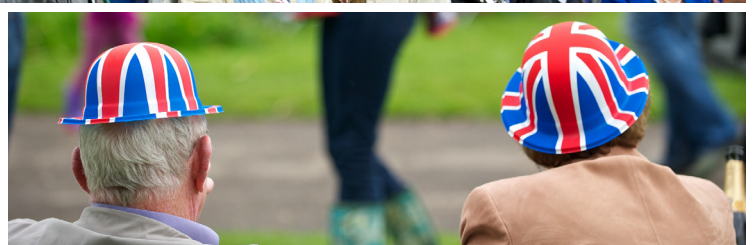




GODALMING TOWN COUNCIL

ANNUAL REPORT

2012-13



This version of the report is published by Godalming Town Council for the Annual Town Meeting 18 April 2013

A second version including the Town Council's Accounts for 2012/13 will be published on 28 June 2013



Godalming Town Council.....

- Continues a Mayoral tradition dating back to 1575
- Has 20 elected Members
- Controls assets of £11.1 million
- Holds around 50 Council or Committee meetings a year; all of which are open to the public
- Employs/retains a Town Clerk, Personal Assistant to the Town Clerk & Mayor, Facilities & Cemeteries Manager, Responsible Finance Officer, Godalming Project Co-ordinator, Sergeant-at-Mace and a Community Centre Manager (that is nearly five full-time equivalent staff)
- Provides £45,000 a year funding to local organisations
- Manages four community spaces; the Old Town Hall (Pepperpot), the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Godalming Bandstand
- Provides the land for over 200 allotments
- Together with Busbridge Parish Council owns and runs two cemeteries
- Provides Christmas Lights for the Godalming Town Centre
- Is one of a diminishing number of councils in the UK still to require its councillors and staff to wear robes and regalia at Council meetings and Civic occasions
- Organises the Town's annual Remembrance Sunday Parade
- Nominates representatives to serve on about 20 local voluntary, public and community organisations including the new Community Interest Company
- Comments on around 300 planning applications each year
- Runs an annual Staycation week every August
- Facilitates the planning of numerous community events



INTRODUCTION



Hello – and welcome to Godalming Town Council's 2012/13 Annual Report.

Godalming Town Council has been around in one form or another since 1575. The organisation of Local Government has changed over the years and today Godalming Town Council is the third in three tiers of local government for the town. The other two being Surrey County Council and Waverley Borough Council.

Godalming Town Council has 20 Councillors representing the five wards within the town – you can find Councillors' contact details at the back of this report. The Town Council has a number of roles, one of the most important of which is to foster and encourage a sense of community in the Town and to act as advocate for the town when dealing with other local authorities, the health service and so on. I have been elected by my fellow Town Councillors to serve as Mayor for the year to May 2013.

How privileged I have been to hold this historic office in such an eventful year. Early in June 2012 we celebrated the sixtieth anniversary of the Queen's accession to the throne in February, 1952. Over four full days the town enjoyed a varied programme of events, crowned by the visit of Prince Edward and his delightful wife, Sophie. It was also over that weekend that the civic dignitaries of our twin town, Mayen, in Germany, chose to make their official visit to celebrate the thirtieth anniversary of the signing of the twinning charter.

At the beginning of July Godalming Band celebrated its seventy-fifth anniversary with the bands from both our twin towns of Mayen and Joigny swelling the ranks. We were honoured that the Mayor of Joigny, M. Bernard Moraine, made that occasion his first visit to Godalming to accompany the Joigny band and supporters and that friends from Mayen travelled for the weekend so they could support their Fire Brigade band. It was great fun to have representatives of all three connected towns celebrating together.

Later in July, of course, we were thrilled that the course of the Olympic torch relay carried it through Godalming. I wonder whether we have ever seen such crowds! Estimates were banded around of up to 27,000 people lining the streets from Meadrow to Eashing Lane - and all, thankfully, very well behaved.

We are indebted to past Mayor, Cllr Jane Thomson, for instigating what, I hope, will remain a permanent fixture in the town calendar: Staycation, in early August. I think it is a brilliant concept. It is an enormous help to those families who have children to entertain on low incomes during the long summer holidays and a splendid opportunity for people of all ages to try something new, without going to great expense.



INTRODUCTION

We welcomed yet another royal visitor, in the form of the Duke of Gloucester, in November to open officially the long-awaited Godalming Leisure Centre. Also in November I travelled to Mayen to attend the inauguration of their new Oberbürgermeister, Wolfgang Treis, and enjoyed meeting again similar delegations from their other twinned towns from France and the Czech Republic.

It was also great fun to be involved with the now almost institutional Town days, as well as the food and seasonal festivals of Christmas and Easter so splendidly arranged by a combination of the Town Council, our recently invigorated Chamber of Commerce, the Community Interest Company and Churches Together. Godalming & Villages Lions Club's bonfire, fireworks and torchlight procession followed closely by Remembrance Sunday were also amazing occasions so well supported by our local residents.

Laced between all these special dates and throughout the rest of the year have been many visits to sporting groups and events, scouting and guide activities, school concerts and fairs, meetings and meals with the myriad community groups and various church services. Where would we be without all the wonderful volunteers who work so tirelessly to keep these various organisations vibrant and doing such valuable work for our town! Many of them, including the town's lottery GOLO, are linked to the brilliant Go Godalming Association. Add to that Godalming in Bloom, the shop window competitions and our renowned music festival and you have a town offering something for everybody. It is, indeed, extremely special and I thank you all for making it so.

Councillor Liz Wheatley
Mayor of Godalming 2012/13



REVIEW



Summer Food Festival 2012





For 2012/13 Godalming Town Council agreed that it had three priorities for the town:

- to support the development of services for young people;
- to enable all residents to share in the advantages of living here; and
- to preserve the town's heritage.

Bearing these priorities in mind here are some of the things that Godalming Town Council has achieved in the past year. We have:

- Created the Town Council's first Honorary Freeman – Mr John Young
- Organised and funded a four day celebration of HM the Queen's Diamond Jubilee
- Welcomed Their Royal Highnesses the Earl & Countess of Wessex to Godalming to mark the occasion of HM the Queen's Diamond Jubilee
- Celebrated 30 years of twinning with Mayen in Germany
- Supported numerous voluntary organisations in the town with grant aid totalling more than £45,000 (see the section on grants on page 10 of this report)
- Recruited 150 volunteers to assist Waverley Borough Council with the Olympic Torch Relay
- Remained committed to partnership with the Chamber of Commerce and Godalming Together Community Interest Company and through that partnership helped deliver three successful festivals in the town centre; the new Easter Festival, the Summer Food Festival and the Christmas Festival
- Organised Staycation 2012 and obtained funds from the Heritage Lottery Fund for a new Staycation community archaeology project
- Continued to provide Christmas Lights to both Godalming Town Centre and Farncombe Village Centre

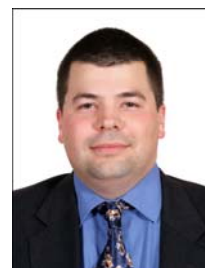


COMMITTEES

Policy & Management Committee

What is it?

A Committee of 19 Councillors that deals with most of the Council's business, discusses Council policy and manages all the Council's assets – its finances, staff and properties.



Councillor Tom Martin
Committee Chairman 2012/13

What has it done?

- Met nine times
- Considered 20 grant applications and awarded £45,680.60 in grants to local organisations (see page 10 of this report)
- Supervised & funded the organisation of events for the Diamond Jubilee 2012
- Supervised the organisation of Staycation 2012
- Reviewed and recommended a new Code of Conduct for Members
- Reviewed and recommended new Standing Orders for the conduct of business at meetings of the Council and its Committees
- Obtained an Entertainments Licence for the Burys Field

Planning & Environment Committee

What is it?

A Committee of 19 Councillors that looks at and makes comments on all Godalming planning applications. This Committee also considers issues relating to the local environment and infrastructure.



Councillor Stefan Reynolds
Committee Chairman 2012/13

What has it done?

- Met 16 times (every 3 weeks)
- Made comments to the Planning Authority (Waverley Borough Council) on 295 planning applications
- Initiated the process for developing a Neighbourhood Plan for Godalming



Mayoralty Committee



What is it?

A Committee of six Councillors that considers and makes recommendations to the Full Council on the selection, appointment and protocols of the Mayor and Deputy Mayor.

Councillor Tony Gordon-Smith
Committee Chairman 2012/13

What has it done?

- Met twice
- Nominated Councillor Tom Martin as Mayor and Councillor Andrew Wilson as Deputy Mayor for 2013/14

Staffing Sub-Committee



What is it?

A Committee comprising of five Councillors that considers all matters relating to the appointment and management of Council staff and makes recommendations to the Policy & Management Committee.

Councillor Paul Robinson
Sub-Committee Chairman 2012/13

What has it done?

- Met five times
- Reviewed staffing policy documents
- Supervised key staff management issues

Audit Sub-Committee



What is it?

A Committee of five Councillors that considers the adequacy of the Council's risk management framework and the associated control environment, and oversees the financial reporting process. This Committee makes recommendations to the Policy & Management Committee.

Councillor Steve Bott
Sub-Committee Chairman 2012/13

What has it done?

- Met four times
- Reviewed financial controls and risks
- Supervised arrangements for the review of Internal Audit



JOINT BURIAL COMMITTEE



Eashing Cemetery Chapel Rededicated 15 April 2013



GODALMING JOINT BURIAL COMMITTEE

Godalming Joint Burial Committee



What is it?

A committee with six Councillors from Godalming Town Council and two from Busbridge Parish Council charged with managing Godalming's two cemeteries – Nightingale Cemetery in Farncombe and Eashing Cemetery at Ockford Ridge.

Councillor Andrew Wilson
Committee Chairman 2012/13

What has it done?

- Met five times
- Interred 27 bodies and seven sets of ashes
- Sold the exclusive rights of burial for 31 plots
- Won the WWF award for wildlife and wildflower area in Godalming in Bloom
- Saw the start of a new grass-cutting regime at Nightingale cemetery.
- Continued with the removal of failing trees at Eashing Cemetery.
- Planted new trees at Eashing Cemetery including a Liquid Amber (Worplesdon) to commemorate the Queen's Diamond Jubilee
- Worked with St Marks Church and Green Oak School to engage pupils with the act of remembrance for those buried in war graves at Godalming cemeteries.
- Worked with our contractors to continue the eradication of bracken and nettles within Eashing Cemetery.
- Continued with the planting scheme for the natural burials area.
- Undertaken an extensive refurbishment of the Cemetery Chapel buildings, including the restoration of the Chapel, Vestry and the provision of a family ante-room and a disability accessible WC.
- Invited the Bishop of Guildford to re-dedicate the restored chapel.
- Commissioned a new oak Cross from the Skillway workshop based in Nightingale Cemetery for the newly refurbished Eashing Chapel.
- Reduced the laurel bushes that enclosed the rear of the chapel to open up this area and create two new flowerbeds.



GRANTS

As already stated, in the past year Godalming Town Council has supported numerous organisations in the town with grant aid totalling more than £45,000. This is an important part of the Town Council's work recognising the huge contribution that these organisations make to the quality of life in our community.

In 2012/13 the largest of these grants was to the Waverley Citizens Advice Bureau (CAB) to ensure the continued provision of a CAB service in Godalming; this Council has provided a significant grant to the CAB for more than a decade. The Council has also continued to provide on-going support to Godalming Museum and Hospital Hoppa.

Other grants in 2012 supported events unique to that year being the 100th Anniversary of the sinking of the Titanic (support was given to the Wey Valley Amateur Radio Group to stage a commemorative radio station in the grounds of Charterhouse School) and the Olympic Torch Relay.

Below is a full list of all grants made by Godalming Town Council in the financial year 2012/13.

Summary of Grants Awarded 2012/13

	£
Burys Scout & Guide HQ	435.00
Churches Together in Godalming & District	600.00
Citizens Advice Waverley	26,250.00
Farncombe Youth Football Club	958.80
Godalming Band	500.00
Godalming & District Scouts	700.00
Godalming Museum Trust	4,600.00
Godalming Round Table (<i>Grant aid in the form of free use of premises</i>)	100.00
Godalming Together CIC	720.00
Godalming Together CIC (<i>Grant aid in the form of free use of premises</i>)	210.00
Godalming Town Football Club	1000.00
Godalming Trust	964.80
Godalming Trust (<i>Grant aid in the form of free use of premises</i>)	208.00
Go Godalming Association (<i>Grant aid in the form of free use of premises</i>)	84.00
Rodborough School	300.00
Sport Godalming	500.00
The Cellar Café	800.00
Waverley Borough Council (Olympic Torch Relay & Community Games)	750.00
Waverley Hoppa Community Transport (Hospital Hoppa)	5,000.00
Wey Valley Amateur Radio Group	500.00
	45,680.60

Full details of the Council's grants scheme can be found on the Town Council's website – www.godalming-tc.gov.uk or may be obtained from the Town Clerk (contact details at the back of this report).



Wey Valley Amateur Radio Group – GR100MGY 100th Anniversary of the Sinking of the Titanic





MONEY

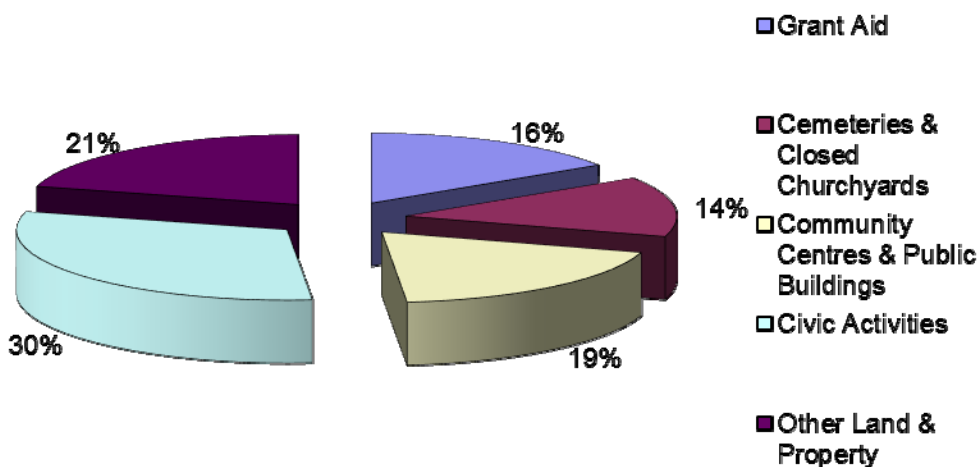
ANNUAL ACCOUNTS 2012/13

The Council's accounts are prepared in accordance with the Account & Audit Regulations 2011. They are subject to internal audit (by an independent auditor appointed by the Town Council) and to external audit (by an independent auditor appointed by the Audit Commission). Every year local government electors are given an opportunity to examine the Council's accounts and financial records. The 2012/13 accounts and records will be available for public inspection from 24 June to 19 July 2013. The accounts will be published on the Town Council's website.

Below is a summary of how the Council's budget (including overheads) was spent in 2012/13. Note that these figures are based on the latest estimates of expenditure, not actual figures because, at the time of writing, the 2012/13 accounts had not yet been finalised.

The Council's Responsible Finance Officer is Janet Crossman.

COUNCIL'S EXPENDITURE 2012/13





CONTACTS

Godalming Town Council
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Surrey GU7 1HT
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Fax: 01483 523077
E-Mail: office@godalming-tc.gov.uk
Web: www.godalming-tc.gov.uk

Town Clerk: Louise Goodfellow

Your Town Councillors

BINSCOMBE WARD

Cllr S Bott, Acorns, The Fairway Godalming, GU7 1PG	01483 420014
Cllr DM Hunter, 86 Furze Lane, Farncombe Godalming, GU7 3NP	01483 421231
*Cllr L Wheatley, 1 Sol-Y-Vista, Frith Hill Road, Godalming, GU7 2EF	01483 423492
*Cllr A Wilson, 8 Dean Road, Godalming GU7 2PJ	01483 417607

CENTRAL & OCKFORD WARD

Cllr PJ Robinson, 39 Bargate Rise, Godalming, GU7 2LR	07515 891750
*Cllr JR Thomson, The Garden Flat, Rowberry House, 9 Shadyhanger, Godalming, GU7 2HR	01483 428266
*Cllr S Thornton, 26 Latimer Road, Godalming, GU7 1BW	01483 427739
Cllr JE Woodham, 5 Twycross Road, Godalming, GU7 2HH	01483 420310

CHARTERHOUSE WARD

⁰ Cllr S Cosser, 3 Hillside Way, Godalming, GU7 2HN	01483 414035
*Cllr RA Gordon-Smith, Hill Point, Mark Way, Godalming, GU7 2BA	01483 424483
Cllr JM Poulter, 27 Nightingale Road, Godalming, GU7 2HP	01483 417051
*Cllr SN Reynolds, Brooklands, Red House Lane, Elstead, GU8 6DR	01483 421601

FARNCOMBE & CATTESHALL WARD

Cllr AK Lister, 13 Woodmancourt, Mark Way, Godalming, GU7 2BT	01483 419574
Cllr JE Noyce, 19 Overbrook, Godalming, GU7 1LX	01483 429815
*Cllr R Welland, 19 Elm Road, Farncombe, Godalming, GU7 3SW	01483 527445
*Cllr N Williams, 26 Town End Street, Godalming, GU7 1BH	01483 239997

HOLLOWAY WARD

Cllr AM Bott, Acorns, The Fairway, Godalming, GU7 1PG	01483 420014
Cllr CM Gordon-Smith, Hill Point, Mark Way, Godalming, GU7 2BA	01483 424483
⁰ *Cllr PJ Martin, 18 Windy Wood, Godalming, GU7 1XX	01483 425644
*Cllr TE Martin, 17 South Hill, Godalming, GU7 1JT	01483 416237

*Waverley Members

⁰Surrey County Council Members

