

# Godalming Town Council



**Annual Report  
2011-12**

This version of the report is published by Godalming Town Council for the Annual Town Meeting 19 April 2012

A second version including the Town Council's Accounts for 2011/12 will be published on 29 June 2012



## 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 two Community Centre Managers (that is five full-time equivalent staff)
- Provides £52,000 a year funding to local organisations
- Manages three community buildings; the Old Town Hall (Pepperpot), the Wilfrid Noyce Centre, and Broadwater Park Community Centre
- 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



# INTRODUCTION

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Hello – and welcome to Godalming Town Council's 2011/12 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 2012.

As the Town Mayor I have undertaken about 200 engagements on behalf of the Town Council during my year of office. I have also accepted, during the year, an invitation to visit our twin town of Mayen in Germany, where I was also joined by the mayor of our other twin town, Joigny in France.

The level of engagement that is possible with a very wide range of individuals and groups in the town inevitably provides the Mayor with a fairly unique opportunity to see how a town functions and to assess its general wellbeing. I am delighted to be able to report to you that in my observation we have a town and a community in a pretty good state of health.

I am particularly impressed by much how we owe, as a town, and even more importantly as a community, to those who through their voluntary efforts do so much to ensure that Godalming is such a great place to be. As Mayor I have had a wonderful opportunity to see very close-up the fantastic efforts being put in by so many people to enrich our community.

It is of course the case that we have a great starting point and backdrop for Godalming in the beautiful surrounding countryside and the many historic buildings we have in our town. A natural asset you may think but even here the work of voluntary groups is important. We have groups and individuals who help clear our footpaths and ponds and ensure the countryside is preserved for us all to enjoy. Within Godalming we are fortunate to have the Godalming Trust who work and campaign to ensure the preservation of the history and character of our town and arrange the heritage days to allow us all to see and enjoy some of those buildings.

A town though is of course so much more than just its physical infrastructure and its community is so very much defined by the economic, social, cultural and sporting activities



## INTRODUCTION

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and it is here that the efforts put in by people voluntarily make a real difference in defining a community.

For years we have had great community events such as the town fair and annual town bonfire. More recently we have started to build on that tradition and legacy and I have been particularly delighted to see the emerging of events such as the Summer Food Festival, the Easter Festival and the expanded Christmas Festival which are doing so much to keep our town centre vibrant and bring our community together. Such events would not happen without a lot of voluntary effort and so many voluntary groups working together with the Town Council and others

It is my general experience that our volunteers fall mainly into two groups; there are those who have a particular interest or passion in their life be it historic buildings, football or singing and devote much of their free time to that and groups around that area, and there is another group of individuals who seem to pop up everywhere and get involved in a very wide range of the voluntary groups in our town. Both are essential and I really think we owe them a huge debt. Whether people are giving up much of their free time in running a group providing charitable and social activities for a very wide range of the local community or are just doing, say an hour a week at say the Museum, they are contributing and adding significantly to the richness of Godalming. I thank them all.

Councillor Steve Cosser  
Mayor of Godalming 2011/12



Staycation 2011





For 2011/12 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:

- Welcomed eight new councillors following the local elections held in May 2011
- Created a new Honorary Freeman scheme
- Organised the Godalming Staycation – a week long programme of events in August to encourage families to holiday at home
- Supported numerous voluntary organisations in the town with grant aid totalling more than £52,000 (see the section on grants on page 10 of this report)
- Agreed to accept the transfer of the Godalming Projects Co-ordinator post from Waverley Borough Council and to make the post permanent
- Remained committed to partnership with the Chamber of Commerce 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
- Continued to work in partnership with the Chamber of Commerce to expand the display of Christmas Lights in the town centre
- Erected Christmas Lights in Farncombe village centre for the first time
- Played a significant role in helping the town remember local hero Jack Phillips and commemorate the centenary of his death on the ill-fated RMS Titanic
- Prepared and published a 72 page brochure to celebrate the Diamond Jubilee of HM the Queen
- Planned a full programme of Jubilee events to take place in June 2012.

# COMMITTEES

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## **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 2011/12

### **What has it done?**

- Met 10 times
- Considered 23 grant applications and awarded £52,722.60 in grants to local organisations (see page 10 of this report)
- Proposed a new Honorary Freeman Scheme
- Supervised the organisation of Staycation 2011
- Supervised & funded the planning of events for the Diamond Jubilee 2012
- Undertaken significant electrical safety work at the Wilfrid Noyce Centre
- Renewed support for the Godalming Fairtrade Town campaign
- Agreed to accept the transfer of the Godalming Projects Co-ordinator post from Waverley Borough Council and to make that post permanent

## **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 2011/12

### **What has it done?**

- Met 16 times (every 3 weeks)
- Made comments to the Planning Authority (Waverley Borough Council) on 352 planning applications
- Authorised the purchase of new street furniture for Godalming town centre
- Welcomed the retention of Godalming Post Office in the Godalming High Street albeit at a new location





## **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 2011/12

### **What has it done?**

- Met twice
- Nominated the Town Council's first Honorary Freeman
- Nominated Councillor Liz Wheatley as Mayor and Councillor Tom Martin as Deputy Mayor for 2012/13

## **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 Joy Poulter  
Sub-Committee Chairman 2011/12

### **What has it done?**

- Met four times
- Reviewed staffing policy documents
- Supervised the transfer of the Godalming Projects Co-ordinator post

## **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 2011/12

### **What has it done?**

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

# JOINT BURIAL COMMITTEE

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Eashing Cemetery 2011



# GODALMING JOINT BURIAL COMMITTEE

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## **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 2011/12

### **What has it done?**

- Met five times
- Interred 13 bodies and 11 sets of ashes
- Sold the exclusive rights of burial for 16 plots
- Won two awards in Godalming in Bloom
- Entered new contracts for the ground maintenance of each cemetery
- Reviewed and updated the regulations for the installation of memorials
- Undertaken substantial tree work at Eashing Cemetery and referenced the boundary with Ockford Ridge
- Launched a new Joint Burial Committee website
- Held two successful Heritage Open Days at Eashing Cemetery on 10 & 11 September 2011
- Transcribed the plot register for Eashing cemetery providing a computerised record as back-up to the paper register
- Painted the railings and undertaken other maintenance works at Nightingale Cemetery in the vicinity of the Phillips family grave in preparation for the centenary of the loss of the Titanic



# GRANTS

As already stated, in the past year Godalming Town Council has supported numerous organisations in the town with grant aid totalling more than £52,000. 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 recent years the Council has increased the amount of money available for grants.

In 2011/12 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.

Substantial sums have been used to support the work with young people including a grant to Our Community Street Team to help establish a community centre in Farncombe and a grant to the Northbourne Action Group towards the costs of setting up a Woodland Trail/Community Space in woodland adjacent to Northbourne.

Below is a full list of all grants made by Godalming Town Council in the financial year 2011/12.

## Summary of Grants Awarded 2011/12

	£
Churches Together in Godalming & District	600.00
Citizens Advice Waverley	26,040.00
Cruse Bereavement Care	250.00
DisCASS ( <i>Grant aid in the form of free use of premises</i> )	1,820.00
Farncombe & Binscombe Care Voluntary Transport/Good Neighbour Scheme	500.00
Godalming & District Scouts	234.00
Godalming & Villages Lions Club	1,000.00
Godalming Museum	950.00
Godalming Round Table ( <i>Grant aid in the form of free use of premises</i> )	100.00
Godalming Together CIC	500.00
Godalming Together CIC ( <i>Grant aid in the form of free use of premises</i> )	210.00
Godalming Trust	1,370.00
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> )	126.00
Northbourne Action Group	3,500.00
Our Community Street Team	5,000.00
Relate West Surrey	1,000.00
Sport Godalming	500.00
The Cellar Café	800.00
The Safer Waverley Partnership	500.00
Trinity Trust Team ( <i>Grant aid in the form of free use of premises</i> )	2,142.00
Vitalise	372.00
Waverley Hoppa Community Transport (Hospital Hoppa)	5,000.00
	52,722.00

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



## Farncombe Community Centre





# MONEY

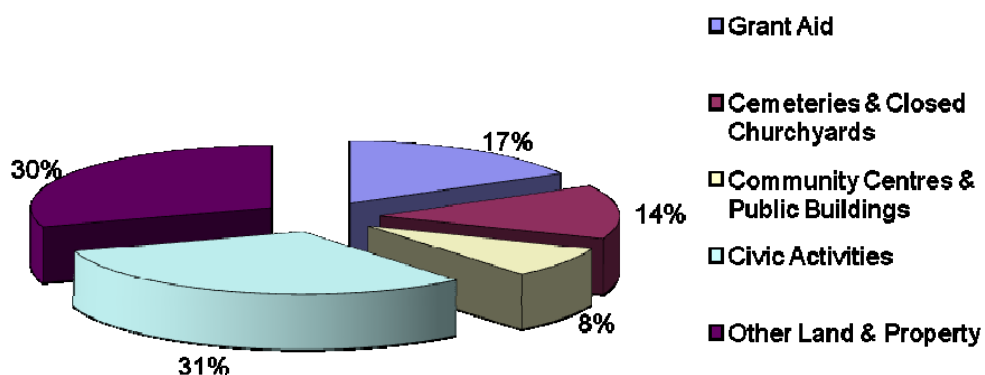
## ANNUAL ACCOUNTS 2011/12

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 2011/12 accounts and records will be available for public inspection from 6 June to 3 July 2012. 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 2011/12. Note that these figures are based on the latest estimates of expenditure, not actual figures because, at the time of writing, the 2011/12 accounts had not yet been finalised.

The Council's Responsible Finance Officer is Janet Crossman.

### SUMMARY OF TOWN COUNCIL'S EXPENDITURE 2011/12





## CONTACTS

Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT  
Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Web: [www.godalming-tc.gov.uk](http://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	01483 861470
*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

<sup>0</sup> 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, Lynam House, 49 Peperharow Road, Godalming, GU7 2PL	01483 861287

#### 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
<sup>0</sup> *Cllr PJ Martin, 18 Windy Wood, Godalming, GU7 1XX	01483 425644
*Cllr TE Martin, 17 South Hill, Godalming, GU7 1JT	01483 416237

\*Waverley Members

<sup>0</sup>Surrey County Council Members