

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

11 December 2015

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, 17 DECEMBER 2015 at 7.30 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Reynolds – Chairman
Councillor Thornton – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Woodham
Councillor Hunter
Councillor Welland
Councillor Pinches
Councillor Gray
Councillor Young

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Noyce
Councillor Williams
Councillor Bolton
Councillor Walden

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 15 October 2015, 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. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

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

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

7. BUDGET MONITORING

Members to consider a budget monitoring report for month eight of the current financial year 2015/16 (the year to 30 November 2015) – detailed report attached for the information of Members. A budget monitoring statement for the capital project at the Wilfrid Noyce Centre dealt with at that agenda item below.

Members to note that the month eight report shows a total variance to date against budget of £9,437 underspent.

The table below shows the current projection to the year end for each cost centre – these figures equate to the figures that are being used to calculate the revised estimate for 2015/16 and represents the most prudent position. The projection indicates a projected net underspend for the current year of £2,265 – the Town Clerk anticipates that the net underspend will eventually be greater. The revised estimates will be considered at the next meeting of this Committee.

Cost Centre		Year to date	Projected
		Variance	Variance
		£	@ year end
		£	£
101	Head Office Costs	19,776	13,586
102	Civic Expenses	-3,751	-3,894
104	Town Promotion	-6,276	0
105	Staycation	0	0
106	Festivals & Markets	6,360	0
108	Christmas Lights	121	0
110	Community Navigator	173	0
111	Neighbourhood Plan	4,784	0
201	BWP Community Centre	1,872	1,687
202	Pepperpot	137	-60
203	The Square	-825	0
204	Allotments	-3,679	-2,912
205	Wilfrid Noyce Community Centre	-10,994	-17,948
206	Bandstand	282	186
208	Land & Property Other	1,457	2,420
	Other known variations (net)	0	9,200
	TOTAL	9,437	2,265

Members are asked to note the budget monitoring report.

8. REPORT OF THE COMMUNICATIONS WORKING GROUP – WEBSITE

Members to consider a report from the Communications Working Group to be tabled at the meeting.

9. NATIONAL AUTISTIC SOCIETY

Members are asked to note the attached correspondence from the National Autistic Society thanking the Town Council for a grant made to the Society.

10. THE LOUNGE BAR & GRILL, 1 HIGH STREET, GODALMING

Members are asked to note the attached correspondence from Waverley Borough Council concerning the outcome of a licensing hearing.

11. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

The Town Clerk will report on a generous donation received to fund the desirable items for the refurbishment and how to acknowledge the donation.

Members to receive an oral update on the project so far from the Facilities Manager. A budget monitoring statement is attached for the information of Members.

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

Members are asked to note a report from Councillor A Bott on the Godalming Together Community Interest Company (report to be tabled) an organisation on which Councillor Bott represents the Town Council.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

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

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

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

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

Members to note a report from the Town Clerk detailing action taken under her delegated authority.

16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 7 January 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

17. ANNOUNCEMENTS

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

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

18. THE SQUARE

Members to consider an oral report from the Town Clerk.

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
THE SQUARE	Town Clerk		This matter is now a standing confidential item and appears on the agenda.	N/A		
THE WILFRID NOYCE CENTRE	Town Clerk	162-13 and 273-13 (95-12, 250-12, 337-12, 90-14 & 468-13 also refer)	An update report is included on the agenda for this meeting in confidential session – at that point the Facilities Manager will also report orally.	Interim Date 4/12/14 Original Contract completion date 31/10/15		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	Complete for 2014/15 with the adoption of new Financial Regulations on 15 January 2015. To be reviewed before 31 March 2016	31/03/16		
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 15 October 2015. Further reports expected at approximately six-monthly intervals. Next report due 28 April 2016	N/A		
FLOOD ALLEVIATION – formerly headed “EMERGENCY PLANNING”	Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. The Godalming Flood Alleviation Steering Group plan to hold a public consultation event in the Borough Hall on Thursday 21 January 2016. The exact details of the event are yet to be finalised an expected confirmation date of 4 th January has been given by the EA, from which GTC will conduct a letter drop and publicity campaign to inform residents.	23/10/14	unknown	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015 and 2 December 2015. Report on the agenda for this meeting			
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Report received 23 July 2015 – service of all agendas by post remains but incremental approach adopted to moving towards mixed service according to Members' needs	11/06/15	23/07/15	
REPRESENTATION ON EXTERNAL BODIES	Town Clerk		Protocol on representation on external bodies agreed	15/10/15		15/10/15
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming & District Chamber of Commerce	Cllr Poulter	81-15	Report received 23 July 2015	23/07/15		23/07/15
SCC – Tree Wardens	Cllr Williams	81-15	Report received 3 September 2015	3/09/15		3/09/15
Godalming Museum Trust	Cllr Gordon-Smith	81-15	Report received 3 September 2015	3/09/15		3/09/15
Sport Godalming	Cllr P Martin	81-15	Report on the agenda for this meeting	15/10/15		
Godalming Together CIC	Cllr A Bott	81-15	Report deferred from 15 October 2015 & on the agenda for this meeting	15/10/15	26/11/15	
Waverley Cycle Forum	Cllr Walden	81-15	Report on the agenda for this meeting	26/11/15		
SSALC (formerly SCAP&TC)	Cllr Cosser	81-15	Report on the agenda for this meeting	26/11/15		
District Scout Council	Cllr Wheatley	81-15		7/01/16		
Fairtrade Steering Group	Cllr Wheatley	81-15		18/02/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Waverley Citizens' Advice Bureau	Cllr S Bott	81-15		18/02/16		
Farncombe Day Centre	Cllr Gray	81-15		24/03/16		
Godalming/Joigny Friendship Association	Cllr Bott	81-15		19/05/16		

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

Event	Date
Pancake Races	Tuesday, 9 February 2016
Town Council By-election (Central & Ockford Ward)	Thursday, 11 February 2016
Farmers' Market	Saturday, 26 March 2016
Spring Festival – Spring into Godalming	Saturday, 2 April 2016
Farmers' Market	Saturday, 30 April 2016
Rogation Sunday	Sunday, 1 May 2016
Police & Crime Commissioner's Elections	Thursday, 5 May 2016
St John's Spring Fair	Saturday, 30 April 2016 (TBC)
Annual Council/Mayor Making	Thursday, 12 May 2016
Godalming Run	Sunday, 22 May 2016
Farmers' Market	Saturday, 28 May 2016
Town Show	Saturday, 4 June 2016
Farmers' Market	Saturday, 25 June 2016
Summer Food Festival	Saturday, 2 July 2016
Farmers' Market	Saturday, 30 July 2016
Staycation	Saturday, 6–Sunday, 14 August 2016
Farmers' Market	Saturday, 27 August 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Cost Centre Report

Month No : 8

	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>101 Head Office Costs</u>									
5101 Contrib. to Premises Provision	0	0	0	1,600	1,600	0	1,600	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,600</u>	<u>1,600</u>	<u>0</u>	<u>1,600</u>	<u>0</u>	<u>0</u>
4001 Salaries	13,155	13,375	220	102,447	107,000	4,553	160,498		58,051
4002 Employer's NIC	1,227	1,736	509	9,340	13,888	4,548	20,833		11,493
4003 Employer's Superannuation	2,347	2,550	203	18,109	20,400	2,291	30,595		12,486
4005 Agency Staff	0	0	0	3,321	0	-3,321	0		-3,321
4011 Staff Training	195	241	46	1,433	1,928	495	2,890		1,457
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500
4013 Other Staff Expenses	0	0	0	84	0	-84	0		-84
4102 Property Maintenance	0	0	0	727	0	-727	0		-727
4121 Rents	0	0	0	0	0	0	13,000		13,000
4161 Cleaning	2	0	-2	14	0	-14	0		-14
4201 Public Transport	0	0	0	55	0	-55	0		-55
4202 Car Allowances	47	83	36	684	664	-20	1,000		316
4203 Other Transport Costs	4	0	-4	16	0	-16	0		-16
4301 Equipment	62	42	-20	255	336	81	500		245
4302 Furniture	0	42	42	0	336	336	500		500
4303 Materials	0	42	42	0	336	336	500		500
4304 Catering	12	0	-12	174	0	-174	0		-174
4305 Clothes, Uniform & Laundry	45	0	-45	95	0	-95	0		-95
4306 Printing	268	217	-51	771	1,736	965	2,600		1,829
4307 Stationery	65	217	152	1,328	1,736	408	2,600		1,272

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Month No : 8

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>104 Town Promotion</u>									
5001 Transfers from Reserves	0	0	0	-3,148	0	3,148	0	0	3,148
Town Promotion :- Expenditure	0	0	0	-3,148	0	3,148	0	0	3,148
4102 Property Maintenance	0	0	0	6,698	0	-6,698	0	0	-6,698
4151 Fixtures & Fittings	0	0	0	8,265	0	-8,265	0	0	-8,265
4171 Grounds Maintenance Costs	0	0	0	26	0	-26	0	0	-26
4203 Other Transport Costs	0	0	0	67	0	-67	0	0	-67
4303 Materials	0	0	0	217	0	-217	0	0	-217
4327 Publicity Advertising	0	0	0	270	0	-270	0	0	-270
Town Promotion :- Expenditure	0	0	0	15,543	0	-15,543	0	0	-15,543
1303 Other customer/client receipts	0	0	0	6,119	0	6,119	0	0	6,119
Town Promotion :- Income	0	0	0	6,119	0	6,119	0	0	6,119
Net Expenditure over Income	0	0	0	6,276	0	-6,276	0	0	-6,276
<u>105 Staycation</u>									
4203 Other Transport Costs	0	0	0	90	0	-90	0	0	-90
4301 Equipment	0	0	0	0	1,200	1,200	1,200	0	1,200
4327 Publicity Advertising	0	0	0	2,000	2,000	0	2,000	0	0
4900 Miscellaneous Expenses	0	0	0	1,110	0	-1,110	0	0	-1,110
Staycation :- Expenditure	0	0	0	3,200	3,200	0	3,200	0	0
Net Expenditure over Income	0	0	0	3,200	3,200	0	3,200	0	3,200

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Cost Centre Report

Month No : 8

	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>106 Festivals & Markets</u>									
4001 Salaries	200	186	-14	1,400	1,488	88	1,860		460
4002 Employer's NIC	20	24	4	137	192	55	240		103
4121 Rents	195	0	-195	195	0	-195	0		-195
4162 Waste Removal	0	0	0	158	0	-158	0		-158
4203 Other Transport Costs	492	0	-492	492	0	-492	0		-492
4301 Equipment	33	0	-33	179	0	-179	0		-179
4303 Materials	0	0	0	218	0	-218	0		-218
4304 Catering	0	0	0	46	0	-46	0		-46
4306 Printing	240	0	-240	620	0	-620	0		-620
4327 Publicity Advertising	1,510	0	-1,510	2,480	0	-2,480	0		-2,480
4343 Licensing/PPRS	110	0	-110	384	0	-384	0		-384
4900 Miscellaneous Expenses	1,045	0	-1,045	1,759	0	-1,759	0		-1,759
	3,845	210	-3,635	8,068	1,680	-6,388	2,100	0	-5,968
Festivals & Markets :- Expenditure									
1303 Other customer/client receipts	5,175	250	4,925	14,578	2,000	12,578	2,500		
1304 Donations	170	0	170	170	0	170	0		
	5,345	250	5,095	14,748	2,000	12,748	2,500		
Festivals & Markets :- Income									
Net Expenditure over Income	-1,500	-40	1,460	-6,680	-320	6,360	-400		
<u>108 Christmas Lights</u>									
4313 Professional Fees - Other	20,775	20,800	25	29,679	29,800	121	39,000		9,321
	20,775	20,800	25	29,679	29,800	121	39,000	0	9,321
Christmas Lights :- Expenditure									
Net Expenditure over Income	20,775	20,800	25	29,679	29,800	121	39,000		

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Cost Centre Report

Month No : 8

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>110 Community Navigator</u>									
4001 Salaries	2,039	2,040	1	16,325	16,320	-5	24,483		8,158
4002 Employer's NIC	188	265	77	1,507	2,120	613	3,176		1,669
4003 Employer's Superannuation	387	387	0	3,102	3,096	-6	4,641		1,539
4011 Staff Training	0	0	0	5	0	-5	0		-5
4202 Car Allowances	0	0	0	394	0	-394	400		6
4203 Other Transport Costs	0	0	0	3	0	-3	0		-3
4301 Equipment	0	0	0	0	0	0	700		700
4303 Materials	0	0	0	19	0	-19	0		-19
4304 Catering	0	0	0	8	0	-8	0		-8
4306 Printing	0	0	0	55	0	-55	0		-55
4323 Telephones	42	0	-42	121	200	79	400		279
4325 Computers	0	0	0	0	0	0	200		200
4900 Miscellaneous Expenses	0	0	0	24	0	-24	1,000		976
	<u>2,657</u>	<u>2,692</u>	<u>35</u>	<u>21,563</u>	<u>21,736</u>	<u>173</u>	<u>35,000</u>	<u>0</u>	<u>13,437</u>
1202 Community Navigator :- Expenditure	8,750	0	8,750	26,250	26,250	0	35,000		
	<u>8,750</u>	<u>0</u>	<u>8,750</u>	<u>26,250</u>	<u>26,250</u>	<u>0</u>	<u>35,000</u>		
Community Navigator :- Income									
	<u>-6,093</u>	<u>2,692</u>	<u>8,785</u>	<u>-4,687</u>	<u>-4,514</u>	<u>173</u>	<u>0</u>		
Net Expenditure over Income									
<u>111 Neighbourhood Plan</u>									
4301 Equipment	0	0	0	0	0	0	2,000		2,000
4304 Catering	385	0	-385	385	0	-385	0		-385

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Month No : 8

	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	0	0	0	3,280	0	-3,280	0	0	-3,280
4308 General Office Expense	0	0	0	3	5,000	4,997	5,000	0	4,997
4313 Professional Fees - Other	460	0	-460	460	4,803	4,343	8,803	0	8,343
4322 Postage	73	0	-73	4,009	4,000	-9	4,000	0	-9
4327 Publicity Advertising	0	0	0	1,380	0	-1,380	0	0	-1,380
Neighbourhood Plan :- Expenditure	918	0	-918	9,517	13,803	4,286	19,803	0	10,286
1204 Grants - Other	0	0	0	7,498	7,000	498	7,000	0	4,997
1502 Other Recharges	0	0	0	0	0	0	4,803	0	8,343
Neighbourhood Plan :- Income	0	0	0	7,498	7,000	498	11,803	0	-9
Net Expenditure over Income	918	0	-918	2,019	6,803	4,784	8,000	0	-1,380
201 BWP Community Centre	0	0	0	3,000	3,000	0	3,000	0	0
5101 Contrib. to Premises Provision	0	0	0	3,000	3,000	0	3,000	0	0
BWP Community Centre :- Expenditure	0	0	0	3,000	3,000	0	3,000	0	0
4001 Salaries	831	831	0	6,887	6,648	-239	9,971	0	3,084
4002 Employer's NIC	81	108	27	672	864	192	1,296	0	624
4003 Employer's Superannuation	0	158	158	0	1,264	1,264	1,894	0	1,894
4101 Repair/Alteration of Buildings	0	250	250	58	2,000	1,942	3,000	0	2,942
4102 Property Maintenance	0	0	0	693	0	-693	0	0	-693
4103 Maintenance Contracts	0	0	0	411	0	-411	0	0	-411
4111 Energy Costs	200	275	75	1,476	2,200	724	3,300	0	1,824
4131 Rates	0	0	0	1,296	1,300	4	1,300	0	4

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Cost Centre Report

Month No : 8

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4141 Water Services	116	29	-87	373	232	-141	350		-23
4161 Cleaning	585	575	-10	4,350	4,600	250	6,900		2,550
4162 Waste Removal	0	0	0	274	0	-274	0		-274
4171 Grounds Maintenance Costs	359	100	-259	1,101	800	-301	1,200		99
4181 Premises Insurance	0	0	0	900	900	0	900		0
4301 Equipment	0	83	83	174	664	490	1,000		826
4306 Printing	0	17	17	0	136	136	200		200
4322 Postage	0	8	8	0	64	64	100		100
4323 Telephones	40	29	-11	177	232	55	350		173
4324 Broadband	39	0	-39	185	0	-185	0		-185
4325 Computers	182	74	-108	550	592	42	890		340
4342 Subscriptions	0	0	0	0	0	0	170		170
BWP Community Centre :- Expenditure	2,433	2,537	104	19,576	22,496	2,920	32,821	0	13,245
1301 Premises Hire Charges	127	2,333	-2,206	17,616	18,664	-1,048	28,000		
BWP Community Centre :- Income	127	2,333	-2,206	17,616	18,664	-1,048	28,000		
Net Expenditure over Income	2,306	204	-2,102	4,960	6,832	1,872	7,821		
<u>202 Peppercot</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
Peppercot :- Expenditure	0	0	0	2,000	2,000	0	2,000	0	0
4101 Repair/Alteration of Buildings	0	125	125	0	1,000	1,000	1,500		1,500
4102 Property Maintenance	0	0	0	1,096	0	-1,096	0		-1,096

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Cost Centre Report

Month No : 8

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1302 Rents	0	0	0	9,000	9,000	0	12,000		
1303 Other customer/client receipts	0	0	0	6,589	6,500	89	6,500		
The Square :- Income	0	0	0	15,589	15,500	89	18,500		
Net Expenditure over Income	0	0	0	-4,800	-5,625	-825	-7,800		
<u>204 Allotments</u>									
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
Allotments :- Expenditure	0	0	0	1,000	1,000	0	1,000	0	0
4102 Property Maintenance	0	0	0	208	0	-208	0		-208
4103 Maintenance Contracts	0	0	0	200	0	-200	0		-200
4141 Water Services	29	8	-21	58	64	6	100		42
4162 Waste Removal	288	0	-288	288	0	-288	0		-288
4171 Grounds Maintenance Costs	675	158	-517	4,021	1,264	-2,757	1,900		-2,121
4311 Professional Fees - Legal	0	0	0	530	0	-530	0		-530
4900 Miscellaneous Expenses	0	0	0	20	0	-20	0		-20
Allotments :- Expenditure	992	166	-826	5,325	1,328	-3,997	2,000	0	-3,325
1302 Rents	0	0	0	2,268	1,950	318	1,950		
Allotments :- Income	0	0	0	2,268	1,950	318	1,950		
Net Expenditure over Income	992	166	-826	4,057	378	-3,679	1,050		

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Month No : 8

Cost Centre 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>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000	0	0
Wilfrid Noyce Community Centre :- Expenditure	0	0	0	2,000	2,000	0	2,000	0	0
4005 Agency Staff	0	0	0	900	0	-900	0	0	-900
4101 Repair/Alteration of Buildings	0	167	167	0	1,336	1,336	2,000	0	2,000
4102 Property Maintenance	0	0	0	3,380	0	-3,380	0	0	-3,380
4103 Maintenance Contracts	0	0	0	344	0	-344	0	0	-344
4111 Energy Costs	81	338	257	782	2,704	1,922	4,050	0	3,268
4121 Rents	4,222	0	-4,222	9,737	0	-9,737	0	0	-9,737
4131 Rates	0	0	0	450	3,500	3,050	3,500	0	3,050
4141 Water Services	0	50	50	165	400	235	600	0	435
4161 Cleaning	0	675	675	1,731	5,400	3,669	8,100	0	6,369
4162 Waste Removal	0	0	0	1,330	0	-1,330	0	0	-1,330
4171 Grounds Maintenance Costs	0	25	25	566	200	-366	300	0	-266
4181 Premises Insurance	0	0	0	2,137	620	-1,517	620	0	-1,517
4203 Other Transport Costs	0	0	0	47	0	-47	0	0	-47
4301 Equipment	0	67	67	0	536	536	800	0	800
4311 Professional Fees - Legal	0	0	0	465	0	-465	0	0	-465
4313 Professional Fees - Other	0	0	0	97	0	-97	0	0	-97
4323 Telephones	0	0	0	-62	0	62	0	0	62
4324 Broadband	0	0	0	61	0	-61	0	0	-61
4325 Computers	0	58	58	0	464	464	700	0	700
4341 Grants	0	0	0	3,100	0	-3,100	0	0	-3,100

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Cost Centre Report

Month No : 8

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4342 Subscriptions	0	25	25	0	200	200	300		300
4343 Licensing/PRS	0	0	0	324	0	-324	0		-324
Wilfrid Noyce Community Centre :- Expenditure	4,304	1,405	-2,899	25,555	15,360	-10,195	20,970	0	-4,585
1301 Premises Hire Charges	0	1,458	-1,458	11,201	11,664	-463	17,500		
1302 Rents	0	0	0	-450	0	-450	0		
1303 Other customer/client receipts	0	0	0	114	0	114	0		
Wilfrid Noyce Community Centre :- Income	0	1,458	-1,458	10,865	11,664	-799	17,500		
Net Expenditure over Income	4,304	-53	-4,357	16,690	5,696	-10,994	5,470		
<u>206 Bandstand</u>									
4101 Repair/Alteration of Buildings	0	83	83	0	664	664	1,000		1,000
4102 Property Maintenance	0	0	0	297	0	-297	0		-297
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	0	83	83	367	764	397	1,100	0	733
1301 Premises Hire Charges	0	0	0	605	900	-295	900		
1303 Other customer/client receipts	0	0	0	181	0	181	0		
Bandstand :- Income	0	0	0	786	900	-114	900		
Net Expenditure over Income	0	83	83	-418	-136	282	200		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2015

Cost Centre Report

Month No : 8

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>208 Land & Property - Other</u>									
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000	0	0
Land & Property - Other :- Expenditure	0	0	0	1,000	1,000	0	1,000	0	0
4101 Repair/Alteration of Buildings	0	125	125	0	1,000	1,000	1,500		1,500
4151 Fixtures & Fittings	0	0	0	0	0	0	1,000		1,000
4171 Grounds Maintenance Costs	14	102	88	359	816	457	1,220		861
Land & Property - Other :- Expenditure	14	227	213	359	1,816	1,457	3,720	0	3,361
Net Expenditure over Income	14	227	213	1,359	2,816	1,457	4,720		
Policy & Management Expenditure	57,696	50,563	-7,133	441,740	454,917	13,177	621,065	0	179,325
Income	14,969	4,749	10,220	602,463	606,204	-3,741	641,565		
Net Expenditure over Income	42,726	45,814	3,088	-160,723	-151,287	9,436	-20,500		

- P&M 17/Dec



The National
Autistic Society

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-7 DEC 2015

Godalming Town Council
Municipal Buildings
Bridge Street
Godalming
Surrey
GU7 1HT

393 City Road
London EC1V 1NG
T: 020 7833 2299
F: 020 7833 9666
E: nas@nas.org.uk
www.autism.org.uk
Autism Helpline: 0808 800 4104

3rd December 2015

Dear Sir/Madam,

In June Godalming Town Council kindly awarded the National Autistic Society £2,500 towards a sensory room for adults with autism at Old Mill Day Service in Surrey. Thank you. Enclosed is a report on how your generous grant has helped these adults. Most of the sensory equipment has now been purchased and installed, and we are continuing to fundraise for the remaining equipment. The sensory room has already made such a difference for the adults using the service, some of whom struggle from severe anxiety and with the help of the equipment have been able to find moments of calm for the first time.

Thank you so much for helping to make this sensory room a reality for the vulnerable adults we support in Surrey, we really appreciate it.

If you would like to learn more about the Old Mill Day Service or the work of the National Autistic Society, please do not hesitate to contact me.

Kindest regards,

Rachel Prescott-Smith
Trusts and Statutory Officer
020 7903 3527
Rachel.prescott-smith@nas.org.uk

Accept difference. Not indifference.

A report for Godalming Town Council

In June Godalming Town Council kindly awarded the National Autistic Society £2,500 towards a sensory room for the adults we support at Old Mill Day Service in Godalming, Surrey. With your generous grant and the grants of others we were able to purchase most of the equipment needed for the sensory room. This includes the bubble tube, sensory wall, projector, fibre optic lights and weighted blanket. We are still fundraising to purchase the remaining equipment.

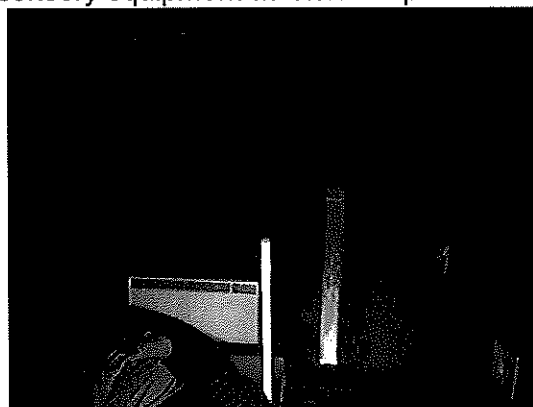


The sensory wall and bubble tube in the new sensory room

The benefits have already been tremendous for the people we support at Old Mill, who have thoroughly enjoyed spending structured time with the sensory equipment as often as possible.

One of the adults we support, Mark, whose anxieties make it difficult for him to sit calmly without

interaction, has been able to lie back on a bean bag holding his hands and watching the water reflection projector, with added stimulation of the bubble tube. He has been able to relax for a full 20 minutes before being supported to turn the items off and leave the room for another person.



Mark calmly enjoying the water reflection projector and bubble tube

One person we support absolutely loves the tactile wall as it gives him the opportunity to experience different textures in his own time, showing a clear preference for some textures over others.

Another adult who attends the service, Harriet, loves reflective and shiny materials and has been supported to experience the fibre optic lights. For her to participate in an activity for more than two or three minutes at one time is a challenge, and yet when using the sensory room with one item on at a time she will explore the room with support for at least five minutes, sometimes as long as twenty minutes.

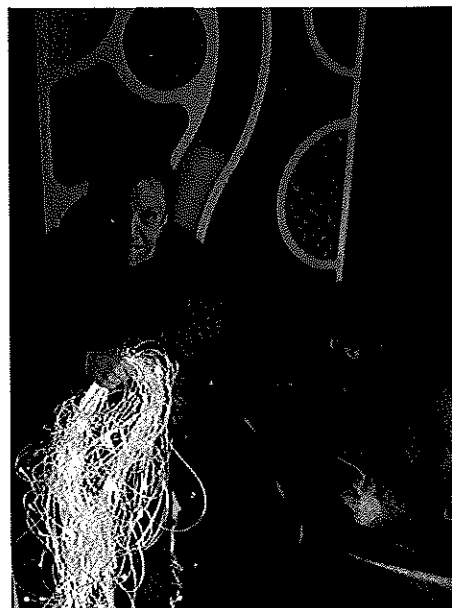


Harriet loves the fibre optic lights

Fran, another adult we support, will decide which items she wants to explore and will favour certain items on certain days. She particularly likes the weighted blanket with the fibre optic lights.

"The difference this room has made to our service is incredible, we have seen a drop in some people we supports behaviours and a rise in some people we supports focus and interaction.

They may not be able to express their gratitude themselves but I can tell you on their behalf how much this sensory room has meant to them and the difference it has made." James Lang, Manager at Old Mill Day Service.



Fran particularly likes the weighted blanket with fibre optic lights

Thank you so much for allowing us to provide a sensory room for vulnerable adults with autism in Godalming.



RECEIVED
05 NOV 2015
PAM

Waverley Borough Council,
Council Offices, The Burys,
Godalming, Surrey, GU7 1HR
www.waverley.gov.uk

Godalming Town Council
Bridge Street
GODALMING
Surrey
GU7 1HT

Paul Hughes
Licensing Manager
Our ref: Cex/ph/declott/The Lounge
When calling please ask for: Mr P Hughes
Direct line: 01483 523189
E-mail: paul.hughes@waverley.gov.uk
Date: 28 October 2015

Dear Sir

LICENSING ACT 2003 - APPLICATION FOR A VARIATION TO AN EXISTING PREMISES LICENCE – THE LOUNGE BAR AND GRILL, 1 HIGH STREET, GODALMING, SURREY, GU7 1AZ

I write to confirm the outcome of the hearing in respect of the above application, which took place on the 26 October 2015.

The Sub-Committee carefully considered the application for a ne premises licence, taking into account the representations received, statutory guidance and the Council's Statement of Licensing Policy 2013-2018.

On the balance of probabilities the Sub-Committee found that, on the evidence before them, the variation should be granted in part, subject to the conditions and restrictions contained in the current operating schedule as varied by the conditions imposed today which the Sub-Committee find are appropriate for the promotion of the licensing objective relating to Prevention of Nuisance.

The Sub-Committee require the management to ensure that smoking outside the building is controlled and limited to the current number of 5 persons and will not change the relevant condition by increasing this number. This is because the management have not demonstrated that they can currently control and supervise the currently allowed number of smokers outside the premises. Also the Sub-Committee has no power to allow smoking in the alleyway to the side of the premises which is owned by Godalming Town Council. This is to control the amount of noise and to prevent public nuisance outside the premises.

The variation of the area covered for licenseable activities is granted as requested.

Surrey Fire and Rescue has no objection to the request to increase the number of patrons allowed in the premises at any one time from 100 to 150 is granted. The Sub-Committee is not satisfied that the variation in numbers would impact on the other Licensing Objectives. The Sub-Committee therefore replaces the condition that the number of persons to be admitted to the premises shall not exceed 100 with the following condition:

The licence holder is to responsibly manage the number of persons on the premises at any one time to no more than 150 including staff.



The Sub-Committee noted that the existing condition regarding time of last entry/re-entry to the premises was imposed at a review hearing. The Sub-Committee, having heard from Environmental Health about the number of complaints about the premises, are not satisfied that altering this restriction would be consistent with promoting the prevention of public nuisance objective as it would increase the duration of noise from the premises which have already been the subject of noise complaint. The Sub-Committee will therefore not extend the time of last entry or re-entry to the premises until 00.30. Last entry/re-entry will remain at 00:00 hours.

The existing condition at 2 in the Licence (Children in Bar) to be replaced by the following condition:

Children below the age of 18 will be monitored by the staff at the establishment at all times and will only be allowed in the private function room. All under-18s are to be accompanied by a responsible adult age 21 years or over and required to vacate the premises by 8pm. This is to address the Licensing Objective relating to the Protection of Children from Harm

The applicant is reminded that it is his responsibility to ensure that under-18's are to be strictly accompanied by a responsible adult of age 21 years or over and the Sub-Committee suggests that the manager reminds the private party 30 minutes prior to the 8pm time limit that all children should vacate the premises by that time.

The Sub-Committee believes that the conditions imposed are designed to minimise the impact of the licence variation on the promotion of the licensing objectives and are appropriate for the promotion of the licensing objectives.

The Sub-Committee is conscious that should there be any cause for concern in the future, legislation allows for members of the community and responsible authorities to contact their licensing authority with complaints over the operation of the premises, leading to a possible review of the licence.

Please accept this letter as formal notice of the Council's decision on this application for a Variation to an existing Premises Licence. You are advised that, in accordance with the provisions of the Licensing Act 2003, there is a right of appeal against this decision, by either the applicant or others making representations, by way of complaint to the Guildford Magistrates' Court, Mary Road, Guildford, Surrey GU1 4AS, 01483 405300 within 21 days of the date of notification by the licensing authority of this decision in writing.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Paul Hughes', with a stylized flourish at the end.

Paul Hughes
Licensing Manager

WILFRID NOYCE COMMUNITY CENTRE COSTS - UPDATED 10 DECEMBER 2015

EXPENDITURE	Projected/ Actual Expenditure 2015/16		Actual Expenditure to Date	Retention/ ordered
Misc Costs	1,463.26	¹	1,463.26	
Information Boards & Plaques	1,250.00	^{1 & 2}	550.00	
Party Wall Agreement	1,250.00	¹	1,250.00	
Waverley Fees	1,470.00	¹	1,470.00	
Post Contract Fees	42,678.00		33,517.21	
Additional Structural Engineering Fees	2,582.50	¹	2,582.50	
CDM-Health & Safety	3,375.00	¹	2,835.00	
Building Regulation Fees	1,950.00	¹	1,300.00	
Thames Water	3,302.40	¹	2,752.00	
Southern Gas Network	1,822.05	¹	1,822.05	
Southern Electric	2,454.52	¹	2,454.52	
Asbestos Clearance	11,675.00		11,675.00	
Tendered Build Costs	851,742.33		528,836.22	27,833.49
Kitchen Equipment Fit Out	20,971.00		20,237.20	733.80
Kitchen Extraction & Air Supply	17,050.00		16,453.25	596.75
Lighting , AV, Induction Loop	30,000.00		0.00	30,036.00
Furniture Fit Out	23,652.00		23,652.00	
Physical Fire Shutter	2,670.00		623.75	2,046.25
Fire Safety Order	1,000.00		0.00	
Crockery & Cutlery	2,497.38		0.00	
Kitchen Utensils	1,000.00		0.00	
Secure Roller Cage Storage	0.00		0.00	
Window Coverings	5,098.16		0.00	
Portable staging	4,158.02		4,158.02	
Tiered Seating Fit Out	24,742.00	²	0.00	
Rational Combi Oven SCC 201 system	19,143.00	²	19,143.00	
Total Expenditure	1,078,996.62		652,850.21	61,246.29
INCOME				
Borrowing	841,000.00			
Wilfrid Noyce Refurb Scheme (367)	180,177.00			
Chamber of Commerce	20,000.00			
Caudle Memorial Trust Donation	38,000.00			
Total Income	1,079,177.00			
Current Shortfall (Excess of Exp over Inc)	-180.38			

Notes:

¹ Total Expenditure includes £20,165.60 of expenditure not initially allowed for

² Funded or partly by donation from the Caudle Memorial Trust.

Godalming Town Council
Waverley Cycle Forum Report – December 2015

The Waverley Cycle Forum is an organisation intended to bring people together with the aim of improving cycle facilities throughout the Waverley borough.

It meets regularly as a forum where a variety of local Councillors (from Parishes, Waverley Boroughs and Surrey Council constituencies) meet with Surrey County Council officers and people who ride cycles to discuss ideas, wishes and problems.

Many of the individuals who attend Waverley Cycle Forum meeting are also members of the four area Cycle Task Groups who in turn report back to the Waverley task group that is part of the Surrey County Council (SCC) Local Committee to consider those schemes that each area task group agree are priorities for funding and implementation.

The Waverley Cycle Forum have been instrumental in helping to introduce new cycle routes and enhance/improve existing cycle routes across Waverley.

Some achievements associated with the forum include (not an exhaustive list):

- Godalming Marshall Road – Opened March 2015
- Cranleigh Ewhurst Path – Opened July 2015
- Elstead to Milford – The part of the proposed route closest to Elstead has recently been improved so one section that was particularly liable to flooding has been dealt with.

Since I became the Godalming Town Council (GTC) representative for the Forum in June this year, the Forum have met twice and agreed the following tasks/schemes (relevant to Godalming) as priorities for the future (although this is still subject to further review at the next meeting):

Godalming, Milford and Witley

- G2 b) widening of alleyway at Farncombe end by railway level crossing
- Feasibility study to provide route across Bridge Street, Godalming
- Links from Milford/Eashing to Godalming
- Godalming and Farncombe Circular Cycle Route (Healthcheck)
- Link Between High Street and Station

Other matters recently discussed by the forum that may be of interest to GTC include:

- A potential route was presented that would require the resurfacing of the Downs Link from Guildford to Horsham through Bramley and Cranleigh. This would link in with the routes from Shalford to Godalming and the new link from Cranleigh to Ewhurst. There was a discussion about the importance of the route, particularly if Dunsfold is developed (for either housing/housing or a mix of the two) and that the idea of a bus route using the Downs Link is not currently considered feasible.
- Development on any major sites (including Dunsfold if it came forward) would be an opportunity to seek funding for schemes to be realised. The forum is considering

how to improve awareness and take a more proactive approach in commenting on major planning applications, as this would be needed to seek such funding.

- The forum consider that smaller more modest cycle schemes have a high probability of being implemented in the short-term and these should be prioritised by the forum. However, larger more ambitious schemes should also be considered as Central Government may release more money for large schemes but these tend to be associated with short deadlines for applications, therefore the design for any large scheme needs to be ready for submitting as and when these opportunities arise.
- In the development of future schemes, the forum will also look to build partnerships with organisations such as South West Trains/Schools/Councils etc.

I also include with this report (for information only) a copy of the draft cycling plan for Godalming that has been submitted to the Godalming & Farncombe Neighbourhood Plan - transportation group for consideration in the Neighbourhood planning process for Godalming.

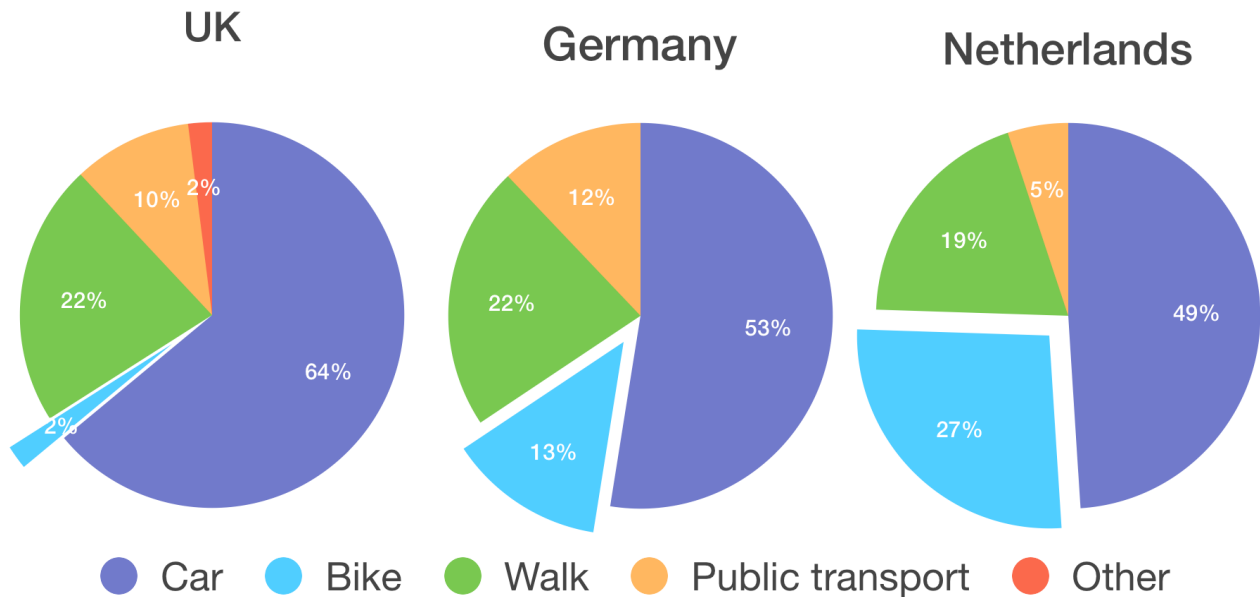
I commend the organisation to Councillors as one, which is absolutely committed to improving cycling facilities across the Waverley Borough. It is an organisation that GTC should continue to play an active role with for the good of the town.

Kirsty Walden
December 2015

Godalming

cycling issues and proposals

The bicycle is one of the most under-used forms of transport in Britain. For the Dutch, over a quarter of trips are made by bike, for Germans it's around one in eight. Here in Britain, just one in 50 trips are made by bike.



As these charts show, cycling's transport role in Germany and the Netherlands principally displaces the private car, rather than walking or public transport. Reducing car travel from the 64% of trips in Britain to 53% or 49% as it is in those countries would contribute to:

- a reduction in congestion
- a more active, healthy population
- a reduction in air, noise and other pollution

Locally, more people cycling would mean reduced pressure on parking in the town centre and reduce congestion on the roads at key times. This is particularly the case if cycling is used as a mode of travel to work, when the roads are busiest.

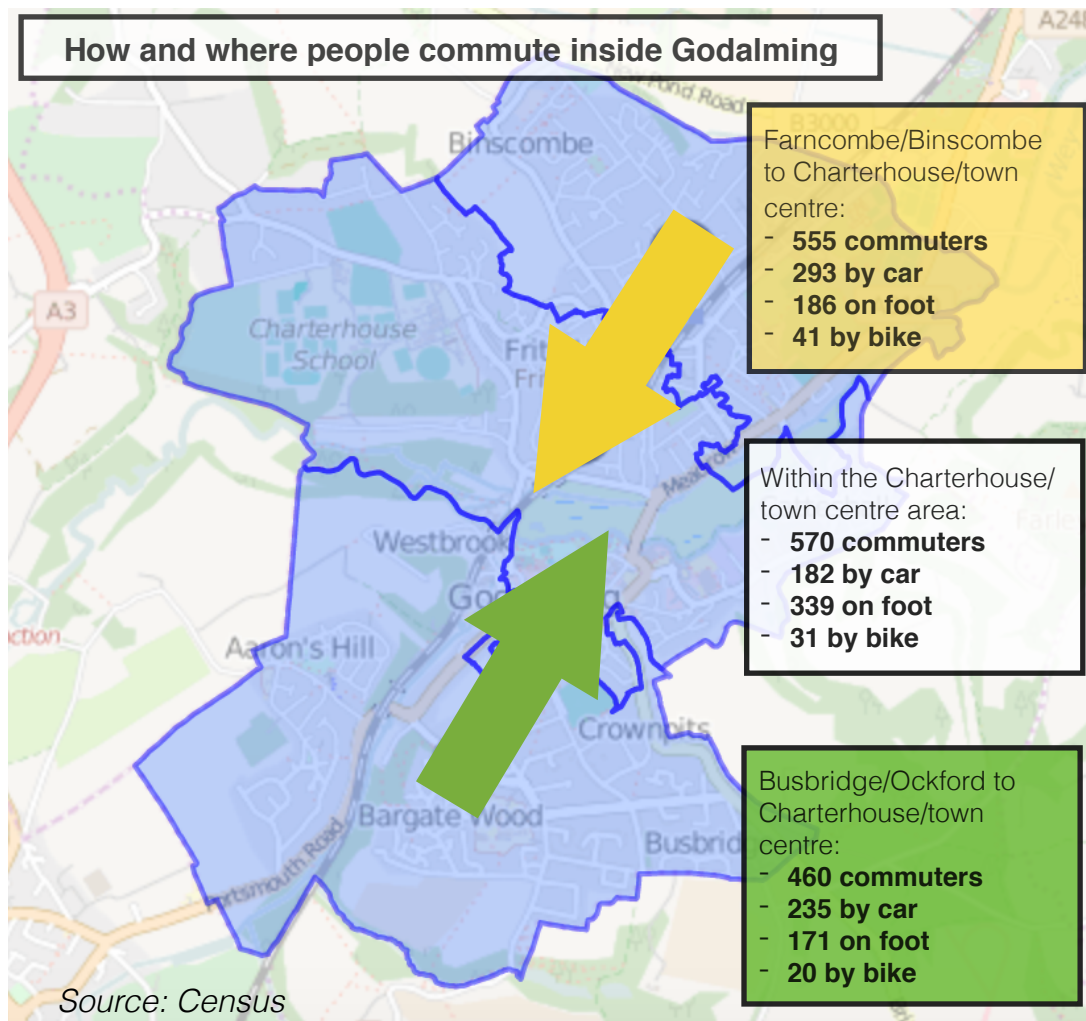
For instance, around 1,000 vehicles travel into Godalming along Meadrow/Bridge Road between 8-9 in the morning. The evidence below suggests that as much as a quarter of these cars may be coming from as close as Farncombe or Binscombe and travelling elsewhere in Godalming. Even if only a third of these trips could be shifted to bike (or walking) this would contribute greatly to improving traffic circulation and reducing the impact of traffic.

The evidence below will show that there is a substantial opportunity to shift existing driving trips to cycling in Godalming.

Cycling in Godalming - current conditions

Although cycling is a relatively popular leisure activity, it is little used as a transport mode in Godalming. According to the 2011 Census only around 2% of trips to work are made by bike, slightly lower than the national figure. Only 1.8% of respondents to the survey indicated that they used the bike to go shopping.

Even for those travelling to work within Godalming (ie residents who work somewhere else in Godalming, but not at home), this rises to 5% (117 people), which is still very low. By comparison, 1037 people walk to work within Godalming, and an amazing 1123 drive.



The major flows (over 200 commuters) within Godalming are summarised above. In total 1,585 people commute to the town centre or Charterhouse area, either from the two other areas, or within that areas. Of that total 45% drive, 44% walk, 6% go by bike and 3% bus.

Many of these car trips are very short - just a mile or so, and many could easily be made by bike if conditions were better.

Challenges

So why are cycling levels in Godalming so low?

Busy roads

The principal barrier for most people to cycling more is the perceived danger of roads. Although traffic levels have not increased in Godalming over the last ten years, there is no evidence that people feel that this has happened.

Of the question posed in the Godalming and Farncombe Neighbourhood Plan survey, **82.9%** of respondents agreed with the statement that “some people believe that the roads in the area have generally become more dangerous for cyclists, walkers and unsupervised children.”

Part of the problem for cycling lies with the fact that for most trips there are no alternatives to using the busy ‘distributor’ roads, such as the A3100 from Meadrow to Ockford Ridge, or Charterhouse Road. Other roads have had measures to restrain traffic, with speed cushions, or even one, small 20 mph limit (outside Loseley Fields School). Such measures can help to slow traffic, but are not considered appropriate for the busiest roads.

Hills

Godalming’s topography of hills is considered a problem for some of those living in or on the hills of Busbridge, Ockford Ridge, Aaron’s Hill, Charterhouse and Frith Hill.

However, adverse topography hasn’t reduced cycling’s popularity as a mode of transport in other places, particularly Bristol, where cycling has increased rapidly as a mode of transport thanks to investment in new facilities.

Furthermore, modern bikes are well equipped with adequate gears to cope with most hills, while more and more people are opting for **electric bikes**, which eliminate the discomfort or difficulty associated with hills. In mature cycling countries, electric bikes now constitute a high proportion of sales.

There are also a few ways in which roads can be redesigned to make cycling up hills more comfortable. Cycling uphill, for instance, at low speeds, is more uncomfortable than downhill, where most people can easily reach 20mph or more, reducing conflicts with overtaking traffic.

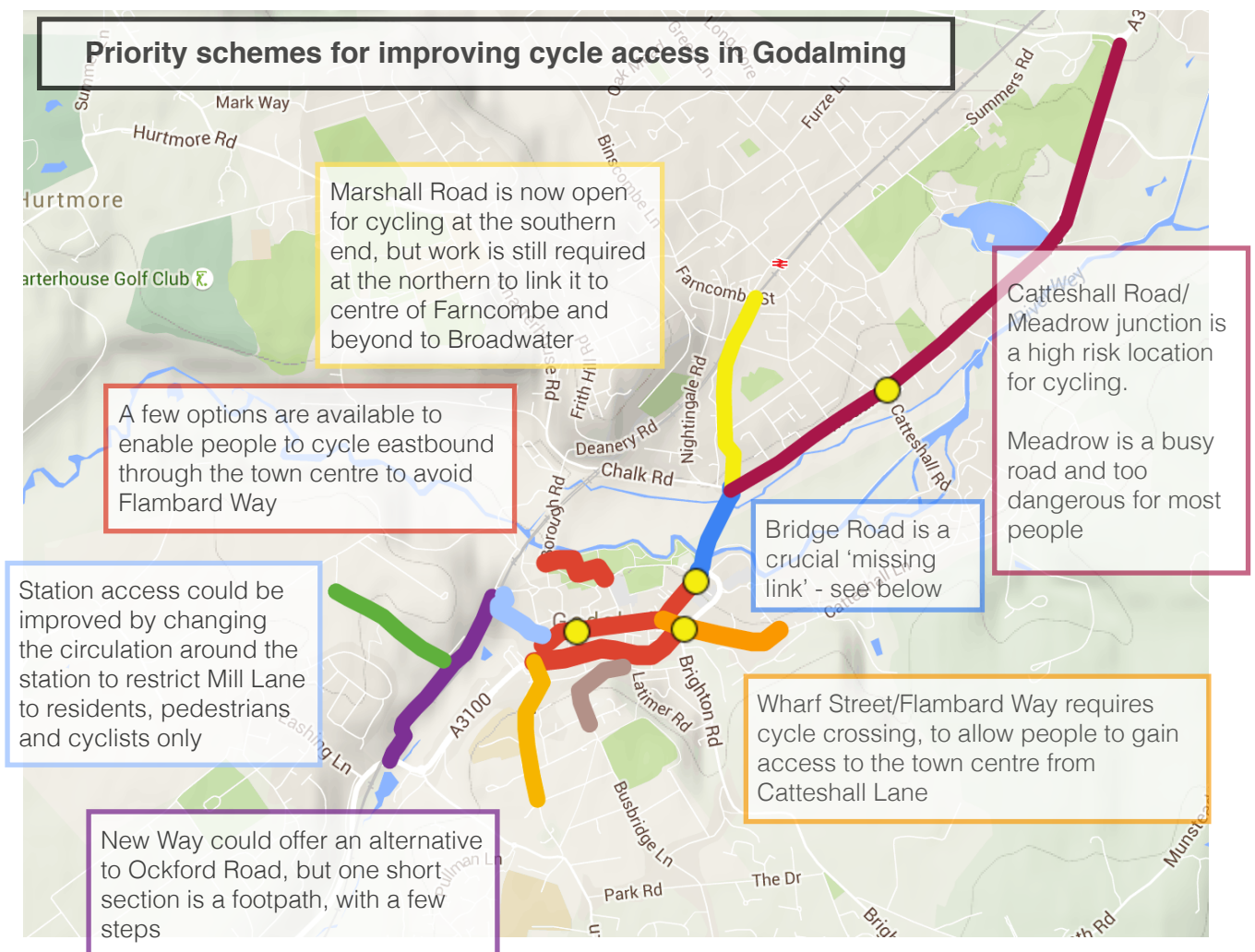
By designing uphill ‘crawler cycle lanes’ (similar to those for heavy traffic to allow overtaking on hills), the difficulty of climbing these hills could be reduced somewhat. Such lanes could be built by repainting the centre line to have slightly narrower main carriageways with a single, uphill cycle lane (minimum 1.5 metres wide). Candidate roads for this approach would be Holloway Hill, Charterhouse Road and Eashing Lane.

Driver behaviour

In a few cases, poor driver behaviour can deter people from cycling. Speeding, close overtaking, aggressive manoeuvres or inconsiderate parking can all make cycling more difficult and unpleasant. This is restricted to only the minority of drivers, but better enforcement of existing traffic laws (for all road users) would help to improve conditions for cycling.

Solutions

The Godalming Cycle Campaign have compiled a list of schemes that have long been seen as priorities for many years. A few of the most prominent of these are summarised on the map below.



The schemes aim to tackle the main barriers for people: the busy roads that pass through the town, especially the A3100, which cuts the town in two. Many more trips could be made from the flatter parts of town, such as Farncombe, Binscombe and Catteshall, if a few key links were made better.

There have, of course, been some improvements recently. The widening of the footpath into a cycle path at Marshall Road, one of two schemes identified over 10 years ago - see

below, has helped both cyclists and pedestrians, but now needs to be connected with good facilities to ensure that there is a continuous network for cycling (and walking).

In 2002, the Waverley Local Plan identified two priority schemes for Godalming:

Extract from Policy M7 of the Waverley Local Plan 2002 (Ch. 12, p. 8)

- (e) widening the public footpath between Marshall Road and Chalk Road to form a shared footpath and cycle route;
- (f) a new footpath and cycle route, with associated footbridges over the River Wey, between the Wey Inn roundabout and the road behind the Homebase store;

While the first of these schemes has been completed, the second of these schemes has yet to be considered in detail.

Three possible options exist, which have their benefits and drawbacks.

The map shows three proposed cycle route options (Option 1, Option 2, and Option 3) that avoid Bridge Road. Option 1 is a purple line, Option 2 is a red line, and Option 3 is a green line. Callouts indicate 'New bridges required' for each option. Landmarks such as 'Council offices' and 'Homebase' are marked. The River Wey is shown flowing through the area.

Option 1 might infringe on residents views, would create a path through an area which is currently not used, and would mean a bridge in the middle of the Burys.

Option 2 would be difficult to achieve, unless existing road was narrowed slightly to accommodate a wider shared footway/cycleway. This is improbable.

Option 3 is that proposed under the Waverley Plan, but bridges would have to be fairly high to allow navigation up to the Town Bridge, adding to the cost.

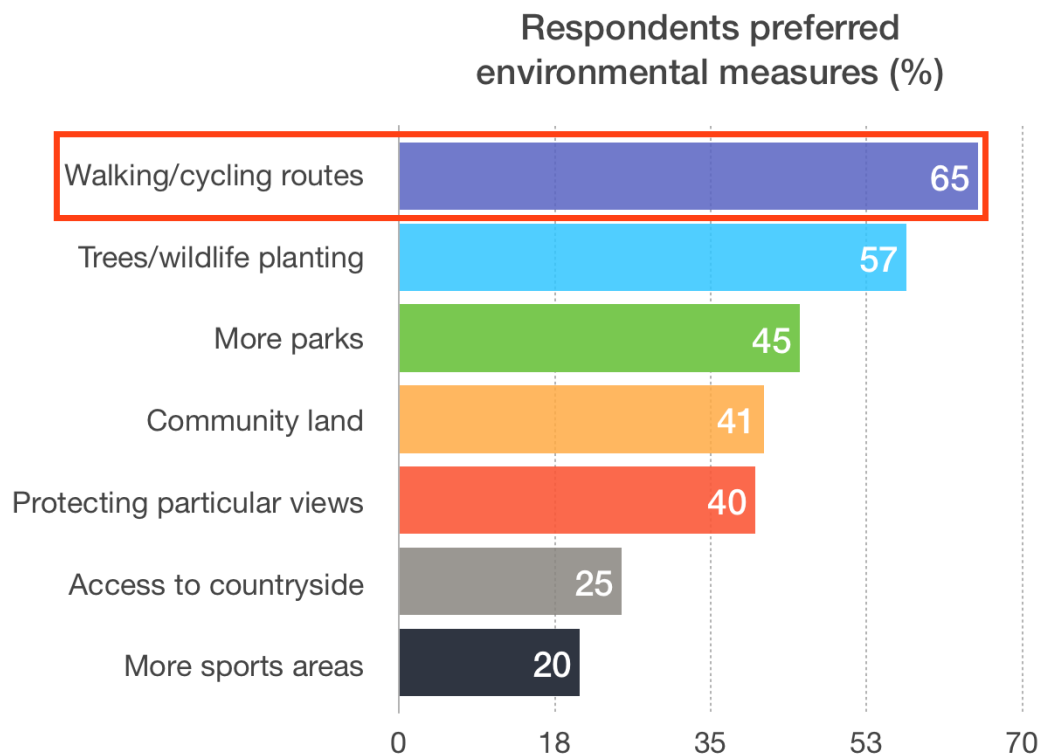
New bridges/boardwalks would likely cost hundreds of thousands of pounds, if not millions.

Conclusions

Cycling in Godalming is a little used mode at present, but could play a much more significant role in transport. Cycling levels similar to Oxford (16% of commuting) or Cambridge (27%) would have an immediate, substantial effect on congestion and people's perceptions of the safety of their streets.

To achieve even a slight increase in cycling levels, better conditions are required, particularly on the busiest roads.

The responses to the Neighbourhood Plan show clearly that people feel that better routes are needed - '**better walking/cycling routes**' scored highest amongst residents top three priorities for environmental improvements - see below.



When asked '**what would encourage you to walk or cycle more**' 49% of respondents wanted to see existing paths better maintained, while 48% wanted to see more paths. 37% specifically want to see more cycling facilities, while 27% want lower speed limits. For only 13% of the population, nothing would make them walk or cycle more. Many of these respondents are likely to be infirm.

The results of the survey, and the evidence from the Census show that cycling could play a much more significant role in transport and that there is support from residents for better conditions. The lack of safe routes, particularly on the major roads, severely restricts the number of people who currently use cycling as a mode of transport.

Produced by Chris Peck with assistance from the Godalming Cycle Campaign - 3/12/15

SURREY ASSOCIATION OF LOCAL COUNCILS (SALC)

1. The Town Council is a member of the Surrey Association of Local Councils (SALC). For the benefit of new Councillors and as a reminder to longer serving councillors, I thought it might be helpful to remind members who the Surrey Association are and what services they provide to member councils. To this end I have attached to this report an information leaflet produced by the Association. I have also attached the recently released list of the various training events run by the Association. If you feel you would benefit from any of these excellent courses please contact the Town Council office.
2. The Town Council is at the present time well represented in the Association as Cllr Anne Bott is employed as its Assistant Chief Executive, with specific responsibility for advising all affiliated Surrey Towns and Parishes. I have also recently been elected as a Director of the Board of SALC which has overall control of its affairs. In this capacity I recently attended the National Annual General Meeting and conference.
3. 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.

Steve Cosser
December 2015

SURREY ASSOCIATION OF LOCAL COUNCILS

S Supporting

A Advising

L Localism

C Community Development



**SURREY ASSOCIATION
OF LOCAL COUNCILS**

Who are Surrey ALC Ltd

Surrey ALC Ltd forms part of the SSALC Ltd which is a partnership between Surrey, West and East Sussex Associations of Local Councils. This partnership enables the Associations to deliver a more comprehensive service for its members whilst managing to keep the subscriptions at an affordable level. We believe that this achieves good value for money for our members.

The Association's services, particularly requests for advice, are extremely well used mainly because there is no real alternative organisation which has the breadth of experience and knowledge held by officers of the Association. Nor is there any real alternative mechanism for keeping abreast of new legislation and other initiatives which could impact both for the benefit of and adversely on a Parish Council.

Surrey ALC is affiliated to the National Association of Local Councils which enables us to provide advice / information on various topics and to keep members updated on changes to policy, procedures and law.

Membership is a bit like having an insurance policy – sometimes its importance is not appreciated until something goes wrong.

What are the Services?

The services cover a range of disciplines.

Oral and written advice

We deliver an advice service from 8.30am-7pm, Monday-Friday (and sometimes in the evening and at weekends if demand dictates). It is an extremely well-used service. Our advisors include Trevor Leggo (Chief Executive for all three Associations), Anne Bott (Assistant Chief Executive and dedicated adviser for Surrey Parishes) and Isabelle Mouland (dedicated Surrey Parishes Advisor & Member Support Officer for all three Counties).

Both Trevor Leggo, Anne Bott and other members of our team would be happy to attend one of your meetings or meet with your council to talk about benefits of membership of Surrey ALC and to answer any questions.

Website

As part of your membership you have access to our information packed website which is updated daily with important legislative updates, presentations and publications from NALC (this can only be accessed through the local County Association), our Honorary Solicitors (Hedleys LLP), our Honorary Treasurer and Internal Auditor (Mulberry Associates) and information about other SSALC initiatives. The website address is www.surreyalc.org.uk and your clerk will provide you with your Council's log in details. We also upload a bi-monthly e-newsletter packed with updates.

Training and Events

Specialist Training is regularly provided for clerks, councillors, and chairman by the Three Counties Training Partnership. Carla Staden (Communications and Events Co-Ordinator) administers and organises all training events. Our training includes...

- *CiLCA* - Assisting your clerk to gain this nationally recognised qualification
- *Chairmanship* - Both networking days and briefings giving advice, tips and important updates
- *Councillors* - From the basics to the more in depth, specialised and important updates
- *New Clerks* - Helping clerks to get stuck in to their new role with confidence
- *Clerks* - Networking days to meet and share experience with other clerks & receive info on hot topics and important updates

A training programme has been emailed to all member councils or you can find this programme and all event booking information on our website.

Surrey ALC hold events specifically for the benefit of Surrey Parish Councils. Their purpose is to provide updates on developments invariably with independent speakers, encourage networking between local councils, and enable experiences to be shared. Each year we hold three, two general meetings and one AGM and conference*.

Employment

We provide a recruitment service, lead by Isabelle Moulard (Member Support Officer) which assists local councils in advertising, creating application packs, managing applications, communicating with candidates and assisting at interviews*. So far SSALC has successfully assisted in filling over 130 local council's posts across Surrey and Sussex.

Other Services

Our Honorary Treasurer and Internal Auditor will provide advice to members at a competitive rate.

The Honorary Solicitors (Hedleys LLP) also provide services to our members and have the benefit of considerable experience in local council matters through Roger Taylor, who has practised for many years in local government work, and Ian Davison, LLB, who was formerly the Solicitor to Horsham District Council, and also by Anne Bott.

Recently we have agreed a retainer with the Solicitors to provide, if appropriate, initial preliminary advice to members as part of the Subscription. More sustained advice and transactional work is negotiated direct with Hedleys.

In addition the Association has access to professionals in other fields such as HR, planning and health and safety.

The Board Members of Surrey ALC Ltd are Parish Councillors and, therefore, are aware of the need to ensure that the services provided meet the needs of local council members, and that the subscriptions are kept at a level that is affordable.

*there is a reasonable charge made for these additional services marked with an asterisk to cover basic administrative costs

Surrey ALC Service

Contact

Isabelle Mouland – Member Support Officer

01273 830203

isabelle.mouland@ssalc.co.uk

Anne Bott – Assistant Chief Executive & Local Council

Support Officer for Surrey

07515 892443

anne.bott@ssalc.co.uk

Initial assessment by Isabelle & Anne of service required

- Three Counties Training
- Special events

Refer to
Carla Staden
(01273 830204)
SSALC - Lewes

- Legal & procedural advice and guidance
- Recruitment conferences
- Surrey ALC Subscriptions

Refer to
Isabelle Mouland
(details above)
SSALC - Lewes

- Legal & procedural advice and guidance
- Localised training
- Surgeries
- Local Government "Experience"
- "Sounding Board"

Direct Provision
by **Anne Bott**
(details above)
SALC - Surrey

- Would benefit from particular experience or knowledge

Refer to
Trevor Leggo CEO
SSALC - Lewes

Anne Bott to decide –
Issues needing legal work by Hedleys

Transactional
advice
- quotation

Advice under
retainer
(t.b.a)

Three Counties Training Programme 2016



Sussex & Surrey Associations of Local Councils

To book on to any of the events listed overleaf please visit:

http://www.sussexalc.org.uk/events_training.asp

You must complete a booking form to attend an SSALC Event

New Clerks Training

Tuesday 23rd February 2016 (0915 registration, 0930 start finishing at 1530)

Wednesday 15th June 2016 (0915 registration, 0930 start finishing at 1530)

Thursday 15th September 2016 (0915 registration, 0930 start finishing at 1530)

All to be held at: The Cranston Suite, East Court Mansion, College Lane, East Grinstead, West Sussex, RH19 3LT

The cost per delegate for this event is £90 (Zero VAT Rated)

For clerks & deputy/assistant clerks new to their post.

You will receive useful documents & details of your role including hints, tips & networking getting you stuck in to your new role with confidence.



CiLCA Programme

Achieving CiLCA is highly valuable, not only for a clerk's professional development but for the local council and their community. This nationally recognised qualification is one of the first steps for a council to become eligible to use special powers bestowed by Government such as the General Power of Competence (GPC). Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, *"the power to do anything that individuals generally may do"* as long as they don't break other laws. CiLCA not only provides the council with greater powers, it provides a practical way for the clerk to gain more confidence through a recognised qualification.

The portfolio required to achieve a CiLCA qualification builds on foundations that may already be in place as part of the day to day work in the council office. So whilst completing CiLCA can seem daunting at first, the SSALC's CiLCA training & support programme gives practical advice for students to understand what is required to complete their CiLCA portfolio and to embark on an independent learning and development experience.

To find out costs, how to enrol and important dates please visit "CiLCA Programme" on the Events/Training page of our website.



Clerks Networking Day

Tuesday 8th March 2016 (0930 registration, 1000 start, finishing at 1530)
Wotton House, Guildford Road, Dorking, Surrey, RH5 6HS

Tuesday 1st November 2016 (0930 registration, 1000 start, finishing at 1530)
Mid Sussex Golf Club, Spatham Lane, Hassocks, BN6 8XJ

The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT).

For clerks, deputy/assistant clerks & RFOs of all levels of experience.

You will receive presentations on current topics of interest and guidance on new legislation & changes.



Chairs Networking Day

Tuesday 27th September 2016 (0930 registration, 1000 start, finishing at 1530)

The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH

Bookings will open for Chairs Networking Day on 6th June 2016.

The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT).

For Chairmen/Vice Chairmen of the full council of all levels of experience.

You will receive presentations on current topics of interest, guidance on new legislation plus receive a session with a high profile key note speaker.



Chairmanship Training

Tuesday 15th March 2016 (1345 registration, 1400 start, finishing at 1700)
Chichester Park Hotel, Madgwick Lane, Westhampnett, Chichester, West Sussex, PO19 7QL

Tuesday 7th June 2016 (1745 registration, 1800 start, finishing at 2100)

The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH



Wednesday 5th October 2016 (1745 registration, 1800 start, finishing at 2100)

Wellshurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED

The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT).

For Chairmen/Vice Chairmen both new & experienced of a Council or its committees and any other members interested in chairmanship.

You will receive guidance on good practice at meetings, managing press, public, roles & responsibilities in the council & much more.

Legal & Finance Day

Thursday 14th July 2016 (0930 registration, 1000 start, finishing at 1530)

**Lingfield Park Resort Marriott Hotel & Country Club,
Racecourse Road, Lingfield, Surrey, RH7 6PQ**

The cost per delegate for this event is £90.00 Ex VAT (£108.00 Inc. VAT).



For clerks, deputy/assistant clerks, RFOs, chairmen and councillors of all experiences.

You will receive presentations on updates and changes on financial and procedural topics plus get the opportunity to network with others.

Planning Update Event

Tuesday 11th October 2016 (1745 registration, 1800 start, finishing at 2100)

Bradbury Meeting Hall, Lodge Hill Centre, London Road, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ

The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT).



For councillors/ clerks who wish to receive an update on

Neighbourhood Plans, planning application process and material considerations.

New Councillor Events

Thursday 10th March 2016 (1745 registration, 1800 start, finishing at 2100)

The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH

Thursday 23rd June 2016 (1345 registration, 1400 start, finishing at 1700)
Chichester Park Hotel, Madgwick Lane, Westhampnett, Chichester, West Sussex, PO19 7QL

Tuesday 20th September 2016 (1745 registration, 1800 start, finishing at 2100)

Wellhurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED

The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT).

This course is designed to give new councillors basic training, on procedural and legal guidance from experienced presenters.

New Councillor events are also a useful refresher course for experienced councillors too!

HR Training Events

Monday 22nd February 2016 (1345 registration, 1400 start, finishing at 1700)

Wellhurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED

Thursday 30th June 2016 (0915 registration, 0930 start, finishing at 1230)

Chichester Park Hotel, Madgwick Lane, Westhampnett, Chichester, West Sussex, PO19 7QL

Tuesday 18th October 2016 (1745 registration, 1800 start, finishing at 2100)

Meridian Hall, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT).

In association with HR Services Partnership we have set up 3 HR sessions giving councillors/clerks the opportunity to hear from experts in HR Training to gain an understanding on employment legislation required of councils when dealing with problems and what councils can do to prevent problems.



Bespoke Training

In 2016 we want to increase the amount of tailored/bespoke training for parishes across East/West Sussex and Surrey. This training could range from Councillor Briefing and Awareness, Planning, Housing, Visioning, Chairmanship, HR, Social Media, plus more!

If you have a training need we would be delighted to hear from you!

The training can be for both new and experienced clerks, office staff, chairmen and councillors.

Please complete the short form on the Bespoke Training page of our website (http://www.sussexalc.org.uk/bespoke_training.asp) and we can organise a localised training event on specific subjects for your parish and or neighbouring parishes if appropriate.

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

The following is a list of actions taken, since the last meeting of this Committee, by the Town Clerk exercising her delegated authority:

Data cabling

In consultation with the Chairman of this Committee the Town Clerk accepted the quotation (attached) from the Council's IT support service for the data cabling of the Town Council's offices out of normal working hours. The current dated and much extended cabling has multiple points for failure which leads sometimes to staff being unable to access the internet (and therefore unable to work effectively) for several hours (the IT support contract being for an 8 hour on-site response). The data cabling needs to be renewed before transfer can be made to the remote server already authorised.

The cost of data cabling will be met from the existing revenue budget augmented by a transfer from the computer reserve if this proves necessary at the end of the financial year.

The Square

In consultation with the Chairman of this Committee the Town Clerk entered into correspondence with the head leaseholders of The Square – the detail of which will be covered under a confidential item elsewhere on this agenda.

Poll Cards – By-election

In accordance with Financial Regulation 4.5 the Town Clerk has authorised revenue expenditure estimated at £1,000 so that poll cards will be issued to maximise voter participation in the by-election scheduled for 11 February 2016. The Chairman of this Committee was informed.

Pepperpot Mugs

In consultation with Chairman of this Committee the Town Clerk donated all remaining supplies of Pepperpot Mugs to the Moss Lane School in advance of the Christmas Festival to support the use of the school premises as part of the Christmas Festival and to remove the mugs from the Town Council offices. The school Parents Association will sell the mugs to raise funds for new playground equipment.

There is no new cost to this action – the cost of the mugs having been covered in the financial year 2009/10.



Making sense of IT

Since 1992

Louise Goodfellow
Godalming Town Council
Municipal Buildings
Bridge Street
Godalming
Surrey
GU7 1HT

Quote Ref : AJG02122015-01

Dear Louise,

Please find enclosed Quotation detailing: -

Data Cabling

Ground floor Main Office	2 x 6 Sockets
Ground floor Front Office	2 x 2 Sockets
First floor Town Clerk Office	1 x 6 Sockets
First floor Town Clerk Office Back wall	2 x 3 Sockets
First floor Town Clerk Office Wall mount WIFI	1 x1 Socket
Total 29 Sockets	

Data cabinet Wall Mounted 9U – Power Distribution Unit – Patch Panel and Modem shelf

Installation of above including all parts and labour in working hours	£2067+vat
Installation of above including all parts and labour out of normal working hours	£2547+vat

Electrical outlet for Data Cabinet	£ 305+vat
------------------------------------	------------------

Delete as applicable.

Payment Terms : 50% Deposit followed by 50% on Installation

I trust this meets with your approval and look forward to hearing from you soon. If you want to go ahead with this order, please sign at the bottom and fax back to **01483 275722**.
If you need to contact us for any reason, please call on **01483 268477**.

Regards

Anthony Goold

I would like to accept the above order.

On behalf of Godalming Town Council _____

Sign _____ P/O No : _____ Date : Wednesday, December 02, 2015

2 Williams Court
Littlemead Ind
Estate
Cranleigh
Surrey
GU6 8NE

*All prices quoted exclude VAT at the current rate unless otherwise stated.
This Quote is valid for 30 Days*

ISS Bank Details : Sort Code : 40-18-50 Account : 91310798

T:01483 268477
F:01483 275722

www.iss.uk.com

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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.