

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
GU7 1AQ

14 April 2022

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 21 APRIL 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 10 March 2022, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF LETTERS – ITEM FOR NOTE

Members to receive letter dated 8 April 2022 from Citizen’s Advice Waverley (attached for the information of Members).

7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

RFO to report on the accounts paid since the last meeting up to 31 March 2022.

A schedule of the accounts is attached 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.

8. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2022 – ITEM FOR DECISION

Recommendation: Members to resolve to approve the final accounts for the year ending 31 March 2022.

Members to receive and agree the final accounts for the year ending 31 March 2022 (attached for the information of Members).

9. COMMITTEE WORK PROGRAMME – ITEM FOR NOTE

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

10. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Information:	£
22/2023 Grants Budget (Excluding Carbon Reduction & Bio-diversity Fund)	60,000.00
22/2023 General Grant Fund Allocation (award meeting September 2022)	17,000.00
22/2023 SLA Fund Allocation Hospital Hoppa £5,000	38,000.00

Farncombe Day Centre £5,000	
Citizen Advice Waverley £28,000	
Allocations this year to date	38,000.00
<hr/>	
22/2023 Council Community Fund Allocation	5,000.00
Allocations this year to date	0.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	1240.00
Balance unallocated if applications agreed	3,740.00
<hr/>	

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

Applications for Council Community Funding

Farncombe Youth Football Club

£500 is applied for as financial support towards the running of the second season of the Waverley Cup Football Tournament. The cost would go towards the referees to ensure safe running of the event for the 11 participating clubs.

Previous Grants: £958.80 in 2012/13, £4,000.00 in 2014/15 and £5,000.00 in 2017/18

Grant Aid in Kind (allocated from the Council Community Fund)

Members to consider whether to renew Grant Aid in Kind for six organisations that are regular users of the Town Council's premises and note the Pride in Surrey Grant Aid in Kind agreed at P&M 20 May 2021 (Min No. 51-21 refers).

Farncombe & District Allotment Association

Grant Aid in Kind of £28 as an exemption from fees for the use of meeting rooms – 2 times per annum for 2 hours per meeting of the Allotment Association.

Godalming & District Community First Responders

Grant Aid in Kind of £84 as an exemption from fees for the use of meeting rooms – 4 times per annum for 3 hours per meeting and training session of the Community Responders.

Godalming Round Table

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

Go Godalming Association

Grant Aid in Kind of £42 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

Go Godalming Association

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

Godalming Run

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the registration base for the annual Godalming Run.

Godalming Repair Café

Grant Aid in Kind of £336 as an exemption from fees for the use of a community hall on the 4th Saturday of each month to host the Repair Café.

11. MOTION ON NOTICE – ITEM FOR DECISION

DEFERRED FROM P&M MEETING ON 10 MARCH 2022

Proposed by Cllr Adams

Motion: For Godalming Town Council to support the post Covid ‘bounce back’ of Staycation Live Music Festival

Members to consider the Motion and if agreed, resolve to approve the implementation of the motion as set out in the Motions recommendation.

Recommendation: In recognising the challenges of recreating the event following its hiatus, the proposer is asking Members to re-iterate their support for the Staycation Live Music Festival and for Members to resolve to agree that in line with the Council’s Community Events and Community Support Policy, the Town Clerk is authorised to support the Staycation organising team to provide general advice and guidance relating to the event management plan, assist in obtaining appropriate licences to support the event programme and as in previous years provide facilities and loan equipment to support the event.

Background:

Staycation Live is a hugely popular and successful annual event, which is the highlight of the local event calendar for many. As an event it appeals to a wide range of residents from families with young children to adults who enjoy the wide range of music and activities provided over the course of the weekend.

Following the cancellation of the 2020 and 2021 events, Staycation Live Music Festival 2022 will be the belated 10th anniversary since Godalming Town Council first began its support for this hugely popular community event. The anticipated programme for Staycation Live Music Festival 2022 will run from Friday 5th to Sunday 7th August:

Friday, 5 August:	Cloisters Lockiedread Stage	music and dance 6pm-11pm
Saturday, 6 August:	Staycation Live Festival Stage	(Bandstand) Midday-7pm
Saturday, 6 August:	Cloisters Lockiedread Stage	music and dance 7pm-11pm
Sunday, 7 August:	Staycation Live Festival Stage	(Bandstand) Midday-7pm

As exemplified by the 2021 Town Show and the Pride in Surrey event held in September 2021, community events such as Staycation Live Music Festival not only provide a community focus and a sense of community well-being, they are also important for the economic well-being of the retail and hospitality sector of the town. As with Staycation Live, neither the Town Show nor Pride in Surrey were held in the town centre, however, between them they averaged a 38% footfall increase in the centre of town when compared to a normal Saturday (Town Show 40%, Pride 36%). It is also reported that the one-day Pride in Surrey event was worth in excess of £300K to the local economy.

Godalming Town Council, through its Godalming Town Centre Area Strategy and Community Events & Community Support Policy has recognised both the economic and community benefit of such events and the role GTC can play, through either direct delivery or partnership support, which can include general advice on format and timing, assistance with road closures, assistance with obtaining appropriate licences and the loan of equipment.

Following the cancellations of 2020 and 2021 due to Covid. The support and assistance from the Town Council for the small, but dedicated Staycation Live Music Festival organising team, is more important than ever.

12. PERFORMANCE INDICATORS – ITEM FOR DECISION

Recommendation: Members to resolve to agree the development of Performance Indicators as set out below and shown in the attached Godalming Town Council Performance Indications 2022/3-2026/27 document.

Definition:

Performance Indicators (PI) express what is wanted to be achieved and by when. They are the quantifiable, outcome-based statements used to indicate whether an organisation is on track to meet specific goals or objectives. The anatomy of a structured PI includes:

- **A Measure** – Every PI must have a measure.
- **A Target** – Every PI needs to have a target that matches the measure and the time period of the goal or objective. These are generally a numeric value.
- **A Data Source** – Every PI needs to have a clearly definable data source so there is no grey area in how each is being measured and tracked.
- **Reporting Frequency** – PI's should have an agreed reporting period and frequency.

Background:

To monitor effectively how the Council is performing, a series of Performance Indicators (PI's) have been identified for council service areas (attached for the information of Members). There are also some indicators that the Council does not have direct control over, such as retail unit vacancies, but are measured nevertheless as the information is useful in determining the overall 'health' of the town. If the Council agrees to the use of PI's, it is suggested they be reported each year as part of the Council's annual report.

Baseline Data:

Members will note that at this stage the baseline data for the PI's has not been included. However, if Members were to agree that they wished to develop PI's that provide Members and residents with quantifiable and verifiable information, it is suggested that the 2021/22 baseline data be provided as part of the development process of the PI's.

Governance:

If agreed, the PI's indicated in the attached document would be taken to a meeting of the relevant committee. It would be for the relevant committee to either endorse, remove, amend, or add appropriate PI's to the Performance Indications 2022/3-2026/27 document, as well as agreeing the initial 4-year target. Once each committee has reviewed the PI's relating to the various service areas, the updated document would then be taken to Full Council for consideration and adoption.

The adoption of PI's would not fetter the ability of any future administration to add, amend, remove, or suspend the use of PI's.

13. COMMUNITY CENTRES – ITEM FOR NOTE

The figures below provide a comparator for occupancy rates in Q1 2022 (1 January-31 March) and the same period in 2021, 2020 and 2019.

It should be noted that except for the Undercroft and the Oglethorpe Room, community buildings were in lockdown between January and March 2021. Additionally, during Q1 2020 the last 17 days of March were subject to the first lockdown. Q1 2019 provides a pre-covid comparator.

The Pepperpot

Pepperpot	Hours Booked Q1 2022	% Used	Hours Booked Q1 2021	% Used	Hours Booked Q1 2020	% Used	Hours Booked Q1 2019	% Used
Undercroft	302	26%	273	23%	270	23%	266	23%
Upper Room	168	14%	85	7%	140	12%	140	12%

Wilfrid Noyce Community Centre

Wilfrid Noyce	Hours Booked Q1 2022	% Used	Hours Booked Q1 2021	% Used	Hours Booked Q1 2020	% Used	Hours Booked Q1 2019	% Used
Caudle Hall	695	59%	51	4%	460	39%	844	72%
Wyatt Room	374	32%	40	3%	276	23%	481	41%
Oglethorpe Room	1,170	100%	1,170	100%	150	13%	292	25%

During Q1 2022, the Community Store continued to occupy the Oglethorpe Room. The Community Store is due to move from the Oglethorpe Room to its new home at Broadwater Park over 28 and 29 April 2022

Broadwater Park Community Centre

In September 2021, Broadwater Park was designated as the Broadwater Youth Centre. As the delivery pattern for the youth service is determined, opportunities will exist for use of Broadwater Park Community Centre as an ad-hoc venue. During Q1 2022 ad-hoc use of the centre amounted to 110.5 hours.

Summary

The Pepperpot usage has not only fully recovered, it has also exceeded pre-covid occupancy rates. However, whilst the Wilfrid Noyce Centre has made a strong daytime and weekday evening recovery, weekend evenings' usage currently remains below pre-pandemic levels.

14. COMMUNITY STORE FIGURES – ITEM FOR NOTE

The Community Store records users in terms of households, which can range from a grouping of related people to those in cohabiting relationships or houses of multi-occupancy. The make-up of a household is recorded in terms of the number of adults and children being supported, which is why usage of the Store is shown as days' worth of support.

6,377 days' worth of support was provided between 3 January and 1 April 2022. Use has remained high since Christmas with a noticeably increase in 'emergency' shops in the last two weeks. This may be a result of the Sainsburys voucher scheme funded by the Hardship Fund and operated by CAW winding up. Fortunately, it has been balanced by a number of existing referrals coming to an end, however, it is expected that some of those will come back as CAW re-referrals.

When added to the 49,798 days' worth of support provided prior to 3 January 2022, the Community Store has provided a total **56,175** days' worth of support to members of the community since it first opened in April 2020. It should be noted that these figures do not include 'light' support provided by the community basket (help-your-self trolley) located outside the Community Store during operating hours, nor the support provided by others within the community to alleviate food poverty.

Weekly figures for period from 3 January to 1 April 2022 are:

Week commencing	Days-worth of support	Households	Adults	Children
3 January	497	31	42	29
10 January	455	35	45	20
17 January	560	35	48	32
24 January	532	37	49	27
31 January	413	30	39	20
7 February	392	29	38	18
14 February	469	31	45	22
21 February	553	36	45	34
28 February	546	37	51	27
7 March	504	34	47	25
15 March	455	34	49	16
21 March	511	39	51	22
28 March	490	35	46	24

15. **SAFEGUARDING REPORT FOR THE QUARTER ENDED 31 MARCH 2022 – ITEM TO NOTE**

There have been no safeguarding incidents to report during this period.

3 enhanced DBS checks have been carried out by Godalming Town Council under the Surrey County Council DBS Checking system - 2 x Youth Support Worker and 1 x Youth Support Worker in Charge. All three have been confirmed.

16. **ANNUAL SAFETY REPORT 1 APRIL 2021 TO 31 MARCH 2022 – ITEM TO NOTE**

Training

During the reporting period, internal staff training was provided on the following areas:

- Health & Safety Statement and Policy.
- Lone Working.

Significant Incidents

Members will wish to note that during the reporting period there was one health and safety incident relating to the Town Council's staff reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Additionally, although within the remit of GJBC, the following is reported as GTC is the majority partner of the GJBC:

- Eashing Cemetery Chapel – High winds caused stonework and tiles to fall from the chapel roof. The Cemetery was closed and no members of the public or staff were injured. Roofing contractors were engaged to affect repairs and to check integrity of the roof tiles and coping stones.
- Nightingale Cemetery – Although within date for safety inspection, high winds caused the collapse of a cedar tree, no one was injured, and no property was damaged.

Surveys and Repairs

During the reporting period;

- the asbestos reports for all GTC and GJBC properties were reviewed, where either incomplete or inadequate reports existed, new surveys were commissioned. Except for Nightingale Chapel buildings which will be surveyed over the summer period, all other GTC and GJBC properties have been surveyed and where required remedial works completed.
- Workplace assessments for all permanent full-time office-based staff were undertaken, with recommendations for each workstation being implemented.
- Following repairs to ceiling joists in the museum, procedures have been implemented to limit access to the loft space and its use as a storage facility.

Concerns

The following areas have been identified as areas of concern.

- Public conveniences – occasional reporting of needles and sharps being left within the toilet cubicles – changes to the lighting environment will be undertaken when electrician on site to install power supplies for door shutters.
- Public facing maintenance staff – staff being subjected to verbally aggressive behaviour – although thankfully rare, grounds and maintenance staff have been subjected to verbally aggressive unacceptable behaviour, with the aggressor subsequently either ‘posting their version’ on social media or alleging staff being rude. Use of dash and bodycams to be considered as a means to both support staff and where appropriate to verify the facts of a complaint.

17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON DISTRICT SCOUT COUNCIL

Members are asked to note a report from Councillor Crooks on the District Scout Council (report to be tabled an organisation upon which Councillor Crooks represents the Town Council.

18. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING CYCLE FORUM

Members are asked to note a report from Councillor Crooks on the Godalming Cycle Forum (report to be tabled) an organisation upon which Councillor Crooks represents the Town Council.

19. COMMUNICATIONS ARISING FROM THIS MEETING

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

20. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 26 May 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

21. ANNOUNCEMENTS

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



South West Surrey
**Domestic Abuse
Outreach Service**

Sent by email: townclerk@godalming-tc.gov.uk

Andy Jeffrey
Town Clerk
Godalming

8 April 2022

Dear Andy

This week Citizens Advice Waverley starts its new financial year with the revised service model and funding arrangements supported by Waverly Borough Council's Thriving Communities Fund. This is in parallel with the extension of the contract between Surrey County Council and Surrey Domestic Abuse Partnership, including South West Surrey Domestic Abuse Service.

At this crossroads, Paul Rees, our Chair for the last ten years, has decided that now is the right moment to step down from his role as Chair of Trustees at CAW.

Going forward, Nigel Jewkes, an experienced CAW trustee, will take on the role of interim Chair until we appoint a permanent replacement for Paul.

We are all very grateful to Paul for his long service, his unceasing efforts on behalf of Waverley residents and his championing of CAW volunteers and staff.

It is owing to Paul's strong leadership that we can embark on the next chapter of our service, with renewed funding and a clear direction.

We would very much welcome the opportunity to continue to talk to you about our work and the future for Citizens Advice in Godalming and hear about how you would like our service to develop. We have appointed a Trustee liaison for Godalming, Jane Moore who will be in touch with you.

Yours sincerely

Nigel Jewkes

On behalf of The Trustees of Citizens Advice Waverley

Interim Chief Executive Lynn Hannah

Charity registration number 1098859 Company limited by guarantee
Registered number 4823693 England ICO Z8544641
Authorised and regulated by the Financial Conduct Authority FRN: 617568
Registered office: 36 Bridge Street, Godalming, Surrey. GU7 1HP



GODALMING TOWN COUNCIL

The Finance Officer Reported as follows:

PAYMENTS

Payments made from 11 March 2022 to 31 March 2022	£84,329.86
Internal transfers made from 11 March 2022 to 31 March 2022	£0.00
TOTAL	£84,329.86

RECEIPTS

External receipts received from 11 March 2022 to 31 March 2022	£12,923.88
Internal transfers received from 11 March 2022 to 31 March 2022	£45,000.00
TOTAL	

BANK

HSBC CURRENT ACCOUNT	
Balance as at 31 March 2022	£27,470.12
HSBC DEPOSIT ACCOUNT	
Balance as at 31 March 2022	£600,388.03
CCLA DEPOSIT ACCOUNT	
Balance as at 31 March 2022	£150,000.00

SIGNED BY:

DATE:

Godalming Town Council 2021-2022**HSBC Current Account****List of Payments made between 11 March 2022 to 31 March 2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
15-Mar-22	Opus Energy Ltd	DD27175799	£ 522.92	Gas Supply
16-Mar-22	Absolute Flooring	BACS PR265.1	£ 4,968.50	BW Youth Service Renovations
16-Mar-22	Emson Group Limited	BACS PR265.4	£ 1,241.28	Museum Fixed Wiring Report
16-Mar-22	Kew Electrical	BACS PR265.7	£ 3,725.91	BW Youth Service Renovations
24-Mar-22	Kew Electrical	BACS PR266.4	£ 1,268.58	Property Maintenance
24-Mar-22	Surrey Groundwork Contractors	BACS PR266.8	£ 2,400.00	SCC Localism Works
29-Mar-22	Surrey Hills Solicitors	BACS PR267.13	£ 759.00	Professional Fees
29-Mar-22	Waverley Borough Council	BACS PR267.15	£ 2,320.35	NNDR 2022/23
29-Mar-22	Keith Waterman	BACS PR267.3	£ 600.00	Community Store
29-Mar-22	Kevin Bowles Electrical	BACS PR267.4	£ 1,200.00	Community Store
29-Mar-22	Kew Electrical	BACS PR267.5	£ 986.98	Community Store
29-Mar-22	Majestic Leisure Ltd	BACS PR267.7	£ 695.00	Youth Service Equipment
29-Mar-22	Mrs E Spencer	BACS PR267.8	£ 1,109.27	Community Store
29-Mar-22	HSBC Commercial Card	BACS PR269	£ 7,608.39	Street Trading License/ Youth Service Equipment
31-Mar-22	Supplystore	BACS PR268.10	£ 657.50	Stationery
31-Mar-22	Surrey ALC Ltd	BACS PR268.11	£ 3,018.06	Annual Subscription
31-Mar-22	Elco Heating Solutions UK Ltd	BACS PR268.3	£ 552.76	Property Maintenance
31-Mar-22	R J Etherington	BACS PR268.8	£ 552.40	BW Youth Service Renovations
	Internal Transfer to Savings			
	Total Payments under £500		£ 5,029.30	
	Confidential Payments		£ 45,113.66	
	Total Payments		£ 84,329.86	

HSBC Current Account

List of Payments made between 11/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/03/2022	Fuel Genie	DD7001723	96.66		Fuel Costs Feb 2022
15/03/2022	Sage (UK) Limited	DD14151835	63.00		Sage payroll March 2022
15/03/2022	Telefonica UK Ltd T/A O2	DD11670858	104.68		Mobile Mar 2022
15/03/2022	Opus Energy Ltd	DD27175799	522.92		Gas 31/1 - 27/2/22 A
16/03/2022	BACS P/L Pymnt Page 1124	BACS Pymnt	10,781.85		BACS P/L Pymnt Page 1124
17/03/2022	British Telecommunications Plc	DD M076YF	208.50		Phone rental Mar 2022
18/03/2022	Pozitive Energy	DD1578131	96.78		Gas Feb 2022 A
18/03/2022	Pozitive Energy	DD1578130	37.81		Gas Feb 2022 A
24/03/2022	ENGIE Power Limited	DD2379172	302.50		Electricity Feb 2022 E
24/03/2022	ENGIE Power Limited	DD2378698	42.78		Electricity Feb 2022 A
24/03/2022	ENGIE Power Limited	DD2378676	59.71		CC Electricity Feb 2022 A
24/03/2022	ENGIE Power Limited	DD2378699	254.16		Electricity Feb 2022 A
24/03/2022	ENGIE Power Limited	DD2378678	68.36		Electricity Feb 2022 A
24/03/2022	ENGIE Power Limited	DD2378677	28.98		Electricity Feb 2022 E
24/03/2022	BACS P/L Pymnt Page 1126	BACS Pymnt	4,095.92		BACS P/L Pymnt Page 1126
25/03/2022	GTC Staff	M12 2021/2	25,039.77		M12 2021/22
29/03/2022	BACS P/L Pymnt Page 1128	BACS Pymnt	8,759.56		BACS P/L Pymnt Page 1128
29/03/2022	Community Store	BT290322	460.00		Rent - March 2022
29/03/2022	HSBC Commercial Card	PR269	7,608.39		JBC - Equipment
31/03/2022	BACS P/L Pymnt Page 1131	BACS Pymnt	25,697.53		BACS P/L Pymnt Page 1131
Total Payments			84,329.86		

HSBC Current Account

Receipts received between 11/03/2022 and 31/03/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 11/03/2022	160.00						
	Sales Recpts Page 1609	160.00	160.00		101			Sales Recpts Page 1609
	Banked: 11/03/2022	20.00						
	Benjamin Adams	20.00			540		20.00	Hig Str Parking - Adams
	Banked: 11/03/2022	1,269.03						
	Sales Recpts Page 1610	1,269.03	1,269.03		101			Sales Recpts Page 1610
	Banked: 13/03/2022	567.00						
	Sales Recpts Page 1611	567.00	567.00		101			Sales Recpts Page 1611
	Banked: 14/03/2022	20.00						
	K & CA Gregory	20.00			1304	416	20.00	Donation - Gregory
	Banked: 14/03/2022	180.00						
	Sales Recpts Page 1612	180.00	180.00		101			Sales Recpts Page 1612
	Banked: 16/03/2022	441.65						
	Sales Recpts Page 1613	441.65	441.65		101			Sales Recpts Page 1613
	Banked: 16/03/2022	20.00						
	A & GR Pattison	20.00			1304	416	20.00	Donation - Pattison
	Banked: 16/03/2022	135.00						
	Sales Recpts Page 1614	135.00	135.00		101			Sales Recpts Page 1614
	Banked: 17/03/2022	270.00						
	Sales Recpts Page 1615	270.00	270.00		101			Sales Recpts Page 1615
	Banked: 18/03/2022	170.00						
	Sales Recpts Page 1616	170.00	170.00		101			Sales Recpts Page 1616
	Banked: 21/03/2022	569.60						
	Sales Recpts Page 1617	569.60	569.60		101			Sales Recpts Page 1617
	Banked: 23/03/2022	25,000.00						
TFR230322	HSBC Deposit Account	25,000.00			202		25,000.00	General Expenses
	Banked: 24/03/2022	245.00						
	Sales Recpts Page 1618	245.00	245.00		101			Sales Recpts Page 1618
	Banked: 24/03/2022	30.00						
	A Calcan	30.00			530		30.00	WN2987 Damage Deposit
	Banked: 25/03/2022	726.80						
	Sales Recpts Page 1619	726.80	726.80		101			Sales Recpts Page 1619
	Banked: 25/03/2022	729.00						
	Sales Recpts Page 1620	729.00	729.00		101			Sales Recpts Page 1620
	Banked: 27/03/2022	2,705.00						
	Sales Recpts Page 1622	2,705.00	2,705.00		101			Sales Recpts Page 1622
	Subtotal Carried Forward:	33,258.08	8,168.08	0.00			25,090.00	

HSBC Current Account

Receipts received between 11/03/2022 and 31/03/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 27/03/2022	50.00						
	A J Lewis	50.00			1304	416	50.00	Donation - Lewis
	Banked: 29/03/2022	607.00						
	Sales Recpts Page 1623	607.00	607.00		101			Sales Recpts Page 1623
	Banked: 29/03/2022	20,000.00						
TFR290322	HSBC Deposit Account	20,000.00			202		20,000.00	General Expenses
	Banked: 29/03/2022	359.00						
	Rotary Club of Godalming	359.00			1304	201	359.00	Rotary Club - Air Hockey
	Banked: 30/03/2022	335.80						
	Sales Recpts Page 1624	335.80	335.80		101			Sales Recpts Page 1624
	Banked: 30/03/2022	1,700.00						
	Godalming Round Table	1,700.00			1304	201	1,700.00	Round Table - Pool Table
	Banked: 30/03/2022	39.60						
	Sales Recpts Page 1626	39.60	39.60		101			Sales Recpts Page 1626
	Banked: 31/03/2022	1,484.00						
	Sales Recpts Page 1625	1,484.00	1,484.00		101			Sales Recpts Page 1625
	Banked: 31/03/2022	40.00						
	D Link	40.00			1304	416	40.00	Donation - Link
	Banked: 31/03/2022	50.40						
	Sales Recpts Page 1627	50.40	50.40		101			Sales Recpts Page 1627
	Total Receipts:	57,923.88	10,684.88	0.00			47,239.00	

Income and Expenditure Account at 31st March 2022

2020/21		2021/22	Notes	2021/22	2021/22
Actual		Actual		Budget	Revised
£		£		£	Estimate
					£
	Employees				
385,471	Direct employee expenses	420,299		383,561	404,183
1,296	Indirect employee expenses	4,940		6,100	5,880
	Premises Related Expenditure				
157,793	Repairs, alterations & maintenance of buildings	67,971		33,252	35,034
9,232	Energy costs	12,936		13,976	14,918
13,634	Rents	8,897		3,870	3,487
5,015	Rates	11,087		22,630	13,087
2,683	Water services	2,728		5,340	4,155
0	Fixtures and fittings	0		1,000	250
32,784	Cleaning & domestic supplies	44,146		48,040	48,275
8,465	Ground maintenance costs	14,380		11,740	16,854
12,176	Premises insurance	13,287		15,050	13,288
43,125	Contribution to premise related provisions	23,250	1.	23,250	23,250
	Transport Related Expenditure				
0	Public transport	0		0	0
2,414	Car allowances	3,203		3,920	4,656
	Supplies & Services				
14,103	Equipment, furniture and materials	33,146		7,730	16,500
13,275	Catering	12,109		1,370	923
1,306	Clothes, uniform & laundry	1,100		1,700	1,674
5,213	Printing, stationery & general office expenses	5,607		8,120	8,184
43,635	Services	75,863		52,660	60,575
36,361	Communications & computing	36,246		35,214	37,113
169	Expenses	1,011		10,080	10,080
68,435	Grants & subscriptions	65,494		77,300	77,420
91,337	Contribution to provisions	226,262	2	31,530	215,552
11,219	Miscellaneous expenses	6,702		8,170	7,948
	Third Party Payments				
54,759	Godalming Joint Burial Committee	37,690		37,690	37,690
	Income				
	Government grants			0	0
(72,493)	Other grants, reimbursements & contributions	(194,552)		(3,530)	(187,552)
(160,471)	Customer & client receipts	(193,963)		(117,964)	(119,862)
(469)	Interest	(127)		(600)	(41)
(145,402)	Recharges	(68,518)	3	(29,680)	(43,394)
635,066	Net Cost of Services	671,194		691,519	710,127
77,703	Capital Financing Costs (Not inc in net cost of Services)	77,703		77,706	77,706
712,769	Net Cost of Services	748,898	4	769,225	787,833

Income and Expenditure Account at 31st March 2022

2020/21		2021/22
£		£
	<u>Current Assets</u>	
12,892	Debtors	18,255
507,285	Cash at Bank	752,200
502	Cash in Hand	0
17,158	VAT	17,939
<u>537,837</u>		<u>788,394</u>
	<u>Current Liabilities</u>	
(18,336)	Trading Creditors	(24,295)
0	Payroll Accruals	0
<u>519,501</u>	NET ASSETS	<u>764,099</u>
	Represented By:	
	<u>Capital and Reserves</u>	
244,919	Earmarked Reserves	442,244
274,582	Revenue Balances	321,854
<u>519,501</u>		<u>764,099</u>

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Income and Expenditure Account at 31st March 2022

1 Contributions to premises reserves are as follows:

Land & Property Maintenance	23,250
	<u>23,250</u>

2 Contributions to other reserves are as follows:

General Reserve	23,444
Community Infrastructure Levy	175,578
Community Store	9,901
Afghan Refugees	529
Flood Alleviation	2,000
Election Expenses	6,000
Emerging Projects	8,530
Mayors Expenses	280
	<u>226,262</u>

3 Use of Reserves are as follows:

Farncombe Station Project	2,518
Youth Provision	14,500
Community Store relocation	10,000
Pepperpot Lamp	1,225
Queens Jubilee	500
	<u>28,743</u>

Admin Recharge to JBC	39,775
Total Recharges	<u>68,518</u>

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GTC	-499,322
Allotments	-4,223
Bandstand	-1,542
Broadwater Park Community Centre	2,854
Christmas Lights	-35,752
Civic Expenses	-18,527
Festivals & Markets	1,679
Godalming Museum	-61,122
107-9 High Street	-25,777
Land & Property Other	-22,852
Pepperpot	736
Staycation	10
The Square	8,260
Town Promotion	-26,948
Wilfrid Noyce	-30,243
	<u>-712,769</u>

Movement in Reserves to March 31 2022

Reserves	Balance b/f 1 April 2021	Deficit/Surplus from Revenue a/c	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfer btwn Reserves	Balance c/f 31 March 2022
	£	£	£	£		£
Unallocated Reserves						
1 Revenue Reserve	274,584	20,327	27,561		-617	321,854
Sub-total unallocated reserves	274,584					321,854
Earmarked Reserves						
2 Election Expenses Fund	14,602		6,000			20,602
3 Community Infrastructure Levy	40,987		174,961		617	216,565
4 Emerging Projects	58,679		8,530	-15,000		52,209
5 WW1 Memorial	750					750
6 Pepperpot Lamp	6,500			-1,225		5,275
* Afghan Refugees	0		529			529
7 Youth Provision	10,000			-10,000		0
8 Land & Property Maintenance	87,806		23,250			111,056
9 Flood Wall Maintenance	2,000		2,000			4,000
10 Mayor's Expenses	0		280			280
11 Community Store	20,394		9,901			30,295
12 Farncombe Station	3,201			-2,518		684
Sub- total Earmarked Reserves	244,919					442,244
Balances	519,502	20,327	253,012	-28,743	0	764,099

9. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. – Item on this agenda	Quarterly	April 2022
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme now complete	2 yearly	Nov 2022
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Two yearly	May 2022
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council. – Item on this agenda	Annual	April 2022
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023	6 Monthly	October 2022
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC		October 2021

REPRESENTATION ON EXTERNAL BODIES REPORTS:			Required Date	Revised Date
SALC	Cllr Cosser	Report provided	10/03/22	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report provided	10/03/22	
Waverley Citizens' Advice	Cllr Steel	Report provided	10/03/22	
District Scout Council	Cllr Crooks	Report expected 21 April 2022 – On this agenda	21/04/22	
Godalming Cycle Forum	Cllr Crooks	Report expected 21 April 2022 – On this agenda	21/04/22	
Fairtrade Steering Group	Cllr Faraday	Report expected 26 May 2022	26/05/22	
Godalming Park Run Group	Cllr Duce	Report expected 26 May 2022	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report expected 9 June 2022	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report expected 9 June 2022	09/06/22	
Rotary Waverley-Wide Support Fund	Cllr Ashworth	Report expected 30 June 2022	30/06/22	
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report expected 30 June 2022	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report expected 14 July 2022	14/07/22	
Sport Godalming	Cllr Adam	Report expected 14 July 2022	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report expected 1 September 2022	01/09/22	
Go-Godalming Association	Town Mayor Cllr Heagin	Report expected 1 September 2022	01/09/22	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 13 October 2022	13/10/22	

REPRESENTATION ON EXTERNAL BODIES REPORTS:			Required Date	Revised Date
Godalming Museum Trust	Cllr Steel Cllr Rosoman	Report expected 13 October 2022	13/10/22	
St Mark's Community Initiative Group	Cllr Ashworth	Report expected 24 November 2022	24/11/22	
Holloway Hill Sports Association	Cllr Martin	Report expected 24 November 2022	24/11/22	
Waverley Citizens' Advice	Cllr Steel	Report expected 12 January 2023	12/01/23	
SALC	Cllr Cosser	Report expected 12 January 2023	12/01/23	
Godalming Cycle Forum	Cllr Crooks	Report expected 16 March 2023	16/03/23	
District Scout Council	Cllr Crooks	Report expected 16 March 2023	16/03/23	
Godalming Park Run Group	Cllr Duce	Report expected 20 April 2023	20/04/23	
Fairtrade Steering Group	Cllr Faraday	Report expected 20 April 2023	20/04/23	

Godalming Town Centre Area – Action Plan

Action 1	Planning	Progress
	Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees.	Ongoing
Action 2	Article 4 Directive	
	Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area.	Ongoing
Action 3	Wiggins Yard Environmental Improvement Scheme	
	To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project.	GTC Officers reviewed the Wiggins Yard Appraisal Report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project.
Action 4	Guildford to Godalming Greenway – Cross Godalming Section	
	When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding.	On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway– Godalming Gateway. SCC consulting on potential routes
Action 5	Current Pedestrianisation	
	Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021.	Completed

Action 6	Future Pedestrianisation	
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.		SCC requested to take proposals forward
Action 7	Crown Court Pedestrian Area	
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.		Await outcomes of WBC options for The Burys area of Godalming, which may influence considerations for the Crown Court area. Options for Crown Court Public Toilets being investigated for the creation of gender neutral facilities
Action 8	Community Events – The Green Environment	
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.		Action Complete
Action 9	Community Events – The Green Environment	
Investigate options and costing for the repair of the defective flood light column on The Burys Field.		Quotes to be obtained
Action 10	Community Events – The Green Environment	
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.		Pride in Surrey –held 25 September 2021 Potential beer festival May 2022
Action 11	Community Events – Town Centre Built Environment	
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.		Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20).
Action 12	Floral Godalming	
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.		Floral Godalming 2022 progressing on an expanded footprint funded via the Welcome Back Fund.

Action 13	Floral Godalming	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		
Action 14	Signage, Rails, Bollards, Bells, Benches & Buildings	
<ul style="list-style-type: none"> • Conduct a full audit of street furniture • Implement a programme of repair and renovation during 2021 • Audit info-signage for accuracy • Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. 		<p>Repair of Town Centre street furniture carried out April–June 2021.</p> <p>Town centre cross over drains renovated March 2022.</p>
Action 15	The Pepperpot	
Bring forward plans for the exterior repair and repainting of The Pepperpot.		
Action 16	The Pepperpot	
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.		Potential Pavement Licence application for new business to be located in this area
Action 17	Buildings of Local Merit	
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.		
Action 18	Public Art	
GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm.		Cllr PMA Rivers initiated Art Forum.
Action 19	Regeneration and Supporting the Local Economy	
<p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <ul style="list-style-type: none"> - encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services; - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time." 		GTC providing online footfall data for businesses to assess potential of Godalming as a business environment
Action 20	Business Improvement District	

	<p>Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource or any financial support to be brought to Policy & Management Committee for consideration.</p>	<p>GTC agreed to provide funding and administrative support to a BID taskforce.</p> <p>Chamber of Commerce entering into an agreement with BID consultancy to support a Godalming based BID</p>
<p>Action 21</p>	<p>Devolution of Public Assets</p>	
	<p>Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.</p>	<p>GTC wrote to WBC December 2020, request acknowledged and within WBC work programme</p>
<p>Action 22</p>	<p>Devolution of Public Assets</p>	
	<p>GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council.</p>	

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

Event	Date
Annual Council/Mayor Making	Thursday, 5 May 2022
Godalming Run	TBC Sunday in May Sunday, 22 May 2022
Town Show	Saturday, 4 June 2022 [?]
Summer Food Festival	Sunday, 3 July 2022 -TBC
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

GODALMING TOWN COUNCIL

Application for Grant Aid

1.	Name of Voluntary Organisation
	FARNCOMBE YOUTH FOOTBALL CLUB
2.	Contact Name, Address and Telephone Number
	PAUL CAREY MEADES PARK GREEN LANE FARNCOMBE SURREY, GU7 3TB 07834694382
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? UNINCORPORATED ASSOCIATION (MEMBERS CLUB)
4.	What are the aims and objectives of the Organisation?
	OUR VISION IS TO PROVIDE EVERY PLAYER, COACH, VOLUNTEER AND PARENT THAT EXPERIENCES OUR CLUB WITH A LIFELONG LOVE OF FOOTBALL FOUNDED ON ENJOYMENT, PERSONAL DEVELOPMENT, BELONGING AND THROUGH UNDERSTANDING WHAT IT IS TRULY LIKE TO BE PART OF A CLUB AND A COMMUNITY.
5.	Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
	N/A
6.	Please state size of membership and annual subscription levels of Organisation:
	600+ members circa £50K.
7.	Please enclose the following information as applicable to your Organisation:
	a) Constitution or Aims b) Copy of accounts (these will not be required for a new organisation) c) Copy of budget for current financial year d) Copy of last annual report to members (this will not be required for a new organisation)

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

N/A

9. For what specific project are you now seeking financial assistance from the Town Council?

a) Please provide details
 Financial support of £500 towards the running of the Waverley Cup football tournament in its second season. There is free entry for all teams to remove barriers for kids involvement and is to be hosted primarily at Farncombe and Farnham. The cost would go towards referees to ensure safe running of the event for the 11 clubs.

b) Specify - Total Estimated Cost £ 2500
 - Amount already available £
 - Amount expected to be available at commencement £ 2500
 - Dates scheduled to commence and finish 28th May to 29th May

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

Body	Amount Applied For	Amount Received
South Surrey Youth League	£500	Pending

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

a) Amount £ 500
 b) Whether you have received a previous grant from the Town Council
 - Amount £
 - Date N/A
 - Project

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

The waverley cup was introduced in 2021 at a difficult time for many in the community. It offered local children in Godalming and the waverley Borough to play local outdoor sports as covid rules allowed and have a much needed reprieve to mental health. The cup will hopefully be a long lasting legacy arising out of a difficult time and benefit many children in Godalming. Farncombe and Milford in particular have over 1000 children between them in the Godalming catchment. we have over 150 small sided teams registered for free and the event will serve the purpose of promoting a local event and keeping kids active.

Declaration

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

Signed _____ Date 24/3/22

Capacity in which signed FOOTBALL DEVELOPMENT OFFICER FARNCOMBE YOUTH

Complete and return to:

Town Clerk
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

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

Godalming Town Council Performance Indications 2022/3 – 2026/27

To monitor effectively how the Council is performing, a series of performance indicators (PI's) have been developed. PI's have been created for all Council Service areas. There are also some indicators that the Council does not have direct control over, such as retail unit vacancies and footfall, but are measured nevertheless as the information is useful in determining the overall 'health' of the town.

Continuing to Improve the organisational management and efficiency of the Town Council					
PI	Responsible Committee	Performance Indicator	Actual/ Baseline figure 2021/22	4 – year target to 2026/27	Current year Out-turn
1	Policy & Management	Income generated as a percentage of gross expenditure outside of Council Precept			
2	Audit	Council General Reserve level maintained at 50% of salary bill			
3	Audit	Council combined reserve level no less than 40% of precept			
4	Staffing	Average number of sick days per employee			
5	GJBC/ Policy & Management	Continue progress towards Godalming Joint Burial Committee self-sufficiency as indicated by percentage of precept/income			

Godalming Town Council Performance Indications 2022/3 – 2026/27

To Continue to improve services targeted to all community sectors in the town					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	4 – year target to 2026/27	Current year Out-turn
6	Policy & Management	To carry out or facilitate a minimum of 6 community-based events per annum			
7	Policy & Management	To provide grant aid to voluntary community groups			
8	Council	To provide/facilitate a minimum of 8 community facilities across the town per annum			
9	Youth Service Management Group	Total number of visits to Council provided youth service			
10	Policy & Management	Total number of physical visits to Godalming Museum			
		Total Number of School/Educational engagements with Godalming Museum			
		Total social media reach of Godalming Museum			
11	Policy & Management	Occupancy rate – Wyatt Room			
		Occupancy rate – Oglethorpe Hall			
		Occupancy rate – Caudle Hall			
		Occupancy rate – Pepperpot Meeting Room			
		Occupancy rate – Pepperpot Undercroft			
12	Policy & Management	Total number of days-worth of support provided by the Godalming & Villages Community Store			
13	Council	Percentage of Godalming based Mayoral engagements per annum			

Godalming Town Council Performance Indications 2022/3 – 2026/27

To Contribute to the regeneration of the Town Centre and development of Neighbourhoods in the town					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	4 – year target to 2026/27	Current year Out-turn
14	Policy & Management	Percentage of Retail vacant units in the Town Centre (Spring survey)			
15	Policy & Management	Percentage of Farncombe & Binscombe retail vacant units (Spring survey)			
16	Policy & Management	Annual Town Centre Footfall			
	Policy & Management	Average weekly footfall (excludes weeks with Town Centre festivals or events)			
17	Policy & Management	Average footfall increase for Town Centre events			
18	Environment & Planning	Percentage of Floral Godalming expenditure (non-staffing) covered by sponsorship			

To represent residents, businesses, and community groups of Godalming					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	4 – year target to 2026/27	Current year Out-turn
19	Council	Percentage of councillors' attendance at all main committees			
20	Council	To maintain 100% elected representation on the Council			
21	Policy & Management	Total Number of website hits			
22	Policy & Management	Total number of Facebook likes			
23	Policy & Management	Total number of Instagram followers			
24	Policy & Management	Total number of Twitter followers			
25	Policy & Management	Total Number of newsletter subscribers			

Godalming Town Council Performance Indications 2022/3 – 2026/27

To further improve and develop the provision of green and open space including cemeteries, reduce the Council's carbon footprint and achieve a biodiversity net gain					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	4 – year target to 2026/27	Current year Out-turn
26	GJBC	To maintain, as a minimum, SSEIB Silver standard for Eashing & Nightingale Cemeteries			
27	GJBC	To maintain Godalming Cemeteries position as the burial ground of choice for residents as indicated by number of Parishioner interments			
28	Environment & Planning	Continue progress in reduction of GTC source 1 & 2 CO ₂ e from 2019 baseline			
29	Environment & Planning	To provide grant aid to meet the aims of the Carbon Reduction & Biodiversity Fund			
30	GJBC	Continue to work towards a 10% biodiversity Net Gain for Eashing Cemetery as measured against SWT ecology services report of June 2021 (biodiversity survey to be conducted in 2026/27)			

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.