

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

24 July 2020

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, 30 JULY 2020 at 7.00pm.

Andy Jeffery
Town Clerk

The meeting of the Policy & Management Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/85289802295?pwd=SkF2VjRsZTJuZWtLbjloSFhIMIB6QT09>

Meeting ID: 852 8980 2295

Password: 677313

Committee Members: Councillor Follows – Chair
Councillor Williams – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor PS Rivers
Councillor Rosoman	Councillor Steel
Councillor Stubbs	Councillor Wardell
Councillor Welland	

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 25 June 2020, 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 Principle 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. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM TO NOTE

RFO to report on the accounts paid since the last meeting.

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

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

7. BUDGET MONITORING – ITEM TO NOTE

Members to consider a budget monitoring report to 30 June 2020 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	30,137 u/s	3,800 u/s
Civic Expenses	5,617 u/s	1,300 u/s
Town Promotion	112 u/s	25,400 o/s
Staycation	3,300 u/s	5,800 u/s
Festivals & Markets	1,147 o/s	1,500 o/s
Christmas Lights	0 u/s	3,200 o/s
BWP Community Centre	20,219 o/s	19,600 o/s
Pepperpot	1,709 u/s	700 o/s
The Square	1,240 o/s	10,240 o/s
Allotments	131 o/s	400 o/s
Wilfrid Noyce Community Centre	4,192 o/s	42,300 o/s
Bandstand	550 o/s	500 o/s
Godalming Museum	555 o/s	1,300 o/s
Land & Property Other	6,896 u/s	1,900 u/s
TOTAL	19,738 u/s	92,300 o/s

The monitoring report shows a current variance of £19,738 underspend against budget.

Items to note in forecast:

- The forecast does not include any monies we might receive from Central Government (either through Waverley Borough Council on the claim they have sent in on our behalf, or the funding for the Reopening High Street Safety Fund Campaign). Any monies actually received will reduce the forecasted deficit.
- The forecast has largely removed any income from our Community Centres (it includes 10% of previously budgeted income from October onwards) even though we hope to re-open in September, it is unlikely that we will be using our smaller halls (for social distancing purposes) and we do not anticipate the same volume of hires.
- Town Promotion – this includes £8k for the Town Wardens (Min No 10-20 P&M 26 May 2020 and Min No 51-20 FC 16 July 2020 refer) and £14k for the Safer High Street Campaign (Min No 28-20 P&M 25 June 2020). This cost centre also shows the cost of our social distancing campaign (spray painting and signage) and traffic management costs to enable the safe re-opening of our High Street.

8. **COMMITTEE WORK PROGRAMME – ITEM TO NOTE**

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

9. **FOOTFALL COUNTERS – ITEM TO NOTE**

Footfall figures covering the period 30 June to 28 July will be tabled at the meeting (screen shared) as well as being distributed to Members prior to the meeting. Members to note that the current footfall figures are being collated manually in line with the High Street Task Group's guidance document '*establishing a footfall baseline*' and thanks is given to the volunteers from Godalming Museum who are undertaking this task. However, in order to establish more discrete data, Waverley Borough Council has agreed to fund the installation of an automatic footfall counter in Godalming High Street. The Town Clerk has attended a site visit with the providers and a suitable location has been identified. The service provider is currently seeking permissions to utilise a public asset to house the counter. No issues regarding permission are anticipated.

As stated WBC will fund the installation and the first year's access licence and GTC will be provided with a login to the system dashboard in order to be able to access data. At present there is no cost to GTC. At the end of the first year, Members will have the option of deciding whether the data is of benefit to GTC and whether it should take over the data access licence or not.

10. **SAFER HIGH STREET – SOCIAL DISTANCING INTERVENTIONS, TEMPORARY ROAD ORDER PROHIBITIONS AND ACCESS – ITEM FOR DECISION**

Recommendation: Members to consider the attached reports and resolve to approve the recommendations contained within the report.

Members to receive a report from the Town Clerk (attached for the information of Members) on the social distancing interventions, temporary road order prohibitions and access issues relating to Godalming High Street and are requested to consider the recommendations contained within the report.

11. **REMEMBRANCE PARADE – ITEM TO NOTE**

Members to note that although the guidance on public gatherings has been relaxed, at this stage the ability for Godalming Town Council to organise and support Remembrance Day events in the normal format is unknown. In relation to national commemorations, currently

the guidance available from the Royal British Legion is that due to the COVID-19 pandemic, they are continually reviewing their events and will communicate their full plans for this year's Cenotaph in early autumn. Whilst the remembrance parade in Godalming is not on the scale of the Cenotaph, the principles of public gatherings will be the same.

The Town Clerk is working with the Parade Marshal, Rector and Mayoralty Committee to establish options for consideration by the Council and will report in due course.

12. **CHRISTMAS FESTIVAL – ITEM FOR DECISION**

Recommendations:

- 1. Members to determine whether to continue with the traditional Godalming Christmas Light Switch-on in November 2020**
- 2. If the Committee determines not to hold the traditional Godalming Christmas Festival, Members are requested to determine whether they wish Officers to explore alternative options in line with the Officer's report.**

Members to receive a report from the Community & Communications Officer relating to the organisation of the 2020 Christmas Festival (attached for the information of Members) and are asked to consider whether they wish to hold the town's traditional Christmas Lights Switch-on Event in November 2020 or whether they wish Officers to explore an alternative option to be held in November as set out in the report.

13. **107-109 HIGH STREET, GODALMING – ITEM TO NOTE**

Members to note the amended schedule (attached for the information of Members) for the refurbishment of 107-109 High Street.

14. **COMMUNITY STORE – ITEM TO NOTE**

Members to receive an update from the Chair of the Community Store Working Group (attached for the information of Members).

Members will wish to note that between 20 April 2020 and 24 July 2020 the Community Store has provided 11,242 days' worth of food and produce to 64 households consisting of 118 adults and 95 children. The purpose of the Community Store is to support those in our community who have had a significant change of circumstances due to the economic impact of the COVID-19 epidemic. Since 12 June, 16 households no longer required the support of the Community Store, with an additional 8 households making their first use of the service during the same period.

Financial donations received total £6,200 from 51 donors and year to date expenditure of £3,300.00.

15. **THE BURYS ALLOTMENT CLEARANCE - ITEM FOR DECISION**

Recommendation: Members are requested to resolve to approve the expenditure for clearance works on The Burys allotments and the use of GTC resources to assist tenants to improve the allotment site.

Members are requested to consider a report (attached for the information of Members) regarding The Burys Allotments and to resolve to approve the recommendation in support of the works.

16. GODALMING JOB CLUB SCHEME – ITEM FOR DECISION

Recommendation: Members to resolve to agree that the Godalming Job Club Scheme may use spare capacity at The Pepperpot once per week to assist residents seeking support in accessing the job market. To be reviewed April 2021.

Members will recall from the information regarding the Rotary's Waverley COVID-19 Support Fund, that along with the CAW, The Godalming Community Store and WBC Housing and Social Care Team working together to provide holistic support to Godalming residents, the possibility of a Godalming Job Club Scheme was also highlighted. Working with WBC Economic Development Team, Members of Rotary in Godalming have undertaken training in order to support individuals seeking work. WBC has agreed to provide an interview room within The Burys for the Job Club Scheme to use on a weekly basis, however, the Job Club have requested the use of The Pepperpot once a week, whilst adhering to social distancing protocols, to be able to provide a more relaxed environment to support those using the Job Club Scheme.

Members are requested to agree to allow the Godalming Job Club Scheme to use spare capacity at The Pepperpot once per week to assist residents seeking support in accessing the job market.

17. REVIEW OF PLANNING APPLICATIONS – ITEM FOR DECISION

Recommendation: Members to resolve to approve the extension of the previously agreed delegated authority to determine planning observations on behalf of the Council until the next scheduled meeting of the Environment & Planning Committee.

On 30 April 2020 Members resolved to provide delegated authority to the Chair and Vice Chair of the Environment & Planning Committee and the following Members of the Group Leaders' Forum; Cllrs Ashworth, Cosser, Follows and Williams, for the determination of observations of planning applications to be submitted to the Planning Authority on behalf of Godalming Town Council (Min No 483-19 refers). This delegated authority being time limited to 30 June 2020.

With Full Council agreeing that the Environment & Planning Committee will resume its function from 17 September, approval should also have been sought at that time to extend the delegated authority for the determination of observations of planning applications to be submitted to the Planning Authority on behalf of Godalming Town Council. In order that GTC may continue to make planning observations, the Town Clerk requests that Members approve an extension of the previously approved delegated authority until the next scheduled meeting of the Environment & Planning Committee.

18. DIRECT DEBIT AUTHORISATION FOR BOOKERS – ITEM FOR DECISION

In accordance with Financial Regulation 6.6, the Responsible Finance Officer seeks authorisation to set up a Direct Debit for the payment to Bookers for the food purchases made for the Community Store. The weekly cost of food is currently between £200 and £300 per week depending upon what items are required.

19. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

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

20. COMMUNICATIONS ARISING FROM THIS MEETING

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

21. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held to be held via Zoom on Thursday, 3 September 2020 at 7.00pm.

22. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	355,577	355,577	0	711,154			50.0%	
1102 Community Infrastructure Levy	0	0	0	8,200	0	(8,200)	0			0.0%	
1202 Grants - WBC	0	0	0	5,300	5,300	0	5,300			100.0%	
1303 Other customer/client receipts	2,800	685	(2,115)	6,714	2,055	(4,659)	8,220			81.7%	
1401 Interest Received	43	100	57	339	300	(39)	1,200			28.3%	
1501 Recharges to Godalming JBC	0	0	0	14,840	14,840	0	29,680			50.0%	
Head Office Costs :- Income	2,843	785	(2,058)	390,970	378,072	(12,898)	755,554			51.7%	0
4001 Salaries	19,238	19,745	507	57,714	59,235	1,521	236,940		179,226	24.4%	
4002 Employer's NIC	1,938	2,015	77	5,836	6,045	209	24,180		18,344	24.1%	
4003 Employer's Superannuation	3,509	3,361	(148)	10,656	10,083	(573)	40,332		29,676	26.4%	
4011 Staff Training	90	250	160	90	750	660	3,000		2,910	3.0%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500	0.0%	
4013 Other Staff Expenses	0	50	50	0	150	150	600		600	0.0%	
4102 Property Maintenance	0	200	200	386	600	214	2,400		2,014	16.1%	
4103 Maintenance Contracts	0	200	200	792	600	(192)	2,400		1,608	33.0%	
4111 Energy Costs	0	265	265	0	795	795	3,200		3,200	0.0%	
4121 Rents	0	100	100	3,142	300	(2,842)	1,200		(1,942)	261.9%	
4131 Rates	0	0	0	0	6,000	6,000	12,000		12,000	0.0%	
4141 Water Services	0	25	25	0	75	75	300		300	0.0%	
4161 Cleaning	0	380	380	0	1,140	1,140	4,560		4,560	0.0%	
4162 Waste Removal	0	55	55	0	165	165	660		660	0.0%	
4163 Domestic Supplies	0	10	10	109	30	(79)	120		11	91.1%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Workshop Consumables	266	0	(266)	663	0	(663)	0		(663)	0.0%	
4202 Car Allowances	136	80	(56)	136	240	104	1,000		864	13.6%	
4204 Fuel Costs	120	50	(70)	252	150	(102)	600		348	41.9%	
4205 Vehicle Maintenance	277	50	(227)	317	150	(167)	600		283	52.8%	
4301 Equipment	0	0	0	1,070	0	(1,070)	500		(570)	213.9%	
4304 Catering & Hospitality	16	25	9	55	75	20	300		245	18.2%	
4305 Clothes, Uniform & Laundry	121	75	(46)	404	225	(179)	900		496	44.9%	
4306 Printing	0	200	200	49	600	551	2,400		2,351	2.1%	
4307 Stationery	314	340	26	861	1,020	159	4,090		3,229	21.1%	
4313 Professional Fees - Other	0	830	830	800	2,490	1,690	10,000		9,200	8.0%	
4314 Audit Fees	0	0	0	120	255	135	3,300		3,180	3.6%	
4315 Insurance	0	0	0	8,891	8,750	(141)	8,750		(141)	101.6%	
4321 Bank Charges	16	30	14	74	90	16	360		286	20.5%	
4322 Postage	7	160	153	208	480	272	1,960		1,752	10.6%	
4323 Telephones	633	350	(283)	957	550	(407)	2,200		1,243	43.5%	
4325 Computing	1,491	1,804	314	2,534	3,070	537	8,767		6,234	28.9%	
4326 Website	45	50	5	214	150	(64)	1,000		786	21.4%	
4331 Newsletter	0	0	0	0	1,100	1,100	4,400		4,400	0.0%	
4341 Grants	614	5,800	5,186	1,114	17,400	16,286	70,000		68,886	1.6%	
4342 Subscriptions	379	0	(379)	3,688	3,600	(88)	4,300		612	85.8%	
4401 Payments to Godalming JBC	0	0	0	27,380	27,380	1	54,760		27,381	50.0%	
4900 Miscellaneous Expenses	0	150	150	244	450	206	1,825		1,581	13.4%	
6000 Debt Charges - Principal	0	0	0	5,334	5,334	0	30,413		25,079	17.5%	
6001 Debt Charges - Interest	0	0	0	10,983	10,983	0	47,293		36,310	23.2%	
Head Office Costs :- Indirect Expenditure	29,212	36,650	7,438	145,070	170,510	25,440	593,110	0	448,040	24.5%	0

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5102 Contrib. to Other Provisions	8,200	0	(8,200)	28,500	20,300	(8,200)	20,300		(8,200)	140.4%	
Head Office Costs :- Other Costs	8,200	0	(8,200)	28,500	20,300	(8,200)	20,300	0	(8,200)	140.4%	0
Net Income over Expenditure	(34,569)	(35,865)	(1,296)	217,399	187,262	(30,137)	142,144				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	660	660	2,420		2,420	0.0%	
4304 Catering & Hospitality	0	50	50	0	150	150	600		600	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4325 Computing	200	200	0	600	600	0	2,400		1,800	25.0%	
4332 Mayor's Expenses	0	720	720	(2,107)	2,160	4,267	8,670		10,777	(24.3%)	
4334 Members' Training	0	100	100	0	300	300	1,200		1,200	0.0%	
4900 Miscellaneous Expenses	0	80	80	0	240	240	960		960	0.0%	
Civic Expenses :- Indirect Expenditure	200	1,370	1,170	(1,507)	4,110	5,617	17,550	0	19,057	(8.6%)	0
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Expenditure	(200)	(1,370)	(1,170)	(4,493)	(10,110)	(5,617)	(23,550)				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	300	300	0	3,300	3,300	3,300			0.0%	
Town Promotion :- Income	0	300	300	0	3,300	3,300	3,300			0.0%	0

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4005 Agency Staff & Contractors	1,324	0	(1,324)	1,324	0	(1,324)	0		(1,324)	0.0%	
4162 Waste Removal	0	0	0	0	300	300	300		300	0.0%	
4171 Grounds Maintenance Costs	49	0	(49)	556	6,500	5,944	6,500		5,944	8.6%	
4301 Equipment	62	500	438	62	500	438	500		438	12.5%	
4313 Professional Fees - Other	(315)	0	315	(315)	0	315	500		815	(63.0%)	
4327 Publicity Advertising	416	0	(416)	1,801	500	(1,301)	2,250		449	80.0%	
4900 Miscellaneous Expenses	0	0	0	1,060	100	(960)	395		(665)	268.4%	
Town Promotion :- Indirect Expenditure	1,536	500	(1,036)	4,488	7,900	3,412	10,445	0	5,957	43.0%	0
Net Income over Expenditure	(1,536)	(200)	1,336	(4,488)	(4,600)	(112)	(7,145)				
<u>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	0	0	0	320			0.0%	
Staycation :- Income	0	0	0	0	0	0	320			0.0%	0
4001 Salaries	0	0	0	0	0	0	152		152	0.0%	
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%	
4162 Waste Removal	0	0	0	0	0	0	900		900	0.0%	
4301 Equipment	0	0	0	0	0	0	520		520	0.0%	
4304 Catering & Hospitality	0	0	0	0	0	0	350		350	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	300		300	0.0%	
4327 Publicity Advertising	0	3,300	3,300	0	3,300	3,300	3,850		3,850	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	90		90	0.0%	
Staycation :- Indirect Expenditure	0	3,300	3,300	0	3,300	3,300	6,347	0	6,347	0.0%	0
Net Income over Expenditure	0	(3,300)	(3,300)	0	(3,300)	(3,300)	(6,027)				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	215	245	30	215	5,935	5,720	14,160			1.5%	
Festivals & Markets :- Income	215	245	30	215	5,935	5,720	14,160			1.5%	0
4001 Salaries	0	160	160	0	895	895	2,265		2,265	0.0%	
4002 Employer's NIC	0	22	22	0	123	123	313		313	0.0%	
4003 Employer's Superannuation	0	14	14	0	85	85	271		271	0.0%	
4162 Waste Removal	0	0	0	0	250	250	600		600	0.0%	
4203 Other Transport Costs	0	0	0	0	200	200	400		400	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	
4304 Catering & Hospitality	0	0	0	0	60	60	180		180	0.0%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	0	900	900	2,100		2,100	0.0%	
4327 Publicity Advertising	0	0	0	0	1,750	1,750	4,380		4,380	0.0%	
4343 Licensing/PRS	0	0	0	0	110	110	220		220	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	200	200	1,000		1,000	0.0%	
Festivals & Markets :- Indirect Expenditure	0	196	196	0	4,573	4,573	12,769	0	12,769	0.0%	0
Net Income over Expenditure	215	49	(166)	215	1,362	1,147	1,391				
<u>108 Christmas Lights</u>											
1304 Donations	0	0	0	0	0	0	3,200			0.0%	
Christmas Lights :- Income	0	0	0	0	0	0	3,200			0.0%	0

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4313 Professional Fees - Other	0	0	0	0	0	0	35,500		35,500	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	35,500	0	35,500	0.0%	0
Net Income over Expenditure	0	0	0	0	0	0	(32,300)				
<u>201 BWP Community Centre</u>											
1301 Premises Hire Charges	1,700	3,000	1,300	1,700	8,400	6,700	29,000			5.9%	
BWP Community Centre :- Income	1,700	3,000	1,300	1,700	8,400	6,700	29,000			5.9%	0
4102 Property Maintenance	2,294	260	(2,034)	17,096	780	(16,316)	3,120		(13,976)	547.9%	
4103 Maintenance Contracts	0	66	66	151	198	47	792		641	19.1%	
4111 Energy Costs	85	293	208	229	879	650	3,516		3,287	6.5%	
4131 Rates	0	0	0	1,347	1,380	33	1,380		33	97.6%	
4141 Water Services	31	40	9	92	120	28	480		388	19.2%	
4161 Cleaning	0	1,975	1,975	25	2,025	2,000	8,100		8,075	0.3%	
4162 Waste Removal	0	65	65	400	195	(205)	780		380	51.3%	
4163 Domestic Supplies	0	10	10	0	30	30	120		120	0.0%	
4171 Grounds Maintenance Costs	0	20	20	0	60	60	240		240	0.0%	
4301 Equipment	0	50	50	0	150	150	600		600	0.0%	
4323 Telephones	29	30	1	88	90	2	360		272	24.5%	
4324 Broadband	39	40	1	117	120	3	480		363	24.4%	
4343 Licensing/PRS	0	0	0	0	0	0	300		300	0.0%	
BWP Community Centre :- Indirect Expenditure	2,479	2,849	370	19,546	6,027	(13,519)	20,268	0	722	96.4%	0

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(779)	151	930	(20,346)	(127)	20,219	6,232				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	1,015	800	(215)	2,337	2,400	63	9,600			24.3%	
1303 Other customer/client receipts	0	0	0	0	0	0	2,083			0.0%	
Pepperpot :- Income	1,015	800	(215)	2,337	2,400	63	11,683			20.0%	0
4102 Property Maintenance	0	100	100	19	300	281	1,200		1,181	1.6%	
4103 Maintenance Contracts	0	138	138	198	414	216	1,656		1,458	12.0%	
4111 Energy Costs	42	100	58	138	300	162	1,200		1,062	11.5%	
4131 Rates	0	0	0	0	690	690	690		690	0.0%	
4161 Cleaning	24	415	391	48	465	417	1,860		1,812	2.6%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	27	30	3	82	90	8	360		278	22.7%	
4324 Broadband	39	38	(1)	117	114	(3)	456		339	25.7%	
4343 Licensing/PRS	70	70	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	202	891	689	671	2,443	1,772	8,092	0	7,421	8.3%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	813	(91)	(904)	(834)	(2,543)	(1,709)	1,091				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	1,500	3,000	1,500	1,500	3,000	1,500	12,000			12.5%	
1303 Other customer/client receipts	0	1,550	1,550	1,509	1,550	41	1,550			97.4%	
The Square :- Income	1,500	4,550	3,050	3,009	4,550	1,541	13,550			22.2%	0
4315 Insurance	0	0	0	1,249	1,550	301	1,550		301	80.6%	
The Square :- Indirect Expenditure	0	0	0	1,249	1,550	301	1,550	0	301	80.6%	0
Net Income over Expenditure	1,500	4,550	3,050	1,760	3,000	1,240	12,000				
<u>204 Allotments</u>											
1302 Rents	0	0	0	0	0	0	2,000			0.0%	
Allotments :- Income	0	0	0	0	0	0	2,000			0.0%	0
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	8	6	(2)	23	18	(5)	72		49	32.4%	
4162 Waste Removal	0	215	215	0	215	215	430		430	0.0%	
4171 Grounds Maintenance Costs	341	0	(341)	341	0	(341)	0		(341)	0.0%	
Allotments :- Indirect Expenditure	349	221	(128)	364	233	(131)	802	0	438	45.4%	0
Net Income over Expenditure	(349)	(221)	128	(364)	(233)	131	1,198				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	250	5,000	4,750	508	15,000	14,492	60,000			0.8%	
Wilfrid Noyce Community Centre :- Income	250	5,000	4,750	508	15,000	14,492	60,000			0.8%	0

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	0	220	220	114	660	546	2,640		2,526	4.3%	
4002 Employer's NIC	0	0	0	11	0	(11)	0		(11)	0.0%	
4003 Employer's Superannuation	0	38	38	0	112	112	454		454	0.0%	
4102 Property Maintenance	421	300	(121)	1,672	900	(772)	3,600		1,928	46.4%	
4103 Maintenance Contracts	753	545	(208)	991	1,635	644	6,540		5,549	15.1%	
4111 Energy Costs	216	440	224	632	1,320	688	5,280		4,648	12.0%	
4121 Rents	0	0	0	0	0	0	250		250	0.0%	
4131 Rates	0	0	0	0	4,660	4,660	4,660		4,660	0.0%	
4141 Water Services	107	80	(27)	311	240	(71)	960		649	32.4%	
4161 Cleaning	0	3,275	3,275	50	3,325	3,275	13,300		13,250	0.4%	
4162 Waste Removal	77	160	83	96	480	384	1,920		1,824	5.0%	
4163 Domestic Supplies	0	50	50	0	150	150	600		600	0.0%	
4301 Equipment	0	300	300	430	900	470	4,000		3,570	10.8%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,500		1,500	0.0%	
4323 Telephones	54	28	(26)	163	196	33	784		621	20.8%	
4324 Broadband	39	38	(1)	117	114	(3)	456		339	25.7%	
4343 Licensing/PRS	0	0	0	105	0	(105)	350		245	30.0%	
4900 Miscellaneous Expenses	0	100	100	0	300	300	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	1,667	5,574	3,907	4,691	14,992	10,301	48,494	0	43,803	9.7%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(1,417)	(574)	843	(6,684)	(2,492)	4,192	9,006				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	0	630	630	630			0.0%	
Bandstand :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>630</u>	<u>630</u>	<u>630</u>			<u>0.0%</u>	<u>0</u>
4102 Property Maintenance	0	50	50	0	150	150	600		600	0.0%	
4343 Licensing/PRS	0	0	0	70	0	(70)	100		30	70.0%	
Bandstand :- Indirect Expenditure	<u>0</u>	<u>50</u>	<u>50</u>	<u>70</u>	<u>150</u>	<u>80</u>	<u>700</u>	<u>0</u>	<u>630</u>	<u>10.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(50)</u>	<u>(50)</u>	<u>(70)</u>	<u>480</u>	<u>550</u>	<u>(70)</u>				
<u>207 Godalming Museum</u>											
1302 Rents	1,706	0	(1,706)	1,706	1,706	(0)	6,824			25.0%	
1303 Other customer/client receipts	240	0	(240)	26,740	26,740	0	34,085			78.5%	
Godalming Museum :- Income	<u>1,946</u>	<u>0</u>	<u>(1,946)</u>	<u>28,446</u>	<u>28,446</u>	<u>(0)</u>	<u>40,909</u>			<u>69.5%</u>	<u>0</u>
4001 Salaries	3,588	3,658	70	10,765	10,974	209	43,896		33,131	24.5%	
4002 Employer's NIC	314	315	1	941	945	4	3,780		2,839	24.9%	
4003 Employer's Superannuation	641	595	(46)	1,924	1,785	(139)	7,140		5,216	26.9%	
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	
4102 Property Maintenance	1,000	200	(800)	1,077	600	(477)	2,500		1,423	43.1%	
4103 Maintenance Contracts	0	0	0	158	0	(158)	0		(158)	0.0%	
4162 Waste Removal	0	0	0	7	0	(7)	0		(7)	0.0%	
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%	
4306 Printing	105	0	(105)	105	0	(105)	0		(105)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4307 Stationery	0	25	25	0	75	75	300		300	0.0%	
4315 Insurance	0	0	0	0	0	0	6,200		6,200	0.0%	
4322 Postage	0	0	0	67	0	(67)	0		(67)	0.0%	
4323 Telephones	36	25	(11)	36	75	39	300		264	12.0%	
4325 Computing	192	216	24	576	648	72	2,592		2,016	22.2%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
Godalming Museum :- Indirect Expenditure	5,877	5,034	(843)	15,657	15,102	(555)	71,028	0	55,371	22.0%	0
5101 Contrib. to Premises Provision	0	0	0	33,125	33,125	0	33,125		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	33,125	33,125	0	33,125	0	0	100.0%	0
Net Income over Expenditure	(3,931)	(5,034)	(1,103)	(20,336)	(19,781)	555	(63,244)				
<u>208 Land & Property - Other</u>											
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	156	325	169	156	975	819	3,900		3,744	4.0%	
4103 Maintenance Contracts	0	100	100	0	300	300	1,200		1,200	0.0%	
4111 Energy Costs	43	65	22	128	195	67	780		652	16.4%	
4131 Rates	0	0	0	3,668	3,706	38	3,706		38	99.0%	
4141 Water Services	27	270	243	322	810	488	3,240		2,918	9.9%	
4151 Fixtures & Fittings	0	0	0	0	250	250	1,000		1,000	0.0%	
4161 Cleaning	0	3,510	3,510	29	3,510	3,481	14,040		14,011	0.2%	
4171 Grounds Maintenance Costs	198	400	202	198	1,200	1,002	5,000		4,802	4.0%	
4900 Miscellaneous Expenses	0	450	450	0	450	450	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	425	5,120	4,695	4,500	11,396	6,896	36,226	0	31,726	12.4%	0

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(425)</u>	<u>(5,120)</u>	<u>(4,695)</u>	<u>(9,000)</u>	<u>(15,896)</u>	<u>(6,896)</u>	<u>(40,726)</u>				
Grand Totals:- Income	9,469	14,680	5,211	427,185	446,733	19,548	934,306			45.7%	
Expenditure	50,146	61,755	11,609	274,425	313,711	39,286	934,306	0	659,881	29.4%	
Net Income over Expenditure	<u>(40,677)</u>	<u>(47,075)</u>	<u>(6,398)</u>	<u>152,760</u>	<u>133,022</u>	<u>(19,738)</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(40,677)</u>			<u>152,760</u>							

8. 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. Due to the current limited use of the Community Centres, no performance monitoring has been undertaken	Quarterly	January 2021
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18).	2 yearly	Nov 2020
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 2020
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2021
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 Updated 16 July 2020	Quarterly	March 2021
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019 <ul style="list-style-type: none"> • Initial Works Notice served • Approved Building Control Inspectors appointed • Pre-Occupancy Fire Risk Assessment ongoing • Fire Detection System Design agreed • Intruder Alarm Design agreed • Listed Building Consent Condition 2 met • Works schedule attached • Site shut during lockdown, recovery issues relating to staff capacity and availability of trades and materials, limited works have resumed. • Bespoke carpentry commissioned, works schedule updated 	Per Meeting	April 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<p>THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018</p>	<p>Town Clerk</p>	<p>297-18</p>	<p>GTC website compliance with the regulations:</p> <ul style="list-style-type: none"> • Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website www.godalming-tc.gov.uk; • the cost of an accessibility audit and the proposed funding cost centre be brought to this Committee for authorisation prior to any work being undertaken; and • the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations • Support Services Executive has undertaken training on Website accessibility and is working through GTC website to resolve issues <p>Awaiting quote from company to conduct the Accessibility Audit.</p>	<p>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	<p>23 Sep 2020</p>

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
St Mark's Community Initiative Group	Cllr Ashworth		Report provided	05/03/20	
Godalming Together CIC	Cllr Welland		Report provided	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report deferred until further notice	16/04/20	
District Scout Council	Cllr Crooks		Report deferred until further notice	16/04/20	
Waverley Citizens' Advice	Cllr Steel		Report deferred from 17 October 2019 until 16 April 2020. Deferred until further notice	16/04/20	
SALC	Cllr Cosser		Report deferred from meeting on 5 March 2020 to 16 April 2020; deferred until further notice	16/04/20	
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020; deferred until further notice	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report on this agenda.	30/07/20	
Farncombe Day Centre	Cllr Hullah		Report deferred from 22 May 2019; deferred until further notice	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019; deferred until further notice	30/07/20	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 3 September 2020	03/09/20	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 3 September 2020	03/09/20	
Sport Godalming	Cllr Adam		Report expected 15 October 2020	15/10/20	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 15 October 2020	15/10/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 26 November 2020	26/11/20	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report expected 26 November 2020	26/11/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 17 December 2020	17/12/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 17 December 2020	17/12/20	
Godalming Together CIC	Cllr Welland		Report expected 28 January 2021	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report expected 28 January 2021	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report expected 11 March 2021	11/03/21	
SALC	Cllr Cosser		Report expected 11 March 2021	11/03/21	
Waverley Cycle Forum	Cllr Crooks		Report expected 22 April 2021	22/04/21	
District Scout Council	Cllr Crooks		Report expected 22 April 2021	22/04/21	
Godalming Park Run Group	Cllr Duce		Report expected*		
Fairtrade Steering Group	Cllr Wardell		Report expected*		
Farncombe Day Centre	Cllr Hullah		Report expected*		
St Mark's Community Centre Management Committee	Cllr Ashworth		Report expected*		

*Dates to be set when Meeting Schedule 2021/22 is agreed.

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

Event	Date
Annual Town Meeting	Thursday, 19 March 2020 – Cancelled
Spring Festival – Spring into Godalming	Saturday, 4 April 2020 – Cancelled
Churches Together Easter Procession	Friday, 10 April 2020 – Cancelled
Annual Council/Mayor Making	Wednesday, 6 May 2020 – Cancelled
VE 75 th Day Commemorations	Friday, 8 May 2020 – Cancelled
Duck Race	Saturday, 9 May 2020 – Cancelled
VE 75 th Commemorations	Sunday, 10 May 2020 – Cancelled
Godalming Run	Sunday, 17 May 2020 – Cancelled
Godalming Town Show & Carnival	Saturday, 6 June 2020 – Cancelled
Godalming Summer Food Festival	Saturday, 5 July 2020 – Cancelled
Staycation	Saturday, 1 – Sunday, 9 August 2020 – Cancelled
Remembrance Sunday	Sunday, 8 November 2020
Godalming Christmas Festival & Lights Switch-on	Saturday, 28 November 2020
Farncombe Christmas Lights Switch-on	Friday, 4 December 2020
Churches Together Christmas Event	Saturday, 12 December 2020
Godalming Pop-Up Saturday – Second Saturday of each month	Saturday, 9 January 2021
Mayor's Pancake Races	Tuesday, 16 February 2021 – Not running as during Half Term
Farmers' Market – Last Saturday of each month Feb-Dec (except Nov)	Saturday, 27 February 2021

10. SAFER HIGH STREET – SOCIAL DISTANCING INTERVENTIONS, TEMPORARY ROAD ORDER PROHIBITIONS AND ACCESS

Background

1. At the meeting of the Full Council held on 16 July 2020 Members considered an oral report from the Town Clerk regarding interventions put in place to support the economic recovery of the Godalming retail centre and how we could support social distancing protocols.
2. Having considered issues associated with the implementation and management of the Temporary Road Order (TRO) and related recommendations, Members resolved to continue with the deployment of Town Wardens to 8 August 2020 and to seek agreement from SCC for amendments to the implementation times of the Traffic Regulation Order. Members requested that the matter be brought to the next Policy & Management meeting on 30 July 2020 for further consideration.
3. On Friday, 17 July, the Town Clerk requested agreement from SCC to amend the period of operation of the TRO from 10am to 4pm to 10.30am to 3.30am.
4. On Tuesday, 21 July, SCC contractors attended to the Godalming rising bollard in order to set it to work.
5. GTC continues to request that SCC expedites the supply of access control cards.

Temporary Road Order – Purpose

6. Surrey County Council, at the request of Godalming Town Council, has made a Temporary Road Order which allowed for improved social distancing measures. The aim of those measures being to protect the public and help reduce the R-rate of infection as well as to provide reassurance to the community to help stimulate local economic recovery. The interventions are in line with HMG guidance ‘Coronavirus (COVID-19): Safer Public Places - Urbans Centres and Green Spaces’ and are also linked to SCC’s program to encourage active travel within our community (cycle/walking/public transport).
7. The TRO extended the prohibitions and restrictions provided by the Permanent Prohibition of Traffic Order which operates on Saturdays. The TRO imposes restrictions upon Godalming High Street, Great George Street, Moss Lane and Pound Lane and may be in place for a period of up to 18 months from the 15 June 2020.
8. As with the permanent order, Godalming Town Council acts as an agent of SCC in support of the implementation and is responsible for the issuing of access cards to permitted parties.
9. Whilst there is no doubting the desire by sections of our community to see the permanent pedestrianisation of the High Street, and the current TRO should provide an opportunity to seek evidence on the pros and cons of such a proposal, the process for the issuing of a permanent Prohibition of Traffic Order under the Road Traffic Regulations & Local Authorities Traffic Order Regulations, is an entirely separate process. If Members wish to support a permanent Prohibition of Traffic Order for Godalming High Street, this should be considered separately from the purpose of and issues pertaining to the implementation of the current TRO. A request for a permanent amendment to the existing Prohibition Of Traffic Order and will need to be brought to the SCC Highways Local Committee for consideration and agreement to conduct investigation and consultation. This could be undertaken during the TRO period of operation.

Management of access

10. As previously stated, the purpose of the TRO is to protect the public by providing the ability to maintain social distancing protocols during peak periods and within the area of highest footfall with the aim of providing reassurance to residents to support the economic recovery of the local retail sector. With a 97% positive rating from a survey sample of 1000 people taken in the High Street between 17 June and 17 July, it could be argued that the measures are providing the desired reassurance. Between 30 June and 21 July during the times that the TRO is in force, footfall figures have shown an increase of 72%. This increase of footfall could be argued as indicating that people are feeling reassured and have the confidence to use Godalming High Street. Whether this leads to economic recovery is not yet known but may be determined by WBC Economic Development Business Surveys.
11. As Members will be aware, Godalming High Street presents a number of challenges in implementing the TRO, these include the fact that it has residential roads coming off the High Street which are not accessible by other routes and only a minority of the retail units and business premises with the controlled zone have access to a service road (South Street). This situation was recognised when seeking the permanent Prohibition of Traffic Order in 2001 and resulted in the use of a rising bollard to prevent 'free flow' traffic but also allow access to permitted vehicles during the restricted period and GTC becoming an agent of SCC to manage the issuing of the access cards.
12. In considering the arrangements agreed nearly 20 years ago, Members will wish to bear in mind a number of factors including:
 - a) The number of residential units located within the restricted area has significantly increased with the development of Windsor Place, Market Mews and the conversion of the upper floors of retail units to residential use.
 - b) The increase in online retail and associated delivery service requirements.
 - c) The alterations of retail practices in reducing the holdings within on-premises stock rooms to just in time stock control and the associated increase in delivery service requirements.
13. The increased reliance on delivery services to meet the needs of residents, retailers and customers presents significant challenges to full pedestrianisation. As seen elsewhere in Surrey, restrictions on the ability to make or receive deliveries can result in the loss of support of the retail community and/or residents, which can result in the withdrawal of the TRO or other interventions. Restrictions on delivery times can pose greater challenges to smaller independent retailers than on larger chains. Independent retailers tend to be more reliant on third party delivery and logistic companies as opposed to in-house logistics which can be managed by the organisation. This in itself makes the arranging of deliveries by independent retailers between the restricted times difficult and in some cases unachievable. Where possible, attempts have been made to alleviate these difficulties by encouraging the 'regular' delivery drivers to apply for an access card. Additionally, the Town Clerk has written to all residents and businesses and where issues have been highlighted sought to find workable solutions.
14. At present whether the rising bollard is considered to be operating reliably or not is a moot point as GTC currently does not have a sufficient supply of access cards to fulfil all the applications received.

Rising bollard

15. As Members have already heard, the rising bollard which manages the control of access into Godalming High Street has not had an overly successful history. The bollard was

installed in 2001 to support the Prohibition of Traffic Order which was put in place for the Saturday 'pedestrianisation' of the High Street.

16. There are a number of theories as to why the bollard has had operational difficulties; it is not intended to rehearse them here except to say that it is believed the replacing of the cobbles with tarmacadam on the approach to the rising bollard, the replacement of the sensor and control lines and the subsequent replacement of the mechanical actuator means that, with the exception of the ECB panels and control cabinet, for all intents and purposes the rising bollard is a new system.
17. The rising bollard works on a sensor detection system, however, in order to initially activate the bollard it does need to be manually switched on.
18. The control system has a timer which will determine what time the system is deactivated and the bollard is lowered, this can be done without intervention as the bollard is moving into a safe position. However, the timer will not automatically raise the bollard as it would not be able to determine if it was safe to do so. As such the bollard will need to be switched on each morning Monday-Saturday.
19. The previous arrangement was for the On-Street Enforcement Officers to activate the bollard on a Saturday morning and check that it had deactivated at the designated time in the afternoon. With the intention of the TRO being to also operate the rising bollard Monday-Friday, Godalming Town Council staff will be required to activate the bollard during the week days.

Considerations

20. As indicated earlier the TRO and social distancing interventions initiated by Godalming Town Council have overwhelming public support. In order to provide sufficient time for the operational issues of the bollard to be rectified GTC provided Wardens to manage the access. With the repair of the bollard the Wardens should no longer be required.
21. However, although the bollard is now working, at present not all applications for permitted access cards can be fulfilled. Whilst GTC is seeking clarity on this issue, the timescale for the provision of access cards is unknown.
22. At present, GTC has provided for Wardens until 8 August, if after that date the requested access cards are not available and/or GTC has not been provided with an operator's key, the TRO will not be enforced. In addition to the effect on residents' confidence and desire to use the Godalming retail centre, it is suggested that the 'withdrawal' or non-implementation of the TRO poses a reputational risk to both SCC and GTC and that as the authority seen as most responsible for the local social distancing and economic recovery interventions, the risk of reputational damage is greater for GTC.
23. Members had previously indicated that they would not wish to see a 'hybrid' intervention and that if implemented, the TRO should be operated Monday-Saturday.
24. Without certainty, or at least a reasonable indication of when the access cards might be available, it is challenging for GTC to be able to determine whether or not to engage an individual for Warden duties and if so for how long. However, without a robust access system or available Warden the TRO initiative fails.

Proposal

25. GTC grounds and maintenance staff are currently at full capacity and would benefit from additional support in delivering on some areas such as 107-109 High Street, refurbishment of street furniture (bollards, bells, railings, benches and the installation of additional 'semi-

permanent' planters) rewilding at Eashing, clearance works at The Burys allotments and repainting of the metalwork on the bandstand. It is suggested that if a suitable person were recruited on a temporary six month contract GTC could, if necessary, support the provision of a single Warden whilst the issue of access cards was being resolved and also be in a position to react if the rising bollard were to fail. However, if in the hopeful event a barrier Warden was not required GTC would have additional support to help GTC grounds and maintenance staff to catch up on works delayed due to the COVID-19 response.

26. If Members were to endorse this approach, a recruitment process would need to be implemented and a suitable candidate appointed. It is unlikely this could be achieved before 8 August, as such a further extension, albeit slightly modified version, of the existing arrangements would be required.
27. Allowing for the issues relating to the access cards, with the bollard now physically working, it is suggested that it could be operated on a Saturday and as has always previously been the case without the need of a barrier Warden. The data clearly indicates that the access requirement on a Saturday is significantly less than weekdays and the only issues previously reported to GTC concerning a Saturday were related to the failure of the bollard. If this were to be agreed, the Guildford Enforcement Office would be requested to resume responsibility for switching on and checking off on a Saturday from Saturday, 15 August.

Costs

28. Whilst it may be possible to engage a suitable candidate using the Kick Start Scheme announced on 8 July, at the time of reporting details of the scheme were not available. The unsubsidised costs, based on 30 hour week at the NJC living wage band SCP1 plus social employment costs would be in the region of £9,000. If the requirements met the criteria of the Kick Start Scheme, it is anticipated that that scheme would provide for 25 hours at the age specific national minimum wage plus minimum employer's pension contribution which is estimated at between £4,900 and £5,500.
29. If agreed it is hoped that a start date of Tuesday, 1 September can be arranged, if approved, the Staffing Committee will consider and agree a job description and terms of employment etc. at its meeting to be held on Tuesday, 4 August, recruitment will take place thereafter.

RECOMMENDATION

If sufficient access cards are not available by the 30 July, in order to provide GTC with the flexibility to respond to enable the continuation of the implementation of the current TRO, it is recommended that Members resolve to approve:

- 1. The extension of the provision of a Town Warden to enable the recruitment of an additional Grounds & Maintenance Operative.**
- 2. The recruitment of a Grounds & Maintenance Operative on a temporary six month contract to assist the grounds and maintenance staff and if required act as an access barrier Warden.**

12. CHRISTMAS IN GODALMING 2020 - SATURDAY 21 NOVEMBER

Due to the COVID-19 Pandemic it is not considered advisable to hold the Town Council's flagship Christmas Festival and Lights Switch-On in the same format used since 2010. It should be noted that in planning for 2020 it cannot be assumed that mass gatherings will be permissible by November and at this stage it is outline planning only.

Members will appreciate that besides being fun, Godalming's festivals and events offer a host of economic and social benefits to our community. This is especially important in these difficult times.

Godalming Town Council has an excellent relationship with a wide range of traders and our initial enquiries about a potentially different type of Christmas event has yielded positive responses.

Potential options do include elements from the traditional Godalming Christmas event that are transferable for residents to engage with and within the social distancing protocols.

Features of an alternative 2020 Christmas Event could include a Christmas market on the Bury's Field starting on 21 November. This would provide for a longer period of Christmas shopping in the town which will assist traders in managing the new shopping behaviours.

The market could take place over a 2 day period to provide more households the opportunity to attend.

Stalls would be positioned on the field at 3m apart between wide avenues allowing for adequate social distancing. The event, whilst free to attend, could be ticketed to ensure safe social distance numbers are not exceeded.

- Market hours 10.00am-4.30pm
- Safely distanced Santa and his Sleigh with activities to allow children to engage within protocols.
- The town's Christmas lights will illuminate during the Christmas Market; there will be no switch-on event.
- If possible Chalet style booths will be in place for community concessions.
- Music Works stage could be utilised for performances if government guidelines allow.
- Ambient Christmas lighting in the field plus Christmas music played on speakers.
- Installation of the Memory Tree in Crown Court.

Whilst these are early ideas and are subject to change as dictated by government guidance, Members are asked to consider whether they wish to agree not to hold the town's traditional Christmas Lights Switch-On Event in November 2020 and if so, whether they wish Officers to explore alternative options in line with the above outline brief.

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 107-9 High Street</u>											
4101 Repair/Alteration of Buildings	1,109	0	(1,109)	8,677	0	(8,677)	0		(8,677)	0.0%	
4111 Energy Costs	78	0	(78)	252	0	(252)	0		(252)	0.0%	
4313 Professional Fees - Other	(177)	0	177	(177)	0	177	0		177	0.0%	
4323 Telephones	28	0	(28)	83	0	(83)	0		(83)	0.0%	
107-9 High Street :- Indirect Expenditure	<u>1,038</u>	<u>0</u>	<u>(1,038)</u>	<u>8,835</u>	<u>0</u>	<u>(8,835)</u>	<u>0</u>	<u>0</u>	<u>(8,835)</u>		<u>0</u>
Net Expenditure	<u>(1,038)</u>	<u>0</u>	<u>1,038</u>	<u>(8,835)</u>	<u>0</u>	<u>8,835</u>	<u>0</u>				
Grand Totals:- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	1,038	0	(1,038)	8,835	0	(8,835)	0	0	(8,835)	0.0%	
Net Income over Expenditure	<u>(1,038)</u>	<u>0</u>	<u>1,038</u>	<u>(8,835)</u>	<u>0</u>	<u>8,835</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(1,038)</u>			<u>(8,835)</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>416 Community Store</u>											
1304 Donations	2,744	0	(2,744)	6,202	0	(6,202)	0			0.0%	
Community Store :- Income	<u>2,744</u>	<u>0</u>	<u>(2,744)</u>	<u>6,202</u>	<u>0</u>	<u>(6,202)</u>	<u>0</u>				<u>0</u>
4301 Equipment	9	0	(9)	401	0	(401)	0		(401)	0.0%	
4304 Catering & Hospitality	1,004	0	(1,004)	2,453	0	(2,453)	0		(2,453)	0.0%	
Community Store :- Indirect Expenditure	<u>1,013</u>	<u>0</u>	<u>(1,013)</u>	<u>2,855</u>	<u>0</u>	<u>(2,855)</u>	<u>0</u>	<u>0</u>	<u>(2,855)</u>		<u>0</u>
Net Income over Expenditure	<u>1,731</u>	<u>0</u>	<u>(1,731)</u>	<u>3,347</u>	<u>0</u>	<u>(3,347)</u>	<u>0</u>				
Grand Totals:- Income	2,744	0	(2,744)	6,202	0	(6,202)	0			0.0%	
Expenditure	1,013	0	(1,013)	2,855	0	(2,855)	0	0	(2,855)	0.0%	
Net Income over Expenditure	<u>1,731</u>	<u>0</u>	<u>(1,731)</u>	<u>3,347</u>	<u>0</u>	<u>(3,347)</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>1,731</u>			<u>3,347</u>							

15. BURYS ALLOTMENTS

Members who pass The Bury's allotments will be aware that although improvement works have been undertaken by SCC and GTC to improve the footpath and fencing, the allotment site itself continues to house 30 plus years of detritus, the majority of which cannot be claimed by the current tenants. From broken tools, old bathtubs, rusting corrugated iron and broken down sheds the site requires significant clearance. However, it is not just material detritus which requires sorting, in order to improve the growing environment, there is a significant amount of green waste, much of which contains mares tail, and ragwort. This green waste is accumulated all around the allotments, close to the hedge and under the large willow tree. The soil around a tree gives the trees root system oxygen, building up the green waste, which raises the level of the soil around the trees will affect the tree's ability to get oxygen through the roots and potentially cause this visually significant and high risk (adjacent to playground) tree to suffer and ultimately fail in years to come, the same for the hedges.

In order to address the hedge at the back of the allotments, which has many gaps in it due to lack of sunlight caused by the accumulated waste at its base, waste needs to be removed from the area and the hedge needs to be reduced in height.

Once access is gained the hedge needs to be cut down to 6ft, this will allow light to get to the bottom of the stems and the hedge will sprout back. Some areas might need infill planting to fill gaps, a wire fence might need to be installed – wire in a hedge is not ideal. Hedge restoration is a major job.

General waste removed from site, all other allotment items should be contained inside respective plots. Green waste to be shifted to one location and as far as possible to be top dressed with soil from the allotments. This area will need to be maintained as green space in the longer term. Other issues on these allotments include the pathways whose widths have been eroded over time, and have stones and weeds on paths, also the trenches dug next to paths are a hazard as they are not visible.

Current tenants have shown a willingness to support the tidying up and clearing of the site, however, some of the work, such as use of mechanical excavators and soil sorters requires specialist support. Additionally, arrangements would need to be in place to ensure the proper disposal of waste removed from the site. GTC Grounds Staff have liaised with the allotment holders and estimate that up to 10 days of external support would be required; the estimated cost, to be taken from the Land & Other property budget, is £2,500.

In undertaking these works, it is hoped that along with the improvements to the fencing and pathways, this once thriving allotment site will be able to become fully productive.

Recommendation: Members are requested to resolve to approve the expenditure for clearance works on the Burys allotments and the use of GTC resources to assist tenants improve the allotment site.

Fair Trade Steering Group Report

Godalming Town Council Representative - Cllr Shirley Wardell

Cllr Wardell attended the Steering Group Meeting on the 23rd of July 2019
Present – June Higgins and Sue Howland

Summary of Discussion:

There was some uncertainty about Godalming's Fairtrade Status and the thought was that it had lapsed. Nick Pinches was tasked with looking into that but was not at the meeting.

Fairtrade had some challenges as Trade Craft has now become a separate commercial business from the Fairtrade Group and it is thought that some customers are confused by that.

Environmental activism has meant that people who care about Fairtrade are looking for organic as well as Fairtrade and not enough of the Fairtrade products are organic at the moment. The members are campaigning for more organic products.

Christmas Stall in Waverley Borough Council

Cllr Wardell helped June Higgins with her Fair-Trade Stall in the Waverley Borough Offices in November. Good sales were made.

30th March 2020 Cllr Wardell received email from Mr Nick Pinches to confirm that Godalming has retained its Fairtrade Status. A copy of the Certificate is attached.

June Higgins is still supplying Churches and Schools with Fairtrade goods, but this activity is hugely diminished by the Corona Virus.

The next Steering Group Meeting has not been agreed, but will happen shortly.

A few follow up points of clarification regarding any confusion between Traidcraft and the Fairtrade Foundation:

Traidcraft was founded in 1979 with the aim of helping people to trade their way out of poverty. They are the original fairtrade pioneers in the UK, advocating the importance of organic farming, sustainability and transparency to the lives of growers and artisans around the world. Trade justice, social justice and environmental justice are the themes at the heart of everything that it does. It consists of two parts:

1. Traidcraft plc is the commercial arm. An increasing number of the products are organic.

June is Godalming's Traidcraft Fairtrader. I am the Traidcraft Fairtrader at Guildford Cathedral. We buy almost all of our Fairtrade stock from Traidcraft plc.

2. Traidcraft Exchange, Traidcraft plc's sister charity, which promotes justice and fairness in trade on behalf of people in some of the world's poorest countries. Through development programmes

in South Asia and East Africa, and policy, lobbying and campaigning in the UK, it has made a difference to millions of people.

Traidcraft was one of the founders of the **Fairtrade Foundation**, an independent non-profit organisation that also works to empower disadvantaged producers in developing countries by tackling injustice in conventional trade, in particular by promoting and licensing the **Fairtrade Mark**, a guarantee that products retailed in the UK have been produced in accordance with internationally agreed Fairtrade standards.

Producers receive a guaranteed Fairtrade Minimum Price and an additional Fairtrade Premium. The producers themselves decide, democratically, how this premium is used: eg for training, equipment, healthcare, children's education.

Nick Pinches - Chair's Report

Godalming Fairtrade Steering Group Update for Godalming Town Council – June 2020

The Godalming Fairtrade Town Steering Group was first created back in September 2006 by Churches Together in Godalming & District, and having met the original five goals, was declared a Fairtrade Town on 27th August 2008. This year will be the 12th anniversary of that first declaration.

The Steering Group was co-chaired by local Fairtrade champion June Higgins and Julian Lewry from September 2006, and since September 2009 has been chaired by Nick Pinches.

What is Fairtrade?

Fairtrade is a simple way to make a difference to the lives of the people who grow the things we love. They do this by making trade fair. Fairtrade is unique. They work with businesses, consumers and campaigners. Farmers and workers have an equal say in everything they do. Empowerment is at the core of who the Fairtrade Foundation is.

They have a vision: a world in which all producers can enjoy secure and sustainable livelihoods, fulfil their potential and decide on their future.

Their mission is to connect disadvantaged farmers and workers with consumers, promote fairer trading conditions and empower farmers and workers to combat poverty, strengthen their position and take more control over their lives.

What is a Fairtrade Town?

A Fairtrade town is one that has a group to lead the campaign, sells and uses Fairtrade in workplaces, restaurants, cafes, offices, supermarkets, etc. The group works towards informing the Town what it can do to support Fairtrade.

Fairtrade Town Renewal 2020

There are four stages to the renewal:

1. Information about the Group
2. Looking back at what the group has done in the past two years
3. Our engagement with the Local Authority and political representatives
4. Action plan for next steps

The Future

The Steering Group has very few members currently and is looking for further support in the future. Plans are to be made for Fairtrade Fortnight 2021 and the subsequent renewal due in March 2022. The Group would like to thank Godalming Town Council for all its support over the past 12 years and hopes to have its support in the future.



This certifies that
GODALMING

has renewed its status as a
FAIRTRADE TOWN

First achieved: 27 August 2008
Successfully renewed: 26 March 2020

Michael Gidney
Chief Executive
Fairtrade Foundation



Find out more at [fairtrade.org.uk](https://www.fairtrade.org.uk)

Registered charity no. 1043886. A company limited by guarantee,
registered in England and Wales no. 2733136



FAIRTRADE
FOUNDATION

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.