (report to be tabled at the meeting) and to agree what action is to be authorised.

7. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Acting Town Clerk	46-16	On-going item for approximately quarterly reporting. Item on this agenda	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Acting Town Clerk & Acting RFO	Annual Event	To be completed annually by 31 March	31/03/18		
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Most recent report received on 15 December 2016. Further reports expected at approximately six-monthly intervals so next report expected 29 June 2017. – Item on this agenda	N/A		
FLOOD ALLEVIATION	Acting Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. Successful public consultation event in the Borough Hall on Thursday 21 January 2016. MoU signed on 4 March 2016. Test Deployment of Temporary Defence wall due on 5 April 17.	23/10/14	Spring 2018	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Awaiting external report of social policy. Staff Members to attend SSALC social media training courses Item on this agenda	21/07/16 30/09/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Acting Town Clerk	46-16	Reported to this committee on 6 April, negotiations ongoing with WBC	12/01/17	6/04/17	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
WW1 2018 (INC GODALMING WAR MEMORIAL)	Acting Town Clerk	46-16	Call for public subscription funding successful, project to proceed.	12/01/17	11/11/2018	
FIREWORKS	Acting Town Clerk	173-16	Update report considered on 15 December 2016 – Working group for 2017 formed on 12 January 2017.	4/11/16	3/11/2017	
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Acting Town Clerk	414-16	The inclusion of this matter arose from recent press coverage of a High Court case involving Witley Parish Council and a fallen tree in its ownership. Reported on 23/02/17. Tree works are progressing, further reports 18/05/17. Item on this agenda	23/02/17	18/05/17	
INVESTMENT STRATEGY	Finance Administrator	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy and Councillor Bolton drew attention to this at the last meeting of the Committee. Postponed until 18 May 2017. Due to the fullness of this agenda, this item has been further postponed to 13 July 2017.	6/04/17	18/05/17	
APPROVAL OF VARIABLE DIRECT DEBITS	Acting RFO	N/A	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. The last approval was 9 April 2015. Item on this agenda.	6/04/17	18/05/17	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
ENGAGEMENT OF INTERNAL AUDIT	Acting RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee and the matter is included here to ensure it happens. Letter of Engagement reviewed and approved 23/02/17.	23/02/17	Jan 2018	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Sport Godalming	Cllr P Martin	51-16	Report expected 25 May 2017	25/05/17		
Godalming/Joigny Friendship Association	Cllr Hunter	81-15	Report expected 25 May 2017	25/05/17		
Godalming/Mayen Association	Cllr Thornton	51-16	Report expected 13 July 2017	13/07/17		
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report expected 13 July 2017	13/07/17		
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report expected 7 September 2017	07/09/17		
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report expected 7 September 2017	07/09/17		
Go Godalming Association	Cllr Gordon-Smith	51-16	Report expected 19 October 2017	19/10/17		
Holloway Hill Sports Association	Cllr T Martin	51-16	Report expected 19 October 2017	19/10/17		
Godalming Museum Trust	Cllr Gordon-Smith Cllr S Bott	51-16	Report expected 30 November 2017	30/11/17		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued						
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report expected 30 November 2017	30/11/17		
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report expected 18 January 2018	18/01/18		
Godalming Together CIC	Cllr Purkiss	51-16	Report expected 18 January 2018	18/01/18		
SALC	Cllr Cosser	51-16	Report expected 1 March 2018	01/03/18		
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 1 March 2018	01/03/18		
Waverley Cycle Forum	Cllr Purkiss		Report expected 12 April 2018	12/04/18		
District Scout Council	Cllr Wheatley		Report expected (TBC)	TBC		
Fairtrade Steering Group	Cllr Wheatley		Report expected (TBC)	TBC		
Farncombe Day Centre	Cllr Gray		Report expected (TBC)	TBC		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Farmers' Market	Saturday, 29 April 2017
St John's Spring Fair	Saturday, 29 April 2017
Annual Council/Mayor Making	Thursday, 11 May 2017
Godalming Run	Sunday, 14 May 2017
Farmers' Market	Saturday, 27 May 2017
Town Show & Carnival	Saturday, 3 June 2017
Mayor's Civic Service	Sunday, 11 June 2017
Farmers' Market	Saturday, 24 June 2017
Summer Food Festival	Saturday, 1 July 2017
Farmers' Market	Saturday, 29 July 2017
Staycation	Saturday, 5–Sunday, 13 August 2017
Farmers' Market	Saturday, 26 August 2017
Farmers' Market	Saturday, 23 September 2017
Farmers' Market	Saturday, 28 October 2017
Godalming Fireworks (TBC)	Friday, 3 November 2017
Remembrance Sunday	Sunday, 12 November 2017
Christmas Festival & Light Switch-On	Saturday, 25 November 2017
Blessing of the Crib and Carol Service	Saturday, 9 December 2017

11. APPROVAL OF VARIABLE DIRECT DEBITS

Schedule of Direct Debit Instructions for the Town Council's Current Account

Supplier	Frequency	What's it for?
British Telecom	Monthly	Telephones & Broadband BWPC & PP
BT Group PLC	Monthly	Telephone & Broadband WNCC
GoCardless for iHub	Monthly	Telephones GTC Office
Information Commissioners Office	Annually	Data Protection Registration
Opus Energy Ltd	Monthly	Electricity BWPC, WNCC & PP
Opus Gas Supply Ltd	Monthly	Gas BWPC, WNCC & PP
Sage Software Ltd	Monthly	Payroll system
Waverley Borough Council	Bi annually	Rates for BWPC & PP

Visioning 18 April 2017

Godalming Town Council Members conducted an initial visioning exercise facilitated by Mr Trevor Leggo of SSALC on the 18 April 2017, 8 members were in attendance.

Members were asked to identify the single thing they believed was best about Godalming, the responses could be categorised into two distinct areas:

- The historic built environment
- The people who are the community

When asked to identify the single thing that was bad about Godalming, the response could be identified as a single issue relating to traffic, however, the slight variations on the theme identified some discrete elements:

- Transport
- Parking
- Volume of traffic

Members were each requested to identify three outcomes they believed the Town Council had achieved over the past three years, the responses, in order of popularity were:

- The refurbishment of the Wilfrid Noyce Centre
- The events supported/facilitated by the Town Council and summarised as bringing the community together and include:
 - Festivals
 - Farmers markets
 - Staycation
 - Christmas Lights
 - Fireworks Night
- The Farncombe Initiative
- The Neighbourhood Development Plan
- Flood Defences
- Improved cemeteries
- The new website
- Devolved services –the Godalming Museum

Members discussed how these areas benefitted the community and whether they were identified as activities that the general public associated with the Godalming Town Council.

The feeling was that the achievements of the council over the previous three years were of benefit to the community, however it was acknowledged that whilst identified as run by the 'council' residents did not necessarily automatically associate them with the Town Council, nor indeed understand the tiered system of local service delivery.

Following on from what Members felt had been achieved, they were asked to state three things they, as individual Members, would like to see the council achieve over the next three years.

Whilst more difficult to group responses into specific areas, some common themes did emerge:

- Communications and Marketing

- Better PR/communications with public & businesses
 - Increase the profile of GTC to be recognised as a distinct organisation
 - Improved dialogue with other authorities
 - Provide a monthly events calendar to highlight all community events
- Public Realm
 - Preserve and improve commercial space
 - Have a greater say in housing provision – particularly affordable housing
 - Tidy up the areas off the High Street
 - Take control of more Godalming focussed projects or opportunities
 - Community Engagement – Extend outreach as exemplified by the Farncombe initiative into other community areas, such as Aarons Hill & Ockford Ridge
 - Revenue income
 - Generate additional income through Godalming branding
 - Generate income through use of assets, WNC etc
 - Visitor Numbers – attract additional visitors to the town thus increase commercial turnover.
 - Grants – Increase funds available for community grants
 - Complete the Flood Alleviation Scheme
 - Continue to bring all our community venues up to the best possible standards
 - Continue priority for existing town festivals & events
 - Improve Air Quality (remove the AQMA)
 - Encourage younger people to be involved in local government
 - Continue to work towards the transfer of the museum and to maximise the community benefit of the museum
 - Improve the health outcomes in our community
 - Provide facilities for young families so as to place Godalming as a place that welcomes the next generation making Godalming their home – Breastfeeding Rooms.

Within the time available, the discussions around the responses relating to what individual Members would like to see achieve identified 5 areas for further debate:

- Facilitate Baby Friendly Godalming
- Continue to Support Dementia Friendly Godalming
- Investigate youth provision within Godalming to identify where GTC may be able to add value
- Produce a three year business plan setting out priorities and mission statement
- Air Quality – Advocate on residents and to work with SCC to determine plans to improve air quality in Godalming.

Trevor Leggo outlined for Members examples Parish and Town Council Business Plans and Parish Communications (attached for information).

Members thanked Trevor for his support and agreed that further work is required to be able to create Godalming Town Council's Business Plan and that initial scoping should be considered at the next chairman's group meeting.



SAFEGUARDING POLICY

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

DEFINITIONS:

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

OBJECTIVES:

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

PROCEDURES:

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

Adopted on _____

Date of Review _____

17. PUBLICATION SPECIFICATION

Godalming Town Council seeks quotes for a two-year agreement (commencing with the September 2017 edition) to publish the Town Council's quarterly newsletters and other information in a publication to be distributed to all households in the Town Council's area – that's the GU7 postcode.

We should be grateful if you would quote for the following on the basis that we would supply text and images but you would undertake all the design work and provide proof copies for our approval prior to publication.

Quotes to be supplied by no later than 4.00pm Friday, DD Month YYYY.

Our requirements are as follows in each of 2017 & 2018:

September – 4 pages (preferably centre pages)
November – 2 pages
December – 4 pages (preferably centre pages)

And the following in 2018 & 2019:

March – 6 pages (4 pages preferably centre pages & 2 pages elsewhere)
June – 4 pages (preferably centre pages)
July – 12 pages (definitely central pull-out, spreadsheet of events provided, publisher to extract event details and produce artwork to create an easy to read guide of 9 days of events, plus introduction piece)

In order to be able to make an informed decision would you please provide hard copies of your last three Godalming editions? (If hard copies are not available, please provide information for downloadable versions.)

In addition please provide the following information:

- Full copies of your Terms & Conditions
- Full page dimensions of your publication
- Average number of pages per edition over the previous 12 months for your Godalming edition
- Paper weight in GSM
- Your terms and conditions (if not already included in above) relating to customer acceptance of design and proof copies
- Your standard charges for changes/alterations and customer requested amendments over and above those provided for in your T&C's
- Your standard charges for bespoke design and artwork per page
- Your copy deadlines in advance of distribution
- Your method of distribution
- Your normal day of month for start of distribution ie 1st working day of month/2nd Tuesday of Month etc
- Your maximum duration for distribution ie 3 days/5 days/7 days etc
- Your guaranteed level of penetration within the defined area (all GU7 residential postal points)
- Your method of quality control of distribution
- Your publication's web address
- Duration that current edition and back editions are maintained on your website

Please provide your postal address and a named contact.

18. FARNCOMBE INITIATIVE

Background: Members first agreed to support the Farncombe Initiative following a presentation of the aims of the initiative by Cllr Cosser on 17 October 2013 (Minute 223-13 refers). Following a public meeting to determine the support within the community for the initiative, Members gave further consideration to the funding and structure of the Farncombe Initiative on 28 November 2013 (Minute 274-13 refers), the outcome of which was that:

- Godalming Town Council would make application to Surrey County Council's Local Committee for £7,000 of County Councillor Cosser's Member's Allocation to fund the Farncombe Initiative;
- officers should make application to Godalming Town Council's own grants budget for a further £7,000 to fund the Farncombe Initiative;
- reasonable staffing resources would be made available to support the Farncombe Initiative;
- the costs of room hire and reasonable incidental expenses should be met from within the Town Council's budget; and
- the Farncombe Initiative should be placed on the Committee's work programme with the Committee receiving regular updates on the work of the Farncombe Initiative.

Subsequent to the above, Godalming Town Council declined a grant funding application for the Farncombe Initiative, but agreed to allocate £7,000 from the New Initiatives Fund to support the Farncombe Initiative, thereby match funding a £7,000 allocation from Surrey County Council.

Having created a fund of £14,000 of public money, on 24 April 2014 Godalming Town Council gave further consideration to the accountability for the proper use of those funds (Minute 444-13 refers) and resolved that:

- as proposals emerge from the initiative, the £14,000 allocated in the budget for this initiative (£7,000 of Surrey County Council funds and £7,000 of Town Council funds) can be released by the Town Clerk, in consultation with Councillor Cosser, using her delegated authority.

It is this resolution that provides the delegated authority for the Clerk to release funds related to the Farncombe Initiative. The remaining funds currently stand at £2,734 of which £500 is a grant from SW Trains for community improvements at Farncombe Station.

Accountability: The Farncombe Initiative is not a constituted or incorporated body and does not have elected officers, a written constitution or bank account. Its strength lies in its free flowing open forum, where all opinions are equal and ideas for community improvement of the area are considered, debated and agreed on merit.

However, Godalming Town Council does require oversight and accountability of the resources it allocates to the Farncombe Initiative, both financial and staffing. It is for this reason that Councillor Cosser has been the *de facto* 'Chairman' of the Farncombe Initiative. Councillor Cosser's function in relation to Godalming Town Council has been to report twice yearly to this committee on the work of the Farncombe Initiative and to work with the Clerk to properly manage the funding of the Farncombe Initiative's projects, ensuring agreed projects are limited to capital costs with no revenue or other ongoing liability to the Town Council. Also, importantly, to manage the expectation of the Farncombe Initiative for use of staff resource i.e staff are employed to support activities which cannot reasonably be undertaken by volunteers.

This model has worked successfully with the Farncombe Initiative achieving outcomes well in excess of expectations, which have undoubtedly provided both actual and perceived benefits to the community far beyond that which the council would have been able to achieve on its own using the same financial and staff resource.

It is envisaged that the continued success of the Farncombe Initiative will require the continuation of the partnership working with Godalming Town Council. Of which, given the amount of initial funding remaining, a critical resource for the Farncombe Initiative will be the staff time provided by the Council. As such, Godalming Town Council will continue to require oversight similar to the model applied since early 2014.

Chairmanship: In response to the calling notice for the Farncombe Initiative meeting scheduled for 10 May 2017, an email was received from the newly elected County Councillor for Godalming North, the contents which are shown below.

“Please advise how this works now that Steve Cosser is no longer elected. I will be happy to take on the Chair and hope that the support given by Godalming Town Council stays the same.”

On receipt, and in consultation with the Chairman of this committee, the following was sent in response by the Acting Town Clerk.

“Regarding the Farncombe Initiative, it is Godalming Town Council's hope that, as the County Councillor for Godalming North, you will feel able to support and assist Godalming Town Council in lobbying SCC and other agencies in promoting Farncombe Initiative group projects as they are developed.

As you will be aware, Godalming Town Council provides direct support in monetary terms from grant funds, significant staff resource and appropriate governance to ensure the proper use of public funds and resources in support of Farncombe Initiative projects. As a Godalming Town Council Initiative the Chairmanship of the Farncombe Initiative will be considered by the Policy & Management Committee of Godalming Town Council at its next scheduled meeting to be held at 7.00pm on 25 May 2017 in the WBC Council Chamber. I will of course inform the Farncombe Initiative group of the outcome of that meeting.”

No reply has been received to date.

Officers Observations: The Acting Town Clerk attended the Farncombe Initiative meeting on 10 May 2017 as an observer of that meeting. In introduction, the ‘chairman’ Cllr Cosser, explained to those present that, as he had not been successful in being re-elected for Godalming North, the issue of whether he should continue in his role with the Farncombe Initiative needed to be resolved. Cllr Cosser explained his role on the Farncombe Initiative as it related to Godalming Town Council (as outlined above) and went on to state that, although he remains a Town Councillor and resident, he no longer represents a ward in the Farncombe Initiative area and that, in fairness to his successor, the Town Council would need to consider future governance arrangements. Present at this meeting were four other town councillors who will be able to speak to this issue. However, the Acting Town Clerk, when asked by those present, stated that he would report their views to this committee. During open debate on the governance and ‘chairmanship’ of the Farncombe Initiative, all those present expressed their gratitude to Cllr Cosser for his leadership of the Farncombe Initiative and unanimously expressed a desire, if possible, for him to remain in his position.

Recommendations: Officers make no recommendations on this matter other than, if Members decide that the current arrangements are unsuitable, a resolution as exemplified

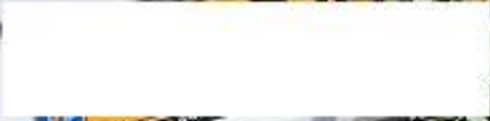
below, should be passed to enable the continued governance of public funds and Godalming Town Council staffing resource.

'As proposals emerge from the Farncombe Initiative, the funds allocated in the budget for this group can be released by the Town Clerk, in consultation with Councillor XXXX, using the Town Clerk's delegated authority.'



Richmond

HYUNDAI



Godalming Town Council

Sport Godalming Report – May 2017

Sport Godalming is an organisation formed 15 years ago drawing together all the sporting organisations in and around Godalming. It was originally formed by the Go Godalming Association and is now a separately established registered charity enabling it to gain gift aid from personal donations.

It has as its objectives:

- To promote facilitate and encourage the people of the Godalming area to participate in sport and recreational activities
- To provide support and guidance to schools, sports clubs and sports organisations in the Godalming area on any matters in respect of sport and recreation
- To assess the sporting and recreational needs of the Godalming area and to help with satisfying them
- To monitor the need for the improvement of existing facilities and the provision of new facilities in the Godalming area and to offer suggestions to Godalming Town Council, Waverley Borough Council and other organisations and where appropriate to encourage public debate.
- To undertake any tasks usually associated with a Sports Council

Membership is open to individuals over eighteen, schools, sports clubs and sports organisations actively operating or intending to operate within the Godalming area. Some 43 sports clubs are members of Sport Godalming. It is run by a committee of some 17 individuals drawn from sports clubs and appointed/co-opted representatives from both GTC and WBC.

Much advice and guidance is given to local clubs and best practice is shared. Sport Godalming also represents Godalming clubs to the County and to National bodies.

Each year awards and trophies are presented to local clubs and individuals for significant local sporting achievement. The 14th annual sports awards took place last October and our Mayor David Hunter was in attendance.

Many will recall the successful Go for Gold scheme which kicked off in 2006 to raise funds to give awards to local young sports men and women with London 2012 potential. This enabled some 15 youngsters to reach for the sky and placed them in reach of selection for Olympic teams. Grants totalling £35,000 were made. The scheme continues as the Go for Gold Champions Fund helping our local athletes to

strive high and towards the Tokyo Olympics. Six local sportsmen and women have recently been helped in varying disciplines including discuss, athletics, para-equestrian, fencing and kayaking.

The now annual Godalming Run is organised by Sport Godalming. Last year some 865 people of all ages participated at 3 levels namely the 1k, 5k and 10k runs. This year's event takes place on Sunday 14th May.

The second Farncombe Aquathlon was held last September at the Godalming Leisure Centre and Broadwater Park. The Aquathlon is a swimming and running event and is open to all ages and abilities. The Town Council was involved in this as was Councillor Steve Cosser.

Funding comes from individual and club members at £10 per annum plus funding from various sponsors and backers including Godalming Town Council (£1,000), Waverley Borough Council (£1,000) , local businesses and organisations.

Do visit Sport Godalming's excellent web site on www.godalming.org.uk for more information on every aspect of Sport Godalming, including organisation detail, awards and events.

I commend the organisation to Councillors as one which is absolutely committed to the good of sport and sportsmen and women in the Town. It is an organisation of which we can all be justly proud.

Peter J Martin

Wednesday 10th May 2017

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.