

GODALMING TOWN COUNCIL

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Municipal Buildings
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1 March 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, 7 MARCH 2019 at 7.00 pm.

Andy Jeffery
Town Clerk

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

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Hunter
Councillor Noyce
Councillor Pinches
Councillor Gray
Councillor Purkiss
Councillor Follows

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Welland
Councillor Bolton
Councillor Walden
Councillor Wainwright

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 20 December 2018, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

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

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

4. 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.

5. COMMITTEE WORK PROGRAMME

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

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

6. PLANNING MATTERS

Permitted Development Rights Impact Study

Members to receive the Permitted Rights Impact Study commissioned to support an application to the Local Planning Authority for the instigation of an Article 4 Direction under The Town and Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1) to prevent a change of use under Schedule 2, Part 3 (Change of Use) Class O – Offices to Dwelling houses of the Act, for the area bound by Station Road, Station Approach and Mill Lane Godalming.

Having considered the attached report, Members are asked whether they wish the Town Clerk to submit the report to the Local Planning Authority (LPA) along with a request for the LPA to reconsider its earlier decision not to grant an Article 4 Direction Order.

If Members wish to proceed as above they are requested to approve the attached letter to the LPA.

WA/2018/1997 – Non-illuminated signs at land at High Street and Church Street, Godalming

The above application submitted by Godalming Town Council has been granted and signage promoting Church Street will be installed as soon as possible.

Neighbourhood Plan

Members will wish to note that the Independent Examiner for the Godalming & Farncombe Neighbourhood Plan has concluded that:

“I am therefore delighted to recommend to Waverley Borough Council that the Godalming & Farncombe Neighbourhood Plan, as modified by my recommendations, should now proceed to referendum”

Officers were pleased to read his email in which he states that:

“I would offer my congratulations to the Town Council and the Steering Group in passing this milestone and I look forward to seeing a positive referendum result in due course”.

On receipt of the examiner's report, the Town Clerk has updated the submitted Neighbourhood Plan to reflect the modifications requested by the examiner and forwarded the same to Waverley Borough Council. Copies of the modified GoFarNP were sent on 26 February, along with the Examiner's report, to all Members via their Council emails, hard copies can be collected from the Support Services Executive on request and a copy will be tabled at the meeting.

Members are requested to resolve to accept the modifications as required by the Independent Examiner.

7. TOWN COUNCIL ACTION PLAN 2019/20

Members are requested to review the Godalming Town Council Action Plan 2019/20 (attached for the information of Members) and if agreed recommend it for adoption by the Full Council.

The Action Plan summarises the activities and projects the Council aims to continue or complete during 2019/20. Godalming Town Council's budget for 2019/20 supports the action plan. The Action Plan provides clarity and focus to ensure the best use of resources, however, it should be noted that it remains a live document that can and should be amended as circumstances change.

If agreed, Members are requested to resolve to recommend the Godalming Town Council Action Plan 2019/20 for adoption by the Full Council.

8. 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.

9. APPOINTMENT OF INTERNAL AUDITOR

The appointment of the Internal Auditor currently sits under the functions of the Policy & Management Committee. This process was consequential of the Audit Committee being a sub-committee. However, as it is now a standing committee in its own right, there is no necessity for the Audit Committee's recommendations to go via the Policy & Management committee. The Responsible Finance Officer therefore recommends that requirements of Standing Order 97.vii (*To appoint the auditors of the accounts*) be moved to sit under the Audit Committee.

10. COMMUNITY BUILDINGS FEES & CHARGES

Members are asked to agree Fees & Charges relating to Godalming Town Council's community buildings effective from 1 April 2019 (proposed schedule of charges is attached for the information of Members).

Members to note that previously agreed amendments are reflected in the schedule (Min No 321-16 refers). Namely, there is no increase in fees and the Regular User Discount is no longer offered (all affected hirers have been contacted regarding this).

11. BUDGET MONITORING

Members to consider a budget monitoring report 31 January 2019 (detailed report attached for the information of Members). Members to note that the report is against Revised Estimates, as agreed at Full Council on 10 January 2019 (Min No 309-18 refers).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	2,885 u/s	0
Civic Expenses	4,315 o/s	0
Town Promotion	1,980 u/s	0
Staycation	24 o/s	24 o/s
Festivals & Markets	821 u/s	0
Christmas Lights	911 u/s	911 u/s
Fireworks Night	137 u/s	137 u/s
Neighbourhood Plan	3 u/s	0
BWP Community Centre	3,636 u/s	0
Pepperpot	4,610 u/s	0
The Square	0 o/s	0

Allotments	1,436 o/s	1,000 o/s
Wilfrid Noyce Community Centre	817 u/s	0
Bandstand	830 u/s	0
Godalming Museum	14,829 u/s	0
Land & Property Other	1,059 u/s	0
TOTAL	26,743 u/s	24 o/s

The monitoring report shows a current variance of £26,743 underspend against budget.

The largest variance is for the Museum, where the Council have received £15,000 from Waverley Borough Council towards the replacement of the fire escape. The Responsible Finance Officer recommends that monies be transferred to the Earmarked Reserve for the Museum for when the works commence in 2019/20.

Members are asked to AGREE the transfer of £15,000 to EMR 326 Godalming Museum Property Maintenance.

£1,146 of the overspend in Allotments is due to the ground-based survey of the Council's tree stock on GTC land as reported to this Committee on 29 November 2018 (minute 263-18 refers).

12. APPLICATIONS FOR GRANT AID

Following the production of the month 10 budget monitoring report, doubts were raised as to the accuracy of the balance shown against the grants budget nominal code. Subsequent investigations found that the balance shown in the monitoring report to be correct and that a miscalculation had been made following the July P&M meeting, which caused an erroneous balance to be presented to Members at subsequent grant meetings. The Town Clerk apologises for this error, the consequences of which were to indicate that after the November P&M meeting an unallocated balance of £574 remained in the grants fund, when in fact the available unallocated balance has been confirmed by the RFO as £2,681.60.

As a result of this error, an application, which was received and validated prior to the planned January grants round, was deferred as it was believed insufficient funds existed to warrant its consideration at that stage. With this now no longer being the case, the application is brought to this meeting for Members' consideration.

The unallocated balance remaining within the grants fund if the application were to be agreed would be £401.60.

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

Applications for General Grant Fund Support

1254 (Godalming) Air Training Corps

£2,280 is applied for to pay for new chairs with writing tablets for the squadron.

Previous Grants: £923.08 in 2016/17.

13. SCHEME OF DELEGATION

The Staffing Committee considered the Scheme of Delegation as it related to the Proper Officer, Responsible Finance Officer and other staff for them to achieve effective day-to-day running of the Council.

Having reviewed and agreed amendments to the proposed Scheme of Delegation (amended version attached for the information of Members) Members of the Staffing Committee resolved to pass the Scheme of Delegation to the Policy & Management Committee for further consideration by that Committee, prior to passing to Full Council for adoption.

Members to consider the Scheme of Delegation and if approved are requested to resolve to recommend that the Scheme of Delegation be adopted by the Full Council.

14. NEW COUNCILLOR & STAFF MEMBER INDUCTION & TRAINING POLICY

The Staffing Committee considered the New Councillor & Staff Member Induction & Training Policy and having approved amendments to the draft document (copy attached for the information of Members) resolved to agree to recommend the policy to the Policy & Management Committee for consideration prior to passing to Full Council for adoption.

Members to consider the New Councillor & Staff Member Induction & Training Policy and if approved are requested to resolve to recommend that the New Councillor & Staff Member Induction & Training Policy be adopted by the Full Council.

15. COMMUNITY ENGAGEMENT STRATEGY

The Council's *Supporting Our Community* document, which was adopted on 19 July 2018, set out the Council's commitment to improve communications with residents and local businesses. The Community Engagement Strategy sets out the detail of how the Council plans to manage its commitment.

Members to consider Godalming Town Council's Community Engagement Strategy (copy attached for the information of Members) and if approved are requested to resolve to agree to recommend it to Full Council for adoption.

16. YOUTH PROVISION – DISCUSSION PAPER

A number of Members have approached Officers with concerns about youth activities and provision within the town. This is a complex and challenging subject requiring considered debate and deliberations. As such Officers have produced an initial discussion paper (attached for Members' consideration) and recommend that if Members wish to explore the issues raised that initially a working group is convened to consider options and report its findings to this Committee.

17. CHRISTMAS LIGHTS

Members to consider a confidential report (attached for the information of Members) from the Town Clerk relating to provision of Christmas lights and illuminations.

If Members are in agreement, it is recommended that a contract for the provision of Christmas lights and illuminations for the period 2019-2021 inclusive be awarded to Supplier B.

18. CROWN COURT PUBLIC TOILET REFURBISHMENT

The refurbishment of the public toilets in Crown Court began in January but took a little more time than anticipated due to the plummeting temperatures making work more challenging than expected.

As work progressed, amendments were made under delegated authority to the scope of the works in order to eliminate the step up to the urinal trough in the male facilities. This was done to provide maximum accessibility for users and, along with improved signage and appropriate colour contrasts, meant Godalming Town Council has continued its progress to

ensure that, as far as is reasonably practicable, facilities maintained and operated by the Council are accessible and Dementia Friendly.

Additionally, it was decided to incorporate a higher specification Solid Grade Laminate Board, which, although initially more expensive, is significantly stronger and more durable than a lesser grade alternative and thus should reduce through life costs. Further unexpected costs were incurred due to a requirement to replace inadequate pipework and defective motion sensors which control the water system.

The cost of the refurbishments, which should, assuming appropriate maintenance is undertaken, have a through life expectancy of 20 years totalled £13,554.

19. FARNCOMBE PUBLIC TOILETS REFURBISHMENT

Having, along with some Members, inspected the Farncombe public toilets, the Town Clerk has been asked by the Chairman of the Farncombe Initiative to investigate the works necessary to bring this inherited facility up to a standard acceptable to Godalming Town Council.

Working with the Council's regular maintenance team and utilising in-house procurement, it is believed that immediate improvements can be made to both the interior area and the exterior appearance of the facilities. These improvements would bring the Farncombe facilities to a standard equal of those at Crown Court. The expected cost of the works being £7,397 including a contingency of 10%. If agreed by Members, it is proposed that the costs of the work is met from the emerging projects fund which currently stands at £43,300.

20. GODALMING MUSEUM – LOCAL HISTORY GALLERY REFURBISHMENT

Members will be aware of the works being undertaken to refurbish the Local History Gallery at the Godalming museum and Officers would encourage Members to visit the newly gallery when it re-opens to the public in April. Godalming Town Council have taken the opportunity when the floor coverings were lifted to conduct a survey of the structural integrity of the Joists, which, although found to have signs of repair as you would expect in a 600 year old building, were sound. However, as a safety measure the Council's surveyor has required the installation of load spreaders underneath the wooden knitting machine. Godalming Town Council also took advantage of the opportunity to upgrade the lighting in the Gallery to LED fixtures and replace the night storage heaters with more energy efficient system. This was works brought forward in the 7 year maintenance plan.

Members may wish to note that this project was managed by the ever resourceful, 92 years old Mr John Young, Honorary Freeman of Godalming.

21. GODALMING MUSEUM – MEANS OF ESCAPE STAIRWAY

It had been hoped to report that planning permission had been obtained for the replacement of the Means of Escape Stairway at the Museum. However, having submitted an application it was deemed invalid due to the absence of a Bat Survey. This has now been arranged and the planning application will be resubmitted on receipt of the report.

22. PEPPERPOT REFURBISHMENT

By the date of this meeting, the refurbishment of The Pepperpot should nearing completion with the meeting room back in use. Whilst minor finishing touches and fitting out is carried out, including the installation of graphics and artworks from the Museum Collection along with appropriate exhibits within the display areas.

The Trustees of The Peter Caudle Memorial Trust have been kept informed of the progress and a selection of photographs of the refurbished areas will be tabled at the meeting. Any Member who wishes to view The Pepperpot meeting room may do so on a Tuesday, Friday or Saturday, having first contacted the Facilities Supervisor to ensure the room is not in use.

Members will wish to note that in addition to the Peter Caudle Memorial Trust, the Chamber of Commerce has also supported project for the installation of IT presentation equipment and will be using the meeting room for Chamber training events. In keeping with the dual use plan, the Pepperpot meeting room will be used by the Museum on Wednesdays to support the Museum's educational outreach programme.

23. BROADWATER PARK COMMUNITY CENTRE – IMPROVEMENTS

Members will be aware that the Trustees of The Peter Caudle Memorial Trust kindly agreed that any residual funds from their generous donation for the restoration of the internal areas of The Pepperpot could be applied to conducting improvements at Broadwater Park Community Centre.

The Facilities Supervisor has identified and prioritised improvement works at Broadwater Park Community Centre, these include replacing the existing lighting with LED fixtures at a cost £6,661.86, as well as renovating the kitchen and all three toilet facilities. These works will be, as far as possible, be carried out without interruption to the availability of the centre, although there may be times when the use of kitchen facilities is limited. We are currently awaiting a quote for replacement toilet cubicles and as such will inform Members of the cost of the renovation works as soon as this information is received, alternatively it will be tabled at the meeting. The electrical works will be conducted by the Council's electrical contractors, with the works associated with the kitchen and toilets being undertaken by the Council's regular maintenance team and utilising in-house procurement.

It is anticipated that these improvement works will be the first of the required improvements, with works required on access ramps, external painting of soffits and window frames along with internal decoration of both halls being brought forward for consideration by this Committee later in the year.

24. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

Members are asked to note a report from Councillor Gordon-Smith on the Godalming Museum Trust (report to be tabled) an organisation on which Councillor Gordon-Smith represents the Town Council.

25. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY INITIATIVE GROUP

Members are asked to note a report from Councillor Bolton on the St Mark's Community Initiative Group (report attached for the information of Members) an organisation on which Councillor Bolton represents the Town Council.

26. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING TOGETHER CIC

Members are asked to note a report from Councillor Purkiss on the Godalming Together CIC (report to be tabled) an organisation on which Councillor Purkiss represents the Town Council.

27. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

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

28. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – GODALMING TRANSPORTATION TASK GROUP

The Council have been informed by Surrey County Council that the Godalming Transportation Task Group no longer exists. As such Godalming Town Council no longer has a requirement for a representative on this body.

29. COMMUNICATIONS ARISING FROM THIS MEETING

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

30. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 11 April 2019 at 7.00 pm in the Council Chamber.

31. ANNOUNCEMENTS

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

5. 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	April 2019
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Reports expected at approximately six-monthly intervals.	Bi-annual	23 May 2019
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Piling works have been completed, pumping stations and fitting out works progressing	N/A	Mid 2019
FIREWORKS	Town Clerk	173-16	Members agreed to support an event in 2019 (Minute 264-18).	Annual	1 November 2019
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Minute 263-18).	2 yearly	Nov 2020
INVESTMENT STRATEGY	RFO	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy.	Annually	12 July 2019
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.	25/05/17	23 May 2019
ENGAGEMENT OF INTERNAL AUDIT	RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Amendment to Standing Order 97 required	April 2019	April 2019
ASSET WORKING GROUP	Town Clerk		The Asset Working Group is progressing its work.		May 2019
INTERNAL REFURBISHMENT OF THE PEPPERPOT	Town Clerk	41-18	Work began in January 2019 on schedule.		April 2019

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
SCHEME OF DELEGATION	Town Clerk	70-18	For consideration by Staffing Committee Item on this agenda		April 2019
OUTSIDE WORKS & MAINTENANCE SERVICES	Town Clerk	142-19	To be brought to Committee following consideration of employment issues by the Staffing Committee.		May 2019
ANNUAL SAFETY REPORT	Town Clerk	N/A	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2019
SAFETY POLICY STATEMENT	Town Clerk	N/A	The Council is required to adopt a Safety Policy Statement which is to be signed annually by the incoming Chairman of the Council (Mayor) and Town Clerk.	Annual	May 2019
MUSEUM FIRE ESCAPE	Town Clerk	219-18	Submission of Planning Application item on this agenda Tender Specification to Committee.		Jan 2019 May 2019
REPLACEMENT NOTICE BOARDS	Town Clerk	223-19	Charterhouse/Holloway Wards.		March 2019
PUBLIC BENCH	Town Clerk	225-19	Spring Grove.		March 2019
GODALMING TRANSPORT GROUP	Town Clerk	270 -19	Members instructed the TC to write to the Transport Group asking the group to reconvene – Awaiting Response. Item on this agenda		

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	GTC website compliance with the regulations: <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 	23 Sep 2020 7 Mar 2019 Jan 2020	23 Sep 2020
				Required Date	Revised Date
REPRESENTATION ON EXTERNAL BODIES REPORTS:					
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019	12/04/18	11/04/19
District Scout Council	Cllr Wheatley		Report provided	24/05/18	
Fairtrade Steering Group	Cllr Wheatley		Report provided	24/05/18	
St Mark's Community Centre Management Committee	Cllr Pinches		Report provided	12/07/18	
Farncombe Day Centre	Cllr Gray		Report provided	12/07/18	
Sport Godalming	Cllr P Martin		Report provided	06/09/18	29/11/19
Godalming/Joigny Friendship Association	Town Mayor		Report provided	06/09/18	
Godalming/Mayen Association	Town Mayor		Report provided	18/10/18	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Waverley Citizens' Advice	Cllr S Bott		Report not required as Speaker from Waverley Citizens' Advice expected at Full Council on 15 November 2018	18/10/18	
Godalming & District Chamber of Commerce	Cllr Wainwright		Report provided	29/11/18	
Go Godalming Association	Cllr Gordon-Smith		Report provided	20/12/18	
Holloway Hill Sports Association	Cllr T Martin		Report provided	20/12/18	
Godalming Museum Trust	Cllr Gordon-Smith		Report expected 17 January 2019 – deferred to 7 March 2019 as meeting cancelled	17/01/19	07/03/19
St Mark's Community Initiative Group	Cllr Bolton		Report expected 17 January 2019 – deferred to 7 March 2019 as meeting cancelled	17/01/19	07/03/19
Godalming Together CIC	Cllr Purkiss		Report expected 7 March 2019	07/03/19	
SALC	Cllr Cosser		Report expected 7 March 2019	07/03/19	
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019 – Deferred from 12/04/18	11/04/19	
District Scout Council	Cllr Wheatley		Report expected 11 April 2019	11/04/19	
Fairtrade Steering Group	Cllr Wheatley		Report expected 23 May 2019	23/05/19	
Farncombe Day Centre	Cllr Gray		Report expected 23 May 2019	23/05/19	

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



Impact of Permitted Development Rights on Godalming Office Market

Report by Navigus Planning

February 2019

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1. Introduction

- 1.1. This report by Navigus Planning was commissioned by Godalming Town Council. In 2013, the Government granted Permitted Development Rights for the change of use of Class B1(a) office floorspace to residential use (Class C3). Since that time, Godalming has seen the loss of a significant number of office premises to residential use under this right. Godalming Town Council asserts that the impact of this on the economy of Godalming is significant and undermines the ability of Waverley Borough Council to properly deliver its economic objectives.
- 1.2. The purpose of this report is to assemble and review the evidence on this matter in order that it can be presented by Godalming Town Council to Waverley Borough Council as evidence which justifies the Borough Council putting in place an Article 4 Direction in respect of certain areas of Godalming town centre. The purpose of this Direction would be to require any future proposal seeking a change of use from B1(a) office to residential use to submit a planning application.

2. Economic Development Strategy

2.1. Godalming is one of the four main settlements in Waverley Borough, therefore is an important part of its economic development strategy. The most recent version of the strategy, published in 2018, covers the period 2018 to 2032. It identifies that Waverley offers a high quality environment and has a strong local service sector, driven largely by the needs of a highly-skilled out-commuting workforce (which represents nearly half of the employed population). Equally though, the Strategy acknowledges the significant numbers of in-commuters to the Borough – approximately 20,000 – who account for approximately one third of the local jobs and helps to underpin the value of local enterprises.

2.2. The vision in the Economic Development Strategy is for Waverley to be:

“A successful place where local businesses can grow and flourish. Where all our rural and urban communities have access to sustainable, high quality employment. Where everyone living and working in Waverley can share in its beautiful natural environment and economic prosperity.”

2.3. Six themes support this vision:

- encourage sustainable business and employment growth in both our urban and rural areas;
- provide high quality business and employment support;
- support healthy town and village centres;
- encourage a successful visitor economy that is right for Waverley;
- expand links with and support for the education sector; and
- support the right housing developments in Waverley.

2.4. Two of these themes – ‘encouraging sustainable business and employment growth in both our urban and rural areas’ and ‘support healthy town and village centres’ – are particularly relevant to Godalming’s context. These themes have the following objectives and proposed actions which demonstrate this relevance (Table 2.1):

Table 2.1: Waverley Economic Development Strategy – relevant themes, objectives and long term activities

Theme	Objective	Long Term Activities
‘encourage sustainable business and employment growth in both our urban and rural areas’	Look to invest in more commercial premises to protect suitable employment space to provide long term stability, whilst increasing the Council’s income. “A landlord of choice”.	Support existing businesses and encourage valuable business sectors to locate to Waverley, supporting local employment. Protect suitable employment space.
‘support healthy town and village centres’	Work closely with town and parish councils and local Chambers of Commerce on projects to support high streets, retail and service activities	Work with local town and parish councils and Chambers of Commerce to monitor the loss of key office and retail sites via Permitted Development Rights.

2.5. There is a clear focus in the Economic Development Strategy on protecting suitable employment space and supporting high streets and the local service economy. Indeed, two of the economic threats identified in the Economic Development Strategy are the lack of affordable workspace for small businesses and the loss of employment areas to housing development. And the Strategy specifically identifies the need to monitor the loss of employment space through Permitted Development Rights.

- 2.6. The split of this employment floorspace shows the importance of office provision to the employment base of Waverley Borough. Out of total employment in the borough of 56,400 jobs in 2017, a total of 19,250 jobs (34%) were in sectors predominantly accommodated in office buildings¹. Moreover, these sectors have a turnover of over £1.5bn.
- 2.7. The strategy to focus on protecting employment space is unsurprising given that, between April 2016 and March 2018 alone, a net total of 22,246m² of office floorspace (Class B1a) was lost across the borough. Based on the total stock of B1a and B1b floorspace in the borough in 2015, this represents a reduction of nearly 13%. This is shown in Table 2.6:

Table 2.6: Change in B1a office floorspace in Waverley Borough, 2016-2018

Floorspace type	1 April 2016 - 31 March 2017			1 April 2017 - 31 March 2018		
	Increase in floorspace (m ²)	Loss of floorspace (m ²)	Net floorspace (m ²)	Increase in floorspace (m ²)	Loss of floorspace (m ²)	Net floorspace (m ²)
B1a	1,296	13,731	-12,435	2,464	12,275	-9,811

Source: Waverley Borough Council Authority Monitoring Report 2017-18, Table 16

¹ ICT, finance & insurance, real estate, professional, admin & support and public admin (source: Waverley Economic Development Strategy 2018)

3. Office Floorspace in Godalming

- 3.1. The 2009 Waverley Employment Land Review (ELR)² identified that Godalming had 62,000m² of office floorspace. This was principally located in two main areas of the town. The first was at Weyside Park on Catteshall Lane, however, most of this space has since been lost to residential use through the Permitted Development Right.
- 3.2. The second area is close to Godalming railway station in locations including the Old Mill Office Park (Mill Pool House/The Old Mill/River Court), Mountain House, Surrey Place/Courtyard House, Guardian House and Westbrook Mills. These office parks and buildings house a wide range of businesses, with one of the largest being Inghams Travel, based in Mountain House. It employs over 500 people and whilst not all of these people will be based at its headquarters, the number of jobs here is still significant. Of these office parks and buildings, Westbrook Mills has been lost to residential use.
- 3.3. Analysis from the NOMIS Business Register and Employment Survey shows that employment in office-based sectors has grown in Godalming between 2015 and 2017 (Table 3.1):

Table 3.1: Workplace Employment in Godalming, 2015-2017

Industry (with SIC code)	Godalming		
	2015	2017	% change
58 : Publishing activities	145	55	-62.1%
62 : Computer programming, consultancy and related activities	915	930	1.6%
63 : Information service activities	30	5	-83.3%
64 : Financial service activities, except insurance and pension funding	75	45	-40.0%
65 : Insurance, reinsurance and pension funding, except compulsory social security	0	0	0.0%
66 : Activities auxiliary to financial services and insurance activities	275	210	-23.6%
68 : Real estate activities	280	210	-25.0%
69 : Legal and accounting activities	325	220	-32.3%
70 : Activities of head offices; management consultancy activities	450	400	-11.1%
71 : Architectural and engineering activities; technical testing and analysis	510	355	-30.4%
73 : Advertising and market research	55	20	-63.6%
77 : Rental and leasing activities	75	20	-73.3%
78 : Employment activities	90	715	694.4%
79 : Travel agency, tour operator and other reservation service and related activities	260	310	19.2%
82 : Office administrative, office support and other business support activities	80	185	131.3%
Total	3,565	3,680	3.2%

Source: NOMIS

- 3.4. This shows growth in employment of 3.2% over the two-year period. However, there are two important points to note from this. First is that the figures for 'Employment activities' (Standard Industrial Classification – SIC – code 78) take into account the relocation of the headquarters of a single employer, Inghams Travel³, to Godalming. Whilst the precise number of jobs at this location are not known, it is likely that without them, there would have been a net loss of jobs over this period.
- 3.5. Second is that most of the sectors that provide the core of the Godalming economy experienced noticeable decline. In particular, this relates to financial services (SIC codes 64 and 66), real estate (68), legal and accountancy (69), management consultancy (70) and architecture and engineering (71). In total, these sectors saw a decline of nearly 500 jobs, or 25% of the overall size of these sectors. Given that these are seen as an important part of the economic growth strategy for the borough as a whole, it should be of wider concern that jobs are being lost in these sectors.

² Atkins (2009) *Waverley Employment Land Review*, for Waverley Borough Council

³ The nature of their business means that some of the growth in SIC79: 'travel agency, tour operator and other reservation service and related activities' would also be accounted for by this relocation.

Extent of Permitted Development Activity

- 3.6. Waverley Borough has seen extensive numbers of employment spaces lost to residential use since the Permitted Development Right was introduced. The predominant location for this has been Godalming (Table 3.2):

Table 3.2: Loss of B1 office space to residential use through prior approval or where prior approval not required

Employment Centre	No. of Applications (either not needing PA or PA granted)	No. of Dwellings Permitted
Godalming	19	318
Farnham	11	80
Cranleigh	3	6
Haslemere	3	21
Total	36	425

Source: Waverley Borough Council planning applications database

- 3.7. In total, over 50% of all losses of individual office spaces to residential, either through the prior approval process or because prior approval was not needed, were in Godalming.
- 3.8. A review of the principal employment sites which make up the 19 losses in Godalming show the extent of the floorspace lost (Table 3.3):

Table 3.3: Office floorspace lost to residential use in Godalming

Office Address	Office Floorspace Lost (m ²)
Weyside Park	8,455
Westbrook Mills	5,736
Wurth House/Anvil Park*	1,959
Bridge House and Southern House	1,382
Ockford Mill	1,266
Craven House (The Tannery)	1,083
Highfield	776
Network House	771
Stonebridge House	470
18/20 Brighton Road	434
Total	22,332

* Granted planning permission for residential development

Source: Waverley Borough Council planning applications database and Waverley Employment Land Review 2016

- 3.9. In total, approximately 22,332m² of office floorspace has been lost from core office sites that were assessed in the 2016 Employment Land Review. If an average floorspace density of 18m² per office worker is assumed, this is the equivalent of 1,240 jobs.
- 3.10. It was identified earlier in this section that there had been considerable losses of employment in Godalming in 'core' office sectors that are considered important to the economic prosperity of Waverley Borough. Whilst

it is not possible to definitively link the individual businesses that have been lost to Godalming through this loss of office floorspace, it is likely that a significant proportion were operating in these core sectors.

4. Commercial Impacts

- 4.1. The previous section identified that the likely cause of the fall in the number of jobs in core office-based sectors was the loss of office floorspace in Godalming to residential through Permitted Development Rights.
- 4.2. As part of the study, an interview was undertaken with a local commercial agent based in Godalming and active in the commercial letting market.
- 4.3. The Waverley Employment Land Review (ELR) 2016 stated at paragraph 4.9:

“Current and future demand for premises is generated mainly by small and medium sized enterprises (SME’s), including high-tech businesses. This demand is mostly for business units between 140 sqm and 185 sqm.”

- 4.4. This was endorsed by the commercial agent who noted that the working habits of office-based businesses have changed radically over the past 10 years. Companies are reducing costs by taking smaller workspaces with fewer desks. This is being enabled by increased amounts of working from home and desk sharing desks. It was cited that in the local area, if a 100-employee business comes looking for office space then they will typically want space for only 20 desks.
- 4.5. As a result of these changing practices, the office market is having to adapt. Most commonly this will take the form of the intensification of large office buildings, i.e. multiple businesses taking smaller spaces within the building and sharing certain services such as meeting rooms and kitchen facilities. What can then become the issue is the need to ensure sufficient parking. This is particularly important in places that are not well served through public transport.
- 4.6. This point is endorsed by the 2016 ELR which states at paragraph 3.23:

“Car parking facilities and/or good access to the railway station were considered to be important factors in determining the desirability of office locations.”

- 4.7. Godalming was seen by the commercial agent as a good location for the office market to be able to adapt, with the main reason being the quality of its transport links, i.e. the train service from Godalming station.
- 4.8. In this regard it is particularly instructive that the commercial agent considers the area around the station to have the largest cluster of the highest quality remaining office stock in Godalming. It was considered that there are some decent office buildings, with Friary House being cited as a good example.
- 4.9. What the effect of the Permitted Development Rights has been, is to create early tipping points in the viability of whole commercial office clusters. The commercial agent stated that the experience in Godalming has shown that once one office building on a larger office park has gone to residential use, the remainder of the stock is vulnerable. This vulnerability comes about from a negative cycle, with landlords unsure about the ongoing viability of commercial office use on an office park where it is interspersed with residential use, therefore, they don’t invest in improving their office stock which in turn reduces its marketability. If occupiers that would rather be surrounded by other office users – if they consider this creates a more professional feel to the environment – then vacate the premises, it is harder to re-let them and so eventually it makes more sound commercial sense to sell the building as a residential block. Alternatively, even occupiers that are happy to remain in a more mixed commercial and residential environment are often minded to seek alternative premises as they are nervous that the landlord will terminate the lease at the earliest opportunity in order to hasten the ability to convert the property to residential use.
- 4.10. In this regard, it is instructive to note how the commercial agent viewed the commercial office cluster close to the station in Godalming. He considered that some of the remainder of the office stock is of relatively limited quality, e.g. Mill Pool House was built in the 1980s and has had little investment since.
- 4.11. With the station area having lost Westbrook House, one of the largest office buildings in the town, to residential use under Permitted Development Rights, the concern is that this lower quality office stock

could be converted to residential use, which will then make the remaining, high quality stock vulnerable as well.

- 4.12. The loss of office space near to the town centre is not only about fewer jobs in the office sector. One of the other attractive features of Godalming to the commercial office market cited by the commercial agent is the proximity of the High Street. Office workers use the town centre in a variety of different ways. On a daily basis they will buy their lunch in local cafes and in evenings they will visit the bars and cafes in the town. Also, they will typically undertake top-up convenience shopping in the supermarkets that anchor the High Street and also convenience shopping in the local stores around the town centre. There is an important part of the income that helps to sustain the vitality and viability of Godalming town centre. The loss of these workers does have a negative effect.
- 4.13. The Waverley Local Plan does seek to plan for new commercial office growth over the period to 2032. The principal location for this is at Dunsfold Park. Policy SS7 plans for 26,000m² of new commercial floorspace, although it does not specify what proportion of this is required to be office floorspace. What is expected is that a range of unit sizes will be provided, including space that will appeal to start-up companies and small businesses.
- 4.14. Whilst this space has yet to be provided or marketed, the view of the commercial agent was that he considered Dunsfold Park was not likely to be a strong market for office space, principally due to its poor transport links. Again, this reiterates the key point that accessibility and transport links are key and therefore office space close to railway stations represents the most important space which needs to be protected if the objectives of the Waverley Economic Development Strategy are to have any prospect of being realised.

5. Summary and Key Considerations

- 5.1. Godalming is one of the main commercial office locations in Waverley Borough. Since the Permitted Development Right to convert B1 office space to residential use was brought into force in 2013, Godalming has seen over 22,300m² of office floorspace lost. It has had over 50% of all applications in the borough's main economic centres where prior approval has been required or where it has been determined by the local planning authority that prior approval is not required. In exchange for the loss of office floorspace, these sites have delivered (or will deliver) just over 300 new residential properties.
- 5.2. The Waverley Economic Development Strategy seeks to encourage sustainable business and employment growth and to seek healthy town centres. Many of the key sectors targeted for growth require office floorspace. Evidence from a local commercial agent is that businesses are looking for commercial property that is accessible – including by rail – and stable in terms of the tenancy. On large office parks, as soon as one property is lost to residential use the remaining properties quickly become vulnerable, which takes away the stability of tenancy. Moreover, where this occurs in locations close to railway stations, it takes away from places such as Godalming their competitive advantage as office locations. If Godalming isn't able to make a contribution to the growth of high value office sectors then the Waverley Economic Development Strategy will struggle to meet its objectives. This is heightened by the questioning of Dunsfold Park as an office location, given its comparatively poor accessibility.
- 5.3. The loss of office space in Godalming has a wider range of indirect effects:
- reduction in spending on the High Street, which will result in the reduction in the number of lower skilled/more flexible (part time) jobs available in the economy;
 - a reduction in sustainable commuting patterns, with larger numbers of workers commuting out of Godalming and undertaking long commuting journeys each day, coupled with fewer job opportunities for people to travel to locally or for in-commuters to Godalming to access by train;
 - with fewer jobs locally and limited capacity of infrastructure – particularly rail capacity on peak time routes into London and Guildford (these being the main employment centres for Godalming residents) – fewer people of working age choose to live in Godalming. This is likely to result in the ageing of the local population, which will put increased pressure on a range of services, particularly health and social care. The need for care facilities was highlighted as a particular issue in the Regulation 16 version of the Godalming & Farncombe Neighbourhood Plan.
- 5.4. It is considered that the impact of the Permitted Development Right relating to change of use from B1 office to residential has already had a significant detrimental impact on the economy of Godalming. Moreover it is expected that if further B1 office space is lost from the last office cluster around Godalming Station, then this will result in the almost total loss of an office economy in the town.
- 5.5. For this reason it is considered justifiable to put in place an Article 4 Direction restricting the Permitted Development Right for change of use from B1a office to residential use in this area.



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Municipal Buildings
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8 March 2019

Mrs Elizabeth Sims
Head of Planning
Waverley Borough Council
The Council Offices
The Bury
Godalming
Surrey
GU7 1HR

Dear Mrs Sims

Re: The Town and Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1)

1. As you will be aware from its letter to you dated 5 June 2018, Godalming Town Council (GTC) has concerns regarding the loss of employment land, especially office space that has occurred in Godalming under Permitted Development (PD) rights.
2. In your response of 25 June 2018, you informed GTC that a case to remove PD rights would be in broad tension with the government's national policy driver, which reflects a pro housing and growth agenda, and would require a robust evidence base for any such decision. However, notwithstanding this tension, a report on making an Article 4 Direction was considered by WBC's Joint Planning Committee on 16 May 2018. Subsequently, the Joint Planning Committee agreed that a non-immediate Article 4 Direction should be made for an area around the centre of Beacon Hill to enable WBC to assess the success of an Article 4 Direction in protecting the vitality and viability of a commercial area so that it can consequently consider whether Article 4 Directions should be made for other locations in the Borough.
3. GTC acknowledges the advice provided in your email response and that contained in the agenda papers of the WBC Joint Planning Meeting of 16 May 2018. However, GTC contests that, as the level of protection for existing B1 office space that may have been afforded through the adoption of the LPP2 is currently in abeyance, and the potential for further loss of office space in Godalming to continue to undermine the ability of WBC to properly deliver its economic objectives, the application of Article 4 Direction Orders within Waverley Borough, and specifically within Godalming, should be reconsidered by WBC.
4. In considering whether or not to request WBC to reconsider its previous decision relating to Article 4 Direction Orders, GTC commissioned *Navigus Planning Ltd*, to conduct a review to establish if a basis existed for GTC's assertion that the impact of Permitted Development rights on the economy of Godalming is significant and undermines the ability of WBC to properly deliver its economic objectives. The resulting report entitled, *Impact of Permitted Development Rights on Godalming Office Market*, which was accepted by the Policy & Management Committee of GTC on 7 March 2017 concludes:

It is considered that the impact of the Permitted Development right relating to change of use from B1 office to residential has already had a significant detrimental impact on the economy of Godalming. Moreover it is expected that if further B1

office space is lost from the last office cluster around Godalming Station, then this will result in the almost total loss of an office economy in the town.

For this reason it is considered justifiable to put in place an Article 4 Direction restricting the permitted development right for change of use from B1a office to residential use in this area.

5. In addition to the evidence provided within the enclosed report, GTC wishes to make the following points:

5.1 Whilst Permitted Development rights were extended by government to reflect the pro housing and growth agenda, GTC believes that WBC should give equal weight to other government initiatives and planning policies in its deliberations over an Article 4 Direction Order. GTC would bring WBC's attention to the Waverley LPP1 which states that:

The Government's objective is to achieve sustainable economic growth, and an important contribution to this is promoting the vitality and viability of town and other centres

To achieve this, national policy looks to town centres to provide a range of suitable sites to meet the scale and type of retail, leisure, commercial, office, tourism, cultural, community services and residential development.

5.2 GTC contends that the continued loss of B1 office space within Godalming is contrary to sustainable economic growth. Indeed, GTC agrees with the Waverley Local Plan Part 1, which identified through the Employment Land Review that there is a projected shortfall of some 4,659 sq m of B1a/b space over the lifetime of the local plan and that; "...with the Borough having already lost all or part of 90 employment premises under use class B1a to housing since the amendment to the permitted development rights has allowed this change of use without the need for express planning permission. This will continue to reduce the existing supply of employment sites in the plan period". Such continued loss can only add to the shortfall already identified.

5.3 GTC would also argue that further loss of B1 office space within Godalming is likely to constrain business growth and the ability to attract new investment into the town and that WBC should adopt the recommendation of the Employment Land Review (ELR) as stated in the LPP1, "In order to meet the demands of the economy and businesses flexibly, the ELR recommends that the Council [WBC] safeguards its existing sites for B1a/b and explore opportunities to provide additional B1a/b floorspace from B1c, B2 and B8 uses".

5.4 GTC applauds the Local Plan in its objective that "where a proposal involves the loss of an existing employment use, this must be supported by evidence that demonstrates that there is no reasonable prospect of the site or buildings being used or reused for these purposes". However, this objective can only be achieved if the Local Planning Authority has the opportunity to consider an application for Change of Use, which it is denied by the use of PD rights.

5.5 WBC has identified through the ELR that "Good rail access and adequate parking have been identified as important to office occupiers" as such, GTC would strongly suggest that the remaining office space located in the area bounded by the London to Portsmouth railway line, Station Road, Mill Lane (and roads off of it) in Godalming meet this requirement and should be given as much protection as possible.

6. Whilst GTC acknowledges the current 'trial' Article 4 Direction Order located around Beacon Hill, it contends that this trial location is inappropriate to be able to provide the required evidence regarding an Article 4 Direction Order's ability to protect the vitality and viability of one of Waverley's main commercial areas. Whilst GTC would not wish to see the Beacon Hill Article 4 Direction Order withdrawn, it would wish for WBC to run an additional/parallel trial in a main borough hierarchical area (Godalming) and sets out its reasoning below:

- 6.1 Employees working within office spaces such as those existing within the Godalming Town Centre and adjacent areas are likely to make use of the local retail facilities. Therefore, as indicated in GTC's report, the retention of office space for employment is important for the vitality and viability of a commercial and retail area.
 - 6.3 Waverley's retail hierarchy is defined as the Town Centre Areas of Godalming, Farnham, Haslemere High Street and Wey Hill and Cranleigh village centre, Local centres are identified in the LPP1 as Bramley, Farncombe and Milford and a number of other locations are identified as Neighbourhood and Village Shops that provide facilities and services to meet the day-to-day needs of neighbourhood and village communities.
 - 6.4 Although Beacon Hill is not specifically identified within the LPP1 retail hierarchy, it is referenced in relation to the Waverley Settlement Hierarchy. Again, when looking at Beacon Hill's position within this structure, as a community with local services, it is not within the same hierarchical tier as Godalming, Farnham, Haslemere or Cranleigh that are defined as Communities with Key Services.
 - 6.5 It is GTC's view that, whilst in no way wishing to diminish or deny the importance of Beacon Hill's small commercial centre to its community, it cannot be considered as an appropriate comparator for the main settlements of Godalming, Farnham, Haslemere or Cranleigh.
7. Whilst, GTC appreciates that the creation of a second trial area would require the application of additional resource, it considers this to be in the best interests of not only Godalming, but also Waverley Borough as a whole. As such, GTC wishes to explore all democratic avenues available to it to protect Godalming's economy and would, therefore, request that you put, at the earliest opportunity, GTC's request for the implementation of an Article 4 Direction Order under The Town & Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1) to prevent a change of use under Schedule 2, Part 3 (Change of Use) Class O – Offices to Dwelling houses of the Act for the area described above, to the Waverley Joint Planning Committee.

If you require further information or clarification regarding this request, please do not hesitate to contact me.

Yours sincerely

Andrew Jeffery
Town Clerk

Encs: Godalming Town Council – Impact of Permitted Development Rights on Godalming Office Market.
Map of requested Article 4 Direction Order Area.

cc: Cllr J Potts – Leader of Waverley Borough Council
Cllr J. Edwards - Portfolio Holder for Economic and Community Development



ACTION PLAN 2019/2020

Statement of Intent: Godalming Town Council aims to provide the best service possible within the available resource. The Council will fulfil its statutory duties and obligations and strive to maintain, improve and enhance its services provision to the community.

The Town Council has set the following general aims for the period 2018-2021:

- to Improve communications with our residents and local businesses;
- to maintain and improve the built and visual environment;
- to promote the Godalming & Farncombe Neighbourhood Plan;
- to engage with and support local community, voluntary and charitable organisations;
- to continue to support the provision of a major flood alleviation scheme;
- to promote the economic vibrancy and vitality of the town.

The day to day business of the Council is managed by the following committees:

- Policy & Management Committee
- Mayoralty Committee
- Audit Committee
- Staffing Committee

Additionally, Godalming Town Council is the majority constituent member of the Godalming Joint Burial Council (JBC) and manages all administrative, logistical, maintenance and financial functions of the JBC.

The following Action Plan summarises the activities and projects the Council aims to continue or complete during 2019/20. Godalming Town Council's budget for 2019/20 supports the Action Plan.

The Action Plan 2019/20 provides focus to ensure the best use of resources. The Action Plan is a live document that can and should be amended as circumstances change.

The Action Plan is aligned with current staffing resource for committee support, including reports, agenda, clerking of meetings and minutes. Activities such as website maintenance and IT support, HR systems and support, general administration, customer and financial support services and background communications are not identified as specific actions but are integrated services in support of the Action Plan. It should be noted that these functions are fundamental to the operation of the Council.

Full Council – STANDING BUSINESS

Task	Information	Due Date
ANNUAL TOWN MEETING	Holding of the Annual Town Meeting as required by the Local Government Act 1972	18 Apr2019
ANNUAL COUNCIL	To hold the Annual Meeting of the Council	16 May 2019
ELECTION OF CHAIRMAN	Elect a Chairman and Vice-Chairman of the Council (Town Mayor/Deputy Town Mayor)	16 May 2019
ACCEPTANCE OF OFFICE	Delivery by the Town Mayor (Chairman of the Council) and Councillors of their acceptance of office forms	16 May 2019
COMMITTEES	Agree nominations to the existing committees of the Council	16 May 2019
LEADER OF THE COUNCIL	Appoint a Leader of the Council who will normally be expected to hold the position of Chairman of the Policy & Management Committee	16 May 2019
POLICIES & PROCEDURES	Adoption of the following policies and procedures at the Annual Meeting of the Council: <ul style="list-style-type: none"> • Standing Orders • Scheme of Delegation • Financial Regulations • Treasury and Investment Strategy • Equality & Diversity Policy • Health & Safety Policy 	16 May 2019
JOINT BURIAL COMMITTEE	Review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee	16 May 2019
GENERAL POWER OF COMPETENCE	To confirm eligibility to exercise the General Power of Competence	16 May 2019
BANKING	To approve GTC Bank Mandate for forthcoming civic year	16 May 2019
ANNUAL STATEMENT OF ACCOUNTS AND ANNUAL RETURN	Approve and sign the Annual Statement of Accounts and Annual Return	Apr 2019/2020
BUDGET & PRECEPT	Approve the annual budget and setting of the 2020/2021 precept	Dec 2019
ANNUAL ACTION PLAN	Agree Annual Action Plan	Apr 2020
AUDITS	To receive and, if required, respond to auditor's recommendations	as received
RISK MANAGEMENT	To receive Risk Management Policy Statement and associated risk assessments	as received
DEBT	To review and authorise the write off of debt as appropriate	as required

Policy & Management Committee – STANDING BUSINESS

Task	Information	Due Date
COMMUNITY CENTRES – PERFORMANCE MONITORING	Occupancy rates of the Town Council's Community Buildings: Wilfrid Noyce Centre/ Broadwater Park Community Centre/The Pepperpot	Jan/Apr/Jul/Oct
FARNCOMBE INITIATIVE	Reports of activities from the Chairman of the Farncombe Initiative (NB. Chairman of the Farncombe Initiative is an elected Member of Godalming Town Council)	May/Nov
FEES & CHARGES	Annual review of Fees & Charges: <ul style="list-style-type: none"> • Allotments • Community Buildings • Other Council Services 	Oct
ANNUAL SAFETY REPORT	Health & Safety Policy requires an annual safety report to the Council	Apr
TREES	Audit and implementation of appropriate arboricultural works of GTC tree stock	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	Two yearly renewal of approval of use of use of variable direct debit	May 2019
GRANTS	<ul style="list-style-type: none"> • To consider grant applications for SLA and for General Grant funding • To consider grants for Council Community Fund 	Jan/Apr/Jul/Oct As received
BUDGET MONITORING	To review budget monitoring report	All P&M meetings except December
REVISED ESTIMATE	To review and approve revised estimate	December
BUDGET PROCESS	To agree annual budget proposals and recommend precept to Full Council	December
FLORAL GODALMING	Provision and maintenance of floral displays within the Godalming primary retail area. GTC to seek sponsorship of the floral displays	Jun-Oct
GODALMING MUSEUM	To work with The Godalming Museum Trust for the continued development of Godalming Museum and to provide IT and logistical and HR support to GTC areas of responsibility	Ongoing
ALLOTMENTS	Management of GTC directly controlled allotments and liaison with the Allotment Association for leased allotment lands	Ongoing
PLANNING	To review planning applications as necessary	Ongoing
SCC LOCALISM	To administer SCC localism works	Ongoing
TRAINING	Book & record appropriate Member training	Ongoing
NEIGHBOURHOOD PLAN	Support the Godalming & Farncombe Neighbourhood Plan to achieve a positive referendum outcome	Ongoing

Any other matter within the Committee's remit

Policy & Management Committee – POLICY & PROCEDURE REVIEW

Task	Information	Due Date		
DOCUMENT REVIEW	To review P&M Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary.	Ongoing		
	Policy/Procedure	Adopted	Review	
	Supporting Our Community Document	Jul 18	May 19	Annual
	Members' Code of Conduct	Mar 18	May 19	
	Press Strategy	Jul 09	Jul 19	
	Safeguarding Policy	Jul 17	Sep 19	
	Customer Complaints Procedure – How to Handle a Complaint	Nov 18	Oct 19	
	Customer Complaints Procedure – How to Make a Complaint	Nov 18	Oct 19	
	First Aid Policy	Nov 18	Nov 19	
	Freedom of Information – Publication Schedule	Nov 18	Dec 19	
	Equality & Diversity Policy/Statement	Nov 18	Jan 20	Annual
	Health & Safety Policy/Statement	Jan 19	Jan 20	Annual
	Annual Action Plan	Mar 19	Mar 20	Annual
	Supporting Our Community Document	May 19	Mar 20	Annual
	Standing Orders	May 19	Apr 20	Annual
	Scheme of Delegation	Mar 19	Apr 20	Annual
	Treasury & Investment Strategy	Jul 18	Apr 20	Annual
	GDPR-Removable Media Policy	Jul 18	May 20	
	GDPR-Subject Access Policy	Apr 18	May 20	
	GDPR-Privacy Notice – General	Apr 18	Sep 20	
	GDPR-Privacy Notice-Staff & Councillors	Apr 18	Sep 20	
	GDPR-Document Retention Policy	Jul 18	Oct 20	
	GDPR-Information Data Protection Policy	Jul 18	Nov 20	
	Communications Policy	Sep 18	Dec 20	
	Fire Safety Precautions & Emergency Procedures	Nov 18	Dec 20	
	Equality & Diversity Policy/Statement	May 20	Jan 21	Annual
	Health & Safety Policy/Statement	May 20	Jan 21	Annual
	Annual Action Plan	Jan 20	Mar 21	Annual
	Supporting Our Community Document	Mar 20	Mar 21	Annual
	Standing Orders	Apr 20	Apr 21	Annual
	Scheme of Delegation	Apr 20	Apr 21	Annual
	Treasury & Investment Strategy	Apr 20	Apr 21	Annual
	New Councillor & Staff Induction & Training Policy	Mar 19	Jul 21	
Community Engagement Strategy	Mar 19	Oct 21		
CCTV Policy	Apr 19	Oct 21		

Policy & Management Committee – PROJECTS

Task	Information	Due Date
COUNCILLOR INDUCTION	To provide an Induction event for all Councillors following the local elections 2019	8 May 2019
FLOOD ALLEVIATION	Construction of Flood Alleviation Scheme underway. Support required to assist the Allotment Association re-establish allotment plots affected by the construction works to be determined on completion of the works	Works due for completion mid 2019
OUTSIDE WORKS & MAINTENANCE SERVICES	Determination of method of delivery for conducting outside works and maintenance services	May 2019
ASSET WORKING GROUP	The Asset Working Group to progress its work. <ul style="list-style-type: none"> • land registrations to be reviewed and where required submissions made to the Land Register; • lease of occupancy of Municipal Buildings to be agreed; • land and external fixed assets to be logged and land mapped 	Oct 2019
3 YEAR BUSINESS PLAN	GTC business plan covering a financial forecast for period 2020/21 – 2022/2023 linked to revenue and capital plans for the council and its community	Apr 2020
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	GTC website compliance with the regulations: <ul style="list-style-type: none"> • identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website; • the cost of an accessibility audit and the proposed funding cost centre be identified prior to work being undertaken; and • the Support Services Executive to undertake appropriate training to ensure future content meets the requirements of the 2018 regulations 	Sep 2020
MUSEUM FIRE ESCAPE	Replacement of Means of Escape Stairwell to enable future provision of ground floor accessible toilet – awaiting Bat Survey for planning application	May 2020
PUBLIC NOTICE BOARDS	Program of replacement of Public Noticeboards	Apr 2019
NEW PUBLIC BENCHES	Provision of public benches Green Lane & Spring Grove (S106 Funding)	Mar 2019
FARNCOMBE PUBLIC TOILETS	Renovation of Farncombe public toilet facilities	Mar 2019
MAINTENANCE OF PUBLIC REALM	Maintenance of street furniture	ongoing
COMPOUND	Construction of Green Waste Compound-BWP	Jul 2019

Policy & Management Committee – EVENTS

Council Managed & Partnership Events

Task	Information	Due Date
SPRING FESTIVAL	Godalming Town Centre Spring Festival Street Market & Entertainment	1 st Sat Apr
GODALMING RUN	Partnership Event with Sport Godalming – GTC to manage road closure & event safety	3 rd Sun May
SUMMER FOOD FESTIVAL	Partnership Event with Godalming & District Chamber of Commerce – Town Centre Food Festival & Entertainment GTC provides administration and marketing support plus on day management	1 st Sun Jul
STAYCATION	70+ events promoting Godalming, local clubs, community groups, businesses and organisations, incorporating Staycation Live Music Festival and Dogalming	1 st Week Aug
TOWN FIREWORKS	Partnership Event with Rotary in Godalming, Round Table, 41 Club and Godalming Scouts, Torch-lit procession through Town Centre and Musical Firework Display on The Burys Field	1 st Friday Nov
GODALMING CHRISTMAS FESTIVAL & LIGHTS SWITCH-ON	Partnership Event - Town Centre Christmas Street Market and Entertainment, incorporating the Chamber of Commerce Christmas Grotto and the Town Council's Christmas Lights Switch On event	Last Sat Nov
FARNCOMBE CHRISTMAS LIGHTS SWITCH ON EVENT	Partnership Event with Farncombe Day Centre for Switch On of Farncombe Village Christmas Lights	Friday following Godalming Christmas Festival

Council Supported Events

Task	Information	Due Date
FARMERS' MARKETS	GTC manages road closures and on day management	Last Sat in month Mar-Oct
ST JOHN'S SPRING FAIR	Logistical support for marquees and use of WNC	May
ROUND TABLE TOWN SHOW	Logistical support for marquees and use of WNC, road closure support for Carnival	Jun
FARNCOMBE DAY CENTRE FETE	Logistical support for marquees	29 Jun
CHURCHES TOGETHER TOWN DAY	Logistical and administrative support for road closures and setting out of Street Market	Dec
DEMENTIA FRIENDLY FILM SCREENINGS	Godalming Film Society, Godalming Dementia Action Alliance, logistical, administration and marketing support for Dementia Friendly Film Screenings (potentially three times per annum)	2019

All Managed, Partnership and Supported Events are promoted via GTC communication channels, all town centre events operate on GTC street trading licence and premises entertainment licence

Policy & Management Committee – EXPLORATORY ACTIVITIES

Task	Information	Due Date
YOUTH AWARDS	Possibility of introducing Godalming Young People's civic award scheme	Apr 2020
YOUTH PROVISION	Investigation of youth provision within Godalming	TBC
DISABILITY ACCESS GUIDE	Collate information from volunteers into a user friendly disability access guide for the retail centre	2019
BUSINESS IMPROVEMENT DISTRICT	Working with WBC economic development team to support and promote a Godalming BID	2020
FARNCOMBE STREET MARKET	Explore options for Street/Farmers' Market in Farncombe	2020

Mayoralty Committee – STANDING BUSINESS

Task	Information	Due Date
TOWN MAYOR	To consider and make recommendations to the Full Council on the selection and appointment of the Town Mayor (Chairman of the Council) and Deputy Town Mayor	Mar 2020
ALLOWANCE	To recommend to Full Council an annual allowance to support the civic activities of the Town Mayor	Nov 2019
EVENTS	To review and agree standing Mayoral & Civic events arranged/managed/supported by GTC Staff for following civic year <ul style="list-style-type: none"> • Mayor Making • Civic Service • Remembrance Day • Town Carol Service • Mayor's Christmas Cards • Fundraising Support • Pancake Race • Mayor's Awards for Volunteers • Civic Reception 	Nov 2019
DIARY	Support Services Executive to manage Mayoral and Civic diary	Ongoing
TITLE OF DIGNITY	To review nominations for Titles of Dignity and make appropriate recommendations	Ongoing

Mayoralty Committee – PROJECTS

REGALIA	To consider inspection report on the condition of Councillors' robes and to make appropriate recommendations on repair/replacement/future of civic robing	2019 date tbc
PAST MAYOR'S BADGES	With only 1 Past Mayor's Badge in stock, the Committee to consider the continuance of presentation of Past Mayors' Badges and if agreed seek appropriate funding from P&M	Nov 2019

Mayoralty Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	Criteria for Nomination of Town Mayor and Deputy Mayor – 7 January 2001	Nov 2019
	Review Honorary Freeman Scheme	Jul 2022
	Protocols and Procedures – A Basic Guide for the Mayoralty	Jul 2022

Any other matter within the Committee's remit

Staffing Committee – STANDING BUSINESS

Task	Information	Due Date
STAFFING STRUCTURES	To review the staffing structures to ensure they are sufficient to deliver the aims of the Council	Ongoing
APPRAISAL SYSTEM	To provide oversight for the Council's appraisal system and monitor the effectiveness of the system	Ongoing
MEMBERS' TRAINING	Ensure appropriately trained Members to conduct the Appraisal(s) of the Town Clerk	Jul 2019
LEAVE & TOIL	Monitor staff leave and toil to ensure compliance with employment regulations and directives	Ongoing
HR SERVICES	Provide HR services to meet requirement	Ongoing
JOINT BURIAL COMMITTEE	Where necessary provide HR support to the Joint Burial Committee	Ongoing

Staffing Committee – PROJECTS

PENSION REVIEW	Review of future pension arrangements	2019 date tbc
OUTSIDE WORKS & MAINTENANCE SERVICES – OPERATIVES	If required by P&M, implement the employment requirements, including particulars of employment, job descriptions etc., and recruitment of outside works and maintenance operatives	2019 date tbc

Staffing Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	To review the Staffing Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary			Ongoing
	Policy/Procedure	Adopted	Review	Review
	Appraisal Scheme	Jul 17	Mar 19	Mar 21
	Absence & Sick Pay Policy/ Procedure	Jul 18	Jul 19	Jul 21
	Leave Policy	Jul 18	Jul 19	Jul 21
	Disciplinary Procedure	Jul 18	Sep 19	Sep 21
	Grievance Procedure	Jul 18	Sep 19	Sep 21
	Employee Code of Conduct	Sep 18	Nov 19	Nov 21
	Dignity at Work Policy	Sep 18	Nov 19	Nov 21
	Fire Safety Precautions & Emergency Procedures	Nov 18	Jan 20	Jan 22
	First Aid Policy	Nov 18	Jan 20	Jan 22
	Lone Working Policy	Nov 18	Jan 20	Jan 22
	Code of Conduct – IT Facilities	Mar 18	Jan 20	Jan 22
	Social Media Policy	Mar 18	Jan 20	Jan 22
	DBS Data Handling Policy	Nov 18	Sep 20	Sep 22
	Recruitment of Ex-Offenders Policy	Nov 18	Nov 20	Nov 22
Recruitment of Ex-Offenders Policy Statement	Nov 18	Nov 20	Nov 22	
Exercise of Employer Discretions	Apr 19	Apr 20	Apr 22	

Any other matter within the Committee's remit

Audit Committee – STANDING BUSINESS

Task	Information	Due Date
RISK MANAGEMENT	Through the Committee's work programme, to consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements	Ongoing
INTERNAL AUDIT	To appoint the external auditor To review annually the internal audit	Oct - Annually Apr - Annually
EXTERNAL AUDIT	To review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit	Ongoing
ANNUAL GOVERNANCE STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	Apr - Annually
ANNUAL ACCOUNTING STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	Apr - Annually

Audit Committee – PROJECTS

SUSTAINABILITY	To develop a sustainability policy	2019 tbc
STANDING AND EMERGENCY OPERATING PROCEDURES	To ensure all Standing and Emergency Operating Procedures (SOPs & EOPs) are clearly documented	2019 date tbc

Audit Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	To review the Audit Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary			Ongoing
	Policy/Procedure	Adopted	Review	Review
	Fixed Asset Policy	Sep 18	Sep 20	Sep 22
	Financial Regulations	Annually	Mar 20	Mar 21
	Business Continuity Plan	Annually	Jan 20	Jan 21
Risk Management Strategy	Annually	Jan 21	Jan 23	

Any other matter within the Committee's remit

Joint Burial Committee – STANDING BUSINESS

Task	Information	Due Date
BEREAVEMENT SERVICE	To provide a bereavement service related to Nightingale and Eashing Cemeteries	Ongoing
INTERNAL AUDIT	To appoint the external auditor To review annually the internal audit	Oct - Annually Jan - Annually
EXTERNAL AUDIT	To review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit	Ongoing
ANNUAL GOVERNANCE STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	May - Annually
ANNUAL ACCOUNTING STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	May - Annually
BUDGET MONITORING	To review budget monitoring report	All meetings except November
REVISED ESTIMATE	To review and approve revised estimate	Nov - Annually
BUDGET PROCESS	To agree annual budget proposals and recommend precept to Full Council	Nov - Annually
FEES & CHARGES	Annual review of Fees & Charges	Nov - Annually
STAFF ISSUES	Liaising, where necessary, with Chairman of the Staffing Committee, provide appropriate HR support for cemetery staff	Ongoing
CEMETERY OPERATIONS	To operate Nightingale & Eashing Cemeteries in accordance with Burial Law and Health & Safety requirements, ensuring adherence to best practice, maintenance of grounds and property and attainment of best value to the JBC and its constituent members.	Ongoing
TREES	Audit and implementation of appropriate arboricultural works of JBC tree stock	Nov 2020
LANDLORD RESPONSIBILITIES	To review JBC duties and responsibilities to its residential, commercial and voluntary sector tenants, ensuring adherence to best practice, maintenance of property and attainment of best value to the JBC and its constituent members	Ongoing

Joint Burial Committee – PROJECTS

SAFEGUARDING OF RECORDS	To digitise manuscript records	Jul 2019
SECTION 25 OF THE BURIAL ACT 1857 (AMENDED)	To submit an application for a faculty under Section 25 of the Burial Act 1857 (amended)	Apr 2020
STANDING AND EMERGENCY OPERATING PROCEDURES	To ensure all Standing and Emergency Operating Procedures (SOPs & EOPs) are clearly documented	Apr 2020

Any other matter within the Committee's remit

Scale of Charges per hour for Broadwater Park Community Centre From 1 April 2019

	*Voluntary Organisations £	**GU7 Rate (Casual Hire) £	Standard Rate £
<u>BROADWATER PARK COMMUNITY CENTRE</u>			
WHOLE CENTRE	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	28 + (5.60 VAT) (33.60 per hour)
MAIN HALL ONLY	7 + (1.40 VAT) (8.40 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
SMALL HALL ONLY	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80)
KITCHEN (for preparation of food other than tea/coffee)	4 + (80p VAT) (4.80 per hire)	6 + (1.20 VAT) (7.20 per hire)	8 + (1.60 VAT) (9.60 per hire)

VAT is charged at the prevailing rate, currently 20%.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music e.g. a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit between £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Scale of Charges per hour for Pepperpot and Bandstand From 1 April 2019

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
<u>PEPPERPOT:</u>			
UPPER ROOM	7 + (1.40 VAT) (8.40 per hour)	14 + (2.80 VAT) (16.80 per hour)	16 + (3.20 VAT) (19.20 per hour)
UNDERCROFT	6 + (1.20 VAT) (7.20 per hour)	7 + (1.40 VAT) (8.40 per hour)	7 + 1.40 VAT) (8.40 per hour)
<u>GODALMING BANDSTAND</u>			
BANDSTAND	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)

VAT is charged at the prevailing rate, currently 20%.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Undercroft - In certain circumstances (normally when sharing takes place) one half (one pitch) of the Undercroft may be hired out for one half of the standard charge.

Performance of Music - Events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit of £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

Scale of Charges per hour for Wilfrid Noyce Centre From 1 April 2019

	Voluntary Organisations (Excluding Fri & Sat Evenings) £	GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings) £	Standard Rate £
<u>WILFRID NOYCE CENTRE:</u>			
WHOLE CENTRE (including use of Kitchen for catering facilities)	18 + (3.60 VAT) (21.60 per hour)	32 + (6.40 VAT) (38.40 per hour)	40 + (8.00 VAT) (48.00 per hour)
CAUDLE + WYATT (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE + OGLETHORPE (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE HALL ONLY (including shared use of Kitchen for tea/coffee facilities)	8 + (1.60 VAT) (9.60 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
WYATT ROOM ONLY (including shared use of Kitchen for tea/coffee facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)
OGLETHORPE HALL ONLY (with kitchenette and separate toilet facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)

VAT is charged at the prevailing rate, currently 20%.

Friday & Saturday Evenings from 18.00. Voluntary Rate increased to GU7 Rate; GU7 Rate increased to Standard Rate.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Round Banqueting Tables, Upholstered Chairs, Crockery, Cutlery, Set up and clear down of Tables & Chairs are available for a flat fee of £100. Please contact office@godalming-tc.gov.uk 01483 523575 for full details.

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

DISCO's Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

Damage Deposit: A refundable damage deposit between £30 & £500 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	28,412	28,412	0	28,412	0
	Head Office Costs :- Expenditure	0	0	0	28,412	28,412	0	28,412	0
4001	Salaries	14,512	14,652	140	144,868	146,520	1,652	175,824	30,956
4002	Employer's NIC	1,510	1,530	20	15,062	15,300	238	18,630	3,568
4003	Employer's Superannuation	2,468	2,520	52	25,165	25,287	122	30,327	5,162
4005	Agency Staff & Contractors	0	0	0	114	50	-64	50	-64
4011	Staff Training	65	250	185	2,171	2,500	329	3,000	829
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	0	0	433	433	0	500	67
4102	Property Maintenance	0	0	0	230	230	0	230	0
4103	Maintenance Contracts	0	0	0	732	732	0	732	0
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	0	0	0	53	53	1	53	1
4163	Domestic Supplies	5	7	2	82	93	11	110	28
4201	Public Transport	0	0	0	107	0	-107	0	-107
4202	Car Allowances	9	80	71	244	800	556	1,000	756
4203	Other Transport Costs	0	0	0	10	0	-10	0	-10
4301	Equipment	1,689	0	-1,689	1,908	250	-1,658	500	-1,408
4304	Catering & Hospitality	26	16	-10	183	160	-23	235	52
4305	Clothes, Uniform & Laundry	0	0	0	0	100	100	200	200

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
4306	Printing	949	200	-749	2,097	1,600	-497	2,000		-97
4307	Stationery	487	350	-137	4,107	3,390	-717	4,090		-17
4311	Professional Fees - Legal	184	0	-184	2,446	2,262	-184	2,262		-184
4312	Professional Fees - Surveyors	0	0	0	2,860	2,860	0	2,860		0
4313	Professional Fees - Other	0	830	830	8,022	7,300	-722	9,000		978
4314	Audit Fees	0	0	0	2,439	2,300	-139	3,300		861
4315	Insurance	0	0	0	7,996	7,996	0	7,996		0
4321	Bank Charges	27	30	3	299	264	-35	360		61
4322	Postage	0	190	190	1,008	1,578	570	1,960		952
4323	Telephones	113	100	-13	1,412	1,600	188	2,000		588
4325	Computing	429	665	236	7,193	6,650	-543	8,400		1,207
4326	Website	45	0	-45	555	500	-55	1,000		445
4331	Newsletter	0	0	0	3,300	3,300	0	4,400		1,100
4341	Grants	0	14,500	14,500	55,598	58,000	2,402	58,750		3,152
4342	Subscriptions	0	0	0	3,809	4,500	691	4,500		691
4401	Payments to Godalming JBC	0	0	0	61,064	61,064	0	61,064		0
4900	Miscellaneous Expenses	0	500	500	1,750	2,000	250	2,000		250
6000	Debt Charges - Principal	4,611	4,611	0	20,665	20,664	-1	25,335		4,670
6001	Debt Charges - Interest	6,636	6,636	0	27,800	27,799	-1	34,420		6,620
	Head Office Costs :- Expenditure	33,764	47,667	13,903	405,781	408,135	2,354	481,588	0	75,807
1001	Precept	0	0	0	622,205	622,205	0	622,205		
1202	Grants - WBC	0	0	0	8,310	8,310	0	8,310		
1303	Other customer/client receipts	0	0	0	-181	-181	0	-181		
1401	Interest Received	0	0	0	1,482	951	531	1,200		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	27,500	27,500	0	27,500		
Head Office Costs :- Income	0	0	0	659,316	658,785	531	659,034		
Net Expenditure over Income	33,764	47,667	13,903	-225,123	-222,238	2,885	-149,034		
<u>102 Civic Expenses</u>									
5001 Transfers from Reserves	0	0	0	-18,870	-6,600	12,270	-6,600		12,270
5102 Contrib. to Other Provisions	0	0	0	12,000	12,000	0	12,000		0
Civic Expenses :- Expenditure	0	0	0	-6,870	5,400	12,270	5,400	0	12,270
4001 Salaries	0	0	0	250	250	0	250		0
4005 Agency Staff & Contractors	0	0	0	812	0	-812	0		-812
4203 Other Transport Costs	0	0	0	75	0	-75	0		-75
4301 Equipment	0	0	0	361	0	-361	0		-361
4304 Catering & Hospitality	0	0	0	1,063	402	-661	402		-661
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500
4306 Printing	0	0	0	632	250	-382	500		-132
4313 Professional Fees - Other	0	0	0	16,925	4,324	-12,601	4,324		-12,601
4325 Computing	200	200	0	1,800	1,800	0	2,200		400
4327 Publicity Advertising	0	0	0	98	98	0	98		0
4332 Mayor's Expenses	2,130	0	-2,130	4,064	2,000	-2,064	8,244		4,180
4333 Members' Expenses	0	100	100	0	858	858	1,058		1,058
4334 Members' Training	0	0	0	603	0	-603	0		-603
4343 Licensing/PRS	15	0	-15	15	0	-15	0		-15

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
4900 Miscellaneous Expenses	0	0	0	2,969	3,100	131	3,100		131
Civic Expenses :- Expenditure	2,345	300	-2,045	29,667	13,082	-16,585	20,676	0	-8,991
1303 Other customer/client receipts	0	0	0	-52	-52	0	-52		
Civic Expenses :- Income	0	0	0	-52	-52	0	-52		
Net Expenditure over Income	2,345	300	-2,045	22,849	18,534	-4,315	26,128		
<u>104 Town Promotion</u>									
5001 Transfers from Reserves	0	0	0	-47,102	-23,854	23,248	-23,854		23,248
Town Promotion :- Expenditure	0	0	0	-47,102	-23,854	23,248	-23,854	0	23,248
4005 Agency Staff & Contractors	48	0	-48	6,369	5,367	-1,002	5,367		-1,002
4162 Waste Removal	0	0	0	260	260	1	260		1
4171 Grounds Maintenance Costs	0	0	0	2,850	2,850	0	2,850		0
4203 Other Transport Costs	0	0	0	1,290	1,255	-35	1,255		-35
4301 Equipment	0	415	415	3,478	5,282	1,804	6,132		2,654
4304 Catering & Hospitality	0	0	0	138	117	-21	117		-21
4306 Printing	0	0	0	268	209	-59	209		-59
4313 Professional Fees - Other	0	0	0	17,216	15,520	-1,696	15,520		-1,696
4327 Publicity Advertising	550	0	-550	1,650	825	-825	825		-825
4900 Miscellaneous Expenses	0	0	0	24,405	1,035	-23,370	1,035		-23,370
Town Promotion :- Expenditure	598	415	-183	57,923	32,720	-25,203	33,570	0	-24,353
1303 Other customer/client receipts	3,603	0	3,603	11,498	7,563	3,935	7,563		
Town Promotion :- Income	3,603	0	3,603	11,498	7,563	3,935	7,563		
Net Expenditure over Income	-3,005	415	3,420	-677	1,303	1,980	2,153		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	
105 Staycation										
4001	Salaries	0	0	0	152	152	0	152	0	
4002	Employer's NIC	0	0	0	15	15	0	15	0	
4005	Agency Staff & Contractors	0	0	0	225	225	0	225	0	
4161	Cleaning	25	0	-25	25	0	-25	0	-25	
4162	Waste Removal	0	0	0	752	752	0	752	0	
4203	Other Transport Costs	0	0	0	90	90	0	90	0	
4301	Equipment	0	0	0	178	178	0	178	0	
4306	Printing	0	0	0	15	15	0	15	0	
4313	Professional Fees - Other	0	0	0	595	595	0	595	0	
4327	Publicity Advertising	0	0	0	3,708	3,708	0	3,708	0	
4900	Miscellaneous Expenses	0	0	0	92	93	1	93	1	
	Staycation :- Expenditure	25	0	-25	5,847	5,823	-24	5,823	0	-24
1303	Other customer/client receipts	0	0	0	320	320	0	320		
	Staycation :- Income	0	0	0	320	320	0	320		
	Net Expenditure over Income	25	0	-25	5,527	5,503	-24	5,503		
106 Festivals & Markets										
4001	Salaries	0	345	345	1,853	2,199	346	2,399	546	
4002	Employer's NIC	0	0	0	177	240	63	260	83	
4003	Employer's Superannuation	0	0	0	36	130	94	130	94	
4005	Agency Staff & Contractors	0	0	0	547	1,265	718	1,265	718	

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	779	826	48	826		48
4163 Domestic Supplies	0	0	0	36	0	-36	0		-36
4202 Car Allowances	0	0	0	3	0	-3	0		-3
4203 Other Transport Costs	0	0	0	237	304	67	304		67
4301 Equipment	0	0	0	837	510	-327	510		-327
4304 Catering & Hospitality	0	0	0	127	165	38	165		38
4306 Printing	0	0	0	0	530	530	530		530
4313 Professional Fees - Other	0	0	0	2,987	2,250	-737	2,250		-737
4327 Publicity Advertising	0	0	0	5,214	4,378	-836	4,378		-836
4343 Licensing/PRS	270	20	-250	600	330	-270	330		-270
4900 Miscellaneous Expenses	0	0	0	882	1,165	283	1,165		283
Festivals & Markets :- Expenditure	270	365	95	14,315	14,292	-23	14,512	0	197
1303 Other customer/client receipts	0	0	0	14,685	13,840	845	14,090		
1304 Donations	0	0	0	1,230	1,230	0	1,230		
Festivals & Markets :- Income	0	0	0	15,915	15,070	845	15,320		
Net Expenditure over Income	270	365	95	-1,599	-778	821	-808		
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	373	0	-373	44,944	45,880	936	45,880		936
4900 Miscellaneous Expenses	0	0	0	25	0	-25	0		-25
Christmas Lights :- Expenditure	373	0	-373	44,969	45,880	911	45,880	0	911

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
1304 Donations	0	0	0	3,200	3,200	0	3,200		
Christmas Lights :- Income	0	0	0	3,200	3,200	0	3,200		
Net Expenditure over Income	373	0	-373	41,769	42,680	911	39,000		
<u>109 Fireworks Night</u>									
4001 Salaries	0	0	0	576	610	34	610		34
4002 Employer's NIC	0	0	0	56	0	-56	0		-56
4003 Employer's Superannuation	0	0	0	56	0	-56	0		-56
4005 Agency Staff & Contractors	0	0	0	1,648	1,392	-256	1,392		-256
4162 Waste Removal	0	0	0	0	100	100	100		100
4203 Other Transport Costs	0	0	0	311	311	0	311		0
4301 Equipment	0	0	0	1,225	1,447	222	1,447		222
4313 Professional Fees - Other	0	0	0	6,784	6,784	0	6,784		0
4327 Publicity Advertising	150	0	-150	1,980	2,130	150	2,130		150
4343 Licensing/PRS	0	0	0	260	260	0	260		0
4900 Miscellaneous Expenses	0	0	0	225	225	0	225		0
Fireworks Night :- Expenditure	150	0	-150	13,122	13,259	137	13,259	0	137
1303 Other customer/client receipts	0	0	0	10,294	10,294	0	10,294		
1304 Donations	0	0	0	2,250	2,250	0	2,250		
Fireworks Night :- Income	0	0	0	12,544	12,544	0	12,544		
Net Expenditure over Income	150	0	-150	578	715	137	715		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
111 Neighbourhood Plan									
5001 Transfers from Reserves	0	0	0	0	0	0	-2,578		-2,578
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	-2,578	0	-2,578
4304 Catering & Hospitality	0	0	0	228	230	3	500		273
4306 Printing	0	0	0	191	191	0	191		0
4313 Professional Fees - Other	0	0	0	1,337	1,337	0	1,337		0
4327 Publicity Advertising	0	0	0	550	550	0	550		0
Neighbourhood Plan :- Expenditure	0	0	0	2,305	2,308	3	2,578	0	273
Net Expenditure over Income	0	0	0	2,305	2,308	3	0		
201 BWP Community Centre									
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
4005 Agency Staff & Contractors	0	0	0	453	405	-48	405		-48
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	30,000		30,000
4102 Property Maintenance	194	350	156	2,854	2,900	46	3,600		746
4103 Maintenance Contracts	0	35	35	439	350	-89	1,287		848
4111 Energy Costs	837	280	-557	2,430	2,800	370	3,360		930
4131 Rates	0	0	0	1,296	1,296	0	1,296		0
4141 Water Services	26	50	24	286	350	64	450		164
4161 Cleaning	25	600	575	4,875	6,000	1,125	7,293		2,418

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	110	65	-45	593	650	57	780		187
4163 Domestic Supplies	0	10	10	18	100	82	120		102
4171 Grounds Maintenance Costs	0	120	120	1,138	1,200	62	1,440		302
4301 Equipment	0	50	50	80	500	420	600		520
4323 Telephones	0	30	30	227	300	73	360		133
4324 Broadband	0	40	40	332	400	68	480		148
4343 Licensing/PRS	0	0	0	0	300	300	300		300
BWP Community Centre :- Expenditure	1,192	1,630	438	15,019	17,551	2,532	51,771	0	36,752
1301 Premises Hire Charges	2,445	1,000	1,445	25,404	24,300	1,104	29,000		
BWP Community Centre :- Income	2,445	1,000	1,445	25,404	24,300	1,104	29,000		
Net Expenditure over Income	-1,253	630	1,883	-7,885	-4,249	3,636	25,271		
202 Pepperpot									
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
4005 Agency Staff & Contractors	496	0	-496	511	15	-496	15		-496
4101 Repair/Alteration of Buildings	20,000	25,000	5,000	20,416	25,076	4,660	50,076		29,660
4102 Property Maintenance	166	40	-126	469	400	-69	480		11
4103 Maintenance Contracts	0	85	85	1,134	850	-284	1,020		-114
4111 Energy Costs	171	180	9	785	856	71	1,176		391
4131 Rates	0	0	0	660	670	10	670		10
4161 Cleaning	0	125	125	935	1,263	328	1,513		578

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
4163	Domestic Supplies	0	0	0	4	4	1	4		1
4171	Grounds Maintenance Costs	0	25	25	0	250	250	300		300
4203	Other Transport Costs	263	0	-263	263	0	-263	0		-263
4301	Equipment	0	0	0	7	0	-7	600		593
4323	Telephones	0	54	54	476	528	53	636		161
4324	Broadband	0	38	38	332	368	36	444		112
4343	Licensing/PRS	0	0	0	70	70	0	70		0
	Pepperpot :- Expenditure	21,096	25,547	4,451	26,061	30,350	4,289	57,004	0	30,943
1301	Premises Hire Charges	434	700	-266	9,007	8,685	322	10,085		
1304	Donations	0	0	0	80,000	80,000	0	80,000		
	Pepperpot :- Income	434	700	-266	89,007	88,685	322	90,085		
	Net Expenditure over Income	20,662	24,847	4,185	-60,445	-55,835	4,610	-30,581		
	203 The Square									
4181	Premises Insurance	0	0	0	1,745	1,745	0	1,745		0
4311	Professional Fees - Legal	0	0	0	322	322	0	322		0
	The Square :- Expenditure	0	0	0	2,067	2,067	0	2,067	0	0
1302	Rents	3,000	0	3,000	9,000	9,000	0	12,000		
1303	Other customer/client receipts	0	0	0	2,067	2,067	0	2,067		
	The Square :- Income	3,000	0	3,000	11,067	11,067	0	14,067		
	Net Expenditure over Income	-3,000	0	3,000	-9,000	-9,000	0	-12,000		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
204 Allotments									
4005 Agency Staff & Contractors	0	0	0	91	91	0	91		0
4141 Water Services	1	2	1	9	20	11	30		21
4171 Grounds Maintenance Costs	640	240	-400	3,848	2,400	-1,448	3,000		-848
4301 Equipment	0	0	0	77	77	0	77		0
Allotments :- Expenditure	641	242	-399	4,025	2,588	-1,437	3,198	0	-827
1302 Rents	0	0	0	2,083	2,082	1	2,082		
Allotments :- Income	0	0	0	2,083	2,082	1	2,082		
Net Expenditure over Income	641	242	-399	1,942	506	-1,436	1,116		
205 Wilfrid Noyce Community Centre									
5001 Transfers from Reserves	-6,975	0	6,975	-6,975	0	6,975	0		6,975
5101 Contrib. to Premises Provision	0	0	0	3,500	3,500	0	3,500		0
5102 Contrib. to Other Provisions	0	0	0	2,083	2,083	0	2,083		0
Wilfrid Noyce Community Centre :- Expenditure	-6,975	0	6,975	-1,392	5,583	6,975	5,583	0	6,975
4001 Salaries	337	195	-142	3,253	2,376	-877	2,766		-487
4003 Employer's Superannuation	0	33	33	0	99	99	165		165
4005 Agency Staff & Contractors	72	0	-72	1,236	1,100	-136	1,100		-136
4101 Repair/Alteration of Buildings	6,975	0	-6,975	6,975	0	-6,975	0		-6,975
4102 Property Maintenance	158	195	37	4,387	4,127	-260	4,517		130
4103 Maintenance Contracts	1,607	350	-1,257	5,310	3,917	-1,393	4,617		-693

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
4111 Energy Costs	1,043	600	-443	3,528	3,800	272	5,000		1,472
4121 Rents	0	0	0	209	209	0	209		0
4131 Rates	0	0	0	6,140	4,464	-1,676	4,464		-1,676
4141 Water Services	-6	75	81	446	750	304	900		454
4161 Cleaning	0	2,365	2,365	6,655	7,245	590	10,545		3,890
4162 Waste Removal	293	152	-141	1,593	1,520	-73	1,824		231
4163 Domestic Supplies	13	50	37	280	500	220	600		320
4171 Grounds Maintenance Costs	0	0	0	0	175	175	350		350
4301 Equipment	630	300	-330	6,898	6,723	-175	7,323		425
4304 Catering & Hospitality	0	0	0	17	17	0	17		0
4313 Professional Fees - Other	0	0	0	5,259	5,493	234	5,493		234
4323 Telephones	26	26	0	482	484	2	536		54
4324 Broadband	26	26	0	364	479	115	531		167
4325 Computing	114	0	-114	114	0	-114	0		-114
4343 Licensing/PRS	0	0	0	0	350	350	350		350
4900 Miscellaneous Expenses	0	100	100	0	700	700	900		900
Wilfrid Noyce Community Centre :- Expenditure	11,288	4,467	-6,821	53,146	44,528	-8,618	52,207	0	-939
1301 Premises Hire Charges	5,349	5,000	349	49,251	47,000	2,251	57,000		
1303 Other customer/client receipts	0	0	0	11,120	10,911	209	10,911		
Wilfrid Noyce Community Centre :- Income	5,349	5,000	349	60,371	57,911	2,460	67,911		
Net Expenditure over Income	-1,035	-533	502	-8,617	-7,800	817	-10,121		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
206 Bandstand									
4005 Agency Staff & Contractors	0	0	0	300	300	0	300		0
4102 Property Maintenance	0	83	83	2	830	828	1,000		998
4301 Equipment	0	0	0	825	826	1	826		1
4343 Licensing/PRS	0	0	0	70	70	0	70		0
Bandstand :- Expenditure	0	83	83	1,197	2,026	829	2,196	0	999
1301 Premises Hire Charges	0	0	0	779	779	0	779		
1304 Donations	0	0	0	825	825	0	825		
Bandstand :- Income	0	0	0	1,605	1,604	1	1,604		
Net Expenditure over Income	0	83	83	-408	422	830	592		
207 Godalming Museum									
5001 Transfers from Reserves	0	0	0	-5,120	-5,120	0	-10,120		-5,000
5101 Contrib. to Premises Provision	0	0	0	53,000	68,000	15,000	68,000		15,000
Godalming Museum :- Expenditure	0	0	0	47,880	62,880	15,000	57,880	0	10,000
4001 Salaries	3,518	3,478	-40	34,463	34,780	317	41,736		7,273
4002 Employer's NIC	310	310	0	3,075	3,100	25	3,720		645
4003 Employer's Superannuation	587	590	3	5,859	5,900	41	7,080		1,221
4005 Agency Staff & Contractors	128	0	-128	279	119	-160	119		-160
4011 Staff Training	0	0	0	485	500	15	1,000		515
4101 Repair/Alteration of Buildings	3,317	5,000	1,683	3,797	5,000	1,203	5,000		1,203

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
4102 Property Maintenance	238	125	-113	5,086	4,984	-102	5,234		148
4201 Public Transport	0	0	0	27	27	0	27		0
4202 Car Allowances	0	0	0	0	0	0	160		160
4301 Equipment	0	0	0	857	857	0	857		0
4307 Stationery	0	0	0	276	277	1	277		1
4311 Professional Fees - Legal	0	0	0	-500	-500	0	-500		0
4312 Professional Fees - Surveyors	0	0	0	1,920	1,920	0	1,920		0
4315 Insurance	84	0	-84	5,618	5,534	-84	5,534		-84
4323 Telephones	0	25	25	66	250	184	300		234
4325 Computing	255	152	-103	1,966	1,863	-103	2,967		1,001
4342 Subscriptions	0	250	250	0	2,500	2,500	3,000		3,000
4343 Licensing/PRS	117	0	-117	117	0	-117	0		-117
4900 Miscellaneous Expenses	0	0	0	40	40	1	40		1
Godalming Museum :- Expenditure	8,553	9,930	1,377	63,431	67,151	3,720	78,471	0	15,040
1302 Rents	0	1,706	-1,706	3,413	6,824	-3,412	6,824		
1303 Other customer/client receipts	0	240	-240	68,480	68,960	-480	68,960		
Godalming Museum :- Income	0	1,946	-1,946	71,893	75,784	-3,892	75,784		
Net Expenditure over Income	8,553	7,984	-569	39,418	54,247	14,829	60,567		
<u>208 Land & Property - Other</u>									
5001 Transfers from Reserves	-1,000	0	1,000	-1,000	0	1,000	-13,250		-12,250
5101 Contrib. to Premises Provision	0	0	0	1,500	1,500	0	1,500		0
Land & Property - Other :- Expenditure	-1,000	0	1,000	500	1,500	1,000	-11,750	0	-12,250

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	3,165	0	-3,165	3,772	221	-3,551	221		-3,551
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	12,060		12,060
4102 Property Maintenance	1,619	325	-1,294	4,284	3,376	-908	4,798		514
4103 Maintenance Contracts	0	100	100	918	700	-218	900		-18
4111 Energy Costs	0	62	62	629	620	-9	750		121
4131 Rates	0	0	0	3,528	3,528	0	3,528		0
4141 Water Services	251	270	19	2,711	2,712	1	3,252		541
4151 Fixtures & Fittings	0	250	250	0	250	250	250		250
4161 Cleaning	0	1,666	1,666	10,524	16,660	6,136	20,000		9,476
4171 Grounds Maintenance Costs	0	85	85	117	850	733	1,000		883
4301 Equipment	3,211	0	-3,211	10,699	2,960	-7,739	2,960		-7,739
4303 Materials	0	0	0	0	0	0	2,750		2,750
4311 Professional Fees - Legal	0	0	0	400	400	0	400		0
4313 Professional Fees - Other	0	0	0	3,946	0	-3,946	0		-3,946
4327 Publicity Advertising	0	0	0	275	0	-275	0		-275
4900 Miscellaneous Expenses	450	450	0	1,350	1,350	0	1,800		450
Land & Property - Other :- Expenditure	8,696	3,208	-5,488	43,153	33,627	-9,526	54,669	0	11,516
1303 Other customer/client receipts	0	0	0	9,584	0	9,584	0		
Land & Property - Other :- Income	0	0	0	9,584	0	9,584	0		
Net Expenditure over Income	7,696	3,208	-4,488	34,068	35,127	1,059	42,919		
Policy & Management Expenditure	81,017	93,854	12,837	808,456	820,308	11,852	979,882	0	171,426
Income	14,830	8,646	6,184	973,753	958,863	14,890	978,462		
Net Expenditure over Income	66,187	85,208	19,021	-165,298	-138,555	26,743	1,420		

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation 1254 (GODALMING) AIR TRAINING CORPS
2. Contact Name, Address and Telephone Number FLY LT B. POWLER
THE HOF, HALLAM ROAD, GODALMING GU7 3HW
07947 300160
3. Details of Organisation; is it
 - a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? PROMOTE + ENCOURAGE AN
INTEREST IN AVIATION, PROVIDE TRAINING USEFUL IN BOTH
SERVICE AND CIVILIAN LIFE, ENCOURAGE A SPIRIT OF ADVENTURE
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
NO
6. Please state size of membership and annual subscription levels of Organisation. _____
A4 COSTS EACH PAYING £99 PER ANNUM
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims PUBLISHED ON MOD WEBSITE
 - b) Copy of accounts (these will not be required for a new organisation) SEE LETTER.
 - c) Copy of budget for current financial year ATTACHED
 - d) Copy of last annual report to members (this will not be required for a new organisation) N/A.
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.
VARIOUS FUNDRAISING ACTIVITIES FOR ROYAL BRITISH LEGION
AND RAFA RAISING OVER £5000- CADETS HAVE BEEN
FLYING, GLIDING, SHOOTING CAMPING.

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

NEW CHAIRS WITH ONLINE TABLETS

b) Specify

- Total Estimated Cost	£ 2230.00
- Amount already available	£ NIL
- Amount expected to be available at commencement	£ NIL
- Dates scheduled to commence and finish	JANUARY 2019

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:- NO

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

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

a) Amount £ 2230

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

- Amount £
- Date
- Project

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

CHAIR WILL PROVIDE A POSITIVE LEARNING ENVIRONMENT FOR CADETS. ALL CADETS LIVE IN GODALMING

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

Signed [Signature] Date 11/12/18

Capacity in which signed OFFICER COMMANDING - 1254 3RD BN

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.

1254 Budget 2018/19

<u>INCOME</u>	£	£	<u>BALANCE</u>
Cadet Subs PA	4356		
Canteen	600		
Fundraising	750		
<u>TOTAL</u>	5706		5706
<u>EXPENDITURE</u>			
Charge to Wing for Cadets		968	
Minibus RFL		165	
Insurance Minibus		850	
Insurance sqn contents		165	
Fuel for minibus		300	
Purchase of uniforms		1500	
Computer equipment		250	
Stationery		300	
Service Minibus & MOT		500	
Welfare issues		300	
<u>TOTAL</u>		5298	minus 5298
<u>Balance</u>			408
 <u>Cash in Hand</u>			
Current account	2785		3193
Deposit account	5266		8459
 <u>Contingent liabilities</u>			
Installation of half container		2500	5959
Racking for container		500	5459
New radio equipment		1200	4259
Flight Simulator		2600	1659
New uniform		1000	659

SCHEME OF DELEGATION

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

COUNCIL AND ITS COMMITTEES

1 Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement.
- Addressing recommendations in any report from the internal or external auditors
- Making, amending or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Aims and Objectives
- The appointment of the Town Clerk and the Responsible Finance Officer taking into account the advice of the Staffing Committee
- The dismissal of the Town Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Staffing and Policy & Management Committee
- Matters of principle or policy
- Noting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Policy & Management Committee
- Prosecution or defence in a Court of law other than an Employment Tribunal

- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence
- Write off of bad debts
- All other matters which must, by law, be reserved to the Full Council

2 Delegation to Committees

For the day to day business of the Council, there are four Standing Committees of the Council

- Policy & Management
- Mayoralty
- Audit
- Staffing

The terms of reference and accountability of each committees is set out in Chapter 15 of the Council's Standing Orders.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for Noting by the Council.

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

3 Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Leader of the Council, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal

- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Staffing Committee)
- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Town Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Town Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Town Clerk acting in the name of the Town Clerk

A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

4 Position of Leader of the Council

The Council will appoint a Leader of the Council who will normally hold the position of Chairman of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy

- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Mayor as Chairman of the Council

5 Urgent Matters

In the event of any matter arising which requires an urgent decision, the Town Clerk shall forthwith consult with the Leader and Mayor and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extra-ordinary Meeting of the Council or appropriate Committee.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

6 Absence of the Town Clerk

The Town Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

Delivery of Council Services: The tactical delivery of council services lies with the staff member responsible for the day to day delivery of the service. However, in the unlikely event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Town Clerk, they may consult directly with the Chairman of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Town Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

Delivery of Democratic Services; In the unplanned/unexpected absence of the Town Clerk, the Support Services Officer is to inform the Chairman of the Council and the Chairman of the Staffing Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 32 – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Town Clerk which has or is likely to exceed 7 days, the Services Support Officer is authorised to liaise with the Chairman of the Council (Mayor) in order to call an extra-ordinary meeting of the Council as provided by Standing Order 134, for the purposes of agreeing arrangements appropriate for the situation.

7 Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Council's investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council (in consultation with the Town Clerk)
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

8 Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices, costs above these limits are to be referred upwards to the Town Clerk, appropriate Committee or Full Council as appropriate to the circumstances.

Table 1.

AUTHORITY	LIMIT	OFFICER	COMMENTS
1.To incur expenditure	Within Budget	Town Clerk	As Proper Officer for the Council, the Town clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
	Less than £1,000 and within budget cost centres: BWP, Pepperpot Allotments WNC Bandstand Museum	Facilities Supervisor	Items above this amount to be authorised by the Town Clerk

	Land & Property – Other (Public Toilets) Public Realm JBC		
	Less than £1,000 and within budget cost centres: Head Office Costs Civic Expenses Town Promotion	Services Support Executive	Items above this amount to be authorised by the Town Clerk
	Less than £500 and within budget cost centres: Town Promotion Staycation Festivals & Markets Fireworks Night	Community Services & Communications Officer	Items above this amount to be authorised by the Town Clerk
2. Emergency Expenditure	Less than £4,500	Town Clerk	Report to next Council/Committee Meeting as appropriate
	Less than £2,000	Responsible Finance Officer	In the absence of the Clerk, or acting on behalf of the Clerk, the Responsible Finance Officer is authorised to also action emergency measures when necessary after consultation detailed under paragraph 5 - Urgent Matters
3. Certification of Invoices	Invoices of £2,500 and above for all budget cost centres	Town Clerk	The RFO carries out an additional level of checks whilst inputting into the accounts system
	Invoices below £2,500 for budget cost centres delegated to the listed officers	Facilities Supervisor, Services Support Executive, Community & Comms Officer	The RFO carries out an additional level of checks whilst inputting into the accounts system

NEW COUNCILLOR AND STAFF MEMBER INDUCTION AND TRAINING POLICY

Godalming Town Council is an organisation in which learning is valued. Staff and Councillors will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Godalming. This policy document is supported by Godalming Town Council's Training Statement of Intent.

ALL ARE ENTITLED TO

- equality of opportunity in all aspects of their development;
- an induction programme into their own roles as well as to the workings of Godalming Town Council;
- an understanding of the direction and objectives of the Council;
- an understanding of the contribution that is expected of them.

FOR GODALMING TOWN COUNCIL STAFF

All Town Council staff will have:

- clear and measurable objectives for their performance at work;
- an Annual Appraisal/Review of their performance, role and training needs;
- A Chairman and Town Clerk who are committed to staff development.
- paid release from work commitments in order to undertake approved relevant training;
- training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

New Town Council staff will also receive:

- Godalming Policies & Procedures folder;
- Induction training appropriate to their role.

FOR GODALMING TOWN COUNCILLORS

New councillors will be expected to attend induction training provided locally by the Town Clerk and will be issued with a "New Councillor's Pack" when joining the Council. Returning Councillors will also be encouraged to attend induction training offered, following an ordinary election, and will also be provided with an updated Councillor pack. The Councillor Pack will contain:

- The Ten Principles of Public Life
- Schedule of Meetings/Events
- Protocols
- Organisation Charts

- Contact Details – Staff and Councillors
- A Brief History of the Town Council
- The Good Councillor Guide
- Surrey & Sussex Association of Local Councils (SSALC) – Website Login Details
- Standing Orders
- Financial Regulations
- Budget
- Code of Conduct - Members
- Complaints Procedure
- Equality & Diversity Statement
- Freedom of Information – Publication Scheme
- Health & Safety Policy Statements
- Press Strategy
- Privacy Policy/GDPR
- Safeguarding Policy
- Staff Management Statement
- Training Statement of Intent
- Register of Interests Form
- Email Information

COMMUNITY ENGAGEMENT STRATEGY

GIVING PEOPLE A VOICE

Introduction

In line with the Godalming Town Council *Supporting Our Community* document, which was adopted on 19 July 2018, <https://godalming-tc.gov.uk/supporting-our-community/> Godalming Town Council aims to:

“provide the best services possible within the available resource. The Council will fulfil its statutory duties and obligations and strive to maintain, improve and enhance its service provision for the community.”

Godalming Town Council is committed to engaging residents by encouraging them to become actively involved in decisions that affect them and the community, and to delivering better services by creating a more active and informed community. To this end this Community Engagement Strategy has been developed.

Aims

The aim of the Community Engagement Strategy is to improve the way in which Godalming Town Council engages and consults its residents and partners on important issues to ensure that:

- they are fully informed, consulted and involved;
- they are all included in the engagement process irrespective of their age;
- their views are heard and used to develop and improve the Council’s own services; and
- that the Council is better able to act as advocate for its community in dealing with other authorities and agencies.

Objectives

The objectives of the Community Engagement Strategy are to:

- engage people with local councillors;
- inform local residents clearly about who does what in local government and the range of services available;
- consult with residents about their needs and aspirations for the town, and the services they wish to receive;
- use engagement to inform decision making, ensuring decisions are fit for purpose and meet the needs of the community;
- use the information obtained through consultation to improve the quality and delivery of the Town Council’s services; and
- strengthen the capacity of local councillors to act as leaders of the community and as advocates for that community.

HOW THIS WILL BE ACHIEVED

Informing the Community (What we will tell the Community & how we will do it)

Godalming Town Council will use a number of mechanisms to inform the Community about the Town Council and its activity and will remain open-minded and flexible about new means of communication as they become available.

The Town Council's website contains the most comprehensive information about the Council and about the town more generally. This website is updated regularly (at least weekly) and its contents include all the items referred to below. Website content and functionality continually evolves.

The Council's Annual Report, informs residents about the Council's activity. Copies are distributed at the Annual Town Meeting in April each year and made available at the Town Council's offices, at the Museum and at the Library. The Annual Report is also publicised in the quarterly newsletter and by press release.

Notices of all meetings of the Council and its Committees are displayed on the main Council noticeboard and on its website. All such meetings are open to the public.

As well as being posted on the Town Council's website, agendas and minutes of all formal meetings are distributed to the local press and partner organisations including the Chamber of Commerce and the Godalming Trust.

A quarterly newsletter with information about the Council and its services is distributed to every household in the town.

Regular press releases are issued and there is regular dialogue between Officers and Members of the Town Council and local journalists.

The Council maintains a database of contacts and uses it, within GDPR guidelines, to inform key individuals/organisations of specific events, meetings or service developments that it thinks may be of interest to them.

From time to time specific information is distributed to all households in the town, for example information regarding the Godalming & Farncombe Neighbourhood Plan.

The Town Council will take a stall at a town event (Town Day, the Town Show, Food Festival) to share information with the public.

The use of social networking sites such as Twitter and Facebook is being explored.

Consulting & Engaging with the Community (How we will listen to the community)

Unlike other tiers of local government, Town Councillors always live and/or work within the town they serve and have close ties to their constituents and local voluntary and community organisations on a day-to-day basis, making them uniquely placed to act as the Council's eyes and ears.

The Council maintains an office, open to the public on weekdays from 9.00am to 5.00pm, in Godalming Town Centre. All visitors to the office are welcomed as are all those making contact by telephone.

All correspondence (e-mail or letter) is dealt with promptly.

All Godalming electors and their children, local businesses and users of the Town Council's premises have the right to speak at meetings of the Council and its Committees and all Councillors and Officers will promote this opportunity within the community.

We monitor the local press and keep press cuttings and published letters relating to the Town Council.

We monitor all comments and feedback made on our website.

From time to time we will specifically consult the community on important issues and a range of tools are available for us to do this: exceptionally (as with the survey carried out as part of the Neighbourhood Plan) we will commission a professional market research company to carry out research for us (by questionnaire, street survey or focus group). More usually we will use the press, or our newsletter, to ask for comments on a specific subject. Where appropriate, we will use a stall at a town event to ask the community their views on a specific issue.

Reception of Feedback:

Feedback from the public is always welcome and can be accepted via methods listed below:

- Town Council website 'Contact Us' online mechanism;
- Email;
- personal visit to the Town Council offices;
- telephone;
- letter; and
- verbal feedback through Councillors.

The contact details of all Councillors are available from Town Council office or Godalming Town Council's website.

Handling of Feedback:

The staff at the Town Council office will keep a record of all feedback received, by any method and file it in a manner which allows for ease of review.

The Clerk to assess all feedback and either take issues to the relevant committees for further investigation/action or deal with direct.

Reviewing and Assessing Effectiveness of the Strategy:

This strategy will be reviewed bi-annually; its effectiveness will be assessed by Councillors and Council staff and amendments/improvements will be recommended if opportunities are identified.

From time to time this consultation strategy can itself be subject to publicity, feedback and/or review, in order that public opinion on its effectiveness and how it may be improved can be sought.

16. YOUTH PROVISION IN GODALMING – A DISCUSSION

Following some recent incidents of anti-social and criminal behaviour, a number of Members have expressed their concern at either a real or perceived lack of youth provision in the town. This concern is in keeping with those expressed in both the Healthcheck Report and the Neighbourhood Plan household questionnaire.

Youth provision is a complex, challenging and multifaceted subject, and can involve an array of agencies; public, private and charitable/voluntary. However, what Members would first need to establish is what they mean by the term 'youth provision'.

It could be argued that the purpose of youth provision is to provide young people with structure, challenges and leadership opportunities in a safe environment in which they can access information that will help to inform their choices along with the ability to discuss concerns and worries with a trusted, responsible adult who will listen and advise in a non-judgemental manner. By doing so youth provision diverts young people who may be vulnerable from influences that could lead to anti-social and/or criminal activities and thus help produce responsible citizens.

Likewise it could be argued that youth provision is required to manage behaviour that has led to either anti-social or criminal activities. However, it is suggested that this definition would require specialist and targeted intervention programmes that are beyond a local council's ability to provide.

In looking at what type of youth provision, if any, the Town Council could support, it is important to remember that the vast majority of the approximately 2,500, 11 to 18 year old young people in our town are active young people who do not engage in anti-social or criminal activity and many of them will already be taking part in some form of out of school youth activity. So the question has to be asked, who would council-provided youth provision be for?

It is, of course, very easy in this time of social media to form a view that 'the youth of today' are running rampant throughout the town and that it was 'never like that in our day when we had youth clubs'. Young people making ill thought out choices and engaging in risky activities has always occurred. The Council's minute books and the pages of the *Surrey Advertiser* archives are full of stories of misbehaving young people. However, as it was in previous generations, such incidents involve a very small minority but seem to generate more emotions than the many acts of generosity and kindness shown by the majority of young people.

A quick search of youth activities available in Godalming brings up a wide range of out of school activities including:

Angling, Athletics, Air Cadets, Army Cadets, Athletics, Basketball, Brass Band, Bowls, Canoeing, Choirs, Cricket, Dance – ballet and street, Football, Golf, Girl Guiding, Hockey, Martial Arts – Self Defence, Judo, Karate, Tai Chi, Savate, Netball, Music Works, Rifle Club, Running, Rugby, Explorer & Venture Scouts, Swimming, Theatre & Drama, Tennis.

There is also currently a Detached Youth Club operating at Eashing (Aarons Hill) (Mondays 7.30pm to 9.30pm) and a physical youth club, the Loseley Field Youth Café (Mondays 6.45pm – 8.15pm term time) run by the Trinity Trust Team (the café is run in partnership with the Northbourne Action Group). Additionally, a number of faith-based youth activities are run by various faith groups throughout the town.

However, although there are many organised activities, with the exception of the detached youth club, all are membership-based activities with the majority requiring a subscription to attend (although it should be noted that many of the organisations, especially the uniformed groups do have support arrangements).

What appears to be lacking in the Godalming area is a 'universal youth provision'.

The challenge for any organisation that seeks to provide a universal youth provision which is free at the point of use is establishing a criteria for such provision. One model that is used is:

Outcome Focused: Clearly understanding what is trying to be achieved and ensuring all projects combine to work towards the same overall outcomes.

Inclusive: Embracing the diversity and creativity within communities.

Not faith biased: Working equally with young people of all faiths and none.

Relevant: Listening to young people and their communities. Not looking to bring about positive outcomes by 'doing it *to* or *for* them' instead striving to 'do it *with* them'.

Innovative & Effective: Seeking new and creative approaches to engage with young people, whilst remaining committed to high quality, effectiveness and excellence.

Collaborative: The approach should be relational and grounded in local relationships and partnerships. Where possible working in collaboration with the County and Borough Councils, schools, police, religious and community groups, volunteers and other agencies.

Sustainable: Recognising that tackling these issues is not a knee jerk exercise; work needs to be sustainable and long term.

Holistic: Working with others to support young people in multiple contexts in order to meet a complex combination of needs; in their school, family and local area.

From a recent presentation by NALC, one point made is worth bearing in mind. If Members do wish to explore options, 6 or 12 months, or even a year or two may not be overly long in council processes, but it is a lifetime to a 12 or 13 year old. Expectations should be managed and hopes not unrealistically raised. Plans must be thoroughly researched and sustainable, but once agreed quickly implemented.

If Members were minded to explore options to provide some form of youth provision, be it directly or through partnership delivery, it is recommended that a working group is established to determine the questions that need to be asked, find out how they can be asked, analyse the responses and provide conclusions and recommendations for the Council to consider.

17. CHRISTMAS LIGHTS

Current Scheme

Members will be aware that the current Christmas lights scheme in central Godalming, with some updates to hanging illuminations and other minor adjustments, has now been in place for thirteen years, firstly utilising tungsten icicle lights from 2006 and then, with the support of Godalming & District Chamber of Commerce, LED icicle lights from 2010.

The scheme in its current guise, as stated by BBC Surrey, results in probably the prettiest Christmas lights in Surrey and are much admired by residents and visitors alike, with the ultimate testament being the vast numbers who turn out each year in all weathers to witness the lights switch-on.

Existing Contractor Provision

The current contractor was engaged following the failure of previous contractors to fulfil the requirements of their contracts. Subsequently, two full tender and market testing exercises have been undertaken (2010 & 2013), with, on both occasions, the existing contractor achieving the most competitive rate. In 2016, Members agreed to roll forward the existing contract for a further 3-year period, which concluded with the take down of the lights in January 2019.

Having rolled forward the contract in 2016, Officers have sought competitive quotes to enable Members to compare and consider options for the provision of Christmas Lights in central Godalming for the period 2019-2021.

Quotes for annual installation/takedown of the lights 3 years 2019 to 2021

In seeking quotes for the future provision of the Christmas lights in central Godalming (including the Wilfrid Noyce Centre), the criteria was to price against the current scheme. Any amendments to the scheme would be considered as a separate negotiation. Quotes were sought from two locally known companies that are able to carry out the required works and a larger nationally based company identified at a NALC conference.

Each company was provided with a set of general terms and invited to contact the Facilities Supervisor for any clarification or information regarding the detail of the requirement or exact positioning of the lights etc. Contractors were also provided with the opportunity to view the existing Christmas lights whilst they were installed in December 2018. Each company took the opportunity to view the lights with the Facilities Supervisor and the Town Clerk and to seek detailed information about the installation infrastructure, installation and take down process along with the out of season storage and maintenance arrangements. The general terms provided are detailed below:

- period of contract to run from 2019 to 2021 inclusive;
- to install 878 sets of Icicle Lights (80cm drop by 2m length) along the perimeter of the streets on an existing infrastructure;
- to install wall trees, lanterns and antares lights along the perimeter of the streets on an existing infrastructure;
- to install cross-street motif located in Wharf Street and wall motif on the Old Town Hall 'Pepperpot' on an existing infrastructure;
- quote to include for provision/replacement as required of associated equipment required to connect lights to existing infrastructure, ie. catherine wheel connectors, power leads etc.;

- contractors to hold Public Liability Insurance for a minimum of £10M, copies of current PLI and Employer's Liability Insurance to be provided prior to the start date of installation;
- contractors to provide copies of their Health & Safety at Work statement, Risk Assessments and Method Statements;
- installation to start no earlier than the 1st day of November and to be complete prior to the last Saturday in November;
- installation in areas where powered access equipment will not cause traffic obstructions may be conducted during the normal working day (including Saturdays & Sundays), otherwise installation from powered access equipment to be conducted in the evenings between 17.00 to 02.00 and 06.00 to 08.30 only, installation from ladders may be conducted during the normal working day;
- powered access equipment to be of a dual fuel type and to be operated on electric drive from 22.30 to 02.00 and during the period 06.00 to 07.00;
- powered access equipment operatives to hold a powered access licence, copies of which are to be provided to the client prior to installation start date;
- contractors to be able to source icicle light strings/hanging decorations to replace items found to be faulty during installation (the budget for replacement of failed lights will be set prior to installation);
- to provide a minimum of two support staff for lights switch-on (currently 17.00 on last Saturday in November);
- to switch off lights sometime between 23.00 on 5 January and 15.00 on 6 January; and
- to complete takedown by the 3rd Saturday in January.

Quotes were received from the two local companies, however, having chased the national company for its quote in mid-February, they sent an email saying that they no longer wished to quote for the contract. Therefore, the information shown below is based on the quotes received.

Company A – Springfield Decorations and Display Ltd – Previous Contractors for central Godalming

Company B – JDS Decorations Ltd – Current contractors for Farncombe Village

	Company A	Company B
Installation & Takedown Costs		
Year 1	28,289.91	24,100.00
Year 2	29,138.61	24,100.00
Year 3	30,012.77	24,100.00
Total Installation/Takedown	87,441.29	72,300.00
Light Replacement	9902.15	11,058.00
Total 3 Year Cost	97343.44	83,358.00
Ave per year	32,447.81	27,786.00

Christmas Lights Budget:

Members will wish to know that the Town Clerk has received a letter on behalf of Godalming & District Chamber of Commerce committing the Chamber to making a contribution, payable to Godalming Town Council, of the sum of £3,200 per annum for Christmas Lights for the period 2019-2021.

Godalming Town Council has made a revenue provision for 2019/20 of £39,000 for Christmas Lights and has a current reserve of £11,557. Therefore the available funds for 2019/20 including the Chamber of Commerce contribution is £42,200. This is to cover the installation and takedown, light replacement for in-year failure and the electrical and mechanical infrastructure maintenance (which is subject to separate arrangements) as well as the

provision of Christmas lights in Farncombe Village, which cost approximately £3,000 per annum.

Conclusion

It cannot be denied that Company A has served Godalming Town Council well over many years, likewise Company B has provided a reliable, committed and expanding service in Farncombe Village. Both companies have good reputations and work well with GTC Officers and provide a flexible and responsive service. However, GTC has a responsibility to ensure best value, and whilst this may not always mean the cheapest, in this particular case Officers do not believe that a 17% cost differential for a service, that they believe both companies can successfully provide, can be ignored.

As such Officers recommend that Company B is awarded the contract for Christmas light provision in central Godalming for the period 2019-2021.

As previously stated the quotes sought for the central Godalming Christmas lights' contract was based on the existing scheme. Officers believe that there are a number of changes that could be made to expand the current scheme, both in central Godalming and in Farncombe Village. Likewise it is believed that some changes to the central Godalming scheme would serve to refresh a scheme that is basically 13 years old. Officers will discuss options with the contractors and report back to this Committee.

Communities Initiative Group CIG 2018

St Marks Community Centre

The CIG includes representatives from SCC, WBC, the town council, St Marks Community Centre and church, local groups active in the community and local residents. It meets regularly, usually every three months.

It acts as a sounding board for local residents and relays concerns to council officers. It receives updates about changes in the community, particularly the housing developments on Ockford Ridge. It prepares a community newsletter distributed to residents on Ockford Ridge and Aarons Hill.

The CIG organises a variety of events and community days including a spring, summer and Christmas community day and fair, and hosts a number of open days for WBC and developers to show plans for the new housing in the local community.

The CIG has applied for and been successful in obtaining grant funding from the Health Lottery Fund for money to support community activities such as tea dances, keep fit classes, and family coach trips.

The CIG continues to support a food bank which is actively used throughout the year, the food bank has been in demand during school holidays.

SURREY ASSOCIATION OF LOCAL COUNCILS(SALC)

1. The Town Council, along with almost all other Town and Parish Councils in Surrey, is a member of the Surrey Association of Local Councils(SALC).The Association is a membership organisation which provides advice, support and training to Parish and Town councils throughout Surrey. It is linked with and works closely with councils in East and West Sussex for the purposes of employing staff to serve and support the three areas. Aside from the day to day support, training and networking opportunities available, the Council has drawn heavily in the past on the support of the Association in connection with its handling of its dispute with the former Town Clerk and also in drawing up and putting in place a new staffing structure following her departure. The Association's Chief Executive also helped us kick start the process of putting in place a vision and business plan for the Council.

3 The Town Council is at the present time well represented in the Surrey Association as Cllr Anne Bott is employed as its Assistant Chief Executive, with specific responsibility for advising all affiliated Surrey Towns and Parishes. Also at the SALC AGM last November I was elected to serve as Vice- Chairman of the Association and in this capacity have also become a member of the joint Surrey/ Sussex Board which directs the work of the three Associations and its staff and I serve also on the Board of the South East England grouping of the National Association.This provides an excellent opportunity to gain an overview of key issues for Town and Parish Councils as a whole but also to share with other Councils our own successes and learning as a Council.

4. The Town Council office circulate to all Councillors all appropriate SALC And National Council (NALC)bulletins which enables members to keep in touch with current and emerging issues. I am always happy to discuss any issues that members may have in connection with these. I would also urge more members to consider taking advantage of the very excellent training courses provided by SALC.

Steve Cosser

February 2019

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.