

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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30 August 2019

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, 5 SEPTEMBER 2019 at 7.00 pm, or at the conclusion of the preceding Joint Burial Committee meeting, whichever is later.

Andy Jeffery
Town Clerk

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	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 11 July 2019, 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:

- 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.

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

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 – ITEM TO NOTE

Members to consider a budget monitoring report 31 July 2019 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	10,295 o/s	8,000 o/s
Civic Expenses	1,701 u/s	0
Town Promotion	3,103 o/s	0
Staycation	310 o/s	0
Festivals & Markets	3,548 u/s	3,000 u/s
Christmas Lights	12,000 u/s	0
Fireworks Night	0 u/s	0
Neighbourhood Plan	1,930 o/s	200 o/s
BWP Community Centre	5,387 o/s	4,000 o/s
Pepperpot	3,963 o/s	0
The Square	0 u/s	0
Allotments	3,672 o/s	0
Wilfrid Noyce Community Centre	1,698 u/s	0
Bandstand	507 u/s	0
Godalming Museum	3,803 o/s	0
Land & Property Other	3,975 o/s	0
TOTAL	16,985 o/s	9,200 o/s

The monitoring report shows a current variance of £16,985 overspend against budget.

- The Head Office – as agreed in Min No 44-19, the purchase of a van for the Outside Maintenance operatives has been funded from General Reserves. The Grants overspend is a timing issue only.
- Town Promotion – most of the events supported by the Council have now occurred, with only Town Day remaining. Overspend to budget is a timing issue only.
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses.
- Christmas Lights – a new contract has been negotiated and the new contractor does not require a deposit. This is a timing issue only.

- Broadwater Community Centre – includes £4k spent to date on the construction of the compound (£4.3k approved 24 May 2018, Min No 42-18 refers). Revenue is under budget by £2k which is largely due to one of our regular hirer’s cutting back their hours.
- Pepperpot – the overspend is entirely due to the renovations works and will be covered by The Caudle Memorial Trust reserve funds.
- Allotments – includes £6k spent on new fencing (£10.5k approved 11 July 2019, Min No 133-19 refers) and the transfer from the Land & Property Other reserve yet to be done.
- Godalming Museum – £1k of the overspend is in Professional Fees - £400 is for a bat survey required to support a planning application and £600 for works done on the Woods Repository Database (£800 approved 6 September 2018, Min No 155-18 refers). The remaining negative variance is regarding income which is a timing issue only.
- Land & Property Other – includes £3.7k for the completion of the Farncombe toilet renovations started last financial year (£7.4k approved 7 March 2019, Min No 377-18 refers), £2k to make the Crown Court toilets safe for cleaners and staff (Min No 167-19 refers) and £1.4k to purchase modular pontoon as part of our Flood Alleviation Wall maintenance commitment (£2.5k per annum approved 24 March 2016, Min No 469-15 refers). The entire overspend is covered by reserve transfers yet to be made.

8. **COMMITTEE WORK PROGRAMME – ITEM TO NOTE**

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

9. **APPLICATIONS FOR COUNCIL COMMUNITY FUNDING – ITEM FOR DECISION**

Recommendation:

- 1. Members to consider the grant application(s) and determine whether to support the application and if so, are to resolve to agree the level of award to be granted.**
- 2. Members to determine whether to agree to enter a Service Level Agreement with:**
 - a. Waverley Hoppa Community Transport;**
 - b. Citizens’ Advice Waverley; and**
 - c. Farncombe Day Centre.**

And if so, to resolve to agree the head terms of any such agreement.

Information:	£
2019/20 Council Community Fund Allocation	5,000.00
Allocations this year to date	1,450.00
Council Community Fund applications this meeting	500.00
Balance unallocated if applications agreed	3,050.00

The Council Community Fund forms part of the Council’s Grant Budget and is aimed at applications of £500 or less that benefit the community,

Members to consider the following application for Council Community Funding – the summary of the application is given below – the detailed application is attached for the information of Members.

Applications for Council Community Funding

Surrey Fire & Rescue Service – Safe Drive Stay Alive

£500 is applied for to assist with running the Safe Drive Stay Alive performances, which is a road safety initiative that aims to highlight to all young people their responsibilities whilst being in a car, as a driver or passenger, as well as the consequences should these responsibilities not be taken seriously.

Previous Grants: £500 in 2018

Safe Drive, Stay Alive in Surrey is a theatre based education production that aims to raise road safety awareness amongst young people and to positively influence their attitudes to driving and as passengers.

As a high risk group on the UK's roads, young people (16-19 year olds) are made aware of their responsibilities as road users and the potentially devastating consequences should these not be taken seriously. In addition, they, their schools and colleges will be signposted to further sources of information and guidance.

The ultimate aim is to reduce the number of road traffic collisions involving young people and the number of deaths and injuries amongst this at risk group.

From attendance information available to the Town Clerk for the 2017 performances, of the 11 Surrey boroughs attending this event, 18.72% (2217 students) were from schools and colleges in Waverley Borough, making Waverley the highest participating borough.

Participation from Godalming centric schools alone (1532 students) was, with the notable exception of Guildford (1829 students), higher than that of all other Surrey boroughs, with Godalming College having the highest participation rate (1202 students) of all Surrey schools or colleges.

Members may wish to view www.safedrivesurrey.org for further information.

SLA Funding

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

As Members are aware, at present Godalming Town Council supports two organisations with Grant Funds via Service Level Agreements (SLA); Citizens' Advice Waverley and Waverley Hoppa Community Transport Hospital Hoppa Service, both these SLA's are for 1 year and are due for renewal in 2020.

Members have indicated that they wish to consider the scope and duration of the Council's SLA support (Min No 38-19 refers) as such the following proposals regarding the organisations currently supported by an SLA, along with a proposal for SLA support to the Farncombe Day Centre, are submitted for the consideration of Members.

In order to provide the service providers with the financial security needed beyond the year-to-year support currently provided, Members are asked to approve that the Town Clerk should, after appropriate negotiations with Citizens' Advice Waverley and Waverley Hoppa Community Transport, agree SLA's to operate from April 2020 to March 2024 which meet the following conditions:

Waverley Hoppa Community Transport

Godalming Town Council will enter into a Service Level Agreement (SLA) with Waverley Hoppa Community Transport to provide funding of £5,000 per annum 2020-2023 inclusive, to assist with providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming, Haslemere and the surrounding villages, who do not qualify for free NHS transport. The service goes to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

In entering into such an agreement, Waverley Hoppa Community Transport are to:

- maintain the provision of a dedicated Hospital Hoppa transport scheme operating 5 days per week, except public holidays within the GU7 area;
- report Hospital Hoppa usage by GU7 residents by the 31 March of each funding year; and
- by the 31 March of each year of the SLA, to inform Godalming Town Council of its intention to continue the operation of the Hospital Hoppa transport over the following 12 Months (1 April-31 March).

Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Waverley Hoppa Community Transport's annual reporting period, whilst maintaining the intent of these conditions.

Citizens' Advice Waverley

Godalming Town Council will enter into a Service Level Agreement (SLA) with Citizens' Advice Waverley to provide funding of £28,000 per annum 2020-2023 inclusive to assist with the provision of a locally available, independent, high quality advice services to Godalming residents.

In entering into such an agreement, Citizens Advice Waverley are to:

- maintain a direct client contact advice provision within Godalming that provides 5 day per week access;
- report by the 31 November of each funding year on the number of in-person, and telephone advice contacts of GU7 residents; and
- by the 31 March of each year of an SLA, to inform Godalming Town Council of its intention to continue direct client contact services in Godalming over the following 12 Months (1 April-31 March).

Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Citizens' Advice Waverley annual reporting period, whilst maintaining the intent of these conditions.

Farncombe Day Centre

Members had indicated that consideration might be given to entering into a Service Level Agreement (SLA) with the Farncombe Day Centre to support the operational costs of the Client Passenger Transport Service Minibus. As such, the Town Clerk and the Town Council's representative for the Day Centre, Cllr Hullah, met with the Centre Manager and Chair of Trustees to discuss possible support. If Members are minded to support the Farncombe Day Centre by the entering into of an SLA, it is suggested that:

Godalming Town Council enter into a Service Level Agreement (SLA) with the Farncombe Day Centre to provide funding of £5,000 per annum 2020-2023 inclusive to assist with the operating costs of the Farncombe Day Centre Client Passenger Transport Service Minibus which provides a transport service from a client's home to the day centre and return, 5 days per week.

In entering into such an agreement, it is suggested that Farncombe Day Centre are to:

- maintain and operate a passenger transport service (minibus) for the benefit of Farncombe Day Centre clients, on each of the days the Day Centre is open to clients;
- provide an alternative service provision during the occasions that the minibus is unavailable due to maintenance or repair requirements;
- report, on a date to be agreed between the Town Council and the Day Centre, on the number of client journeys during the previous 12 months; and

- by the 31 March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue to maintain and operate a passenger transport service minibus over the following 12 Months (1 April-31 March).

10. **PLANNING MATTERS – ITEM TO NOTE**

Article 4 Direction

The Town Clerk to report on matters pertaining to Godalming Town Council's submission for an Article 4 Direction Order.

11. **DIRECT LABOUR FORCE – ITEM TO NOTE**

Members to receive a report from the Clerk regarding the recruitment of Godalming Town Council's directly employed buildings and maintenance staff.

12. **PROGRAMME 2019-2023 – ITEM FOR DECISION**

Recommendations:

- 1. Members to consider the Programme 2019-2023 produced by the Aims & Objectives Working Group.**
- 2. Members to resolve to agree to recommend the Programme 2019-2023 for adoption by Full Council.**
- 3. If subsequently adopted by Full Council, Members resolve that the Aims & Objective Working Group develop a delivery plan for implementing the Council's adopted Programme 2019-2023.**

Established by this Committee on 22 May 2019 (Min No 41-19 refers) the Aims & Objectives Working Group, consisting of Cllr Boyle, Cllr Duce, Cllr Rosoman and Cllr Wardell have been working with other Members and Council Staff to develop proposals for consideration by this Committee that, if agreed, would set the aims and objectives of this Council for the period June 2019-April 2023 that would provide the foundation for the Council's future action and business plans.

In submitting the Programme 2019-2023 (attached for the information of Members) the Working Group considers the document incorporates views from across the Council and also:

- sets the aims and objectives within the context of the Godalming & Farncombe Neighbourhood Plan;
- supports existing activities of the Council that are in accord with the proposed aims and objectives;
- incorporates recent Council decisions (e.g. direct work force); and
- recognises electoral commitments (e.g. Planning Committee).

If Members approve the attached document, it will be put to Full Council on 26 September for formal adoption. Thereafter, if adopted by the Council, it is recommended that the Aims & Objectives Working Group be requested to bring forward further proposals relating to a Delivery Plan to develop the programme into detailed objectives, accountabilities and target dates.

13. WATER FOUNTAIN AND BOTTLE FILLER – ITEM FOR DECISION

Recommendations: Members to consider the report below, and if minded are requested to:

- 1. Resolve to agree the installing of a water bottle filling and drinking fountain in the Phillips Memorial Park funded from the 2019/20 carbon-reduction and mitigation scheme funding allocated from the Council's Emerging Projects Fund.**
- 2. Resolve to agree the installing of a water bottle filling and drinking fountain in Farncombe Village funded from the 2019/20 carbon-reduction and mitigation scheme funding allocated from the Council's Emerging Projects Fund.**
- 3. Resolve to agree the installing of a water bottle filling and drinking fountain in Crown Court, Godalming to be funded from a new funding allocation from the Council's Emerging Projects Fund.**
- 4. Resolve to agree the 2019/20 operating costs for the Council's water points is funded by virement from the Emerging Projects Fund.**
- 5. Resolve to agree that estimated operating costs of £358 per unit is included in the 2020/21 base budget.**

On 25 July 2019, Full Council debated and passed a Climate Emergency Motion and in doing so agreed to establish a Climate Fund, aimed at projects which would help to encourage and enable carbon-reduction and mitigation schemes within Godalming. In doing so Members agreed that for the current financial year £10,000 should be allocated from the Emerging Projects Fund, with an increase of the Council's grant budget for 2020/2021 onwards being established within the base budget as part of the budget setting process.

As part of the debate held on 25 July, Members heard of a number of potential schemes aimed at carbon reduction and mitigation, which could be instigated and funded from the Emerging Projects Fund, whilst the carbon reduction grants criteria is being considered. Whilst Members were supportive of the ideas, as no formal proposals had been submitted Members agreed that the details of any proposed scheme should be brought to the appropriate committee for full consideration.

Two of the schemes outlined in brief were:

- installation of free water fountains in prominent locations managed by Godalming Town Council in Godalming & Farncombe; and
- in collaboration with Waverley Borough Council, installation of a free water fountain within the Phillips Memorial Park.

Subsequent to 25 July GTC Officers have worked with Waverley Staff in order to establish the viability and feasibility of these proposals.

Water Bottle Filling and Drinking Fountains

Benefits to the Individual

For the individual the benefits can be as simple as the opportunity to quench their thirst without the expense of using bottled water, to stay hydrated while exploring or visiting Godalming or using it as a way-point during a ramble or cycle around the Surrey Hills, or to not have to leave that perfect, sunny spot in the park in search of a shop.

Benefits to the Community

For the environment, hence the Community, the benefits are clear – fewer plastic bottles being produced, used and disposed of means less waste in the world. This reduces the chance of litter on our streets and in our rivers and parks, and of course in our ocean. It also means fewer fossil fuels being used to produce the plastic in the first place, reducing global emissions that are driving climate change.

Benefits for the Council

Although not a direct responsibility of Godalming Town Council, free public water points can lower waste disposal costs and deliver against environmental and plastic reduction strategies. With increasing attention on environmental impacts, drinking fountains can assist Councils in encouraging residents and visitors to reduce plastic use.

Phillips Memorial Park

Officers have sought to identify equipment that is suitably robust and capable of being sited in an open publicly accessible location. As such, experience from other authorities was sought, with The Vale of Glamorgan Council's installation of a DDA compliant water fountain and bottle filler near its bandstand in Belle View Park, Penarth and East Dorset District Council's installation of Bottle Fillers at Moors Valley Country Park being used to establish a robust user requirement.

In determining the options for the water bottle filling and drinking fountain units the following requirements were taken into consideration:

- provide suitable hydration for visitors;
- aesthetically pleasing;
- outdoor and weather proof;
- capable of rapid filling of sports bottles;
- Equality Act 2010 for wheel chair access;
- WRAS & CE Approved; and
- vandal proof.

As such the Halsey Taylor 4420BF1U - Endura II Tubular Outdoor Bottle Filling Station as used in Belle View Park, Penarth has been identified for use in the Phillips Memorial Park (specification sheet attached for the information of Members).

In consultation with Waverley Parks & Countryside Officers, a suitable site, close to an existing GTC water supply, suitable drainage, the play area and adjacent to existing hard surface pathways so as to enable wheelchair access in all weather conditions has been identified.

Additionally, the identified location will ensure that the Water Fountain and Bottle Filler unit can be inspected on a daily basis by Waverley's operatives. However, it should be noted that because of the need to construct a suitable base, run underground water pipes and connect to either existing drainage or provide suitable alternative drainage arrangements, the installation site will need to be prepared by external groundworks contractors.

Although detailed specification and competitive quotes have not been sought at this stage, a price guide has been established from a local groundwork contractor.

Costs:

Halsey Taylor 4420BF1U	£3,038
Direct Bury Adaptor	£729
WRAS approved Water Meter	£145
Freeze Kit	£129
Installation (subject to final site survey)	£3,500
Total	£7,541 ea

Crown Court Godalming/Farncombe Village

In addition to the provision of drinking water at the Phillips Memorial Park, options for the provision of Water Bottle Filling and Drinking Fountains have been considered for both Crown Court and Farncombe Village.

In both locations the most suitable location in regards to access to existing water supply and drainage that are under the control of Godalming Town Council is to install the selected units external to the public conveniences. This will allow for inspection of the units at unlock, cleaning visit and lockup.

In considering the installation options for these locations, the Halsey Taylor 8FS-10UTSS - WC Series Wall Mounted Outdoor Vandal-Resistant Stainless Steel Drinking Fountain is believed to offer the best value for money option (specification sheet attached for the information of Members). This wall mounted unit provides for drinking fountain and water bottle filling requirements and can be installed by the Council's maintenance team.

Costs:	
Halsey Taylor 8FS-10UTSS	£975
WRAS approved Water Meter	£145
Freeze Kit	£129
Installation (estimate)	£500
Total	£1,749 ea

As Members will note, the provision of drinking water facilities in the Phillips Memorial Park, Farncombe and Crown Court will exceed the £10,000 provision made on 25 July by some £1,039 (without contingency).

Members could, if they so wished resolve to approve the full estimated £11,039 from the Emerging Projects Fund, or select combinations of options to maintain expenditure within the £10,000 previously agreed. If Members were to consider the latter, it is suggested that consideration be given for the installation of a water point in the Phillips Memorial Park and Farncombe Village (cost £9,290) as the option with the widest community reach.

On-Costs

In addition to water charges, which is estimated at £100 per annum per unit, a legal requirement exists for 6 monthly sanitisation and servicing at £129 per unit per visit (£258 per unit per year) meaning an estimated cost of £358 per unit per year to the base budget.

14. ADOPTION OF GODAMING AND FARNCOMBE RAILWAY STATIONS – ITEM FOR DECISION

Recommendation: Members to consider the report below, and if minded are requested to:

- 1. Resolve to agree to submit an application for Farncombe and Godalming Railway Stations to be adopted under the Association of Community Rail Partnerships Scheme (ACoRP).**
- 2. Resolve to confirm Godalming Town Council's support of the Surrey Hills to South Downs Community Rail Partnership.**
- 3. Nominate a representative to the Surrey Hills to South Downs Community Rail Partnership.**

Community Rail Partnership and Association of Community Rail Partnerships Scheme

Community Rail Partnership (CRP) is a growing grassroots movement made up of community rail partnerships and other interested groups across Britain. CRP's engage communities and help people get the most from their railways, promoting social inclusion and sustainable travel, working alongside train operators to bring about improvements and bringing stations back to life. CRPs offer the chance for stations to be adopted under the Association of Community Rail Partnerships Scheme (ACoRP). South Western Railway (SWR) actively encourage membership of ACoRP.

Surrey Hills to South Downs Community Rail Partnership

With the formation of the Surrey Hills to South Downs Community Rail Partnership, which includes Witley, Milford and Haslemere the opportunity exists for collaborative working between five stations located along the London to Portsmouth mainline to jointly promote each of the stations as a gateway to the Surrey Hills area of Outstanding Natural Beauty. Witley, Milford and Haslemere stations have been adopted under the ACoRP scheme. To enable the potential benefits of the scheme to be utilised in full for both Farncombe and Godalming Stations, it is proposed that the Town Council agrees to act as the adoptee of those stations within the ACoRP scheme.

Benefits of Station Adoption

- Volunteer engagement.
- Bringing people together and creating pride in station and community.
- Making stations welcoming, pleasant and attractive.
- Encouraging use of the railway and breaking down barriers to sustainable travel and helping to reduce vandalism.
- Partnerships with local schools, community groups, charities and businesses can be engaged to foster a sense of community spirit and promote access to and understanding of the railway across diverse groups.
- Projects promoting awareness of environmental issues, improving station access, such as walking and cycling paths or bringing disused station property back into community use.
- Access to Network Rail and SWR Staff to assist with volunteering projects at stations.
- Safety Awareness training for volunteers (provided by ACoRP).
- ACoRP membership fee of £25.00 + VAT per year per station paid for by SWR.
- Access to ACoRP funding streams and the national scheme (ACoRP members are eligible for a £500 grant from SWR to assist with projects).
- 20 travel passes per adoption group each year (for use by volunteers).

Town Council's Role & Responsibility

Godalming Town Council could act as a facilitator for community groups to engage in railway related projects such as those currently being proposed by the Farncombe Initiative, ie. public art at Farncombe Station. Additionally it could also provide a representative voice on the Surrey Hills to South Downs Community Rail Partnership to promote Godalming and Farncombe Stations as a gateway for exploring the wider area, as well as a proper repository of grants and funds relating to identified projects.

In adopting Farncombe and Godalming Stations, it is envisaged that projects around the stations would be community inspired and/or led, with the Town Council providing support as required.

If Members are minded to support the adoption of Farncombe and Godalming Stations, the appropriate applications will be submitted, with the outcomes reported to this Committee.

15. **VE DAY 75 COMMEMORATIONS – ITEM FOR DECISION**

Recommendation: Members to consider the draft proposals, and if minded are requested to:

- 1. Resolve to agree that the draft proposals be taken forward to form the VE 75 commemoration programme of events.**
- 2. Members to resolve to approve an initial budget of £3,000 to be allocated from the Festivals and Staycation reserves which currently stand at £3,232.**

On 11 July 2019, Members resolved to approve that the Town Clerk, following consultation with other appropriate local organisations and groups, bring forward proposals for celebration of the 75th anniversary of VE day in Godalming to a future meeting of this Committee (Min No 132-19 refers).

Members are requested to consider the draft proposals (attached for the information of Members) and if content, to approve the event outline for GTC staff to take forward.

16. **GODALMING POP-UP – ITEM FOR NOTE**

Members will be aware that, since early April 2019, as authorised by the Scheme of Delegation, the Town Clerk has engaged with colleagues at Waverley to explore how the pedestrian area of Crown Court could be utilised to provide a greater benefit to the community. Following successful negotiations, on 7 August, Waverley Borough Council authorised Godalming Town Council to co-ordinate all community events in the pedestrian area of Crown Court and to manage all requests from the public to use the area.

In parallel with seeking this authority the Town Clerk applied for and received an amendment to the Town Council's Street Trading Licence that allows for a Pop-up event within Crown Court on each Friday of the year and on every 2nd and 3rd Saturday of the month within Crown Court and the pedestrian area in front of 48-56 High Street.

Friday Pop-Up – Since all licences were agreed, Godalming Town Council has run three Friday Pop-Up events which have seen traders, who previously attended the now defunct Friday Market, return to Godalming. If successful and residents support the Friday Pop-up it is expected that it will become a permanent fixture within the town.

Saturday Pop-Up – The Saturday Pop-Up is envisaged to complement the existing town centre festival markets that are held on 1 Saturday in April and July and the last Saturday in November, as well as the monthly Farmers' Markets held on the last Saturday of the month (except November) between February and December each year.

It is hoped to hold the first Saturday Pop-Up event on 12 October and every 2nd Saturday thereafter. This event will be the Godalming Vegan Pop-Up, which if successful will provide a service to our community which avoids the need to travel out of area to access the offered goods and produce.

Further Pop-Up events to be held on the 3rd Saturday of the month will be explored in due course.

The Facilities Supervisor will make arrangements for the Buildings Maintenance Operative to re-position the old 'Friday Market' fingerpost signs towards the location of the Godalming Pop-Up.

Whilst the success, or otherwise, of the Pop-Up events is yet unknown, it is anticipated that these events will create a revenue surplus which will be allocated against Cost Centre 106-Festivals and Markets.

17. **COMMUNITY EVENTS – ITEM FOR DECISION**

Recommendation: Members to consider the report below and are requested to resolve to agree whether or not the 2019 Town Centre Firework event is to proceed.

Godalming Town Council organises and supports a range of community events, and whilst the level of support and resource provided varies between events, it is a reasonable assertion to suggest that the Town Council's support or involvement is a positive factor in delivering

events. Likewise it is suggested that where the Town Council is the lead or sole organiser, it is unlikely that those events would take place without the Town Council's involvement.

Events within the town are part of community life, which add to the vibrancy and vitality of the primary retail area (town centre) where many of the events are held and also provide a feel-good factor for residents. However, it is equally important that the resource provided by the Town Council is proportionate to the perceived community benefit.

Christmas Festival & Light Switch On	162	Staff hours	£3,355 Staff Cost
Spring Festival	116	Staff hours	£2,430 Staff Cost
Summer Food Festival ¹	95	Staff hours	£1,994 Staff Cost
Staycation	126	Staff hours	£2,812 Staff Cost
Dogalming	80	Staff hours	£1,817 Staff Cost
Fireworks	221	Staff hours	£4,733 Staff Cost
Remembrance Day	61	Staff hours	£1,391 Staff Cost

A wider question relating to the use of Town Council resource in organising events, is whether the activity involved is one the Town Council should be undertaking, or whether it is an event that is best provided by the voluntary or commercial sector.

Whilst it was agreed by Council in November 2018 to hold a Town Centre fireworks event in 2019 (Min No 264-18 refers) and Members set a budget for the 2019 event in July (Min No 135-19 refers) Members are requested to consider the viability of the 2019 event and whether it remains appropriate for Godalming Town Council to continue to deliver a town centre fireworks display.

Since the demise of the previous bonfire and fireworks event which was solely organised by voluntary organisations, the Council has delivered a firework display for the past 3 years. The challenges of holding a firework display in the town centre cannot be overstated and Council Officers would suggest these have been greater than originally envisaged. Due to the location and open access of the site, significant infrastructure is required to provide a secure exclusion zone around the firework site to prevent both inadvertent and deliberate incursion within the safety zone, which is not necessarily the case for firework events held in other, less public or more access controllable locations.

With the overriding consideration being to provide a safe event for the community, the staff resource required for this event is greater in both the amount of time and the number of staff involved. Whilst events staged for community benefit should not necessarily be viewed on the same profit/loss basis as commercial activities, it could be argued that events that have a revenue stream should at least cover their operating costs, even if the staff costs are not achieved and are accepted as part of the community benefit cost. Collectively the market festivals (Spring/Summer & Christmas) have made a small operating profit, which going forward should be increased by the income generated via the Godalming Pop-Up events. However, although generating income via ticket sales, concessions fees and sponsorship, over the last three years the town centre firework event has lost a total of £4,826. When considered alongside the fact that the fireworks event has a higher staff resourcing impact than any other event, which is a hidden cost of approximately £4,733 in staging the event, the overall financial viability of the event should be considered.

Likewise, Members may wish to consider these issues alongside the significant changes already agreed by the Council since the adoption of the 2019/20 Action Plan in March 2019, including the requirement to ensure that the design, specification, contracts etc. for the new GTC offices are in place by December to enable a completion and move in date by April 2020. Such changes do require the re-prioritising of staff resource.

¹ Food Festival is a partnership event with the Chamber of Commerce

Whilst, a decision not to continue with this year's town centre firework event may cause some disappointment, residents would still have a choice of three other firework displays within the town, plus options for firework and bonfire events in nearby villages, all of which are run as fundraisers in support of community groups.

18. **SOCIAL MEDIA BENCHMARKING – ITEM TO NOTE**

Effective communications provide residents, partners and stakeholders with clear messages to enable access to Godalming Town Council services; raises understanding of the Council's vision as well as the benefits of the Council's services for the local communities.

Through its Communications Policy, Godalming Town Council has identified a need to utilise a communications culture that recognises the growing importance of digital channels, such as social media, by residents, partners and stakeholders who are seeking to find, as well as share, news and information. In order to ensure social media activities are an effective and efficient use of resource, the Community & Communications Officer is required to provide a snap shot for Members to highlight the effectiveness or otherwise of GTC social media posts.

Whilst a wide range of benchmarking and analytical tools exist, as the first such exercise in providing benchmarking information to Members, only basic, broad-brush data showing trends and/or highlight/lowlights has been provided. It is recommended that unless Members identify a specific media, page or activity type for further analysis, that the range of information and examples from each of the Facebook, Instagram and Twitter pages managed by the Community & Communications Officer as shown below is provided on a 6 monthly basis.

GTC Management Social Media Platforms 1 February 2019-21 August 2019			
MEDIUM (Followers)	Feb 2018	August 2019	Percentage Growth/Decrease
GTC Instagram	63	517	+217%
GTC Twitter	45	104	+131%
Facebook			
~GTC Page	241	446	+85%
~Wilfrid Noyce Centre Page	Live May 2018 59	96	+61%
~Godalming Museum Page	166	262	+58%
~Farncombe Initiative Page	101	149	+47%

Reach and Engagement

In order to provide an indication of the range of information posted by GTC, an example of the 'Reach and Engagement' for each of the GTC managed FB pages from the period Friday 9-Friday 16 August 2019 is shown below.

Post Reach How many people had the post on their screen during the stated period.

Engagement People who have taken a positive action to a post ie. liked, shared, commented.

Friday, 9 August Dogalming post

32 people reached
engagement 4 people
(Wilfrid Noyce Centre FB)

Monday, 12 August Green Lane Litter Pick post	15 people reached engagement 15 people (Farncombe Initiative FB)
Wednesday, 14 August Hands on Archaeology Post	232 people reached engagement 34 people (Godalming Museum FB)
Friday, 16 August Phil the Flower post	6,464 people reached engagement 594 people (GTC FB)

Analytics

Analytics of GTC website activity between 1 November 2018 and 24 August 2019 show the following information:

Users	34,780
New Visitors	81%
Returning Visitors	18%
Sessions	49,373
Ave session per user	1.42
Viewed pages	82,572
UK viewers	90%
Godalming Viewers	21.73%
London Viewers	20.65%
Croydon	9.36%

Age of Users Percentage

18-24	27.5%
25-34	33.5%
35-44	15.5%
45-54	12.5%
55-64	5.5%
65+	5.5%

Most Active Periods/Views

Christmas Festival	964
Elections	776
Staycation	755
Neighbourhood Plan	575
Town Show	405
Spring Festival	400
Dogalming	292
Food Festival	290

Although the most active individual pages/views for GTC website correlate with town events, these tend to be 'spike events' with views relating to other pages spread over a longer period.

Analytics indicate that 76.5% of users of the GTC website are below the age of 45. Whilst this could be seen to be as expected, what might be viewed as a concern is the level of reach to the 45+ age group, especially when considering approximately 40% of the population of the town are within that group.

The Office for National Statistics (ONS) latest survey of internet users (2019) indicates that 47% of over 75 year olds had recently accessed the internet². The ONS data also shows that within the UK, 91% of all adults had recently used the internet (increasing to 93% in the South East region), with the biggest growth in internet use amongst the 75+ age group from 20% in 2011 to 47% in 2019.

The reasons for a lower percentile of older users accessing the GTC website could be due to the fact as the predominant use of the GTC website appears to be to seek information about events and activities or other news items, which may not appeal to that generation. However, it could also be due to an older generation preferring to access information via printed media such as the GTC newsletter and therefore do not need to access the website for such information. If this is the case, it poses a question of whether the continued use of printed media is beneficial to older residents or is a subliminal barrier to the same residents accessing information from the internet? It is suggested that whilst the ONS survey continues to indicate that the majority of 75+ residents do not access the internet then the case for solely website published information and newsletters is not yet made.

19. **DIRECT DEBITS – ITEM TO NOTE**

Recommendation: Members to resolve to agree that payment by variable direct debit to the suppliers of the fuel card for use by the Council, be added to the authorised list of variable direct debit payments.

Financial Regulation 6.6 says:

“If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Policy & Management Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Policy & Management Committee at least every two years.”

In accordance with that regulation, the Responsible Finance Officer asks that the payment of fuel for the newly purchased van be added to the list of payments made by variable direct debit through the use of a Council fuel card.

20. **POLICY REVIEW – SAFEGUARDING POLICY – ITEM FOR DECISION**

Recommendation: Members to resolve to agree to recommend the Safeguarding Policy for re-adoption by Full Council.

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

21. **MOTIONS ON NOTICE – ITEM FOR DECISION**

Motion – Proposer, Councillor Follows

Recommendation: Members to consider the Motion and if agreed, resolve to approve the implementation of the motion.

The Motion:

This Council agrees with Mr Speaker Bercow that the shutting down of parliament is an offence against the democratic process and the rights of parliamentarians as the people's

² <https://www.ons.gov.uk/businessindustryandtrade/itandinternetindustry/bulletins/internetusers/2019>

elected representatives and resolves to agree that the Town Clerk should, as soon as possible, write on behalf of the Council to the Rt Honourable Jeremy Hunt MP to request that he supports all possible lawful actions to oppose the Government's plan to prorogue parliament until the 14 October 2019 and that he provides a response to Council as to whether he supports or opposes the action being taken by the Government by no later than 20 September so that it may be reported to the Council at its meeting of 26 September.

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

The report from Councillor Boyle on the Godalming/Joigny Friendship Association has been deferred to the 17 October 2019 meeting as the Godalming/Joigny Friendship Association isn't meeting until after the date of this meeting.

23. COMMUNICATIONS ARISING FROM THIS MEETING

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

24. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 17 October 2019 at 7.00 pm in the Council Chamber.

25. 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. SENSITIVE CIVIC PROTOCOL

26. CIVIC PROTOCOL – ITEM TO NOTE

Members to receive an oral report from the Town Clerk regarding the function, role and responsibility of Godalming Town Council as outlined in the protocol document attached for the information of Members.

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5102	Contrib. to Other Provisions	0	0	0	12,479	12,479	0	12,479	0
	Head Office Costs :- Expenditure	0	0	0	12,479	12,479	0	12,479	0
4001	Salaries	14,872	15,025	153	59,516	60,100	584	180,300	120,784
4002	Employer's NIC	1,555	1,561	6	6,227	6,244	17	18,732	12,505
4003	Employer's Superannuation	2,564	2,508	-56	10,233	10,032	-201	30,096	19,863
4005	Agency Staff & Contractors	80	0	-80	96	0	-96	18,384	18,288
4011	Staff Training	673	250	-423	743	1,000	257	3,000	2,257
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	50	50	0	200	200	600	600
4102	Property Maintenance	0	20	20	0	80	80	240	240
4103	Maintenance Contracts	0	0	0	761	750	-11	750	-11
4121	Rents	0	0	0	14,510	15,620	1,110	13,000	-1,510
4163	Domestic Supplies	0	10	10	4	40	36	120	116
4202	Car Allowances	404	80	-324	503	320	-183	1,000	497
4203	Other Transport Costs	7	0	-7	87	0	-87	0	-87
4204	Fuel Costs	340	0	-340	340	0	-340	0	-340
4301	Equipment	8,412	0	-8,412	8,412	0	-8,412	500	-7,912
4304	Catering & Hospitality	15	20	5	113	80	-33	240	127
4305	Clothes, Uniform & Laundry	0	0	0	0	0	0	200	200
4306	Printing	439	165	-274	1,139	660	-479	2,000	861

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4307	Stationery	306	340	34	1,599	1,360	-239	4,090		2,491
4311	Professional Fees - Legal	-1,349	0	1,349	1,267	0	-1,267	0		-1,267
4312	Professional Fees - Surveyors	0	0	0	1,700	0	-1,700	0		-1,700
4313	Professional Fees - Other	0	830	830	1,969	3,320	1,351	10,000		8,031
4314	Audit Fees	204	2,000	1,796	204	2,255	2,051	3,300		3,096
4315	Insurance	388	0	-388	8,580	8,236	-344	8,236		-344
4321	Bank Charges	19	30	11	110	120	10	360		250
4322	Postage	0	160	160	0	640	640	1,960		1,960
4323	Telephones	106	85	-21	801	585	-216	2,000		1,199
4325	Computing	439	600	161	2,896	3,440	544	8,240		5,344
4326	Website	126	50	-76	261	200	-61	1,000		739
4327	Publicity Advertising	0	0	0	567	0	-567	0		-567
4331	Newsletter	0	0	0	1,100	1,100	0	4,400		3,300
4341	Grants	6,850	40,000	33,150	45,400	40,000	-5,400	60,000		14,600
4342	Subscriptions	377	0	-377	3,860	5,500	1,640	5,500		1,640
4401	Payments to Godalming JBC	0	0	0	27,418	27,479	61	54,958		27,540
4900	Miscellaneous Expenses	0	165	165	2	660	659	2,000		1,999
6000	Debt Charges - Principal	4,687	4,687	0	8,220	8,219	-1	26,136		17,916
6001	Debt Charges - Interest	6,559	6,560	1	10,368	10,370	2	33,620		23,252
	Head Office Costs :- Expenditure	48,072	75,196	27,124	219,005	208,610	-10,395	496,462	0	277,457
1001	Precept	0	0	0	321,889	321,889	0	643,778		
1202	Grants - WBC	0	0	0	7,060	7,479	-419	7,479		
1303	Other customer/client receipts	0	0	0	62	0	62	0		
1401	Interest Received	29	0	29	757	300	457	1,200		

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1501 Recharges to Godalming JBC	0	0	0	14,840	14,840	0	29,680		
Head Office Costs :- Income	29	0	29	344,608	344,508	100	682,137		
Net Expenditure over Income	48,043	75,196	27,153	-113,124	-123,419	-10,295	-173,196		
<u>102 Civic Expenses</u>									
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0
Civic Expenses :- Expenditure	0	0	0	6,000	6,000	0	6,000	0	0
4102 Property Maintenance	0	0	0	45	0	-45	0		-45
4304 Catering & Hospitality	0	40	40	196	160	-36	500		304
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	1,000		1,000
4306 Printing	0	0	0	126	0	-126	800		674
4313 Professional Fees - Other	0	0	0	395	0	-395	0		-395
4325 Computing	200	200	0	750	800	50	2,400		1,650
4327 Publicity Advertising	0	0	0	142	0	-142	0		-142
4332 Mayor's Expenses	437	700	263	1,257	2,800	1,543	8,500		7,243
4333 Members' Expenses	0	0	0	144	0	-144	0		-144
4334 Members' Training	336	100	-236	1,276	2,400	1,124	3,200		1,924
4900 Miscellaneous Expenses	0	50	50	340	200	-140	600		260
Civic Expenses :- Expenditure	973	1,090	117	4,671	6,360	1,689	17,000	0	12,329
1303 Other customer/client receipts	0	0	0	12	0	12	0		
Civic Expenses :- Income	0	0	0	12	0	12	0		
Net Expenditure over Income	973	1,090	117	10,659	12,360	1,701	23,000		

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
104 Town Promotion									
4005 Agency Staff & Contractors	550	0	-550	1,768	0	-1,768	0		-1,768
4102 Property Maintenance	0	0	0	41	0	-41	0		-41
4162 Waste Removal	0	0	0	264	0	-264	0		-264
4171 Grounds Maintenance Costs	2,560	600	-1,960	3,760	3,900	140	5,300		1,540
4203 Other Transport Costs	0	120	120	557	480	-77	1,400		843
4301 Equipment	304	415	111	2,115	1,660	-455	5,000		2,885
4304 Catering & Hospitality	53	0	-53	80	0	-80	0		-80
4327 Publicity Advertising	1,180	0	-1,180	1,464	0	-1,464	0		-1,464
4900 Miscellaneous Expenses	0	0	0	142	0	-142	0		-142
Town Promotion :- Expenditure	4,646	1,135	-3,511	10,192	6,040	-4,152	11,700	0	1,508
1303 Other customer/client receipts	332	0	332	4,049	3,000	1,049	3,000		
Town Promotion :- Income	332	0	332	4,049	3,000	1,049	3,000		
Net Expenditure over Income	4,315	1,135	-3,180	6,143	3,040	-3,103	8,700		
105 Staycation									
4001 Salaries	0	0	0	0	0	0	152		152
4002 Employer's NIC	0	0	0	0	0	0	15		15
4005 Agency Staff & Contractors	0	75	75	0	75	75	225		225
4162 Waste Removal	0	0	0	0	0	0	750		750
4203 Other Transport Costs	0	0	0	0	0	0	90		90
4301 Equipment	0	180	180	0	180	180	180		180

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4304 Catering & Hospitality	0	0	0	304	0	-304	0		-304
4313 Professional Fees - Other	0	0	0	0	0	0	600		600
4327 Publicity Advertising	452	400	-52	3,752	3,700	-52	3,700		-52
4343 Licensing/PRS	170	0	-170	170	0	-170	0		-170
4900 Miscellaneous Expenses	38	0	-38	38	0	-38	100		62
Staycation :- Expenditure	660	655	-5	4,265	3,955	-310	5,812	0	1,547
1303 Other customer/client receipts	0	0	0	0	0	0	320		
Staycation :- Income	0	0	0	0	0	0	320		
Net Expenditure over Income	660	655	-5	4,265	3,955	-310	5,492		
106 Festivals & Markets									
4001 Salaries	200	200	0	944	1,215	271	2,585		1,641
4002 Employer's NIC	20	20	0	93	137	44	297		204
4003 Employer's Superannuation	0	0	0	46	71	25	171		125
4005 Agency Staff & Contractors	96	0	-96	96	512	416	1,024		928
4162 Waste Removal	264	0	-264	485	250	-235	600		115
4203 Other Transport Costs	0	0	0	4	200	196	400		396
4301 Equipment	0	0	0	140	0	-140	510		370
4304 Catering & Hospitality	0	0	0	57	60	3	180		123
4306 Printing	0	0	0	0	0	0	530		530
4313 Professional Fees - Other	100	0	-100	450	900	450	2,100		1,650
4327 Publicity Advertising	75	0	-75	1,695	1,750	55	4,380		2,685

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4343	Licensing/PRS	230	0	-230	230	110	-120	220		-10
4900	Miscellaneous Expenses	9	0	-9	20	200	180	1,000		980
	Festivals & Markets :- Expenditure	994	220	-774	4,260	5,405	1,145	13,997	0	9,737
1303	Other customer/client receipts	1,600	250	1,350	8,603	6,200	2,403	14,200		
	Festivals & Markets :- Income	1,600	250	1,350	8,603	6,200	2,403	14,200		
	Net Expenditure over Income	-606	-30	576	-4,343	-795	3,548	-203		
	108 Christmas Lights									
5001	Transfers from Reserves	0	0	0	0	0	0	-3,680		-3,680
	Christmas Lights :- Expenditure	0	0	0	0	0	0	-3,680	0	-3,680
4313	Professional Fees - Other	0	0	0	0	12,000	12,000	45,880		45,880
	Christmas Lights :- Expenditure	0	0	0	0	12,000	12,000	45,880	0	45,880
1304	Donations	0	0	0	0	0	0	3,200		
	Christmas Lights :- Income	0	0	0	0	0	0	3,200		
	Net Expenditure over Income	0	0	0	0	12,000	12,000	39,000		
	109 Fireworks Night									
4001	Salaries	0	0	0	0	0	0	610		610
4005	Agency Staff & Contractors	0	0	0	0	0	0	1,400		1,400

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4162 Waste Removal	0	0	0	0	0	0	100		100
4203 Other Transport Costs	0	0	0	0	0	0	320		320
4301 Equipment	0	0	0	0	0	0	1,500		1,500
4313 Professional Fees - Other	0	0	0	2,000	2,000	0	6,800		4,800
4327 Publicity Advertising	0	0	0	0	0	0	2,200		2,200
4343 Licensing/PRS	0	0	0	0	0	0	260		260
4900 Miscellaneous Expenses	0	0	0	0	0	0	500		500
Fireworks Night :- Expenditure	0	0	0	2,000	2,000	0	13,690	0	11,690
1303 Other customer/client receipts	0	0	0	0	0	0	10,800		
Fireworks Night :- Income	0	0	0	0	0	0	10,800		
Net Expenditure over Income	0	0	0	2,000	2,000	0	2,890		
<u>111 Neighbourhood Plan</u>									
4327 Publicity Advertising	0	0	0	1,930	0	-1,930	0		-1,930
Neighbourhood Plan :- Expenditure	0	0	0	1,930	0	-1,930	0	0	-1,930
Net Expenditure over Income	0	0	0	1,930	0	-1,930	0		
<u>201 BWP Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
BWP Community Centre :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4005 Agency Staff & Contractors	696	0	-696	1,992	0	-1,992	0		-1,992
4102 Property Maintenance	204	300	96	1,136	1,200	64	4,000		2,864
4103 Maintenance Contracts	0	35	35	119	140	21	420		301
4111 Energy Costs	0	290	290	908	1,160	252	3,480		2,572
4131 Rates	0	0	0	1,326	1,352	26	1,352		26
4141 Water Services	33	40	7	129	160	31	480		351
4161 Cleaning	2,043	25	-2,018	2,093	2,050	-43	8,100		6,008
4162 Waste Removal	129	65	-64	259	260	1	780		521
4163 Domestic Supplies	0	10	10	6	40	34	120		114
4171 Grounds Maintenance Costs	126	124	-2	472	496	24	1,488		1,016
4203 Other Transport Costs	0	0	0	30	0	-30	0		-30
4301 Equipment	230	50	-180	1,837	200	-1,637	600		-1,237
4323 Telephones	28	30	3	105	120	15	360		255
4324 Broadband	38	40	2	152	160	8	480		328
4343 Licensing/PRS	0	0	0	0	0	0	300		300
BWP Community Centre :- Expenditure	3,527	1,009	-2,518	10,563	7,338	-3,225	21,960	0	11,397
1301 Premises Hire Charges	2,013	2,950	-937	9,938	12,100	-2,162	29,000		
BWP Community Centre :- Income	2,013	2,950	-937	9,938	12,100	-2,162	29,000		
Net Expenditure over Income	1,514	-1,941	-3,455	3,125	-2,262	-5,387	-4,540		
<u>202 Pepperpot</u>									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Pepperpot :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4005 Agency Staff & Contractors	0	0	0	176	0	-176	0		-176
4101 Repair/Alteration of Buildings	624	0	-624	2,474	0	-2,474	0		-2,474
4102 Property Maintenance	139	125	-14	315	500	185	1,500		1,185
4103 Maintenance Contracts	0	85	85	1,120	340	-780	1,020		-100
4111 Energy Costs	0	100	100	191	400	209	1,200		1,009
4131 Rates	0	0	0	675	670	-5	670		-5
4161 Cleaning	404	25	-379	476	490	15	1,860		1,385
4301 Equipment	577	0	-577	1,802	0	-1,802	600		-1,202
4323 Telephones	26	54	28	102	216	114	648		546
4324 Broadband	1	38	37	-33	152	185	456		489
4325 Computing	0	0	0	200	0	-200	0		-200
4327 Publicity Advertising	0	0	0	590	0	-590	0		-590
4343 Licensing/PRS	0	0	0	70	70	0	70		0
Pepperpot :- Expenditure	1,769	427	-1,342	8,159	2,838	-5,321	8,024	0	-135
1301 Premises Hire Charges	913	700	213	4,158	2,800	1,358	8,400		
Pepperpot :- Income	913	700	213	4,158	2,800	1,358	8,400		
Net Expenditure over Income	856	-273	-1,129	6,501	2,538	-3,963	2,124		
203 The Square									
4181 Premises Insurance	0	0	0	0	1,830	1,830	1,830		1,830
4315 Insurance	0	0	0	1,512	0	-1,512	0		-1,512
The Square :- Expenditure	0	0	0	1,512	1,830	318	1,830	0	318

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1302	Rents	0	0	0	3,000	3,000	0	12,000		
1303	Other customer/client receipts	0	0	0	1,512	1,830	-318	1,830		
	The Square :- Income	0	0	0	4,512	4,830	-318	13,830		
	Net Expenditure over Income	0	0	0	-3,000	-3,000	0	-12,000		
	<u>204 Allotments</u>									
4005	Agency Staff & Contractors	16	0	-16	24	0	-24	0		-24
4102	Property Maintenance	12	0	-12	12	0	-12	0		-12
4141	Water Services	6	5	-1	15	20	5	60		45
4162	Waste Removal	0	0	0	211	0	-211	0		-211
4171	Grounds Maintenance Costs	249	250	1	373	1,000	627	3,000		2,627
4301	Equipment	6,000	0	-6,000	6,000	0	-6,000	0		-6,000
	Allotments :- Expenditure	6,283	255	-6,028	6,635	1,020	-5,615	3,060	0	-3,575
1302	Rents	1,944	0	1,944	1,944	0	1,944	2,300		
	Allotments :- Income	1,944	0	1,944	1,944	0	1,944	2,300		
	Net Expenditure over Income	4,339	255	-4,084	4,692	1,020	-3,672	760		
	<u>205 Wilfrid Noyce Community Centre</u>									
5101	Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
5102	Contrib. to Other Provisions	0	0	0	0	0	0	2,083		2,083
	Wilfrid Noyce Community Centre :- Expenditure	0	0	0	2,500	2,500	0	4,583	0	2,083

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4001 Salaries	248	212	-36	902	848	-54	2,544		1,642
4003 Employer's Superannuation	0	36	36	0	144	144	438		438
4005 Agency Staff & Contractors	544	0	-544	912	0	-912	0		-912
4102 Property Maintenance	260	400	140	605	1,600	995	5,000		4,395
4103 Maintenance Contracts	79	570	491	1,013	2,280	1,267	6,840		5,827
4111 Energy Costs	19	440	421	1,485	1,760	275	5,280		3,795
4121 Rents	0	0	0	30	0	-30	250		220
4131 Rates	0	0	0	4,566	4,600	34	4,600		34
4141 Water Services	9	75	66	138	300	162	900		762
4161 Cleaning	3,657	25	-3,632	3,707	3,350	-357	13,300		9,594
4162 Waste Removal	345	152	-193	689	608	-81	1,824		1,135
4163 Domestic Supplies	42	50	8	90	200	110	600		510
4171 Grounds Maintenance Costs	0	0	0	31	0	-31	0		-31
4301 Equipment	434	300	-134	2,249	1,200	-1,049	4,000		1,751
4304 Catering & Hospitality	0	0	0	10	0	-10	0		-10
4313 Professional Fees - Other	0	0	0	0	830	830	3,000		3,000
4323 Telephones	140	138	-2	331	216	-115	541		211
4324 Broadband	26	26	0	102	216	114	536		434
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	0	100	100	0	400	400	1,200		1,200
Wilfrid Noyce Community Centre :- Expenditure	5,802	2,524	-3,278	16,859	18,552	1,693	51,203	0	34,344
1301 Premises Hire Charges	4,226	4,500	-274	18,005	18,000	5	54,000		
1303 Other customer/client receipts	0	0	0	0	0	0	2,083		
Wilfrid Noyce Community Centre :- Income	4,226	4,500	-274	18,005	18,000	5	56,083		
Net Expenditure over Income	1,576	-1,976	-3,552	1,354	3,052	1,698	-297		

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	
<u>206 Bandstand</u>										
4102	Property Maintenance	0	83	83	0	332	332	1,000	1,000	
4343	Licensing/PRS	0	0	0	0	100	100	100	100	
	Bandstand :- Expenditure	0	83	83	0	432	432	1,100	0	1,100
1301	Premises Hire Charges	47	0	47	503	630	-127	630		
1302	Rents	0	0	0	202	0	202	0		
	Bandstand :- Income	47	0	47	705	630	75	630		
	Net Expenditure over Income	-47	83	130	-705	-198	507	470		
<u>207 Godalming Museum</u>										
5101	Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000	0	
	Godalming Museum :- Expenditure	0	0	0	53,000	53,000	0	53,000	0	
4001	Salaries	3,588	3,586	-2	14,353	14,344	-9	43,032	28,679	
4002	Employer's NIC	316	300	-16	1,262	1,200	-62	3,600	2,338	
4003	Employer's Superannuation	599	584	-15	2,398	2,336	-62	7,008	4,610	
4005	Agency Staff & Contractors	144	0	-144	336	0	-336	0	-336	
4011	Staff Training	0	0	0	0	0	0	1,000	1,000	
4102	Property Maintenance	31	200	169	517	800	283	2,500	1,983	
4103	Maintenance Contracts	158	0	-158	317	0	-317	0	-317	
4162	Waste Removal	14	0	-14	14	0	-14	0	-14	
4202	Car Allowances	0	0	0	0	0	0	320	320	

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4307 Stationery	0	25	25	0	100	100	300		300
4313 Professional Fees - Other	934	0	-934	1,117	0	-1,117	0		-1,117
4315 Insurance	0	0	0	0	0	0	5,700		5,700
4323 Telephones	0	25	25	45	100	55	300		255
4325 Computing	265	170	-95	1,059	680	-379	2,050		991
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000
4900 Miscellaneous Expenses	0	0	0	60	0	-60	0		-60
Godalming Museum :- Expenditure	6,049	4,890	-1,159	21,478	19,560	-1,918	68,810	0	47,332
1302 Rents	0	1,706	-1,706	1,706	3,412	-1,706	6,824		
1303 Other customer/client receipts	0	240	-240	26,800	26,980	-180	53,960		
Godalming Museum :- Income	0	1,946	-1,946	28,506	30,392	-1,886	60,784		
Net Expenditure over Income	6,049	2,944	-3,105	45,971	42,168	-3,803	61,026		
208 Land & Property - Other									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Land & Property - Other :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff & Contractors	1,816	0	-1,816	2,428	0	-2,428	0		-2,428
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560
4102 Property Maintenance	2,380	325	-2,055	5,696	1,300	-4,396	3,900		-1,796
4103 Maintenance Contracts	0	100	100	0	400	400	1,200		1,200
4111 Energy Costs	0	65	65	211	260	49	780		569
4131 Rates	0	0	0	3,609	3,634	25	3,634		25

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4141 Water Services	96	270	174	1,191	1,080	-111	3,240		2,049
4151 Fixtures & Fittings	0	250	250	0	500	500	1,000		1,000
4161 Cleaning	3,026	0	-3,026	3,026	3,510	484	16,540		13,514
4171 Grounds Maintenance Costs	39	650	611	218	2,600	2,382	8,000		7,782
4203 Other Transport Costs	0	0	0	150	0	-150	0		-150
4301 Equipment	719	0	-719	2,675	0	-2,675	0		-2,675
4313 Professional Fees - Other	741	0	-741	741	0	-741	0		-741
4900 Miscellaneous Expenses	0	0	0	26	450	424	1,800		1,774
Land & Property - Other :- Expenditure	8,817	1,660	-7,157	19,970	13,734	-6,236	41,654	0	21,684
1303 Other customer/client receipts	2,261	0	2,261	2,261	0	2,261	0		
Land & Property - Other :- Income	2,261	0	2,261	2,261	0	2,261	0		
Net Expenditure over Income	6,556	1,660	-4,896	20,209	16,234	-3,975	44,154		
Policy & Management Expenditure	87,592	89,144	1,552	412,978	391,153	-21,825	882,064	0	469,086
Income	13,364	10,346	3,018	427,300	422,460	4,840	884,684		
Net Expenditure over Income	74,229	78,798	4,569	-14,322	-31,307	-16,985	-2,620		

Godalming Town Council
Reserve Balances 2019/20

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2020 £
Movement in Reserves to March 31 2020 (Actual)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	263,033			-26,356		236,677 <small>Min 44-19 P&M 22 May 2019 £20k, Min 42-18 P&M 24 May 2018 £4.3, Mir</small>
Sub-total unallocated reserves	263,033					236,677
Earmarked Reserves						
2 Election Expenses Fund	21,602		6,000			27,602 <small>Min 309-18 FC 10 Jan 2019</small>
3 Emerging Projects	43,300		12,479	-17,400		38,379 <small>Min 309-18 FC 10 Jan 2019; Min 377-18 P&M 7 Mar 2019 £7.4k; Min 159-1</small>
4 WW1 Memorial	750					750
5 Caudle Memorial Fund	23,800			-4,500		19,300 <small>JNL253</small>
6 Godalming Museum	59,880		53,000	-3,200		109,680 <small>Min 309-18 FC 10 Jan 2019; Min 267-18 P&M 19 Nov 2018</small>
7 Land & Property Maintenance	29,101		10,000	-10,500		28,601 <small>Min 309-18 FC 10 Jan 2019, Min 133-19 P&M 11 Jul 2019</small>
8 IT Reserve	5,000					5,000
9 Christmas Lights	8,788					8,788
10 Festival Surplus	2,897					2,897
11 Staycation	335					335
12 Neighbourhood Plan	1,730			-1,730		0 <small>JNL251</small>
14 Farncombe Initiative	3,201					3,201
15 Wilfrid Noyce Key Deposits	80					80
18 Mayor's Charity	2,749			-2,749		0 <small>JNL245</small>
Sub- total Earmarked Reserves	203,212					244,612
Balances	466,245	0	81,479	-66,435	0	481,290

8. 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	17 October 2019
FARNCOMBE INITIATIVE	Cllr PMA Rivers	274-13	New Chair appointed (Min No 43-19)	Bi-annual	28 Nov 2019
FLOOD ALLEVIATION	Town Clerk	405-13 428-14 469-15	Piling works have been completed, pumping stations and fitting out works progressing Completion ceremony 11 October	N/A	Mid 2019
FIREWORKS	Town Clerk	173-16	Members agreed to support an event in 2019 (Min No 264-18). Item on this Agenda	Annual	1 November 2019
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	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.	Two yearly	May 2020
OUTSIDE WORKS & MAINTENANCE SERVICES	Town Clerk	142-19	Agreed by Committee Min No 44-19 implementation progressing – report on this agenda		Oct 2019
ANNUAL SAFETY REPORT	Town Clerk	N/A	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2020
MUSEUM FIRE ESCAPE	Town Clerk	219-18	Submission of Planning Application. Planning application approved – Specification amended application to be re-submitted		Nov 2019

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
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 5 September 2019. Report deferred to 17 October 2019 meeting as Group not meeting until after 5 September 2019.	05/09/19	17/10/19
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 17 October 2019	17/10/19	
Waverley Citizens' Advice	Cllr Steel		Report expected 17 October 2019	17/10/19	
Sport Godalming	Cllr Adam		Report expected 29 November 2019	29/11/19	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 29 November 2019	29/11/19	
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 12 December 2019	12/12/19	
Holloway Hill Sports Association	Cllr Martin		Report expected 12 December 2019	12/12/19	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 16 January 2020	16/01/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 16 January 2020	16/01/20	
Godalming Together CIC	Cllr Welland		Report expected 5 March 2020	05/03/20	
SALC	Cllr Cosser		Report expected 5 March 2020	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report expected 9 April 2020	09/04/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
District Scout Council	TBC		Report expected 9 April 2020	09/04/20	
Godalming Park Run Group	Cllr Duce		Report expected (TBC)	TBC*	
Fairtrade Steering Group	Cllr Wardell		Report deferred from 22 May 2019	TBC*	
Farncombe Day Centre	Cllr Hullah		Report deferred from 22 May 2019	TBC*	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019	TBC*	

*Dates to be set when Meeting Schedule 2020/21 is agreed.

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Mayor's Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019
Spring Festival	Saturday, 6 April 2019
Farmers' Market	Saturday, 27 April 2019
St John's Spring Fair	Saturday, 4 May 2019 (TBC)
Annual Council/Mayor Making	Thursday, 16 May 2019
Godalming Run	Sunday, 19 May 2019
Farmers' Market	Saturday, 25 May 2019
Town Show	Saturday, 1 June 2019
Farmers' Market	Saturday, 29 June 2019
Summer Food Festival	Sunday, 7 July 2019
Farmers' Market	Saturday, 27 July 2019
Staycation	Saturday, 3–Sunday, 11 August 2019
Farmers' Market	Saturday, 31 August 2019
Farmers' Market	Saturday, 28 September 2019
Farmers' Market	Saturday, 26 October 2019
Fireworks	Friday, 1 November 2019
Remembrance Sunday	Sunday, 10 November 2019
Christmas Festival & Light Switch-On	Saturday, 30 November 2019
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 14 December 2019
Pancake Races	Tuesday, 25 February 2020
Farmers' Market	Saturday, 28 March 2020
Spring Festival – Spring into Godalming	Saturday, 4 April 2020

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation - Safe Drive Stay Alive

2. Contact Name, Address and Telephone Number

Mark Taylor, Surrey Fire & Rescue Service, Headquarters, Croydon Road, Reigate, Surrey.
RH2 0EJ. Switchboard: 01737 242444. Mobile: 07968 834523

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** Public sector partnership - Surrey Fire & Rescue Service, Surrey Police, South East Coast Ambulance Service, Frimley Park Hospital



4. What are the aims and objectives of the Organisation?

Safe Drive Stay Alive is a road safety education initiative that aims to highlight to all young people their responsibilities whilst being in a car - as a driver or passenger – as well as the consequences should these responsibilities not be taken seriously. Through a more informed and responsible attitude to driving young people will develop as more responsible, better and safer drivers and passengers, to the benefit of the wider community on Surrey's roads. The ultimate aim is to reduce risk and the number of road traffic collisions caused by, or involving young people (age 17 - 24), and therefore positively influence the number of injuries or deaths on the roads in Surrey involving this at risk group.

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

No

5. Please state size of membership and annual subscription levels of Organisation

None. Attendees comprise 16 - 19 year old students/young people at a live event at Dorking Halls. Attendance since 2005 shown below.

First performances

April 2005

Annual attendance

11 500 - 12 000

Total attendance

149 500

Total performances

249

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)

Constitution or aims**Surrey Fire & Rescue's vision, mission and aims**

Working with others, we want to make Surrey a safer place to live, work, travel and do business

(See www.surrey-fire.gov.uk)

Accounts

Funds held within a profit centre budget code and administered by Surrey CC Finance Officer (for Safe Drive Stay Alive) and other Surrey CC/Surrey FRS personnel

Budget for current financial year

Projected budget required for 2019/20, to deliver 19 Safe Drive Stay Alive performances to 11 500 - 12 000 young people is £110 000. This is sourced through a variety of grant applications to private corporate, public and charity sectors (2018/19 financial supporters are listed on the annual summary report for 2018).

Annual report

Please see the annual summary report, for the November 2018 performances of Safe Drive Stay Alive, submitted with this application.

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.

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

b) Specify

- Total Estimated Cost		£ 110 000
- Amount already available		£ 150 228
- Amount expected to be available at commencement		£ 160 228
- Dates scheduled to commence and finish	- 4 - 8 & 11 - 14 Nov 2019	

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
Carried forward from 2018/19 (see spread-sheet)		£67 178
Police and Crime Commissioner	£35 000	£35 000 (agreed)
Drive SMART	£20 000	£20 000 (agreed)
ExxonMobil	£10 000	£8 000 (agreed)
Kier	£10 000	
Highways England	£10 000	£0
Toyota	£7000	£7 000 (agreed)
esure	£5 000	£5 000 (agreed)
High Sheriff Youth Awards	£3 000	£3 000 (agreed)
Caterham Valley Parish Council	£500	£500
Oxted Parish Council	£500	£500
Burstow Parish Council	£100 - £500	£250
Shalford Parish Council	£100 - £500	
Horley Town Council	£100 - £500	£100
Whyteleafe Village Council	£500	
Worplesdon Parish Council	£500	£500
Bletchingley Parish Council	£100 - £500	
Lingfield Parish Council	£100 - £500	
Normandy Parish Council	£100 - £500	£100
East Horsley Parish Council	£100 - £500	
Felbridge Parish Council	£100 - £500	
Cranleigh Parish Council	£100 - £500	

Surplus funds secured will be allocated to the running costs of the 2020 performances and/or used for any developmental costs, such as new films and other new educational resources. PCC funding of £35000 per year is secured until 2019. However, there will need to be a new application process from 2020. All other funding sources (grants) are applied for on an annual application basis.

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

a) Amount £ 500

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

- Amount - £ 500
- Date - July 2018
- Project - Safe Drive Stay Alive

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

11 500 - 12 000 young people from across Surrey attend SDSA each year, a large proportion of whom attend schools or colleges whose catchment areas include Godalming and the surrounding areas within Waverley and Surrey. Also, many of those who live outside the Godalming Town Council area, may also be drivers in or through the town as they learn to drive and in their early years of driving. Safety of these drivers, their passengers and others using the roads could be positively affected by attendance following attendance at SDSA.

Please see word document submitted with this application which details the number of places booked, and attendance, by boroughs/districts, for the 2018 performances. All schools/colleges who attended are named.

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

Signed



Date 15 August 2019

Capacity in which signed: Children and Young People Team Manager, Surrey Fire & Rescue Service
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;
 - 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.

GTC Objective
Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport)
Activities
Establish GTC Environment & Planning Committee.
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.
Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint.
Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming.
Establish criteria for the award of environmental grants.
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.
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.
Take active steps where possible to encourage: <ul style="list-style-type: none"> 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.
Develop, adopt, maintain and review annually a Carbon Reduction Plan.
Improve public participation in planning.
Where practicable, work with WBC to develop, maintain and run social housing.
Support Waverley Borough Council in improving the provision of affordable housing.
Oppose development of fossil fuel mineral extraction.
Discourage single use plastics and promote deposit schemes for plastic bottles.

Protect natural habitats and biodiversity.
Where practicable provide support for rewilding projects.
Promote strategies for reducing and reusing materials as much as recycling.
Provide an information hub to promote understanding of individuals' and communities' impacts on climate change.
Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities.
To provide, maintain and operate public drinking water fountains/bottle refill points.
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.
Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives.
Community Safety
Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime.
Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school.
Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.
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.
Develop and support youth engagement in the democratic process.
Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.
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.
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.
Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers.
Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town.
Work with local business organisations and other stakeholders; promote sustainable and regenerative business models.

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.
Work with stakeholder groups to support the establishment of the Godalming Parkrun.
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.
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.
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.
Support monthly Council Consultation & Listening Events.
Use “listening exercises” to support consultation for key issues.
Engagement with residents via traditional and social media.
Actively disseminate information on Councillor attendance, voting record etc.
Establish a large Town Hall Meeting once a year.
Engage residents in developing priorities for how to spend Community Infrastructure Levy funds.
Council Staffing
Recruit Direct Work Force to reduce and eventually replace use of contractors.
Provide appropriate staffing resource to meet the aims and objectives of the Council.
Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme.

PRODUCT SPECIFICATIONS

Halsey Taylor Endura II Outdoor HydroBoost® Bottle Filling Station, Bi-Level Pedestal Non-Filtered, Non-Refrigerated. Features shall include 316 Stainless, Heavy Duty Vandal-Resistant, Laminar Flow. Furnished with Vandal-Resistant bubbler. Front Button activation. Product shall be Floor Mount/Freestanding, for Outdoor applications, serving 2 station(s). Unit shall be lead-free design which is certified to NSF/ANSI 61 & 372 (lead free) and meets Federal and State low-lead requirements.

Special Features:	316 Stainless, Heavy Duty Vandal-Resistant, Laminar Flow
Finish:	Beige (BGE), Black (BLK), Blue (BLU), Brown (BRN), Evergreen (EVG), Gray (GRY), Orange (ORN), Purple (PUR), Red (RED), Terracotta (TER), White (WHT), Yellow (YLW)
Power:	No Electrical Required
Bubbler Style:	Vandal-Resistant
Activation by:	Front Button
Mounting Type:	Floor Mount/Freestanding
Chilling Option:	Non-Refrigerated
Full Load Amps	0
Approx. Shipping Weight:	190 lbs.
Installation Location:	Outdoor
No. of Stations Served:	2

Special Note: Bottle Filler Stations 1 (Upper), Bubbler Stations 1 (Low), Choose from 12 color options

- Laminar flow provides clean fill with minimal splash.
- Base material constructed from marine-grade 316 stainless steel provides the ultimate corrosion protection from even the most corrosive elements.
- Heavy Duty Vandal-Resistant:
 - Tamper resistant screws
 - Resists stains and corrosion
 - Heavy-gauge construction
- Vandal-resistant, bubblers are one-piece, chrome plated with integral hood guard design to prevent contamination from other users, airborne deposits and tampering.



AMERICAN PRIDE. A LIFETIME TRADITION. Like your family, the Elkay family has values and traditions that endure. For almost a century, Elkay has been a family-owned and operated company, providing thousands of jobs that support our families and communities.



PRODUCT COMPLIANCE

ADA
Buy American Act
GreenSpec®
NSF/ANSI 61 & 372 (lead free)



[Installation Instructions \(PDF\)](#)

Warranty pertains to drinking water applications only. Non-drinking water applications are not covered under warranty.

[Warranty \(PDF\)](#)

OPTIONAL ACCESSORIES

4471LHB - Locking Hose Bib
97890C - Accessory - Direct Bury Adaptor

PART: _____ QTY: _____

PROJECT: _____

CONTACT: _____

DATE: _____

NOTES: _____

APPROVAL: _____

In keeping with our policy of continuing product improvement, Halsey Taylor reserves the right to change product specifications without notice. Please visit Halseytaylor.com for the most current version of Halsey Taylor product specification sheets. This specification describes a Halsey Taylor product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.

MIW

OFFICE SOLUTIONS

Standardizing in Excellence

- MODEL: 8FS-1 / 8FS-2 (with refrigeration)
 8FS-1-Out / 8FS-2-Out (less refrigeration)



These water coolers are certified to NSF/ANSI 61.

GENERAL

Self-contained, electric refrigerated wall-mounted water cooler designed to be easily accessible to physically challenged individuals. When properly installed, unit meets state and federal requirements as defined by the Americans with Disabilities Act. Unit is certified to NSF/ANSI 61 and meets requirements of the Safe Drinking Water Act. Unit provides 50° F water at 80° F inlet water and 90° F ambient.

CABINET

Heavy-gauge stainless steel. Resistant to wear, moisture, perspiration, heat, and sunlight. Optional Stainless Steel is available.

COOLER TOP

Non-corrosive stainless steel cooler top, number 300 series with satin finish resists stains and corrosion and is easy to maintain. Anti-splash ridge reduces splatter. Contoured to insure proper drainage.

BUBBLER

Exclusive one-piece, chrome-plated two-stream mound-building bubbler with non-removable anti-squirt feature and integral hood insures a satisfying drink of water.

PUSH BAR ACTUATION MECHANISM

Self-closing light-touch push bars with raised letters for the visually impaired.

AUTOMATIC STREAM HEIGHT REGULATOR

Self-closing assembly is located inside unit to prevent tampering. Unit resists corrosion and lining. A constant stream height is automatically maintained under line pressures that vary from 20 to 105 psi.

INLET STRAINER

Easily cleaned in-line strainer screen traps particles of 140 microns or larger before they enter the waterway.

TEMPERATURE CONTROL

Positive sensing thermostat for controlling temperature of storage tank water. Factory set at 50° F Adjustable \pm 5° F.

STORAGE TANK

Non-pressurized stainless steel evaporator/storage tank for long life. Waterways are certified to NSF/ANSI 61, far exceeding the requirements of the Safe Drinking Water Act.

REFRIGERATION SYSTEM

Hermetically sealed, positive start compressor with lifetime lubrication and built-in overload protection, efficient capillary sizing, large capacity dryer-strainer, and self-lubricated fan cools copper/aluminum condenser. System uses R134A refrigerant.

VENTILATION

Insure proper ventilation by maintaining 6" (152mm) minimum clearance from cabinet louvers to wall.

SUGGESTED SPECIFICATIONS

Shall deliver 8.0 GPH of 50° F water at 90° F ambient and 80° F inlet water. Shall have stainless steel basin with removable drain strainer. Bubbler shall be two-stream mound building type. Separate valve and automatic stream regulator shall be mounted within cabinet. Refrigeration system shall employ high efficiency, positive start compressor using R134A, non-pressurized tank with totally encapsulated insulation and be controlled by positive sensing thermostat. Shall have front (or front and side) push-bar water controls with raised lettering for the visually impaired. Cooler shall comply with ANSI 117:1 and ADA for visual and motion disabilities. The manufacturer shall certify the unit to meet the requirements of NSF/ANSI 61, and the Safe Drinking Water Act. Unit complies with ARI Standard 1010.

NOTE: Continued product improvement makes specifications subject to change without notice.

Barrier-Free Cooler



Standard finish is Stainless Steel

+ 8FS-1 + 8FS-1-Out

+ 8FS-2 + 8FS-2-Out

Bottle Filling Tap Bubbler Tap

Optional Accessories (extra cost)

- Water Filter
- Trap O.D. Waste 36mm
- Water Connection Kit:
2m 1/4" Flexible Pipe, In-Line Valve
+ 1/2"/15mm Female Connection

WC8 BARRIER-FREE SERIES

Model No.	GPH Capacity Cooled to 50° F*		Base Rate Cap.	F.L. Amps	Shipping Weight lb.	Rated Watt Usage
	Ambient Air Temp					
	70°F	80°F				
8FS-1	35L	32L	7.6	4.0	70	370
8FS-2	35L	32L	7.6	4.0	70	370

Trap and service stop not included

miw.co.uk



15. PROPOSED OUTLINE PROGRAMME FOR VE 75 WEEKEND COMMEMORATIONS

- VE DAY FRIDAY 8 MAY 2020 Music from the Bandstand - 1 month prior to event on 8 May (Mon 8 April) Allied Flags, plus 2 UN flags to festoon Meadow Avenue of Flags
- Register GTC's events

Event Friday 8 May	Time	Location	Owner	Action	Status
Music from the Bandstand	14.00-14.52	Godalming Bandstand, Phillips Memorial Park	GTC	<ul style="list-style-type: none"> • Bands/swing music/singers to be sourced • "War time musicians" to perform 50 mins set • Tel: 01304 825882/01233 714270 	<p>Appropriate musicians have been contacted - awaiting response.</p> <p>Burnetts Fun Fair booked for Friday, 8 May and Saturday, 9 May for Duck race.</p>
Bell Toll	14.51-14.52	St Peter & St Paul's Church	(Captain of the Bell Tower)	<ul style="list-style-type: none"> • Bell Tolls to sound "Pray Silence" 	Contacted - awaiting response
Winston Churchill	14.53-15.00			<ul style="list-style-type: none"> • Outside Broadcast Winston Churchill's Peace Speech 5.31 mins (followed by 3 cheers for Victory) 	Source suitable quality recording for Outside Broadcast Book PA
Pipers	15.00	Bandstand		<ul style="list-style-type: none"> • Pipers to play Battle's O'er & VE 75 Years (post on social media to engage 4+ pipers) • Music to be downloaded and distributed 	<p>Pipers request on social Media Jan 2020</p> <p>Music requested from VE Pageant Master</p>
Nation's Toast to the Heroes of WW2	15.00	Bandstand		<ul style="list-style-type: none"> • Nation's Toast to be printed off for congregation - Words on big screen? • Mayor to read Nation's Toast 	Put form in for Mayor's presence

Event Friday 8 May	Time	Location	Owner	Action	Status
The Nation's Toast pubs to encourage customers to raise a glass and take part in the Nation's toast.	15.00			<ul style="list-style-type: none"> • Post on Social media to encourage pubs • Send toolkit to Godalming & Francombe Public Houses for their participation 	Toolkit to be sent to all pubs
Music from the Bandstand	On completion			<ul style="list-style-type: none"> • Music/Singers to continue 	tbc
A Cry for peace	18.55 Performed at 19.00			<ul style="list-style-type: none"> • Town Cryer to be engaged • "Cry to be printed off" 	Sergeant-at-Mace provisionally booked
Bells ring out	19.00			<ul style="list-style-type: none"> • To be booked 	
End of Phillips Event					
Parties and celebrations	19.00			Town wide	
Event Saturday 9 May	Time	Location	Owner	Action	Status
DUCK RACE	11.30-16.00	Phillips Memorial Park	Rotary	Rotary Classic Military vehicles or cars	Burnetts Fun Fair booked for Friday, 8 May and Saturday, 9 May for Duck race. Source

Event Sunday 10 May	Time	Location	Owner	Action	Status
<ul style="list-style-type: none"> Church services Tribute to the Millions Mayor to lead Service Reveille 	10.30	Phillips Wet weather = Parish Church	GTC/SSP&P	<ul style="list-style-type: none"> Book Reverend for SS P & P Book army/air cadets on Parade Godalming Band to play Bugler to play last post 	Provisionally booked Commemoration to VE Day service combined. TBC Provisionally requested
<ul style="list-style-type: none"> Congregation invited to stay for refreshments Music in the Park 	After service length of service to be confirmed 1pm	Bandstand	GTC	<ul style="list-style-type: none"> GTC to provide refreshments/marquees for after services Community to be invited to bring picnic rugs Speak to Music in Park group ref starting MITP earlier i.e 1pm and booking Swing/appropriate end of war songs band 	Provisionally requested
Additional Extras					
Photos/Exhibition - Museum					Meeting arranged with Curator
Godalming Remembers Book				Ask Day Centre residents for their Memories of VE Day to be put into a Living Memory book	To speak to Museum
Street Parties				Invite residents to put on street parties	AJ to check road closure coordination via WBC and GTC
Twinning Associations invited to participate				Pétanque terrain frame to be built and tarpaulin, 2 x tables with twinning interesting stuff to raise profile, competition? On Friday and Saturday 2 x marquees	Meeting arranged with Mayen and Joigny personnel – Twinning Ass. Looking at ways to engage.



SAFEGUARDING POLICY

PHILOSOPHY:

Every child and vulnerable adult irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation vulnerable person, regardless of age or circumstance, 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.
- Contact details for the Safeguarding Officer are to be clearly displayed at all GTC 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 GTC Safeguarding Officer are to be treated seriously and managed in accordance with Surrey County Council MASH safeguarding policies.

Adopted by Full Council on 20 July 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.