

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

28 February 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, 5 MARCH 2020 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

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

Councillor Adam
Councillor Boyle
Councillor Crooks
Councillor Heagin
Councillor Martin
Councillor Purvis
Councillor Rosoman
Councillor Stubbs
Councillor Welland

Councillor Ashworth
Councillor Cosser
Councillor Duce
Councillor Hullah
Councillor Neill
Councillor PS Rivers
Councillor Steel
Councillor Wardell

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 January 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

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

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

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

Members to consider a budget monitoring report to 31 January 2020 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	4,805 u/s	0
Civic Expenses	6,036 o/s	0
Town Promotion	1,658 o/s	1,150 o/s
Staycation	301 o/s	301 o/s
Festivals & Markets	6,666 u/s	6,200 u/s
Christmas Lights	1,926 u/s	1,926 u/s
Fireworks Night	0 u/s	0
Neighbourhood Plan	0 o/s	0
BWP Community Centre	498 o/s	0
Pepperpot	455 u/s	0
The Square	0 o/s	0
Allotments	683 u/s	0
Wilfrid Noyce Community Centre	2,882 u/s	0
Bandstand	275 u/s	0
Godalming Museum	3,495 o/s	1,600 o/s
Land & Property Other	1,730 u/s	0
TOTAL	7,433 u/s	5,075 u/s

The monitoring report shows a current variance of £7,433 underspend against budget.

- Head Office – timing issues only.
- Civic Expenses – timing issue as have paid deposit on the catering Mayor’s Dinner.
- Town Promotion – promotion of VE Day not in Revised Estimates but authorised by Min No. 182-19
- Wilfrid Noyce Community Centre – timing issues only.
- Godalming Museum – timing issue on income, bought a new computer for Curator as previous one too old to update to Windows 10.

8. COMMITTEE WORK PROGRAMME

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

9. GTC PROGRAMME 2019-2023 – REVIEW – ITEM FOR DECISION

Recommendation: Following review by this Committee, Members to resolve to agree the publication of the updated GTC Programme 2019-2023.

The GTC Programme 2019-2023 was adopted by Full Council in September 2019, as a 'living' document. Officers have updated the progress indicators for objectives in line with decisions and actions of the Council. Members agreed that the GTC Programme should also be reviewed quarterly by this Committee. Members are requested to review the attached GTC Programme 2019-2023 and propose amendments to the progress indicators as appropriate.

10. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Recommendation – Members to consider the applications for Grant Aid support and to resolve to approve those applications the Committee wishes to support.

Information:	£
2019/20 Grants Budget	60,000.00
Allocations this year to date	57,470.00
Balance available for allocation	<u>2,530.00</u>
2019/20 General Grant Fund Allocation	22,000.00
Allocations this year to date	21,470.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	000.00
Balance unallocated	530.00
2019/20 SLA Fund Allocation	33,000.00
Allocations this year to date	33,000.00
SLA Fund applications this meeting	00.00
Balance unallocated	00,000.00
2019/20 Council Community Fund Allocation	5,000.00
Allocations this year to date	3,000.00
Council Community Fund applications this meeting	500.00
Balance unallocated if applications agreed	1,500.00
Total balance unallocated if applications agreed	<u>2,030.00</u>

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

Applications for Council Community Funding

Members to consider the following applications for Council Community Funding – the summary of the application is given below – the detailed application is attached for the information of Members.

Godalming & District Scout Canoe Club

£500 is applied for to assist with the costs of replacing 8 in no. canoe paddles.

Previous Grants: £500 in 1993/94, £250 in 96/97, £385 in 99/00, £500 in 2003/04, £500 in 2007/08, £780 in 2008/09, £500 in 2010/11, £1,000 in 2016/17.

11. ARTICLE 4 DIRECTION – ITEM FOR DECISION

Recommendation: Members to resolve to agree that Article 4 Direction be removed as a standing item on this Committee’s agenda with any future Article 4 Direction matters being referred to the Environment & Planning Committee.

At its meeting of 22 May 2019, Members agreed that this item should be a standing item until such time as a resolution is determined (Min No 47-19 refers).

The Article 4 Direction was made on 10 February 2020 by Waverley Borough Council, representations can be made from 14 February to 27 March 2020.

With the formation on 23 January of the Environment & Planning Committee, Officers request that Members resolve to agree that this item should be removed as a standing item on this Committee’s agenda with any future Article 4 Direction matters being taken to the Environment & Planning Committee.

12. FARNCOMBE INITIATIVE – ITEM FOR DECISION

Recommendation: Members to resolve to agree the recommendations contained within the attached report.

Members to receive a report (attached for the information of Members) relating to the future structure of the Farncombe Initiative.

13. COMMUNITY EVENTS WORKING GROUP – REPORT – ITEM FOR DECISION

Recommendation: Members to consider the attached report and if minded are requested to resolve to agree the following recommendations contained within the attached report.

1. The Council should adopt a formal policy regarding Community Events and Community Support.
2. Staycation, including Staycation Live, should be endorsed for 2020 with the following evolutionary adjustments:
 - 2.1 seek economies of scale in the costs of promoting the individual sessions available in Staycation week, as it continues to grow;
 - 2.2 review user journey when seeking details of activities available;
 - 2.3 follow up the issues arising from the debrief of Staycation Live in 2019;
 - 2.4 seek greater transparency regarding cost recovery by the Sponsor of Staycation Live; and
 - 2.5 discontinue Dogalming subject to a sufficiently strong message of continuing commitment to community support and engagement.
3. The group should continue to develop ideas for expanding the programme of community events and strengthening communications.

Members to consider a report from the Community Events Working Group (attached for the information of Members) relating to Community Events organised or supported by Godalming Town Council.

14. COMMUNITY EVENTS WORKING GROUP – COMMUNITY EVENTS AND SUPPORT POLICY – ITEM FOR DECISION

Recommendation: Members to resolve to agree to recommend the Community Events & Community Support Policy for adoption by the Full Council.

Members to consider the Community Events & Community Support Policy document proposed by the Community Events Working Group (attached for the information of Members).

15. VE75 COMMEMORATIVE WEEKEND – ITEM FOR DECISION

Recommendation: Members to resolve to approve the Godalming VE75 Commemorative Weekend Programme of Events

Members to receive the Godalming VE75 weekend commemorative programme (attached for the information of Members) organised by the Town Council's Community Officer.

16. ADOPT-A-KIOSK – ITEM FOR DECISION

Recommendations:

- 1. Members to resolve to approve the signing of a contract and payment of a fee of £1 to adopt the telephone kiosk located in Deanery Road for community use.**
- 2. Matters relating to the future community use and required planning consents for the kiosk be transferred to the Environment & Planning Committee.**

Members will be aware that this Committee had previously agreed to adopt two red telephone kiosks located in Spring Grove and Deanery Road. Following the submission of the Final Notice/decision on consultation regarding the removal of 38 BT payphones across the Borough by Waverley Borough Council, the Town Clerk has received notification from BT to advise that they are ready to proceed with the Town Council's proposed adoption of the telephone kiosk located in Deanery Road.

If Members are minded to proceed with the adoption of this kiosk they are requested to resolve to approve that the Town Clerk make the necessary arrangements to sign the contract to adopt and raise a payment of £1.00. Additionally, if so agreed, it is recommended this matter be transferred to the Environment & Planning Committee for consideration of the Community Use of this Kiosk.

During the consultation exercise conducted by WBC, this Council indicated its willingness to adopt the kiosk in Spring Grove, however, subsequent to the consultation submission, GTC has been informed that this kiosk is no longer available for adoption by the Town Council as the Meadow W.I. had already applied to adopt it.

17. GODALMING FIREWORK EVENT – ITEM FOR DECISION

Recommendation: Members to resolve to agree whether Godalming Town Council should provide support to Broadwater Pavilion to facilitate a Godalming Town Firework Event at Broadwater Rugby Ground.

On 6 January 2020, Cllr Adam, accompanied by the Town Clerk, at their invitation, met with representatives from Broadwater Pavilion (Guildford Rugby Club) to explore options relating to the potential of a Godalming Town Firework event at the Rugby Club.

As Members will be aware, in 2020, both Godalming Town Council and Guildford Rugby Club cancelled their respective firework events. With the demise of the Town Centre event, Broadwater Pavilion wished to explore options for a firework event to be held on Saturday, 31 October at the rugby ground. Whilst the Rugby Club has not committed to this event as it is still exploring options and viability, it was accepted that Godalming Town Council would not wish to be financially involved in any future firework event. However, the representatives from the Rugby Club expressed a wish to work with the Town Council to promote this event and for the Council to provide advice and support to facilitate the event.

Members to receive an oral report from Cllr Adam concerning the support requested of Godalming Town Council if the Rugby Club decide to proceed with this event.

18. ANNUAL REPORT – ITEM FOR NOTE

The Annual Meeting of Electors is to be held in the Council Chamber on Thursday, 19 March at 7.00pm. The Annual Report of the work of the Council will be presented by the Mayor at the meeting. A draft of the Annual Report is attached for the information of Members, it should be noted that the financial information will be inserted after February month end. Members are asked to review the annual report and inform the Town Clerk of any factual errors or typos in the report no later than 6 March to enable the report to be printed.

19. GUIDANCE FOR MEMBERS ACTING AS TOWN COUNCIL REPRESENTATIVES ON EXTERNAL BODIES – ITEM FOR NOTE

Following Members' request, the attached notes on the role of Councillors appointed as Town Council Representatives on External Bodies are provided for Members' guidance.

20. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY INITIATIVE GROUP

Members are asked to note a report from Councillor Ashworth on the St Mark's Community Initiative Group (report to be tabled) an organisation on which Councillor Ashworth represents the Town Council.

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

Members are asked to note a report from Councillor Welland on the Godalming Together CIC (report to be tabled) an organisation on which Councillor Welland represents the Town Council.

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

Members are asked to note a report from Councillor Cosser on the SALC will be deferred to the next meeting on 16 April 2020.

23. COMMUNICATIONS ARISING FROM THIS MEETING

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

24. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 16 April 2020 in the Council Chamber at 7.15pm, or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

25. ANNOUNCEMENTS

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

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

26. WIGGINS YARD – ITEM FOR DECISION

Recommendation: Members to resolve to agree the recommendations contained within the attached report.

Members to consider a confidential report and letter from Waverley Borough Council (attached for the information of Members) relating to environmental improvement works to Wiggins Yard.

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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	643,778	643,778	0	643,778			100.0%	
1102 Community Infrastructure Levy	0	0	0	4,844	4,844	(0)	4,844			100.0%	
1202 Grants - WBC	0	0	0	7,060	7,060	0	7,060			100.0%	
1303 Other customer/client receipts	424	0	(424)	3,662	2,710	(952)	2,710			135.1%	
1401 Interest Received	31	0	(31)	1,605	1,500	(105)	1,967			81.6%	
1501 Recharges to Godalming JBC	0	0	0	29,680	29,680	0	29,680			100.0%	
Head Office Costs :- Income	455	0	(455)	690,630	689,572	(1,058)	690,039			100.1%	0
4001 Salaries	19,004	19,100	96	165,568	165,645	77	203,845		38,277	81.2%	
4002 Employer's NIC	1,943	1,950	7	17,068	17,122	54	20,633		3,565	82.7%	
4003 Employer's Superannuation	3,271	3,254	(17)	28,423	28,498	75	35,068		6,645	81.1%	
4005 Agency Staff & Contractors	0	0	0	96	96	0	96		0	100.0%	
4011 Staff Training	225	250	25	2,113	2,244	131	2,744		631	77.0%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500	0.0%	
4013 Other Staff Expenses	64	50	(14)	134	189	55	289		155	46.5%	
4102 Property Maintenance	0	20	20	31	86	55	126		95	24.5%	
4103 Maintenance Contracts	35	0	(35)	796	761	(35)	761		(35)	104.6%	
4121 Rents	0	0	0	14,510	14,510	0	14,510		0	100.0%	
4163 Domestic Supplies	2	10	8	59	37	(22)	57		(2)	104.2%	
4201 Public Transport	0	0	0	73	0	(73)	0		(73)	0.0%	
4202 Car Allowances	4	60	56	844	971	127	1,091		247	77.4%	
4203 Other Transport Costs	0	0	0	177	176	(1)	176		(1)	100.3%	
4204 Fuel Costs	46	50	4	649	591	(58)	691		42	93.9%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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
4205 Vehicle Maintenance	0	0	0	1,507	961	(546)	1,961		454	76.8%	
4301 Equipment	481	1,500	1,019	16,599	17,743	1,144	20,243		3,644	82.0%	
4304 Catering & Hospitality	0	20	20	186	227	41	267		81	69.5%	
4305 Clothes, Uniform & Laundry	0	0	0	305	100	(205)	200		(105)	152.5%	
4306 Printing	260	165	(95)	2,170	2,405	235	2,755		585	78.8%	
4307 Stationery	130	340	210	2,707	3,400	693	4,090		1,383	66.2%	
4308 General Office Expense	0	0	0	77	77	(0)	77		(0)	100.6%	
4311 Professional Fees - Legal	0	0	0	1,717	1,267	(450)	1,267		(450)	135.5%	
4312 Professional Fees - Surveyors	0	0	0	1,700	1,700	0	1,700		0	100.0%	
4313 Professional Fees - Other	0	850	850	1,969	4,518	2,549	6,238		4,269	31.6%	
4314 Audit Fees	0	0	0	2,384	2,504	120	3,249		865	73.4%	
4315 Insurance	56	0	(56)	8,636	8,580	(56)	8,580		(56)	100.7%	
4321 Bank Charges	34	30	(4)	285	252	(33)	312		27	91.2%	
4322 Postage	63	160	97	1,447	1,462	15	1,822		375	79.4%	
4323 Telephones	106	85	(21)	1,956	1,874	(82)	2,289		333	85.4%	
4325 Computing	581	630	50	6,495	6,447	(48)	8,177		1,682	79.4%	
4326 Website	45	45	0	531	531	(0)	876		345	60.6%	
4327 Publicity Advertising	0	0	0	567	567	0	567		0	100.0%	
4331 Newsletter	1,180	0	(1,180)	4,640	3,380	(1,260)	4,480		(160)	103.6%	
4341 Grants	4,192	5,000	808	56,198	57,006	808	60,000		3,802	93.7%	
4342 Subscriptions	35	0	(35)	3,895	3,860	(35)	3,860		(35)	100.9%	
4401 Payments to Godalming JBC	0	0	0	54,836	54,836	0	54,836		0	100.0%	
4900 Miscellaneous Expenses	0	165	165	623	1,094	471	2,735		2,112	22.8%	
6000 Debt Charges - Principal	4,765	4,765	(0)	21,311	21,310	(1)	26,136		4,825	81.5%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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
6001 Debt Charges - Interest	6,481	6,482	1	27,154	27,155	1	33,618		6,464	80.8%	
Head Office Costs :- Indirect Expenditure	43,002	44,981	1,979	450,434	454,182	3,748	531,922	0	81,488	84.7%	0
5102 Contrib. to Other Provisions	0	0	0	12,479	12,479	0	12,479		0	100.0%	
Head Office Costs :- Other Costs	0	0	0	12,479	12,479	0	12,479	0	0	100.0%	0
Net Income over Expenditure	(42,546)	(44,981)	(2,435)	227,716	222,911	(4,805)	145,638				
<u>102 Civic Expenses</u>											
1303 Other customer/client receipts	0	0	0	156	156	0	156			100.0%	
Civic Expenses :- Income	0	0	0	156	156	0	156			100.0%	0
4102 Property Maintenance	0	0	0	83	45	(38)	45		(38)	184.7%	
4301 Equipment	0	0	0	179	0	(179)	0		(179)	0.0%	
4304 Catering & Hospitality	0	0	0	1,046	905	(141)	1,005		(41)	104.1%	
4305 Clothes, Uniform & Laundry	0	0	0	699	699	0	899		200	77.7%	
4306 Printing	0	0	0	548	548	0	598		50	91.6%	
4313 Professional Fees - Other	0	0	0	925	595	(330)	595		(330)	155.5%	
4325 Computing	200	200	0	2,150	2,150	0	2,550		400	84.3%	
4327 Publicity Advertising	295	0	(295)	437	142	(295)	142		(295)	307.7%	
4332 Mayor's Expenses	4,416	0	(4,416)	5,953	1,537	(4,416)	8,500		2,547	70.0%	
4333 Members' Expenses	0	0	0	168	168	0	168		0	100.0%	
4334 Members' Training	277	0	(277)	1,694	1,276	(418)	2,026		332	83.6%	
4900 Miscellaneous Expenses	51	0	(51)	1,164	944	(220)	944		(220)	123.3%	
Civic Expenses :- Indirect Expenditure	5,239	200	(5,039)	15,045	9,009	(6,036)	17,472	0	2,427	86.1%	0

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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	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 Income over Expenditure	(5,239)	(200)	5,039	(20,889)	(14,853)	6,036	(23,316)				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	4,049	4,049	0	4,049			100.0%	
1304 Donations	0	0	0	34	34	0	34			99.1%	
Town Promotion :- Income	0	0	0	4,082	4,083	1	4,083			100.0%	0
4005 Agency Staff & Contractors	0	0	0	1,824	1,824	0	1,824		0	100.0%	
4102 Property Maintenance	0	0	0	41	41	0	41		0	99.4%	
4162 Waste Removal	0	0	0	264	264	(0)	264		(0)	100.1%	
4171 Grounds Maintenance Costs	0	0	0	5,498	5,499	1	5,499		1	100.0%	
4203 Other Transport Costs	0	0	0	557	557	(0)	557		(0)	100.0%	
4301 Equipment	0	0	0	2,245	2,244	(1)	2,244		(1)	100.0%	
4304 Catering & Hospitality	21	0	(21)	148	126	(22)	126		(22)	117.1%	
4306 Printing	0	0	0	42	0	(42)	0		(42)	0.0%	
4313 Professional Fees - Other	0	0	0	850	400	(450)	400		(450)	212.5%	
4327 Publicity Advertising	1,395	0	(1,395)	3,057	1,912	(1,145)	1,912		(1,145)	159.9%	
4900 Miscellaneous Expenses	0	0	0	193	194	1	194		1	99.4%	
Town Promotion :- Indirect Expenditure	1,416	0	(1,416)	14,718	13,061	(1,657)	13,061	0	(1,657)	112.7%	0
Net Income over Expenditure	(1,416)	0	1,416	(10,636)	(8,978)	1,658	(8,978)				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	236	236	0	236			100.0%	
Staycation :- Income	0	0	0	236	236	0	236			100.0%	0
4001 Salaries	0	0	0	111	111	0	111	0	0	100.0%	
4002 Employer's NIC	0	0	0	11	11	0	11	0	0	98.9%	
4005 Agency Staff & Contractors	0	0	0	400	400	0	400	0	0	100.0%	
4162 Waste Removal	0	0	0	881	881	0	881	0	0	100.0%	
4301 Equipment	0	0	0	514	514	(0)	514	(0)	(0)	100.1%	
4304 Catering & Hospitality	0	0	0	378	378	0	378	0	0	99.9%	
4313 Professional Fees - Other	0	0	0	600	300	(300)	300	(300)	(300)	200.0%	
4327 Publicity Advertising	0	0	0	3,852	3,852	0	3,852	0	0	100.0%	
4343 Licensing/PRS	0	0	0	170	170	(0)	170	(0)	(0)	100.2%	
4900 Miscellaneous Expenses	0	0	0	88	88	(0)	88	(0)	(0)	100.5%	
Staycation :- Indirect Expenditure	0	0	0	7,006	6,705	(301)	6,705	0	(301)	104.5%	0
Net Income over Expenditure	0	0	0	(6,770)	(6,469)	301	(6,469)				
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	410	0	(410)	19,183	15,392	(3,791)	15,517			123.6%	
1304 Donations	0	0	0	20	0	(20)	0			0.0%	
Festivals & Markets :- Income	410	0	(410)	19,203	15,392	(3,811)	15,517			123.8%	0
4001 Salaries	0	0	0	1,901	1,954	53	2,034	133	133	93.5%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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
4002 Employer's NIC	0	0	0	186	217	31	228		42	81.7%	
4003 Employer's Superannuation	0	0	0	94	146	52	146		52	64.4%	
4005 Agency Staff & Contractors	0	0	0	128	640	512	640		512	20.0%	
4162 Waste Removal	0	0	0	749	834	85	834		85	89.8%	
4202 Car Allowances	0	0	0	34	0	(34)	0		(34)	0.0%	
4203 Other Transport Costs	0	0	0	13	204	191	204		191	6.5%	
4301 Equipment	0	0	0	527	847	320	847		320	62.2%	
4304 Catering & Hospitality	0	0	0	177	177	(0)	177		(0)	100.2%	
4306 Printing	0	0	0	50	530	480	530		480	9.4%	
4313 Professional Fees - Other	0	0	0	3,436	3,890	454	3,890		454	88.3%	
4327 Publicity Advertising	0	0	0	4,662	4,820	159	4,820		159	96.7%	
4343 Licensing/PRS	0	0	0	230	340	110	340		110	67.6%	
4900 Miscellaneous Expenses	0	0	0	85	528	443	828		743	10.2%	
Festivals & Markets :- Indirect Expenditure	0	0	0	12,272	15,127	2,855	15,518	0	3,246	79.1%	0
Net Income over Expenditure	410	0	(410)	6,931	265	(6,666)	(1)				
<u>108 Christmas Lights</u>											
1304 Donations	3,200	0	(3,200)	3,200	3,200	0	3,200			100.0%	
Christmas Lights :- Income	3,200	0	(3,200)	3,200	3,200	0	3,200			100.0%	0
4005 Agency Staff & Contractors	0	0	0	40	40	0	40		0	100.0%	
4313 Professional Fees - Other	19,402	0	(19,402)	41,877	45,840	3,963	45,840		3,963	91.4%	
4900 Miscellaneous Expenses	2,000	0	(2,000)	2,037	0	(2,037)	0		(2,037)	0.0%	
Christmas Lights :- Indirect Expenditure	21,402	0	(21,402)	43,954	45,880	1,926	45,880	0	1,926	95.8%	0

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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
5001 Transfers from Reserves	0	0	0	0	0	0	(3,680)		(3,680)	0.0%	
Christmas Lights :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(3,680)</u>	<u>0</u>	<u>(3,680)</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(18,202)</u>	<u>0</u>	<u>18,202</u>	<u>(40,754)</u>	<u>(42,680)</u>	<u>(1,926)</u>	<u>(39,000)</u>				
<u>109 Fireworks Night</u>											
4313 Professional Fees - Other	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Fireworks Night :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>0</u>	<u>(2,000)</u>				
<u>111 Neighbourhood Plan</u>											
4327 Publicity Advertising	0	0	0	1,930	1,930	0	1,930		0	100.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,930</u>	<u>1,930</u>	<u>0</u>	<u>1,930</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
5001 Transfers from Reserves	0	0	0	(1,730)	(1,730)	(0)	(1,730)		(0)	100.0%	
Neighbourhood Plan :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,730)</u>	<u>(1,730)</u>	<u>(0)</u>	<u>(1,730)</u>	<u>0</u>	<u>(0)</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(200)</u>	<u>(200)</u>	<u>0</u>	<u>(200)</u>				
<u>201 BWP Community Centre</u>											
1301 Premises Hire Charges	2,436	1,500	(936)	23,926	23,012	(914)	28,012			85.4%	
1303 Other customer/client receipts	0	0	0	341	0	(341)	0			0.0%	
BWP Community Centre :- Income	<u>2,436</u>	<u>1,500</u>	<u>(936)</u>	<u>24,267</u>	<u>23,012</u>	<u>(1,255)</u>	<u>28,012</u>			<u>86.6%</u>	<u>0</u>

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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	0	0	0	2,024	2,024	0	2,024		0	100.0%	
4102 Property Maintenance	1,155	300	(855)	4,483	2,625	(1,858)	3,625		(858)	123.7%	
4103 Maintenance Contracts	0	35	35	542	449	(93)	519		(23)	104.5%	
4111 Energy Costs	474	290	(184)	2,622	2,404	(218)	3,444		822	76.1%	
4131 Rates	0	0	0	1,326	1,326	0	1,326		0	100.0%	
4141 Water Services	30	40	10	314	341	27	421		107	74.5%	
4161 Cleaning	0	25	25	4,185	4,168	(17)	8,093		3,908	51.7%	
4162 Waste Removal	43	65	22	1,228	1,323	95	1,453		225	84.5%	
4163 Domestic Supplies	0	10	10	6	36	30	56		50	10.7%	
4171 Grounds Maintenance Costs	0	124	124	858	1,049	191	1,297		439	66.2%	
4203 Other Transport Costs	0	0	0	30	30	0	30		0	100.0%	
4301 Equipment	0	50	50	2,020	1,987	(33)	2,087		67	96.8%	
4304 Catering & Hospitality	0	0	0	23	23	0	23		0	98.9%	
4323 Telephones	28	28	1	270	274	4	330		60	81.9%	
4324 Broadband	38	38	0	380	380	(0)	456		76	83.4%	
4343 Licensing/PRS	0	0	0	180	300	120	300		120	60.2%	
BWP Community Centre :- Indirect Expenditure	1,767	1,005	(762)	20,492	18,739	(1,753)	25,484	0	4,992	80.4%	0
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	669	495	(174)	1,275	1,773	498	28				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	848	800	(48)	10,385	9,901	(484)	11,501			90.3%	
1303 Other customer/client receipts	0	0	0	2,083	2,083	(0)	2,083			100.0%	
Pepperpot :- Income	848	800	(48)	12,469	11,984	(485)	13,584			91.8%	0
4005 Agency Staff & Contractors	0	0	0	320	320	0	320	0	0	100.0%	
4101 Repair/Alteration of Buildings	0	0	0	2,474	2,474	0	2,474	0	0	100.0%	
4102 Property Maintenance	0	125	125	395	690	295	940	545	545	42.1%	
4103 Maintenance Contracts	0	85	85	1,783	1,543	(240)	1,713	(70)	(70)	104.1%	
4111 Energy Costs	198	100	(98)	795	692	(103)	892	97	97	89.2%	
4131 Rates	0	0	0	675	675	(0)	675	(0)	(0)	100.0%	
4161 Cleaning	24	25	1	975	989	14	1,859	884	884	52.4%	
4301 Equipment	0	0	0	1,873	1,874	1	2,474	601	601	75.7%	
4323 Telephones	26	26	0	256	260	4	312	56	56	82.1%	
4324 Broadband	38	38	0	343	343	(0)	419	76	76	81.9%	
4327 Publicity Advertising	0	0	0	590	590	0	590	0	0	100.0%	
4343 Licensing/PRS	0	0	0	70	70	0	70	0	0	100.0%	
Pepperpot :- Indirect Expenditure	285	399	114	10,550	10,520	(30)	12,738	0	2,188	82.8%	0
5001 Transfers from Reserves	0	0	0	(4,500)	(4,500)	0	(4,500)	0	0	100.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	
Pepperpot :- Other Costs	0	0	0	(2,000)	(2,000)	0	(2,000)	0	0	100.0%	0
Net Income over Expenditure	563	401	(162)	3,919	3,464	(455)	2,846				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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</u> <u>The Square</u>											
1302 Rents	3,000	3,000	0	9,000	9,000	0	12,000			75.0%	
1303 Other customer/client receipts	0	0	0	1,512	1,512	0	1,512			100.0%	
The Square :- Income	3,000	3,000	0	10,512	10,512	0	13,512			77.8%	0
4315 Insurance	0	0	0	1,512	1,512	0	1,512		0	100.0%	
The Square :- Indirect Expenditure	0	0	0	1,512	1,512	0	1,512	0	0	100.0%	0
Net Income over Expenditure	3,000	3,000	0	9,000	9,000	0	12,000				
<u>204</u> <u>Allotments</u>											
1302 Rents	0	0	0	1,943	1,944	1	1,944			100.0%	
Allotments :- Income	0	0	0	1,943	1,944	1	1,944			100.0%	0
4005 Agency Staff & Contractors	0	0	0	272	272	0	272		0	100.0%	
4102 Property Maintenance	0	0	0	329	329	(0)	329		(0)	100.0%	
4141 Water Services	65	5	(60)	124	58	(66)	68		(56)	182.4%	
4162 Waste Removal	0	0	0	211	211	0	211		0	100.0%	
4171 Grounds Maintenance Costs	0	250	250	560	1,310	750	1,810		1,250	31.0%	
4301 Equipment	0	0	0	11,551	11,551	0	11,551		0	100.0%	
Allotments :- Indirect Expenditure	65	255	190	13,047	13,731	684	14,241	0	1,194	91.6%	0
5001 Transfers from Reserves	0	0	0	(10,500)	(10,500)	0	(10,500)		0	100.0%	
Allotments :- Other Costs	0	0	0	(10,500)	(10,500)	0	(10,500)	0	0	100.0%	0
Net Income over Expenditure	(65)	(255)	(190)	(604)	(1,287)	(683)	(1,797)				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	5,057	4,500	(557)	45,536	44,539	(997)	53,589			85.0%	
1303 Other customer/client receipts	30	0	(30)	30	0	(30)	0			0.0%	
Wilfrid Noyce Community Centre :- Income	5,087	4,500	(587)	45,566	44,539	(1,027)	53,589			85.0%	0
4001 Salaries	444	212	(232)	2,360	2,231	(129)	2,655	295	295	88.9%	
4003 Employer's Superannuation	0	36	36	0	104	104	182	182	182	0.0%	
4005 Agency Staff & Contractors	0	0	0	1,264	1,264	0	1,264	0	0	100.0%	
4102 Property Maintenance	0	400	400	1,639	2,774	1,135	4,374	2,735	2,735	37.5%	
4103 Maintenance Contracts	1,821	570	(1,251)	5,077	4,368	(709)	6,238	1,161	1,161	81.4%	
4111 Energy Costs	859	440	(419)	4,327	3,765	(562)	4,645	318	318	93.2%	
4121 Rents	0	0	0	291	230	(61)	230	(61)	(61)	126.6%	
4131 Rates	0	0	0	4,566	4,566	(0)	4,566	(0)	(0)	100.0%	
4141 Water Services	97	100	3	743	740	(3)	940	197	197	79.0%	
4161 Cleaning	25	25	0	7,266	7,082	(184)	13,307	6,041	6,041	54.6%	
4162 Waste Removal	115	152	37	1,493	1,681	188	1,985	492	492	75.2%	
4163 Domestic Supplies	0	50	50	228	324	96	424	196	196	53.8%	
4171 Grounds Maintenance Costs	0	0	0	31	31	(0)	31	(0)	(0)	100.3%	
4301 Equipment	390	300	(90)	3,032	2,941	(91)	4,541	1,509	1,509	66.8%	
4304 Catering & Hospitality	0	0	0	10	10	0	10	0	0	97.2%	
4313 Professional Fees - Other	0	0	0	1,400	3,570	2,170	3,570	2,170	2,170	39.2%	
4323 Telephones	51	140	89	587	627	41	793	207	207	74.0%	
4324 Broadband	38	26	(12)	306	272	(34)	324	18	18	94.3%	
4343 Licensing/PRS	0	0	0	757	350	(407)	350	(407)	(407)	216.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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
4900 Miscellaneous Expenses	0	100	100	0	300	300	500		500	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	3,840	2,551	(1,289)	35,376	37,230	1,854	50,929	0	15,553	69.5%	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	1,247	1,949	702	7,691	4,809	(2,882)	160				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	28	0	(28)	531	504	(27)	504			105.3%	
1302 Rents	0	0	0	202	202	0	202			99.8%	
Bandstand :- Income	28	0	(28)	732	706	(26)	706			103.7%	0
4005 Agency Staff & Contractors	0	0	0	32	32	0	32		0	100.0%	
4102 Property Maintenance	0	83	83	16	265	249	435		419	3.8%	
4343 Licensing/PRS	0	0	0	0	0	0	100		100	0.0%	
Bandstand :- Indirect Expenditure	0	83	83	48	297	249	567	0	519	8.5%	0
Net Income over Expenditure	28	(83)	(111)	684	409	(275)	139				
<u>207 Godalming Museum</u>											
1302 Rents	0	1,706	1,706	5,119	6,824	1,705	6,824			75.0%	
1303 Other customer/client receipts	0	240	240	53,780	54,020	240	54,020			99.6%	
Godalming Museum :- Income	0	1,946	1,946	58,899	60,844	1,945	60,844			96.8%	0

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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	3,588	3,588	(0)	35,883	35,880	(3)	43,056		7,173	83.3%	
4002 Employer's NIC	316	316	0	3,156	3,160	4	3,776		620	83.6%	
4003 Employer's Superannuation	599	599	(0)	5,994	5,990	(4)	7,188		1,194	83.4%	
4005 Agency Staff & Contractors	0	0	0	424	424	0	424		0	100.0%	
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%	
4102 Property Maintenance	0	200	200	4,399	4,665	266	5,165		766	85.2%	
4103 Maintenance Contracts	0	0	0	634	474	(160)	474		(160)	133.7%	
4111 Energy Costs	0	0	0	13	13	0	13		0	98.1%	
4162 Waste Removal	7	0	(7)	83	63	(20)	63		(20)	132.4%	
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%	
4301 Equipment	0	0	0	1,575	0	(1,575)	0		(1,575)	0.0%	
4306 Printing	0	0	0	105	105	(0)	105		(0)	100.4%	
4307 Stationery	0	25	25	226	196	(30)	246		20	91.9%	
4313 Professional Fees - Other	27	0	(27)	1,162	1,135	(27)	1,135		(27)	102.4%	
4315 Insurance	0	0	0	6,071	6,071	0	6,071		0	100.0%	
4322 Postage	252	0	(252)	252	0	(252)	0		(252)	0.0%	
4323 Telephones	0	25	25	148	179	31	229		81	64.8%	
4325 Computing	192	265	73	2,429	2,650	221	3,180		751	76.4%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
4900 Miscellaneous Expenses	0	0	0	60	60	0	60		0	100.0%	
Godalming Museum :- Indirect Expenditure	4,981	5,018	37	62,615	61,065	(1,550)	74,845	0	12,230	83.7%	0
5001 Transfers from Reserves	0	0	0	(3,200)	(3,200)	0	(3,200)		0	100.0%	
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	49,800	49,800	0	49,800	0	0	100.0%	0
Net Income over Expenditure	(4,981)	(3,072)	1,909	(53,516)	(50,021)	3,495	(63,801)				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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>208 Land & Property - Other</u>											
1303 Other customer/client receipts	0	0	0	5,649	5,649	0	5,649			100.0%	
Land & Property - Other :- Income	0	0	0	5,649	5,649	0	5,649			100.0%	0
4005 Agency Staff & Contractors	0	0	0	4,124	4,124	0	4,124	0		100.0%	
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560	1,560		0.0%	
4102 Property Maintenance	404	325	(79)	8,144	7,288	(856)	7,938	(206)		102.6%	
4103 Maintenance Contracts	0	100	100	0	300	300	500	500		0.0%	
4111 Energy Costs	48	65	17	538	587	49	717	179		75.0%	
4131 Rates	0	0	0	3,609	3,609	0	3,609	0		100.0%	
4141 Water Services	121	270	149	2,194	2,622	428	3,162	968		69.4%	
4151 Fixtures & Fittings	0	250	250	0	250	250	250	250		0.0%	
4161 Cleaning	0	0	0	6,053	6,536	483	16,536	10,483		36.6%	
4171 Grounds Maintenance Costs	0	650	650	438	1,089	651	5,803	5,365		7.5%	
4203 Other Transport Costs	0	0	0	150	150	(0)	150	(0)		100.2%	
4301 Equipment	6	0	(6)	3,233	3,227	(6)	3,227	(6)		100.2%	
4313 Professional Fees - Other	0	0	0	2,301	2,302	1	2,302	1		100.0%	
4900 Miscellaneous Expenses	0	0	0	1,395	1,826	431	2,276	881		61.3%	
Land & Property - Other :- Indirect Expenditure	579	1,660	1,081	32,179	33,910	1,731	52,154	0	19,975	61.7%	0
5001 Transfers from Reserves	0	0	0	(7,400)	(7,400)	0	(7,400)	0		100.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0		100.0%	
Land & Property - Other :- Other Costs	0	0	0	(4,900)	(4,900)	0	(4,900)	0	0	100.0%	0
Net Income over Expenditure	(579)	(1,660)	(1,081)	(21,631)	(23,361)	(1,730)	(41,605)				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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
Grand Totals:- Income	15,464	11,746	(3,718)	877,543	871,829	(5,714)	891,071			98.5%	
Expenditure	82,575	56,152	(26,423)	777,327	779,047	1,720	917,427	0	140,100	84.7%	
Net Income over Expenditure	(67,111)	(44,406)	22,705	100,215	92,782	(7,433)	(26,356)				
Movement to/(from) Gen Reserve	(67,111)			100,215							

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.	Quarterly	April 2020
FARNCOMBE INITIATIVE	Cllr PMA Rivers	274-13	New Chair appointed (Min No 43-19) Item on this Agenda	Bi-annual	28 Nov 2019 Mar 2020
FLOOD ALLEVIATION	Town Clerk	405-13 428-14 469-15	Overbanking of Hell Ditch in February was contained by the Flood Defence Wall. Catteshall Bridge Temp section was deployed in Feb. EA continue to investigate works required to alleviate the waterlogging issues experienced on the ‘dry side’ of the defences. Recommend future reports relating to Waterlogging on Allotments be taken to E&P	N/A	Dec 2019
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 2020
GTC PROGRAMME 2019 - 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 Item on this Agenda	Quarterly	March 2020
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 Oct 19 Planning permission and Change of Use approval received 13 Jan 2020 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	Per Meeting	5 March 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	Town Clerk	297-18	<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>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	23 Sep 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
				Required Date	Revised Date
REPRESENTATION ON EXTERNAL BODIES REPORTS:					
Waverley Citizens' Advice	Cllr Steel		Report expected 17 October 2019. Report deferred to 16 April 2020 as no meeting held.	17/10/19	16/04/20
St Mark's Community Initiative Group	Cllr Ashworth		Report on this agenda	05/03/20	
Godalming Together CIC	Cllr Welland		Report on this agenda	05/03/20	
SALC	Cllr Cosser		Report expected 5 March 2020. Report deferred to next meeting on 16 April 2020	05/03/20	16/04/20
Waverley Cycle Forum	Cllr Crooks		Report expected 16 April 2020	16/04/20	
District Scout Council	Cllr Crooks		Report expected 16 April 2020	16/04/20	
Waverley Citizens' Advice	Cllr Steel		Report deferred from 16 April 2020 as no meeting held.	16/04/20	
SALC	Cllr Cosser		Report deferred from meeting on 16 April 2020	16/04/20	
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report deferred from 22 May 2019. Report expected 25 June 2020	25/06/20	
Farncombe Day Centre	Cllr Hullah		Report deferred from 22 May 2019. Report expected 30 July 2020	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019. Report expected 30 July 2020	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	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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	
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
Spring Festival – Spring into Godalming	Saturday, 4 April 2020
Churches Together Easter Procession	Friday, 10 April 2020
Annual Council/Mayor Making	Wednesday, 6 May 2020
VE 75 th Day Commemorations	Friday, 8 May 2020
Duck Race	Saturday, 9 May 2020
VE 75 th Commemorations	Sunday, 10 May 2020
Godalming Run	Sunday, 17 May 2020
Godalming Town Show & Carnival	Saturday, 6 June 2020
Godalming Summer Food Festival	Saturday, 5 July 2020
Staycation	Saturday, 1 – Sunday, 9 August 2020
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

PROGRAMME 2019-2023

PURPOSE

This document sets out for Members, Staff and the Community how the Town Council will work to achieve its objectives set out in the Neighbourhood Plan in the best interests of all who live and work in the town, and all who use the Town Council's services. It provides direction and focus for future Council strategies, projects and business plans and will help guide the Town Council in setting its budget. It will provide a basis on which to monitor the performance of the Council and will be regularly reviewed and updated as priorities and projects change.

SCOPE

- This document sets out a high level programme of Council activities to meet the broad aims and objectives set out in the 2019 Godalming and Farncombe Neighbourhood Plan for the administrative period 2019-2023.
- It will underpin development of the Council's 2019-2023 business plan.
- Further work will set out in more detail the Council's annual work programme of activities for the period from June 2019 to March 2020 with programmes for subsequent years to be developed on a rolling basis.
- A Delivery Plan will be prepared to provide for each activity in the work programme in detail for the year ahead and more broadly for subsequent years:
 - detailed objectives, accountabilities and target dates;
 - high level metrics to track progress and achievement;
 - Key enablers and dependencies;
 - Key risks.
- These delivery plans will guide the work of the Council each year and enable progress to be tracked pragmatically against our objectives.

RELATIONSHIP TO OTHER DOCUMENTS

<p><u>Godalming & Farncombe Neighbourhood Plan</u></p>	<p>The Neighbourhood Plan provides a broad context for the Town Council's Aims & Objectives. As it has been extensively consulted upon, and democratically endorsed in the referendum of 9 July, it provides a solid framework and reference point for the development of the Programme document, which should be consistent with it.</p>
<p><u>GTC Business Plan to 2023</u></p> <ul style="list-style-type: none"> • SMART objectives • timetable • accountability/responsibility • dependencies • resources • risks 	<p>In parallel with the development and agreement of the Aims & Objectives Document, Members will work closely with Council Staff to develop a detailed multi-year business plan which will guide both Members and Council Staff's work and provide a basis for budgeting.</p>

<u>GTC Annual Budget</u>	The Aims & Objectives Document sets out what the Council intends to achieve over the next few years, therefore, providing important input into the development of annual budgets, largely via the GTC Business Plan to 2023.
<u>Council's Annual Delivery Plans</u>	While all documents mentioned in this section will be available to the public, it will be important to translate the aims and objectives into a set of easily understood commitments which will be presented to the public in an attractive, easy to understand and informative manner.
<u>Council Accountability</u>	The Aims & Objectives Document is an important factor in ensuring that the public understand what commitments the Council is making and how and when it intends to deliver them; to ensure that the Council can be properly and effectively accountable to those who work and live in the Town.

CONTEXT

Neighbourhood Plan – Vision for Godalming and Farncombe:

'In 2032, Godalming and Farncombe has successfully retained its distinctive historic feel whilst sustainable growth has enabled it to address the challenges that its people have faced.

The historic core of the town has been protected and the increased footfall in the town has helped to retain the vitality of its shops and services. High quality external finishes to new shopfronts and signage have helped to give the community back its High Street that is distinctly 'Godalming'.

The increased footfall has been helped by a recognition that the car has been choking a town unable to resolve its congestion by providing new roads. Instead, pavements, footways and cycle paths have been created and improved along key routes so now more people leave the car at home and instead come to shop, take their children to school or go to work on foot, by bicycle or by bus (including school buses).

Whilst traditional employment has fallen in Godalming and Farncombe, the highly skilled population has taken the opportunity created by the development of more modern workspaces. Small-scale, flexible workspaces and co-working hubs have been developed across the area which have encouraged a growing entrepreneurial spirit and the development of new companies which can share space and network. This has been complemented by the roll-out of faster broadband. Godalming and Farncombe have adapted in order to remain competitive.

This has all helped to encourage more young people with families to live in Godalming. This has been assisted by family housing being freed up by older people who have been able to move into newly built housing and facilities that are specifically designed to address their needs. Whilst this development has been modern in its thinking, it has been designed to be in keeping with the character of the area in which it sits; innovation in design is encouraged but in a way that still means new buildings sit comfortably within their surroundings.

The growing population has not been to the detriment of Godalming and Farncombe's environment or infrastructure. Existing community facilities have been protected and new facilities delivered alongside growth. Equally, new development has protected and enhanced the high quality natural environment which defines the setting of the town and has been designed to maximise sustainability. Godalming and Farncombe has grown, but not at the expense of the environment or the health and wellbeing of its people.'

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 16

Godalming & Farncombe Neighbourhood Plan Objectives

Housing

- To address the housing and social care needs of the population of Godalming and Farncombe.

Transport

- To increase walking and cycling as alternatives to the private car.
- To improve public transport networks and availability.
- To address parking problems, particularly at Godalming and Farncombe stations.

Economy

- To provide modern, flexible employment space for start-ups and growing micro-businesses.
- To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality.

Community and Infrastructure

- To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town.

Heritage and Design

- To ensure that development respects the character of the area.
- To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area.

Environment

- To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits.
- To ensure development enhances the potential for local flora and fauna to thrive.
- To ensure that development is sustainable, particularly in its use of water and energy.
- To ensure development minimises air pollution and removes the need for Air Quality Management Areas.

Ref: Godalming & Farncombe Neighbourhood Plan 2017-2032 Page 17

GODALMING TOWN COUNCIL PROGRAMME 2019-2023

This document sets out the Town Council's Programme for the period 2019-2023. It is focused on delivering the Neighbourhood Plan objectives. However, the Council has to undertake activities that go beyond the scope of the Neighbourhood Plan. The Neighbourhood Plan sets out how the community vision (see above) will be realised through planning and controlling land use and development change over the plan period 2017 to 2032. These form one part of this programme document, other objectives have been added to reflect the full range of Council work.

	Achieved		Progressing
--	----------	--	-------------

GTC Objective	Status	Plan implementation Date	Notes
Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport)			
Activities			
Establish GTC Environment & Planning Committee.		Jan 2020	Agreed by FC 26 Sept
Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions, including an earlier target of 2025 for all scope 1 and 2 emissions.		Jan 2025 / 2030	Commitment made by GTC 25 July 2019
Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint.		Annual	Next Audit due May 2020 for period 2018/19
Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming.		25 July 2019	2019/20 funded from Emerging projects fund 2020 onwards as base budget item
Establish criteria for the award of environmental grants.		March 2020	To be worked up by E&P committee and adopted by FC 23 April 2020
Establish the protocols for reporting environmental implications of recommendations in Officer reports alongside legal, financial and equality implications. Where appropriate these will include the impact of recommendations on CO ² emissions as well as any other relevant environmental factors.		TBC	To be included as on E&P work programme
Seek ways to facilitate and encourage our community to reduce direct and indirect CO ² emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate.		Ongoing	To be included as part of E&P work programme

Take active steps where possible to encourage: a) increased use of sustainable transport; b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this; c) organisations undertaking construction and building works to adopt sustainable building practices and to provide sustainable developments that minimise carbon emissions; d) development and use of renewable energy sources; e) production, sale and consumption of locally sourced and sustainably produced food; f) adoption of wildlife friendly land and water management practices; g) any other sustainable methods and steps for achieving the Neighbourhood Plan objectives.		TBC	To be included as on E&P work programme
Develop, adopt, maintain and review annually a Carbon Reduction Plan.		Annual	Next Audit due May 2020 for period 2018/19
Improve public participation in planning.		Ongoing	Formation of E&P committee and Council Listening Events
Where practicable, work with WBC to develop, maintain and run social housing.	Cllr Boyle Cllr Rosoman		
Support Waverley Borough Council in improving the provision of affordable housing.	G Boyle Cllr Rosoman		
Oppose development of fossil fuel mineral extraction.	Cllr Williams		
Discourage single use plastics and promote deposit schemes for plastic bottles.		Ongoing	Introduction of free public water bottle refill and water fountain Support of Plastic Free Godalming Campaign
Protect natural habitats and biodiversity.		Ongoing	Management of green spaces, limited use of pesticides and herbicides
Where practicable provide support for rewilding projects.		Ongoing	JBC rewilding at Eashing Cemetery, rewilding of grass verges i.e Wharf Nursery/Flambards Way
Promote strategies for reducing and reusing materials as much as recycling.	Cllr Purvis		

Provide an information hub to promote understanding of individuals' and communities' impacts on climate change.		Ongoing	Planned information point at 'new' GTC offices
Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities.		Ongoing	GTC work with Godalming Cycling Campaign, SCC and other partners regarding cycling environment
To provide, maintain and operate public drinking water fountains/bottle refill points.		Ongoing	1 st water foundation approved by Council 5 Sept, installation by April 2020
Work with local organisations to promote the transfer from incandescent lighting to LED lighting systems and where appropriate provide LED lamps for vulnerable members of the community.		Ongoing	Discussions with CAW and other Community Groups for volunteer base to promote
Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives.		Ongoing	GTC Staff to be utilised where appropriate and within resource
Community Safety			
Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime.		Ongoing	ASB meeting held at Farncombe, GTC working with Police and other agencies to identify issues and investigate preventative measures
Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school.	Cllr Ashworth Cllr Purvis Cllr Adam		
Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.	Cllr Ashworth Cllr Crooks		
Youth Provision			
Promote engagement with voluntary and statutory providers of youth services to determine how the Council can support increased provision and access to youth provision, support and services within Godalming.		Ongoing	Youth Provision Working Group established, working with local stakeholders to identify practice and sustainable areas which GTC can assist.

Develop and support youth engagement in the democratic process.	Clr Duce		Actions to be determined by outcomes of Youth Provision Working Group
Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.	Clr Duce Clr Williams		Actions to be determined by outcomes of Youth Provision Working Group
Support Local Business			
Work with local business organisations, Waverley Borough Council, the Godalming and District Chamber of Commerce and other organisations to promote Godalming as a retail and business centre.		Established and ongoing	GTC work with the Chamber of Commerce and WBC economic development team to promote Godalming and Farncombe.
Work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.		Established and ongoing	GTC supports a full programme of Community events both annual and individual national celebratory events. Farmers Markets, Friday Pop-Up, Saturday Pop-Up (Vegan), Remembrance Day Parade, Godalming Christmas Festival & Lights Switch On, Santa Grotto, Farncombe Christmas Lights, Town Day, Spring Festival, Godalming Community Run, St John's Spring Fair, The Town Show, The Spring Festival, The Food Festival, Staycation and for 2020 the VE75 Commemorations
Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers.	Clr Wardell	Ongoing	GTC supports the Fair Trade campaign and local producers and suppliers.
Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town.		Notice Served 14 Feb 2020	GTC submitted an Article 4 Direction Order request, with supporting evidence to WBC.

			Legal Order made by WBC in November 2019
Work with local business organisations and other stakeholders; promote sustainable and regenerative business models.	Cllr Purvis Cllr Wardell	Ongoing	GTC agreed Motion to form a Godalming Climate Forum
Equality, Diversity, Inclusion, Health and Wellbeing			
The Council is fully committed to the elimination of unlawful and unfair discrimination and will endeavour to support all groups within our community.		Ongoing	GTC adopts and implements policies to ensure equality of access to its services and facilities and that all people within our community are treated equally.
Work with stakeholder groups to support the establishment of the Godalming Parkrun.		Ongoing	GTC passed a motion in support of the ParkRun, has lobbied WBC on behalf of the ParkRun Startup Group and demonstrated the viability of the Broadwater ParkRun route during Staycation 2019.
Support groups, organisations and projects aimed at reducing loneliness and isolation within our community including specific support for those living with or supporting others with mental health issues.		Ongoing	GTC supports the work of the CAW and Farncombe Day Centre through the provision SLA's, provides Grant Aid in Kind for the Godalming Good Neighbours Scheme and supports mental health organisations through provision of its community spaces.
Work with local organisations to support and promote events and activities that inform and engage residents in creating a sense of community, safe spaces, openness and accessibility for all residents and visitors.		Ongoing	GTC supports the work of local charities such as the Cellar Café, The Godalming Dementia Action Alliance and Day Centres
Community Engagement			

Relocation of Godalming Town Council administrative offices to more suitable premises that will enable full access to Council services by all members of our community.		Ongoing	Planned for 2020
Support monthly Council Consultation & Listening Events.		Ongoing	1 st event held 21 September
Use "listening exercises" to support consultation for key issues.		Ongoing	Listening events established, key issues to be identified
Engagement with residents via traditional and social media.		Ongoing	As per GTC Press, Communications and Community Engagement Policies
Actively disseminate information on Councillor attendance, voting record etc.		Ongoing	Members attendance recorded and published on GTC Website GTC Standing Orders state voting is by show of hands unless a recorded vote is requested by a Member. Outcomes of votes and recorded votes are detailed in the official minutes of the Council
Establish a large Town Hall Meeting once a year.		Ongoing	GTC required by the LGA 1972 to hold an annual meeting of the parish. The LGA states restrictions on the timing of the meeting but not of its format.
Engage residents in developing priorities for how to spend Community Infrastructure Levy funds.	Chair, Planning & Environment Committee	Ongoing	Working groups established on 13 Feb to determine criteria for developing, adopting and prioritising CIL funds
Council Staffing			
Recruit Direct Work Force to reduce and eventually replace use of contractors.		01 Oct 2019	GTC direct maintenance work force recruited, areas identified for specialist contractors, i.e gas

			safety inspections and electrical installations.
Provide appropriate staffing resource to meet the aims and objectives of the Council.		Ongoing	GTC currently resourced to requirement, requirement to be monitored and reviewed as necessary.
Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme.		Ongoing	Training commitment set out in Council's Training Statement of Intent.

GODALMING TOWN COUNCILApplication for Grant AidRECEIVED
20 JAN 2020

1. Name of Voluntary Organisation GODALMING DISTRICT SCOUT CANOE CLUB
2. Contact Name, Address and Telephone Number GRAHAM HODGSON
65 SOUTH HILL, GODALMING, SURREY, GU7 1JU
01483 421818
3. Details of Organisation; is it
- A Charity?
 - A Trust?
 - A Private Limited Company?
 - Affiliated to any National Body? - BRITISH CANOEING (National Body)
 - Any other official registration? - SCOUT ASSOCIATION
4. What are the aims and objectives of the Organisation? _____
PLEASE SEE: THE CONSTITUTION & RULES (S. 12).
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
No
6. Please state size of membership and annual subscription levels of Organisation. No subs paid.
All scouts, guides & Leaders are members (Godalming District)
(Support is also received from other local Districts).
7. Please enclose the following information as applicable to your Organisation:-
- Constitution or aims
 - Copy of accounts (these will not be required for a new organisation)
 - Copy of budget for current financial year - see latest committee meeting minutes
 - Copy of last annual report to members (this will not be required for a new organisation) - AGM
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
Please note funds being slowly accrued for eventual
hut replacement, and is not part of our club running costs
Funds required for paddle replacement.

RECEIVED
20 JAN 2020

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

REPLACEMENT OF WORN OUT PADDLES (8 No.)

b) Specify	- Total Estimated Cost	£ 680
	- Amount already available	£ 180
	- Amount expected to be available at commencement	£ 500
	- Dates scheduled to commence and finish	APRIL 2020 ONWARDS

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

NO

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

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

a) Amount £ 500

b) Whether you have received a previous grant from the Town Council

- Amount £ 1000
- Date ~~2017~~ 2016
- Project REPLACEMENT ROOF FOR THE CLUB HUT (PART FUNDING).

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

CONTINUING A HIGH STANDARD OF CANOEING COACHING
WITH QUALITY EQUIPMENT FOR THE TRAINEES (SCOUTS & GUIDES)

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

Signed [Signature] Date 20 JANUARY 2020

Capacity in which signed GD SCC C'TEE FUNDRAISER MEMBER

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

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

RECEIVED

2017-18
20 JAN 2020

**GODALMING SCOUT CANOE CLUB
INCOME AND EXPENDITURE ACCOUNT 1st DECEMBER 2018 to 30th NOVEMBER 2019**

	2018-19	Variance	NOTES
	£	£	
INCOME			
Course fees - Discovery/1* (£35)	420	175	
Course fees - Explore/2* (£70)	385	(245)	
Course fees - WhiteWater/3* (£70)	740	(110)	
Taster sessions	1,664	(140)	Includes refunds to Camelsdale Guides and Camelsdale Cubs for weather related cancellations
Hut fund donations	210	115	£5 per short course, £10 per long course plus 3 donations of F19 refunds
Grants & other donations	272	(212)	Staycation donations & Kath's friends
Sundry income	32	(16)	Includes bank interest and BCU certificate fees
	3,723	(433)	
EXPENDITURE			
Maintenance (hut)	(63)	(2)	
Insurance	(1,451)	(141)	Includes PIP insurance for coaches (new cost this year)
Licences	-	(535)	Due to BCU revamp, there was no fee paid in 2017/18; still awaiting 1 licence to be refunded
Equipment (repairs & replacements)	(438)	168	
Adult training	(120)	(120)	BCU revamp requires all coaches to undertake online training
Badges	(72)	(176)	New expense this year
AGM expenses	(135)	(87)	
Sundry expenses	-	135	
	(2,159)	(759)	
ORDINARY SURPLUS/(DEFICIT) FOR YEAR	1,564	(1,191)	
France trip income	-	6,930	
France trip expenditure	-	(6,930)	
France surplus/(deficit)	-	-	
OPERATING SURPLUS/(DEFICIT) FOR YEAR	1,564	(1,191)	

REPRESENTED BY THE FOLLOWING MOVEMENTS IN BALANCES :-

	£	Movement
Treasurers A/C	3,666	(1,287)
Deposit A/C re hut replacement	8,212	329
France 2019 deposits received	(1,330)	1,330
		372

Notes

Local RNLI have indicated that they are willing to put £12k into a hut rebuild

Opening balance, plus £325 donated, plus interest earned to date
Transferred into 2018-19 income

12. REPORT TO POLICY AND MANAGEMENT COMMITTEE FROM THE FARNCOMBE INITIATIVE MEETING HELD ON 5TH FEBRUARY, 2020.

The Farncombe Initiative was established by Councillor Cosser in 2013 when he was the Surrey County Councillor for Godalming North. He had called a public meeting of Farncombe/Binscombe residents, businesses and groups to help to identify key requirements for “regeneration” in this area. As reported in Min No. 274-13 of Policy & Management Committee (28 November 2013), Councillor Cosser used £7,000 of his Surrey County Council Member Allocation to fund this initiative, and this received matched funding from Godalming Town Council through its own grants budget. Reasonable staffing resources would be made available to support the initiative and the costs of room hire and reasonable incidental expenses should be met from within the Town Council’s budget.

This Council has been the enabling body for the Farncombe Initiative and has always held the money and facilitated transactions. However, this model has not been expanded into other wards and is not consistent with current Council policy on the support of public initiatives and is therefore an anomaly.

At the last meeting of the Farncombe Initiative, it was put to the group that, as it has never had a published constitution, it doesn’t exist as a formal organisation and thus cannot manage its own business, being unable to hold funds and apply for grants. A motion was put to its Members to work together to form a formal Community Association. This was passed unanimously by the twenty attendees.

This Council acknowledges that the Farncombe Initiative has done some great things over the intervening years and has made a significant improvement in the area. The great strength of the Farncombe Initiative is that its energy and direction is supplied by local people wanting to invest their time in a direct and practical way in the improvement of the Farncombe and Binscombe community. This Council looks forward to working with this new and dynamic group.

Recommendation

That this phase of the Farncombe Initiative is to be closed so that its Members can work together to form a formal Community Association able to manage its own business, applying for grants and other support in its own right.

Community Events & Community Support Working Group Report

Introduction

This report is presented by the working group formed by resolution of the P&M Committee of 28th October 2019, with the composition of the group agreed at the P&M meeting of 28th November 2019.

Terms of reference:

1. Explore opportunities to build upon the success of the current programme of community events.
2. Consider appropriate levels of officer authority in relation to the planning and implementation of all events.
3. Specific review of arrangements for Staycation 2020.
4. Bring forward a report to February P&M.

Group members: Cllrs Adams, Cosser, Heagin, Hullah, Purvis and Paul Rivers.

Having reviewed all aspects of current activities the group proposes the following recommendations:

1. The Council should adopt a formal policy regarding Community Events and Community Support
2. Staycation, including Staycation Live, should be endorsed for 2020 with the following evolutionary adjustments
 - 2.1 Seek economies of scale in the costs of promoting the individual sessions available in Staycation week, as it continues to grow
 - 2.2 Review user journey when seeking details of activities available
 - 2.3 Follow up the issues arising from the debrief of Staycation Live in 2019
 - 2.4 Seek greater transparency regarding cost recovery by the Sponsor of Staycation Live
 - 2.5 Discontinue Dogalming subject to a sufficiently strong message of continuing commitment to community support and engagement
3. The group should continue to develop ideas for expanding the programme of community events and strengthening communications

Recommendation 1 – Adoption of a formal policy

It is recognised that Community Events and Community Support form a significant part of the services provided by the Council for its residents, businesses and visitors.

There should be transparency regarding what it is that the Council aims to provide through this area of activity, and, by inference, what it does not aim to provide.

A draft policy is therefore attached to this report for the consideration of Members. In presenting this document the group consider that:

- There should be clarity regarding the nature of the Council's role in relation to every Event that it is involved with, which identifies the Council's role either as the organiser or partner/facilitator. The level of support provided by and/or the areas of responsibility of the Council and partner organisations should be clearly defined.
- Communication of information about events in the town is identified as an area for further development, particularly in relation to events organised by other individuals and community groups. The policy allows for the Council to consider an expanded role in this area
- The key principles recommended in relation to Events organised by the Council are sufficient to meet part 2 of the terms of reference
- The Council should adopt an ethics policy to protect the Council's reputation in relation to the organisations it partners with in relation to its events. Further work is required to formulate a

suitable policy prior to it being put before Members. Assuming this intends to cover wider aspects than just sponsorship?

Recommendation 2 – Evolution of Staycation, including Staycation Live

Along with the Spring Fair and Christmas Festival, Staycation is one of the three premier events that the Council organises throughout the year. All three account for significant elements of officer time, but Staycation is the only one with a hard cost as opposed to a net income attached to it in the budget. It is also the most complex of the three and therefore warrants more detailed review.

There are three elements to Staycation, being:

- Staycation – the varied programme of activities during the first week of August
- Staycation Live – the music event during the first weekend in August
- Staycation Fete – Currently a community event on Aarons Hill during the second weekend in August

There are separate issues associated with each, as discussed below:

Staycation The original and core element of Staycation is seen as a “win:win” situation, where local providers of activities get to showcase them (with free use of GTC venues, where relevant), and resident families get a taster session free or at greatly reduced cost.

There were over 80 separate sessions available in 2019, and we want to see this aspect grow.

Suggested evolution is to seek economies of scale in the costs of promoting the sessions, and review the user experience when seeking information about activities.

Staycation Live

A music event straddling 2 days (and Thursday evening?), with live performances during the daytime centred around the bandstand, Peppercot and evening performances in various town centre pubs, plus a Saturday evening event in the Cloisters.

The event is organised on the Council’s behalf by a collective of experienced and enthusiastic volunteers.

The event is free at the point of entry, although donations are sought, 25% of which go to charity, with the remainder used to cover costs. GTC does not seek any cost recovery in relation to the two elements it funds directly, namely waste collection and insurance. Neither does GTC share any of the significant risk that donations fail to cover the other costs. That risk is borne by the collective.

Evolutions suggested for 2020 are:

- Follow up issues from the debrief session following the 2019 event, namely more toilets, later finish time for the after party and a cover to enable the pond in the Cloisters to be used as a dance floor
- Ensure sufficient transparency regarding the extent of cost recovery to ensure GTC reputation is not at risk. It is recognized that the collective accepts considerable financial risk if attendance plummets, as a result of bad weather, for example. Therefore some tolerance of generous recovery in good years is reasonable, but going forward this should be transparent and defensible.

Staycation Fete

The concept behind the third element of Staycation is of a GTC organised event to provide engagement in a specific part of the town, which can then be taken forward by local community

groups. The first Staycation fete was held at the bandstand and morphed into Staycation live, subsequently the Staycation Fete moved to Farncombe where, what is now the Summer Fete at the Day Centre, evolved after 3 years of council organised activity on Canon Bowring field.

The next location for the Staycation fete was the Aarons Hill recreation ground and the Staycation Fete became what is currently known as Dogalming. However, after 3 years of Dogalming at Aaron's Hill there is no sign of any community group looking to step forward to take the event forward in its current or any alternative format. Members should be aware that entry fees in 2019 were down 25% from £320 to £236, reinforcing the impression that the event lacks broad appeal.

Logically, therefore, Dogalming should be discontinued, but there is concern about possible negative effect at the loss of this event at its current location. It is therefore recommended that any decision to discontinue Dogalming must be accompanied by alternative proposals for community support within the locality. However, it should be noted the amount of officer time available for this in 2020 is constrained by the "one-off" investment of time in VE Day commemorations.

For 2020 it is recommended that this support takes the form of specific support to the local PTA for the St Marks & All Saints school fete, along with similar support for other schools if requested.

Recommendation 3 – Expansion of Community Events & Communications

Opportunities to build upon the success of the current programme of community events is ongoing and will be subject to further reports. As previously mentioned, there is scope for wider and more co-ordinated communications about the totality of events available within our community.

A key concept being considered is an expansion of the programme of events in August beyond Staycation.

Godalming Film Society already organise The Godalming Film Festival during the second week in August. Beyond that there has been discussion around either a literary event or wider showcasing of local artists, possibly with opportunities for practical experiences. These discussions have included ideas for either organised or partnered events, but are still in their infancy.

An interesting possibility for a new fireworks event has emerged, partnering with the rugby club, who also cancelled their own event in 2019. The Council has made clear it does not have funding available, but is enthusiastic about providing general advise and specific support with issues such as road closures to facilitate a more extensive event involving an illuminated procession through the park from the cricket club to the rugby club.

The working group consider that further work is required in relation to the first ToR, "Explore opportunities to build upon the success of the current programme of community events" both on the nucleus of GTC directly organised and partnered events. As such the working group will bring forward a second report in September 2020.



COMMUNITY EVENTS AND COMMUNITY SUPPORT POLICY

INTRODUCTION

Godalming Town Council recognises the importance of Events within the community and is committed to their delivery, both directly and indirectly.

It recognises and welcomes the enormous contribution of volunteers in this area. The Council has finite resources so that the input and dedication of other groups and individuals is essential if our residents, businesses and visitors are to obtain the best possible experience.

The benefits of well organised events include:

- Community engagement
- Increased wellbeing
- Civic pride
- Economic vibrancy
- Enhanced town profile

Godalming Town Council's strategy for Community Events is to:

- **Organise** a varied core programme of events throughout the year
- **Partner** with community groups where its involvement can facilitate more or better events
- **Communicate** the wider programme of events available within the community

THE COUNCIL AS ORGANISER

Godalming Town Council's key principles for the core programme of events that it organises are:

- Safety of all participants
- Sustainability of the event itself and within the detailed arrangements
- Free entry for all residents and visitors
- Promote the Council's values and policies
- Promote local business wherever possible. In particular, wherever demand for participation in events exceeds capacity, priority will be given to:
 - ensuring widest variety of quality products and experiences for the community
 - suppliers who are closest to Godalming, if there are several applicants with the same or similar offerings
- Promote local talent and creativity
- Promote a fair balance between:
 - tradition/continuity and innovation
 - frequency/location of events and disruption of town centre businesses and residents
 - interests and needs of various sections of our community
- Evolve based on experience and to reflect changing interests/priorities in the community
- Optimal value from limited Council resources

- Seek funding from external sources to the maximum extent possible, including sponsorship or grant funding
- Minimise financial exposure and risk to the Council
- Welcome ideas and volunteers from the community, to enhance events within Godalming

Godalming Town Council will arrange public liability insurance of not less than £10m for all events that it organises and ensure that all volunteers involved with those events are included. It will also specify appropriate minimum levels of insurance for commercial participants in those events.

THE COUNCIL AS PARTNER

Godalming Town Council has grant funding, venues, equipment and experience available to support other individuals and community groups in organising events that reflect the Council's key principles, in so far as they are applicable.

Financial support can take the form of either pecuniary grants or benefits in kind, such as free or subsidised use of community venues.

Practical support can take a variety of forms, including:

- general advice on format and timing
- assistance with road closures
- obtaining appropriate licences
- loan of equipment

In all cases of practical support there will be clear correspondence with the partner setting out the full extent of Council support to be provided.

THE COUNCIL AS COMMUNICATOR

Godalming Town Council want to provide the community with maximum opportunity to participate in events.

Therefore, when requested, the Council will use its communication channels to publicise all events being organised by community groups and individuals, not just those where it is an organiser or partner.

When requested, the Council will also seek councillor representatives to engage with community groups to promote greater awareness of their activities.

Godalming Town Council
VE75 Commemorative Weekend
Friday, 8 May – Sunday, 10 May 2020

Subject to appropriate permissions, 1 month prior to event (Monday, 8 April) Avenue of Flags – Allied Flags to be displayed in Bridge Street and High Street – United States, Soviet Union, United Kingdom, China, Free France, Poland, Yugoslavia, Greece, Netherlands, Belgium, Norway, Czechoslovakia, Luxembourg, India, Canada, Australia, New Zealand, South Africa, Ethiopia, Philippines, Brazil, Mongolia, Mexico.

Friday, 8 May	Time	Location	Status	Comments
Junction 4 Big Band	12.30–14.51	Bandstand, Phillips Memorial Park	Confirmed	Swing Patrol Lindy Hop Dancers provisionally confirmed to perform exhibition of Lindy Hop - timings tbc but will dance to Junction 4 Big Band. Will lead a lesson in Lindy Hop x 2 if time allows.
Godalming Joigny and Mayen Stalls	12.30-19.00	Phillips Memorial Park	Confirmed	Twinning stalls to offer regional food samples, Petanque ground to be set up for visitors to play
Burnett's Fun Fair	12.30-19.00	Phillips Memorial Park	Confirmed	Fun Fair remaining overnight for Sat Duck Race event
Exhibition – Godalming Museum in conjunction with Godalming Masonic Centre – Godalming Masonry vision boards	12.30-19.00	Cloisters	Confirmed	Display of Godalming & Farncombe Wartime Memories and photos on the Phillips
Classic Cars/Military Vehicles/Model Aircraft	12.30-19.00	Phillips Memorial Park	TBC	Military Vehicles/Classic Cars, Model Aircraft for static display
1940's London Bus	12.30-19.00	Phillips Memorial Park	TBC	Checking availability
Stalls – Hog Roast, Vegan Option/Old Fashioned Afternoon Tea, potential for re-enactment vignettes	12.30-19.00	Bandstand, Phillips Memorial Park	TBC	

Dance Area	12.30-19.00	Bandstand, Phillips Memorial Park	Confirmed	Area to be identified
Bell Toll to sound "Pray Silence"	14.51-14.53	St Peter and St Paul's Church	Confirmed	Bell Captain J. Deane to sound Bells
O/B Winston Churchill's Peace Speech followed by 3 Cheers for Victory	14.53-4.58.5	Bandstand, Phillips Memorial Park	Confirmed	Peace Speech (5.31 mins)
Pipers to play Battle's O'er	14.58-15.00	Bandstand, Phillips Memorial Park	Confirmed	2 Pipers booked
Nation's Toast	15.02	Bandstand, Phillips Memorial Park	Confirmed	Mayor to lead Nation's Toast Nation's toast to be printed off for visitors to event (Nations Toast Toolkit to be sent to all local Pubs and clubs)
The Cadettes	15.30-17.30	Bandstand, Phillips Memorial Park	Confirmed	Vintage Singing Trio singing 1940's music
Band of the Surrey Yeomanry	17.30-18.55 (event ends)	Bandstand, Phillips Memorial Park	Confirmed	
A Cry for Peace	18.55-19.00	Bandstand, Phillips Memorial Park	Confirmed	<ul style="list-style-type: none"> Town Cryer (Peter Harris Sergeant at Mace) "Cry to be printed off"
Bells Ring Out	19.00-19.30	St Peter and St Paul's Church	Confirmed	Bell Captain J. Deane to sound Bells

Saturday 9 May	Time	Location	Status	Comments
Rotary in Godalming Annual Duck Race	12.00	Bandstand, Phillips Memorial Park	Confirmed	
Burnetts Fun Fair	From 12.00 onwards	Phillips Memorial Park	Confirmed	
Stalls to be considered along with classic cars	From 12.00 onwards	Bandstand, Phillips Memorial Park	Confirmed	

Sunday 10 May	Time	Location	Status	Comments
Bell Ring	10.00-10.30	St Peter and St Paul's church	Confirmed	
Churches Together Service to the millions Mayor to lead Tribute to the Millions Godalming Band to play alongside Service Army/Air Cadets to read tribute Bugler to play Last Post and Reveille	10.30–11.30	Bandstand, Phillips Memorial Park	Confirmed TBC Air Cadets confirmed	Churches Together lead service event. Air Cadets Attendance confirmed More uniformed organisation to be contacted and confirmed
Congregants invited to stay for refreshments in the Park (confirmed) GTC to provide gazebo and refreshments, (social media to invite residents to bring picnic)	11.30–13.00	Bandstand, Phillips Memorial Park	TBC	Music by Godalming Band until 13.00
Music in the Park	13.00-14.00	Godalming Jazz Choir	Confirmed	
	14.00-16.00	Godalming College Band Dan Ely Concert	Confirmed	
	16.30–18.55	Rockin' Crescendos	Confirmed	(Post War Baby Boomers...) 1950's 1960's re-visited (ex Cliff Richard Players etc)

- Street Parties – Godalming Masonic Centre running a ticketed afternoon old fashioned tea with a “war-time” singer, magician, an old fashioned fire engine – Confirmed
- Star Public House – Church Street Party, trestles and bunting – Confirmed – GTC to organise road closure
- Invite residents to put on street parties – social media give WBC's Street Party web link
- Godalming Remembers Book – ask Day Centre residents for their contribution on their thoughts for VE day to be put into a commemorative book – TBC
- Photos and exhibition arranged at Museum – TBC

- Moss Lane School Children VE Parade at 14.30 on Wednesday, 6 May 2020 from Moss Lane School. The children and school staff to process along Moss Lane, Great George Street, High Street before turning right back into Moss Lane. Expected duration approximately 15mins. Expected number = 173 children.

BUDGET

PA/Sound Engineer	£950.00
Entertainment	£1350.00
Flags	£150.00
Refreshments (Sun 10)	£200.00
Misc	£450.00
Total	£3,000.00

Godalming Town Council is grateful to those community organisations and groups who have currently offered support to the VE75 events, a full list of supporters will be published on the Town Council's website as arrangements develop.

Go Godalming Music in the Park
 Churches Together
 Air Training Corps
 Godalming Masonic Centre
 The Star
 Joigny & Mayen Twinning Associations
 Godalming Museum
 Moss Lane School

MEDIA PLAN

Date	Action	Status	Comments	
January	Upload event details and link to GTC website	Completed/ Ongoing	Keep updating with events as confirmed	
February	<ul style="list-style-type: none"> • Addition to GTC quarterly Newsletter • Write printed media advert 	Completed Completed		
w/c 2 March	Upload event to:	To be completed “ “ “		
	<ul style="list-style-type: none"> • Visit Surrey • Eagle Radio Bulletin Board • Waverley Events Page • Wherecanwego.com 			
w/c 9 March	Write Press release			To be completed
	<ul style="list-style-type: none"> • Social Media Posting F/B/Twitter/Insta: • “Heads up to the Community” info about Street Parties 			To be completed
w/c 23 March (1 x weekly)	<ul style="list-style-type: none"> • Social Media Posting F/B/Twitter/Insta: 	To be completed		
March w/c 30	<ul style="list-style-type: none"> • Distribute PR to media list 	To be completed		
w/c 2 March	<ul style="list-style-type: none"> • Stand-alone advert for VE 75 	Completed		
w/c 6 April (Weekly)	<ul style="list-style-type: none"> • Social Media Posting F/B/Twitter/Insta 	To be completed		
May w/c 4–May 8	<ul style="list-style-type: none"> • Last push Social Media 	To be completed		



Godalming

Town Council

**Annual Report
2019-20**



MAYORAL REVIEW



It is an honour and a privilege to be Town Mayor of Godalming. What a difference a year makes! This time last year, I and many of my Councillor colleagues hadn't yet been elected. I take this opportunity to thank Andrew Bolton, who had been nominated the Mayor Elect. He has been gracious with his help and support, especially during the annual Town Carol Service.

Behind every Mayor there is an assistant, and in my case it is the very kind, capable and efficient Lynne Purnell. My thanks to her and to all the officers of Godalming Town Council for supporting me during this Civic Year and for all that they do for our Town.

So, for me, without the benefit of prior preparation afforded to most mayors, it was a standing start yet the Mayoral year began with a run. The Godalming Run, expertly arranged by Sport Godalming, Waverley

Harriers, The Charterhouse Club and Godalming Town Council and run by very many hundreds including councillors past and present and the Headmaster of Charterhouse. The Parkrun during Staycation, too, was a safe, happy family event and one that this Council is hoping will be the first of many regular Parkruns. We are fortunate to have so many sporting opportunities in Godalming – football, hockey, and bowls to mention just three.

The annual Town Show enjoyed a hot, hot day – perfect for a colourful carnival. Copious thanks must go to our very own Knights of the Round Table.

Past Mayor, Jane Thomson started Staycation in 2010 and it is now firmly established as a summer event. There is a vast cornucopia of delights to try - dance, drums, football, swimming, canoes, ballet and bingo. In the Bandstand – the venue for many fine performances, our very own Town Band gave children the chance to try out an instrument. And, what can I say about the awesome Staycation Live? If you have never been – go!

The year has been somewhat marred by anti-social behaviour, and I chaired a public meeting giving residents a chance to speak about the problem and to offer some answers. We must recognise that the vast majority of our younger residents are law-abiding and are good citizens.

It has been an absolute pleasure to visit our local schools and meet the students and see their work. Godalming College art and crafts is brilliant beyond imagining and we were blown away by the merry murderesses in “Chicago” at Priorsfield. At Broadwater School we saw the romantic tragedy “West Side Story”, where “a miracle happened, the world went away”, and I was not the only Mayor to be reduced to tears.

Thank you all for the music! Encore to the many Bandstand concerts, A Touch of Musicality, the Jazz Choir, the Godalming Community Gospel Choir, the Rock Choir, Godalming Choral Society, Godalming Operatic Society, Godalming Town Band, and the Tilford Bach Society. And not forgetting the Film Society and Godalming Theatre Group – Cinderella was the belle

of the ball, as will be High Society. Who needs the West End when we have our very own constellation of stars?!

Music and the arts both still us and transport us and they are vital to our well-being.

Godalming Town always marks Remembrance Sunday in a most respectful manner and this year was no exception. It is a particular honour to lay the poppy wreath to the fallen, on behalf of the citizens of Godalming. On Remembrance Day itself we held the silence with students of Godalming College who have re-instated their own memorial to past students who died in war.

Christmas is a season of light and we now have two well-established switch-ons in Godalming town and in Farncombe village and the season is further enhanced by the “In Memory” tree in Crown Court.

An absolute highlight of Christmas was to attend the service in aid of The Meath at St Clement Danes’ Church in London. The Meath is close to my heart and I highly recommend a visit to Changing Perceptions in the High Street. The coffee, cake and craftwork are all exceptional.

Our volunteers do not stop – even on Christmas Day there is a lunch at Queen Street Baptist Church for those who would otherwise be on their own, organised by Churches Together, sponsored by Waitrose – working together is a gift that keeps on giving. I am glad that the Volunteer’s Award I started in 2005 continues to recognise such generous works of kindness.

Godalming is indeed fortunate, and I am pleased, too, to show that we have Pride in Godalming – with the Mayor of Waverley, Mary Forsyszewski, we raised the rainbow flag in support of our LGBT+ community. Godalming Town Council represents everyone and that absolutely includes our LGBT+ brothers and sisters. The Godalming motto is, “Libera deinde fidelis - Faithful because free” - free to be who we are and free to love those we love.



The Civic Year allows Mayors to lend additional support to their chosen good causes. There are so many good causes and choosing is always a challenge. I selected The Meath, Skillway and the Trinity Trust Team.

- The Meath supports, cares for and protects the physical and mental health of those who live with epilepsy and associated learning and physical disabilities.
- Skillway motivates and instils confidence in disadvantaged and disengaged young people by teaching practical workshop skills.
- The Trinity Trust Team works with young people in schools and the community helping them to realise their potential.

We are living in challenging times – Brexit and austerity and climate change. We have experienced floods, anti-social behaviour, we see homeless people and we donate to food

banks. The Citizens' Advice Waverley, The Cellar, our churches, Trinity Trust Team, Skillway, and so many agencies are to be thanked for what they do for those in need. Ours is a real community made up of many and of much and I hope that this review of the 2019-2020 mayoral year shows that there is plenty to celebrate and enjoy in our Town. Our volunteers and organisations and shops connect us one to each other. That is community – that is Team Godalming. Join us and help us continue to make it better. 😊

A handwritten signature in black ink that reads "Penny Rivers". The signature is written in a cursive style with a large, looped flourish at the end of the word "Rivers".

Councillor Penny Rivers
Mayor of Godalming 2019/20

Introduction

Godalming Town Council provides a range of services to the town's residents including its flagship town centre venue the Wilfrid Noyce Centre, Broadwater Park Community Centre in Farncombe and the town's iconic Pepperpot. It also funds the Godalming Museum, public toilets in Godalming and Farncombe, two cemeteries, sixteen acres of allotment sites, Floral Godalming flower displays in the town centre, Christmas Lights in Farncombe and Godalming retail centres and a range of festivals and markets. The Council also runs the Staycation holiday programme, the town's annual Remembrance Parade and assists in the management of the monthly Farmers' Markets. As well as supporting the Godalming Dementia Action Alliance, the Town Council also supports a number of events run by community organisations such as the Sport Godalming's Community Run, the Round Table's Town Show and Churches Together's Christmas events, all of which help make Godalming such a vibrant community.

The May 2019 local elections saw a significant change for Godalming Town Council, with four existing councillors being re-elected and five former councillors returning to the chamber along with 11 first time councillors making up the elected representatives of our community. The political make-up of the Council is now 10 Liberal Democrats, 4 Green Party, 3 Conservative Party, 2 Labour Party and 1 Independent Member, meaning that no one group has overall control. However, the Council is operating on a collaborative basis with Cllr Follows (LibDem) Chair of the Policy & Management Committee (P&M) elected as the Leader of the Council and Cllr Williams (Green Party) elected as Deputy Chair of P&M.

Members elected as a Chair/Vice Chair of Council Committees are:

Policy & Management:

Chair: Cllr Paul Follows (LD)



Vice Chair: Cllr Williams (Grn)



Environment & Planning:

Chair: Cllr Paul Rivers (LD)



Vice Chair: Cllr Crooks (Grn)



Staffing:

Chair: Cllr Hullah (LD)



Vice Chair: Cllr Duce (LD)



Mayoralty:

Chair: Cllr Cosser (Con)



Vice Chair: Cllr Rosoman (LD)



Audit:

Chair: Cllr Heagin (LD)



Vice Chair: Cllr Crooks (Grn)



Joint Burial Committee:

Chair: Cllr Steel (LD)



Vice Chair: Cllr Purvis (Grn)



With the exception of the Fireworks Display, throughout 2019/20 Godalming Town Council continued to deliver its existing programme of community events and activities, whilst also working to develop new opportunities and facilities for the town. During the previous 12 months Godalming Town Council has achieved:

Quality Council Award

Godalming Town Council, First Local Council in Surrey to Win the Quality Award Accreditation



A pleasant early Christmas present for the Town Council arrived on Thursday, 19 December 2019, when Mrs Susan Lochner, Deputy Lieutenant of Surrey accompanied by Mrs Anne Bott, Deputy Chief Executive of the Surrey & Sussex Association of Local Councils presented Godalming Town Council

with the Award of Quality Council, which recognises the very best of Local Councils. In receiving the award on behalf of the Council, the Mayor expressed her delighted that Godalming had become the first Local Council in Surrey to be accredited with the Quality Award Level under the Local Council Award Scheme and congratulated everyone who had worked so hard over the last 18 months to achieve the award, the Council staff and current and former Members of the Council.

In presenting the award, Mrs Lochner said "In earning this Award, Godalming Town Council has demonstrated the importance of good governance, with strong financial control, excellent documentation and administration, coupled with a determination not only to embrace, but to take the lead in best practice. More crucially, this Award recognises that the Council, while setting such high standards in the conduct of its business, has succeeded in engaging and working with the community at all levels and encouraging it to flourish.

Having such a strong business approach meant that the Neighbourhood Plan was from the very start a community-led process, and this has been a major factor in its success. Without this approach, Staycation would not be the envy of other much larger places, the town's green spaces would not be havens for residents and nature alike, and the Council would not have been able to support significant infrastructure projects, such as the Flood Alleviation Scheme and the refurbishment of its community buildings."

Efficient Delivery of Services

Having welcomed two new members to the staff team, a buildings maintenance and a grounds maintenance operative, Godalming Town Council continues to deliver services as efficiently and effectively as possible within its available resource. In order to help focus service delivery, the Council quickly established its aims and objectives and set them out as a delivery programme to cover the administration period 2019-2023. The objectives set out in the programme are shown below, the full document can be found at <https://godalming-tc.gov.uk/council-policies-procedures/>

	Achieved		Progressing
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GTC Objective	Status	Plan implementation Date	Notes
Environment and Planning (encompassing NP Objectives for Environment, Housing and Transport)			
Activities			
Establish GTC Environment & Planning Committee.		Jan 2020	Agreed by FC 26 Sept
Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions, including an earlier target of 2025 for all scope 1 and 2 emissions.		Jan 2025/ 2030	Commitment made by GTC 25 July 2019
Conduct annual carbon audits to establish and subsequently monitor the Council's carbon footprint.		Annual	Next Audit due May 2020 for period 2018/19
Establish a budget for environmental grants to encourage and enable carbon-reduction and mitigation schemes to improve bio-diversity within Godalming.		25 July 2019	2019/20 funded from Emerging projects fund 2020 onwards as base budget item
Establish criteria for the award of environmental grants.		March 2020	To be worked up by E&P committee and adopted by FC 23 April 2020
Establish the protocols for reporting environmental implications of recommendations in Officer reports alongside legal, financial and equality implications. Where appropriate these will include the impact of recommendations on CO ² emissions as well as any other relevant environmental factors.		TBC	To be included as on E&P work programme
Seek ways to facilitate and encourage our community to reduce direct and indirect CO ² emissions, to conserve and enhance biodiversity and to become resilient to changes caused by the changing climate.		Ongoing	To be included as part of E&P work programme

<p>Take active steps where possible to encourage:</p> <p>a) increased use of sustainable transport;</p> <p>b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this;</p> <p>c) organisations undertaking construction and building works to adopt sustainable building practices and to provide sustainable developments that minimise carbon emissions;</p> <p>d) development and use of renewable energy sources;</p> <p>e) production, sale and consumption of locally sourced and sustainably produced food;</p> <p>f) adoption of wildlife friendly land and water management practices;</p> <p>g) any other sustainable methods and steps for achieving the Neighbourhood Plan objectives.</p>		TBC	To be included as on E&P work programme
Develop, adopt, maintain and review annually a Carbon Reduction Plan.		Annual	Next Audit due May 2020 for period 2018/19
Improve public participation in planning.		Ongoing	Formation of E&P committee and Council Listening Events
Where practicable, work with WBC to develop, maintain and run social housing.	Cllr Boyle Cllr Rosoman		
Support Waverley Borough Council in improving the provision of affordable housing.	G Boyle Cllr Rosoman		
Oppose development of fossil fuel mineral extraction.	Cllr Williams		
Discourage single use plastics and promote deposit schemes for plastic bottles.		Ongoing	Introduction of free public water bottle refill and water fountain Support of Plastic Free Godalming Campaign
Protect natural habitats and biodiversity.		Ongoing	Management of green spaces, limited use of pesticides and herbicides

Where practicable provide support for rewilding projects.		Ongoing	JBC rewilding at Eashing Cemetery, rewilding of grass verges i.e Wharf Nursery/Flambards Way
Promote strategies for reducing and reusing materials as much as recycling.	Cllr Purvis		
Provide an information hub to promote understanding of individuals' and communities' impacts on climate change.		Ongoing	Planned information point at 'new' GTC offices
Work with community groups and statutory bodies to improve cycling environment, safety, infrastructure and facilities.		Ongoing	GTC work with Godalming Cycling Campaign, SCC and other partners regarding cycling environment
To provide, maintain and operate public drinking water fountains/bottle refill points.		Ongoing	1 st water foundation approved by Council 5 Sept, installation by April 2020
Work with local organisations to promote the transfer from incandescent lighting to LED lighting systems and where appropriate provide LED lamps for vulnerable members of the community.		Ongoing	Discussions with CAW and other Community Groups for volunteer base to promote
Where appropriate, utilise Council maintenance staff in support of the Council's environmental objectives.		Ongoing	GTC Staff to be utilised where appropriate and within resource
Community Safety			
Liaise with police and community groups and identify the resources required to promote schemes aimed at reducing anti-social behaviour and crime.		Ongoing	ASB meeting held at Farncombe, GTC working with Police and other agencies to identify issues and investigate preventative measures

Promote traffic slowing schemes such as Twenty's Plenty and safer walking routes to school.	Cllr Ashworth Cllr Purvis Cllr Adam		
Seek to create a more pedestrian friendly environment through increased pedestrianisation and residential parking schemes.	Cllr Ashworth Cllr Crooks		
Youth Provision			
Promote engagement with voluntary and statutory providers of youth services to determine how the Council can support increased provision and access to youth provision, support and services within Godalming.		Ongoing	Youth Provision Working Group established, working with local stakeholders to identify practice and sustainable areas which GTC can assist.
Develop and support youth engagement in the democratic process.	Cllr Duce		Actions to be determined by outcomes of Youth Provision Working Group
Develop and support youth engagement programmes and activities aimed at raising awareness of environmental issues.	Cllr Duce Cllr Williams		Actions to be determined by outcomes of Youth Provision Working Group
Support Local Business			
Work with local business organisations, Waverley Borough Council, the Godalming and District Chamber of Commerce and other organisations to promote Godalming as a retail and business centre.		Established and ongoing	GTC work with the Chamber of Commerce and WBC economic development team to promote Godalming and Farncombe.

<p>Work with local stakeholders to organise, manage and promote community events including town festivals, national celebrations and commemorations, markets, Staycation and other activities that enhance and support the vitality and vibrancy of the town, its retail centres, businesses and community.</p>		<p>Established and ongoing</p>	<p>GTC supports a full programme of Community events both annual and individual national celebratory events. Farmers Markets, Friday Pop-Up, Saturday Pop-Up (Vegan), Remembrance Day Parade, Godalming Christmas Festival & Lights Switch On, Santa Grotto, Farncombe Christmas Lights, Town Day, Spring Festival, Godalming Community Run, St John's Spring Fair, The Town Show, The Spring Festival, The Food Festival, Staycation and for 2020 the VE75 Commemorations</p>
<p>Use and support ethical, local, Fair Trade and Tax Mark compliant suppliers.</p>	<p>Cllr Wardell</p>	<p>Ongoing</p>	<p>GTC supports the Fair Trade campaign and local producers and suppliers.</p>
<p>Support the protection of local sustainable office and work spaces via an Article 4 Direction Order(s) for key sites in the town.</p>		<p>Notice Served 14 Feb 2020</p>	<p>GTC submitted an Article 4 Direction Order request, with supporting evidence to WBC. Legal Order made by WBC in November 2019</p>
<p>Work with local business organisations and other stakeholders; promote sustainable and regenerative business models.</p>	<p>Cllr Purvis Cllr Wardell</p>	<p>Ongoing</p>	<p>GTC agreed Motion to form a Godalming Climate Forum</p>

Equality, Diversity, Inclusion, Health and Wellbeing			
The Council is fully committed to the elimination of unlawful and unfair discrimination and will endeavour to support all groups within our community.		Ongoing	GTC adopts and implements policies to ensure equality of access to its services and facilities and that all people within our community are treated equally.
Work with stakeholder groups to support the establishment of the Godalming Parkrun.		Ongoing	GTC passed a motion in support of the ParkRun, has lobbied WBC on behalf of the ParkRun Startup Group and demonstrated the viability of the Broadwater ParkRun route during Staycation 2019.
Support groups, organisations and projects aimed at reducing loneliness and isolation within our community including specific support for those living with or supporting others with mental health issues.		Ongoing	GTC supports the work of the CAW and Farncombe Day Centre through the provision SLA's, provides Grant Aid in Kind for the Godalming Good Neighbours Scheme and supports mental health organisations through provision of its community spaces.
Work with local organisations to support and promote events and activities that inform and engage residents in creating a sense of community, safe spaces, openness and accessibility for all residents and visitors.		Ongoing	GTC supports the work of local charities such as the Cellar Café, The Godalming Dementia Action Alliance and Day Centres

Community Engagement			
Relocation of Godalming Town Council administrative offices to more suitable premises that will enable full access to Council services by all members of our community.		Ongoing	Planned for 2020
Support monthly Council Consultation & Listening Events.		Ongoing	1 st event held 21 September
Use “listening exercises” to support consultation for key issues.		Ongoing	Listening events established, key issues to be identified
Engagement with residents via traditional and social media.		Ongoing	As per GTC Press, Communications and Community Engagement Policies
Actively disseminate information on Councillor attendance, voting record etc.		Ongoing	Members attendance recorded and published on GTC Website GTC Standing Orders state voting is by show of hands unless a recorded vote is requested by a Member. Outcomes of votes and recorded votes are detailed in the official minutes of the Council
Establish a large Town Hall Meeting once a year.		Ongoing	GTC required by the LGA 1972 to hold an annual meeting of the parish. The LGA states restrictions on the timing of the meeting but not of its format.

Engage residents in developing priorities for how to spend Community Infrastructure Levy funds.	Chair, E&P Committee	Ongoing	Working groups established on 13 Feb to determine criteria for developing, adopting and prioritising CIL funds
Council Staffing			
Recruit Direct Work Force to reduce and eventually replace use of contractors.		1 Oct 2019	GTC direct maintenance work force recruited, areas identified for specialist contractors, i.e gas safety inspections and electrical installations.
Provide appropriate staffing resource to meet the aims and objectives of the Council.		Ongoing	GTC currently resourced to requirement, requirement to be monitored and reviewed as necessary.
Provide appropriate training to support implementation of the Council's aims, objectives and delivery programme.		Ongoing	Training commitment set out in Council's Training Statement of Intent.

Climate Emergency Motion

On Thursday, 25 July 2019, local residents in the Council Chamber's Public Gallery clapped and cheered as Godalming Town Council passed a Motion declaring a Climate Change Emergency.

In recognising the climate change emergency, the Council resolved to work to reduce carbon emissions and become a carbon neutral organisation by 2030 with an earlier target for carbon neutrality in scope 1 and scope 2 emissions by 2025. The Council agreed to audit its carbon emissions to enable it to monitor progress and also to create a budget to provide grants to support and encourage carbon reduction and mitigation schemes within Godalming and projects to encourage the community to reduce direct CO² emissions and to conserve and enhance the bio-diversity of our town.

In supporting the motion, Members agreed on an action plan to ensure that the Council transfers to green energy providers, reduces its reliance on gas heating, has carbon offsetting arrangements in place and will ensure that its vehicles are electric powered by 2030. The Council's action plan aims to achieve carbon neutral status without incurring extra operating costs or financial penalties. The Town Council has examined all its existing energy supplies and has transferred 5 out of its 6 contracts to a green energy provider, with the final transfer due to take place as soon as the existing fixed term expires, this is a simple step that every other business and organisation in the town could take that would make a tangible reduction in CO² emissions."

Members also recognised the need to encourage bio-diversity by agreeing to explore options for creating areas of wildflower meadows within the Town boundaries.



Renewable Electricity Certificate

Certified by
ENGIE

Presented to
Godalming Town Council

in recognition of your commitment to choosing a green energy source and reducing your carbon emissions.

ENGIE will supply you with 75519 kWh of UK generated 100% renewable electricity, certified by UK Renewable Energy Guarantees of Origin for the period:
01/03/2020 to 28/02/2023

Thank you for your ongoing commitment towards a greener future.

 Gary Proctor
Managing Director
Business Energy and Services
ENGIE UK & Ireland



Grants

The Town Council provided grants to a variety of community organisations and projects with the main beneficiaries, Citizens' Advice Waverley, The Hoppa Community Transport and the Farncombe Day Centre receiving £33,000. Although Godalming Town Council has supported these organisations for many years, the level of grants were decided on an annual basis. Whilst always appreciative of the support provided by the Council, the year by year nature of the funding made financial planning by these organisations challenging.

In order to allow for much needed financial security, councillors were delighted to approve the terms for funding agreements of £158,000 for three organisations who provide much needed local services that benefit the Godalming community. The Service Level Agreements (SLA) agreed by the Town Council guarantees financial support over the next four years. Such arrangements allow the service provider the financial security to invest in the service and provides the Council with measurable outcomes for the support provided.

The Council's funding of £20,000 over the next four years, will ensure that the Hospital Hoppa Service continues to provide an accessible, door-to-door, non-emergency patient transport service to the Royal Surrey County Hospital, as well as all other health facilities between Haslemere and Guildford, for the residents of Godalming and surrounding villages who do not qualify for free NHS transport.

Over the same period, Citizens' Advice Waverley will receive £112,000. The Town Council has supported the Citizens' Advice service for many years, but moving from yearly grants to a four year agreement means that Citizens' Advice Waverley has much more certainty in providing a 5-day a week, locally available, independent, high quality advice service to Godalming residents. .



The final organisation to be supported with a funding agreement is the Farncombe Day Centre which will receive £20,000 of assistance over four years to operate a minibus to provide a vital transport service from a client's home to the day centre and return.

At a lower, but equally important level, the Council also awarded grants to many other local organisations including a £500 grant to assist with running the Surrey Fire & Rescue Service - Safe Drive Stay Alive performances. Safe Drive Stay Alive is a

road safety initiative that aims to highlight to all young people their responsibilities whilst being in a car, as a driver or passenger, as well as the consequences should these responsibilities not be taken seriously. Godalming sends more young people to this event than any other town in the County.

Please see page 37 for the full list of organisations and groups supported by the Council's Grant budget.



Safe Drive Stay Alive

New Council Offices

Many residents have commented on the window vinyls displayed in the old Racquet Shop encouraging residents to Reduce, Reuse and Recycle, but they may not be aware of their connection with the Town Council.



With the decision of The Racquet Shop, after 30 years of trading in the town at 107-109 High Street, to move on to pastures new, the first item of non-procedural business considered by the newly formed council was to decide whether or not to buy out the lease so that the Town Council could move from its present cramped offices, which are unsuitable for those with mobility issues and create DDA compliant offices next door to the Godalming Museum.

Having decided that the move would provide long term benefits and allow the Town Council to work not only more closely with the Godalming Museum but also welcome all residents and visitors to its office accommodation irrespective of mobility, the Council put up the vinyl's to promote positive actions, which can help to reduce CO², and also to maintain a sense of vibrancy at the upper end of the High Street, which currently has a concentration of the few vacant retail units in the town.



Godalming & Farncombe Neighbourhood Plan (GoFarNP)

Following many years of hard work and detailed discussions by an army of dedicated volunteers, The Godalming and Farncombe Neighbourhood Plan won a 91.5% majority when put to the electorate on Tuesday 9 July. The plan was subsequently 'made' (adopted) by Waverley on 13 August 2019 and has become part of the statutory development plan for Godalming and Farncombe.

Godalming Town Council as the qualifying body prepared the neighbourhood development plan with the help of the local community. The plan covers the period from 2017 to 2032 and sets out a vision for the future of the parish and planning policies that will be used to determine planning applications locally.

The aim of the Godalming & Farncombe Neighbourhood Plan is to:

- protect our environment;
- support our local shops and businesses;
- provide housing needed for a sustainable community;
- provide safe pedestrian and cycle links;
- safeguard air quality;
- improve play facilities; and
- ensure more CIL funds are available for local infrastructure.

The adoption of the Neighbourhood Plan has given the local community a greater say over the future of the area in which they live and has already influenced planning observations made by Godalming Town Council and importantly planning decisions made by the Local Planning Authority.

The Town Council would like to record its thanks to the many dedicated volunteers who worked on the Neighbourhood Plan.

Article 4 Direction

Godalming Town Council has consistently raised concerns about the changes in Permitted Development Rights that have allowed the conversion of office space to residential dwellings without the need to have it considered by the Local Planning Authority. Following continued lobbying by the Town Council, the Local Planning Authority have made an Article 4 Direction Order covering the area surrounding the Godalming Railway Station which removes this automatic right. This order means that any developer wishing to convert an office space to residential within the designated area would have to make a planning application, which could then be considered by the local community and Planning Authority.



Environment & Planning Committee

Having passed a Climate Emergency & Biodiversity Motion, to help the Council towards its goal to be carbon neutral by 2030, the Council agreed to the formation of a new Environment & Planning Committee, which met for the first time on 23 January 2020.

The purpose of the Environment & Planning Committee is to address and, where appropriate, formulate policy for consideration by the Council and to discharge the Council's functions relating to the local environment and infrastructure. The Committee's functions include identifying key environment and planning issues whilst taking into account the natural and built environment. The Environment and Planning Committee will also consider issues relating to local and regional plans or other planning and highway matters brought to the Town Council's attention.

Members will make decisions on applications made to the Council by local organisations for funding from the Council's new carbon-reduction and mitigation grant scheme which it is hoped will encourage and enable carbon reduction within Godalming.

When considering planning applications the Committee will seek to ensure compliance with policies set out in the Godalming & Farncombe Neighbourhood Plan.

Plastic Free Godalming



At the Council's Environment & Planning Committee meeting held on 13 February 2020, Members resolved to recommend that Godalming Town Council support the Plastic Free Godalming Campaign, which is part of the Surfers Against Sewage - Plastic Free Communities Initiative. In showing its support, Godalming Town Council joins with over 669 other local councils and communities who are committed to reducing the amount of single use plastic used in our society, much of which ends up polluting our oceans and waterways.

Becoming a Plastic Free Community needs the support of both residents and the business community. In resolving to support the Plastic Free Godalming Campaign, Councillors agreed to appoint a representative to the Campaign, encourage plastic free initiatives and importantly lead by example. In collaboration with event partners, the Town Council has already taken steps to reduce single use plastic at town events, single use plastic water bottles will no longer be provided at the water stations at the annual Godalming Community Run and the Staycation Live Music Festival drinks container deposit scheme, which last year drastically reduced the waste generated from the event, will be repeated at the 2020 festival. The Council will also seek to influence local retailers and community groups to become plastic free.

Godalming Climate Forum



Although it was only its second meeting, on 13 February the Environment & Planning Committee agreed to establish a Godalming Climate Forum (GCF). The Climate Forum is in keeping with the Council's aims and objectives as well as its declaration of a Climate Emergency. The GCF will aim to seek ways to facilitate and encourage our community to reduce direct and indirect CO² emissions as well as the conservation and enhancement of biodiversity. The GCF will seek to protect natural habitats, promote strategies to reduce, reuse and recycle waste, and to provide information to promote understanding of our individual and community impacts on climate change.

The Council nominated Cllr Jo Purvis and Cllr Shirley Wardell as group co-ordinators. It is hoped that the GCF, which will meet quarterly to share ideas, goals, knowledge and expertise will be an umbrella group attended by representatives from local environmentally concerned groups. The GCF will aim to bring together the sharing of ideas together with the opportunity for joint funding applications for environmental projects. The GCF will also look at regenerative business ideas and widen the opportunity for public awareness events on environmental matters. The GCF will liaise with Waverley Borough Council and other town and parish councils across the borough who are committed to carbon reducing strategies and biodiversity improvement ideas across a wider community area.

Councillors' Robes

Whilst the Council is always looking to add value and benefit for the community, it also sometimes has to make difficult decisions on how its limited resources are used. On 25 July the Council received recommendations from the Mayoralty Committee regarding the replacement and repair of Councillors' robes, which traditionally have been worn by all Members of the Council at council meetings and civic events. With the cost of replacement robes in excess of £10,000, Members agreed that in future only the Mayor of the Town would indicate their office by the wearing of robes. Members acknowledged that the cessation of the wearing of civic robes by Councillors would be missed by many within the community, but also expressed the belief that others would not consider the cost of replacing councillors robes a priority for a forward thinking Council.

In making this decision the Council recognised that the position of the Mayor needed to be considered separately from other councillors, which is why the Mayor will continue to wear the traditional red Mayoral robe.

Community Events

The Council organises and supports a range of community events throughout the year and whilst the level of support and resource provided varies between events, the Council believes that its support or involvement is a positive factor. The Council believes that events



Phot courtesy Phil Kemp

in the town play an important part of community life, however, it is equally important that the resource provided by the Town Council is proportionate to the community benefit. In response to resident's comments and suggestions, 2019 saw Godalming Town Council introduce some new events as well as update others. Community Events and Community Support form a significant part of the services provided by the Council for its residents, businesses and visitors alike. In October the Council set up a

working group to look at all aspects of the Councils involvement in Community events and activities and also to explore adding to the range of events currently provided.

Godalming Pop-Up Events and Farmers' Markets



Over the summer of 2019 Godalming Town Council took over the management of the pedestrianised area of Crown Court in central Godalming. This allowed the Council to add to the vibrancy of the town centre by offering additional street market events without the need to close the High Street.

The Town Council has worked with the South West Surrey Farmers Market co-operative for over 6 years to offer a monthly Farmers Market within the Town Centre. The Farmers Markets offer residents and visitors the opportunity to shop sustainably by supporting local businesses, growers and producers. By making use of the Crown Court area, the Council has been able to increase the monthly Farmers Markets from 8 to 10 times a year and to bring all the stalls together into one area.



The Council knows that it is not just the Framers Markets that residents



enjoy, but that a lot of the community wanted the Friday Market to come back to the town. With the old market place no longer being available, the Town Council looked at how it could facilitate a new Friday Market, and whilst not the same as before, the new weekly Godalming Friday Pop-Up allows traders to operate in Crown Court and the Council is delighted that 'Phil the Flower' with his plants and shrubs and Household Heaven are the 'anchors' of the Friday Pop-up.

The Pop-up events have also proved popular on the second Saturday of the month for the Godalming Vegan Pop-up, which adds to the retail range and diversity of the town.



If you would like trade at a Godalming Pop-up event please contact our Community Officer, Suzie Gortler, email community@godalming-tc.gov.uk

Godalming Park Run

In July 2019, Godalming Town Council passed a resolution in support of the idea of a Parkrun in the town and wrote to the Head of Commercial Services at Waverley Borough Council, who has responsibility for Leisure and Parks & Countryside, to express GTC's support for a Godalming Park Run and to identify where the Town Council might be able to provide assistance or support.



Working with the



Godalming Parkrun steering group, during Staycation week the Council held a successful 'Park Fun Run' at Broadwater Park on a route proposed by the Parkrun Steering Group.

Staycation

Residents of Godalming were kept busy at Godalming Town Council's Staycation week (3-11 August). Staycation Live Music Festival opened the week of activities in and around the town with visitors enjoying the glorious weather whilst listening to some eclectic bands and performers down by the river.



Throughout Staycation week there were many new activities as well as old favourites for residents to enjoy. Guildford Escape Rooms bought the “Osiris Chest” to Godalming and intrepid explorers were kept busy trying to discover the hidden “gold”. A Godalming Staycation “Park Fun Run” was held with over 100 runners turning up to run around Broadwater Park and Lake. A day of Drumming workshops was introduced, a photographic workshop helped people to make the most of mobile phone cameras and a parent and baby choir sang rock, pop and musical theatre songs. Several new types of dance classes were introduced including Silver Swans ballet for the more mature and Acro-Dance where younger participants did gym trick flicks, twirls and more. Residents could be found enjoying and making new things including how to use a sewing machine and a variety of craft workshops.

Staycation favourites returned including learning to play a brass instrument, ukulele playing, tennis, fun cookery classes, football, cricket, tennis, bowling, swimming, Baby Ballet and Street Dance.



The canoeing on the River Wey recorded record



numbers across the week and a second successful intergenerational afternoon where seniors and young people got together to play traditional games and enjoy each other’s company was held at Broadwater Park Community Centre.

Godalming Town Council is one of the few local councils in the UK to organise such an extensive Staycation programme for its residents. Over the last 9 years, the community has supported Staycation and this year was no exception.



One resident said: “I just wanted to say a huge thank you for organising Staycation. This week saw me having a go at bowling at Holloway Hill Bowling Club - I met some lovely people, who were clearly thrilled with the interest! And on Tuesday I took my two boys and their friends to play the Escape Room game, put on by Guildford Escape Room. They really loved it and I was so impressed it was completely free! That afternoon the four boys went swimming at Charterhouse for £2 each, making it affordable for me to treat them. Please pass on my thanks to the organisers, it’s a fantastic scheme, I’d like to say a massive thank you for Staycation!!”

If you would like be part of Staycation and offer an event or activity please contact our Community Officer, Suzie Gortler, email community@godalming-tc.gov.uk

Localism – Working with Surrey County Council

Godalming Town Council continues to work with the Waverley area Surrey Highways team to identify issues relating to footpaths, alleyways, culverts and land drainage, which have concerned local residents. Being more local and utilising its own workforce, Godalming Town Council has been able to undertake some of this work more effectively and at a lower cost than Surrey County Council, which, in turn, has meant that more areas of concern have been addressed.

One of the more prominent areas where Godalming Town Council has worked in collaboration with Surrey County Council was in the rejuvenation of the footpath running between Church Street and Moss Lane which passes alongside the Burys allotments. Using part of Councillor Rivers Local Fund Allocation for Surrey County Council to re-lay this path, which is used by hundreds of people including children travelling to and from Moss Lane School, Godalming Town Council undertook environmental enhancements to open up the area and install new attractive fencing at the allotments. Working together the two Councils have transformed an area which previously had a potholed path which was covered in overhanging vegetation.



Dementia Friendly Relaxed Screenings

A visit to the cinema for those living with dementia or other conditions which cause anxiety



and stress can be a challenging experience. People affected often have to give up the things they love due to inaccessible and unsupportive environments, this can include visiting the cinema. By allowing people living with dementia to continue to see films, cinemas have an important part to play in tackling the social impact of dementia.

As part of Godalming Town Council's commitment to achieving a dementia friendly community, the Council partnered with the Godalming Film Society and Godalming Dementia Action Alliance to host four screenings, which having proved to be extremely popular and well received. This has led to an agreement between the partner organisations to commit to hold regular screening throughout 2020. Coming to a Town Council Community Centre near you (The Wilfrid Noyce Centre) 26 May - Mamma Mia, 18 July – Once and 27 October – Grease, in addition on 19 December Gigi will be shown at the Borough Hall.

Christmas Festival & Lights Switch On

Godalming's Christmas Festival & Lights Switch On is always special but this year our icicle lights theme was enhanced by the addition of traditional Christmas trees as replacements for the Antari decorations on the buildings along the High Street and the 'Floating Stars' between The Peppopot and the Museum building. In keeping with the 'Reuse' theme, the Antari decorations were upcycled to be hung in trees along the High Street. 2019 also saw the introduction of two traditional Christmas Trees in the Town. The first was located by the Richmond Arms as a 'Welcome to our Town' symbol with the larger of the two trees at just short of 30ft being placed at the High Street entrance to Crown Court. This tree, provided by the Town Council and supported by Woolsack Rotary and the Cellar Café, acted as a 'In Memory Tree' allowing those who wished to place a memory label on the tree an opportunity to do so, over 300 residents placed a 'Memory' on the tree.



Community Buildings – Broadwater Park

Over the Christmas period, the council's maintenance staff were busy redecorating one of the two halls at Broadwater Park Community Centre. Broadwater Park Community Centre is beautifully located on the edge of the park close to the Godalming Leisure Centre. With two halls and a kitchen adjoining a safe enclosed garden space surrounded by the historic 'Crinkle Crankle Wall' Broadwater is an ideal location for children's birthday parties.



Having refurbished one of the halls, the maintenance team will be working their way around the centre over the coming year to refresh the other hall, kitchen and toilet facilities.

If you wish to hire one of the Council's Community Buildings – Broadwater Park, The Wilfrid Noyce Centre or the Pepperpot, for either a one off event or as a regular user, please contact Karen on 01483 523575 or email operations@godalming-tc.gov.uk.

South East in Bloom

Having in 2019, for the first time ever, entered the South & South East in Bloom (SSEIB) competition, Godalming Town Council was delighted, in early July, to welcome the competition judges when they toured the town and looked at the town centre Floral Godalming displays, the Godalming Museum garden and the approaches to Boarden Bridge planting area as well as Nightingale Cemetery.

As first time entrants, expectations were not high, which is why, at the SSEIB awards ceremony held on Friday, 13 September, Mayor of Godalming Cllr Penny Rivers was so delighted when the BBC Radio Surrey Gardening expert Joe Talbot presented her with a Silver Gilt Award in the small cemeteries category for Nightingale Cemetery.



The cemetery, which is managed by the Town Council on behalf of the Godalming Joint Burial Committee, scored near maximum points for 'Pride of Place' in the local environmental quality of the cemetery, with the judges being especially impressed with the areas that had been allowed to grow to encourage native species, wildflowers and bees. The judges also commended the Memorial Garden designed by Michele Clackson to commemorate the 281 men who died in the Great War. The judges praised the high standard of maintenance and judged that a lovely area had

been created to sit in quiet contemplation and for visitors to enjoy the colour and interest it had added to the cemetery.

The Council picked up a second award, this time a Silver Award for the town centre. The judges said they enjoyed walking through the town centre on judging day and noted that Floral Godalming's displays were well planted and maintained and "made the area more inviting". They were also encouraged by the level of support from local businesses who have this year sponsored the troughs, planters and hanging baskets as well as the businesses and outlets who participated in helping to create some extremely good displays around the centre. Of particular note were the displays at The Sun Public House.



The Godalming Museum garden received commendable comments and the judges were impressed with the sustainable planting and high standard of maintenance in the garden. The new planting at the approach to Boarden Bridge also received favourable comments from the judges who were pleased to note the planting had been well executed and was thriving despite shady conditions. Godalming Town Council is grateful to the many volunteers who helped to achieve this much appreciated award for the town centre.

Special thanks and congratulations to The Peter Caudle Memorial Trust for its support in initiating this project in 2018. and to the sponsors and the many volunteers who have helped sustain it in 2019.

Flood Alleviation Scheme

Whilst storm Ciara and Dennis raged through in February 2020 causing many areas of the Country to suffer devastating flooding similar to that experienced by residents of Catteshall Road, Meadow, Wey Court and nearby roads in December 2012 & January 13, thanks to the efforts of the Godalming Flood Alleviation Scheme Group this scene was not repeated in Godalming.



Catteshall Road December 2013

For the third time since the Flood Alleviation Scheme was officially 'opened' in October 2019, the fixed wall held back waters overbanking from Hell Ditch and the flooded Catteshall and Almshouse Lammas Meadows, with Sunday 16 February seeing the removable section that closes off Catteshall Road deployed for the first time.

During Storm Dennis, the new flood defences held back over a metre of water, which it is estimated would have flooded 66 properties in Catteshall, Meadow and beyond.

The Godalming Flood Alleviation Scheme Group was a committee that brought together all interested groups including, Godalming Town, Waverley Borough and Surrey County



Godalming Flood Defenses Viewed from Catteshall Road Bridge February 2020

Councils, the Environment Agency, the Thames Regional Flood and Coastal team, Thames Water, and local politicians. The Group worked with local residents to design the scheme, and raise the £4.5M funding needed for the scheme and then saw it built, which took nearly 6 years.

As with any project of this nature there are still a few issues to resolve, since the removal of the work compound in October 2019 the weather has been too wet to be able to do the required restoration work on the Catteshall and Meadow Lammas Meadows, and waterlogging issues relating to the Catteshall Allotments need to be resolved. In relation to the deployment of the Catteshall Bridge Barriers, which cut off Catteshall from Meadow, residents have informed the council of the need to set out additional signage so that pedestrians as well as motorists are aware that Catteshall has become a no through road to or from Meadow.

Godalming Joint Burial Committee

Although Godalming's public cemeteries date back to 1857, the Godalming Joint Burial Committee is committed to developing its cemeteries to meet the needs of a 21st century town. The ability for the residents of Godalming to select from a choice of burial options is key to the committee's development plans. Two of the most significant developments for the future of burials in Godalming have been the creation of a Natural Burial site at Eashing Cemetery and the research and planning works to allow for the renewal of Grave spaces within Nightingale Cemetery.

Natural Burials are designed to speed up the process of returning the body and its nutrients to the soil and to reduce the amount of artificial and toxic materials introduced into the ground. With views across the Surrey Hills, Eashing Cemetery already has a rural feel, which makes it an ideal location for a natural burial ground. Eashing Cemetery has 172 plots in a half an acre of land bounded on two sides by agricultural land and located in the furthest reaches of the cemetery. As part of the design, burial plots are arranged in clusters located off of a meandering grass path. Each grave may have an associated tree sapling (of native plants like hawthorn, birch, hazel, mountain ash) planted within the burial area.



For many years there were no plots available for purchase at Nightingale Cemetery; although burials continued in grave spaces that had been previously purchased. However, following alterations to the grounds completed in 2010, a limited number of new grave spaces were made available for burials. These spaces have now all been used or reserved. In order to continue to provide Nightingale Cemetery as an option for residents of Godalming and Busbridge civic parishes, an additional 20 spaces have been identified, which will meet three years requirement. This time will allow the Committee to continue with the project it began in 2018/19 to work towards the renewal of nearly 200 grave spaces within the cemetery which should meet a 25year requirement.

In October 2019, Godalming Town Council introduced a direct grounds maintenance team, which as well as maintaining GTC's open grounds and buildings are also supporting the Joint Burial Committee in the maintenance and development of Godalming Cemeteries.

Currently, an area of sward runs around three sides of Eashing cemetery, beyond the formal graves' area. It is proposed to return some of this area to wildflower meadows. The initial phase of re-wilding would include two principle areas on opposite sides of the Cemetery.

This work will be undertaken by Godalming Town Councils grounds maintenance team supported by Waverley Borough Council. As part of the project it is hoped that progress and changes in biodiversity will be monitored as part of a programme supported by Surrey University. This programme would record and monitor the gradual transformation of these wild flower meadows.

Work is also being conducted on the cemetery's Garden of Remembrance, this work includes laurel hedge reduction, semi-formal border planting and some small scale hard landscaping (paths). It is also proposed to include an area of wildflower meadow adjacent to the garden.

Thank You

Godalming Town Council wishes to thank the many wonderful organisations, individuals and volunteers who give freely of their resources to the Council and their community.



Music in the Park
Godalming



With thanks to the Peter Caudle Memorial Trust



Awards



SOUTH & SOUTH EAST
IN BLOOM
2019 SILVER GILT AWARD

sponsored & supported by
YOUR LONDON AIRPORT
Gatwick

Nightingale Cemetery



Paul Horner
Chairman SSEIB

south east water

SOUTH & SOUTH EAST
IN BLOOM
2019 SILVER AWARD

sponsored & supported by
YOUR LONDON AIRPORT
Gatwick

Godalming Town Council



Paul Horner
Chairman SSEIB

south east water

Godalming Museum

Review of Progress and Achievements 2019-2020

At the end of March 2019 the Museum Trustees were thrilled to hear that the Museum had been awarded Heritage Lottery funding for a project with the National Trust and the Surrey County Archaeology Unit (SCAU) to investigate the First and Second World War Army Camps on Witley Common. Over the summer SCAU carried out surveys and excavations on the common with teams of volunteers (and an audience of fascinated dog walkers). Since then there have been finds processing days at the museum, at Combat Stress and at the Surrey History Centre and research and preparation for publications, school loan boxes and an exhibition and display at the museum. The project will continue into next year, culminating with an open day in August 2020.

In June, a party was held in the museum garden for all those involved in the work on the new local history galleries, which were opened in October by Michael More-Molyneux, HM Lord Lieutenant of Surrey (and Museum Trustee). Feedback on the new displays has been very positive and the space gained in the store by putting nearly all the Social History collection on display is also being put to good use. The galleries were a final museum project for the Museum's wonderful volunteer Building Manager, John Young, who, now in his 90s, has decided to retire. As well as keeping the museum's 600-year-old building going and managing numerous projects over the years, John has a vast store of Godalming knowledge which is always at the disposal of researchers.

Sadly, Michael Edwards, the architect who created the museum garden and designed the 1990s extension to the museum building, died this year. An expert in Gertrude Jekyll and Sir Edwin Lutyens and a long-term supporter and friend of the museum, he will be sadly missed. His garden at the museum won an award from Godalming in Bloom this year and contributed to Godalming being awarded a silver in its first ever entry in South East in Bloom.

Godalming Town Council has given the museum the use of the newly refurbished Pepperpot for school groups on Wednesdays and this year many local children enjoyed the opportunity to see inside this iconic local building, as well as the excellent facilities. The museum created a display, a Godalming timeline illustrated with objects and images, for the old show cases which line the Pepperpot's main room. Many of the objects were returning to their former home, as these cases housed the displays when the museum was in the Pepperpot (1921-1987).

After over a century in the Municipal Buildings in Bridge Street, Godalming Town Council are moving to share the museum building. Work began on the new offices on the ground floor this year. The museum's entrance will be enlarged and improved by this change and its visibility enhanced by a High Street window.

Collections

523 accessions (22 books for the local studies library, 61 photographs, 119 objects and 321 archival records) were added to the museum collection in 2019. Among items transferred to the collection from the Town Council, prior to their move, were a postcard from Jack Phillips and a copy of Jennie Stedman's well-known photograph. The museum was also delighted to receive two postcards sent by Jack Phillips to his family in Farncombe, from Corke and from Portland, Maine. Other items added to the collections during the year included: autographs of the 1953 Everest Expedition collected by a schoolboy in Delhi; an

album of photographs, mainly from the 1950s, of what is now Godalming Junior School; a brass fire fighter's helmet, a pair for the silver fire captain's helmet already in the collection, and an impressive Art Deco-style trophy won by the Godalming Steamer in 1908; and a collection of over 70 postcards, a barbed wire holder and a mortar fin relating to the First World War Army Camps on Witley Common. Among digital donations were a series of 20 drawings of local buildings by Godalming artist, and former museum volunteer, Henry Collen. Collections volunteer, Jan Frankcom added many of the oral history interviews and digital photographs collected during the Keeping Memories Alive project to the Past Perfect catalogue. Indexing training sessions were held for volunteers and we now have a small team carrying out this work.

The museum is very grateful to all of those who have donated items to the collection and to the volunteers who have worked so hard and so skillfully on the collections over the year.

Education

366 school children visited the Museum in 12 groups. A further 722 children enjoyed workshops in schools. An estimated 275 students made use of the Museum's loan boxes. 28 different schools used the museum's education services. None of this would have been possible without the dedicated work of the Museum's education volunteer, Anne Concanen, who led sessions on Jack Phillips and the Titanic, on Gertrude Jekyll (in costume) and on the Romans.

Comments from teachers have included:-

"We have been thrilled with how our visits have gone and how accommodating you have been with our requests"

"I just wanted to write and thank you for all your help with the visit to the museum. The children really enjoyed it and it was noticeable how much they had remembered when we went to write our fact files the next day. Please thank your assistant for doing a great impersonation of Gertrude Jekyll, and bringing her to life, one or two children believed that they met the real lady herself! It was also really helpful to have the use of the Pepper Pot."

And from students:-

"I had a wonderful day, an amazing day of facts. Thank you for having us"

"My favourite fact was that God-helm-ing was founded by the Saxons and that Farncome was called Fern-combe. I did not know that the biggest [Saxon] spearhead was found in Farncombe. This is totally epic"

"My favourite activity was the board game, it was fun learning whilst playing"

"We thought the trip was very exciting because we got to see the different landmarks and learnt about how different roads got their names! The maps were fascinating as we got to see what our town used to look like. As well as this, we really enjoyed hearing about the old Llanaway house and seeing the pictures of the Hallam sisters, they sounded like such lovely ladies"

"I loved going to Godalming Museum. I loved making a snail. I didn't know that there were hot colours and cool colours"

"I really enjoyed the trip and I had never been in the upstairs of the Pepperpot"

The Museum has also provided work experience and volunteering opportunities for school, college and university students

Events

The Museum organised a programme of events and lectures, which were promoted to the general public as well as to members of the Museum Trust and the Godalming Trust. In addition museum volunteers and the Curator have given talks to groups and led guided tours of the Museum and town. This year additional events were organised to help boost the museum's fundraising and attract more visitors, a very grateful thanks goes to the volunteers who organised gallery talks, took the museum café out to the High Street and helped with the museum quiz.

- May Flag Day on the High Street and at Secrett's farm shop
- Jun Gallery Talk: Art and Society in Edo Period Japan, by James Hammond
 Antiques Valuation Day at the Museum, by Ewbank Auctioneers
- Jul Summer lunch at Jordans, Eashing by kind permission of Anthony and Jenny Isaacs
 Gallery Talk: Dr Wilfrid Fox and Winkworth Arboretum, by Peter Herring
 Museum café beneath the Pepperpot
- Aug Flag day, Waitrose
- Sep As usual, the Museum supported Heritage Open Days, handling the ticketing for those properties where numbers were restricted and opening additionally on the Sunday.
- Oct Museum Trust & Godalming Trust lecture: Town and Gown, Godalming and Charterhouse, by Catherine Smith, Charterhouse Archivist
 Friends' party at the Museum and formal opening of new Social History Galleries
- Nov Museum Trust & Godalming Trust lecture: Darwin and Huxley's Dilemma, by Dr John Bennett
 Stall at Christmas Lights switch on. The Museum also hosted this year's celebrity guest, Peppa Pig
- Dec Stall at Churches Together Christmas Fair
 Stall at the Mayor's Christmas Fair
 Flag day at Secrett's Farm Shop
- Jan Museum Trust & Godalming Trust lecture: The Silk Road, by Alan Bott (a last minute replacement for Professor Fernie's talk on Winchester Cathedral and Norman Architecture in England, which had to be postponed due to illness)
 Gallery Talk: The Woodlands behind my Music by Mervyn Mewis
- Feb Museum Quiz
 Gallery Talk: Music from the Landscape by Jez Smith
- Mar Museum Trust & Godalming Trust lecture: Saxon Life and Death, a Unique Cemetery in Godalming, by Rob Poulton, Senior Archaeologist, Surrey County Archaeology Unit and Dr Lia Betti, Senior Lecturer in Evolutionary Anthropology, University of Roehampton

Exhibitions

- Apr **The March of the Women, Surrey's Road to the Vote**, Surrey Heritage travelling exhibition
Mayford Art Group exhibition
Phyllis Tuckwell travelling exhibition
- May **A Sense of Place**, watercolours by Sue Colyer
- Jun **Compton Artists** exhibition
Godalming Around and About, paintings by Nancy Wilks
I Create Art exhibition by a children's after school art club
Copper, Wax and Acid, the museum's exhibition about artist Percy Robertson was displayed at Charterhouse
- Jul **Godalming Photographic Club** summer exhibition
- Aug **Seldom Seen – Discover the Secrets hidden in Stained Glass**, Michael Sleight, with associated children's craft activities and secrets trail (the museum's contribution to Godalming Staycation)
Hands-on archaeology, processing finds from Witley Common in the museum garden
- Sep **Studio 12** art exhibition
Arthur Halcrow Verstage and the Town Hall that never was, one day pop-up exhibition for Heritage Weekend
Broadwater Artists exhibition
- Oct-Dec **Cards for Good Causes**
- Jan **Stone and Wood**, works by Simon Keeley and Mervyn Mewis
- Feb **Compton Artists** exhibition
- Mar **Guildford One Two Three**, art exhibition by Martin Jones, Beth Osler and Owen Osler

Governance and Management

The Collections, Events, Health and Safety, Library and Shop committees met regularly through the year. The Museum Management Committee met every three months and the Trustees in July and January. Long-serving secretary to the Museum Management Committee, Peter Thomas decided to retire this year following illness. We will miss his competent, concise, and occasionally wry minutes and are very grateful for all his work over the years. Happily he is remaining a museum volunteer in other capacities. We were grateful to Richard Clist for acting as temporary secretary and to John Bennett for taking on the role.

Marketing and Publicity

The Museum is grateful to all the volunteers who help with marketing and publicity: issuing regular press releases; keeping the website up to date; editing and producing the newsletter and designing and typesetting the spring and summer exhibition brochures. This year we also produced a leaflet to promote membership of the Friends of the Museum.

Shop

The shop continued to provide valuable support to the work of the Museum, both financially and as a visitor service, with the shop team putting in a great deal of hard work to stock and staff museum stalls at town events and to make sure that suitable stock was available for group and school visits.

Staff

Curator: Alison Pattison

Volunteer Coordinator: Angela Terelak

Archivist: Shirley Dixon

Cleaners: RKF Cleaning

For all other aspects of its work, the Museum depends on, and is deeply grateful for, the hard work and good will of its team of 70 volunteers who generously give their time and expertise to facilitate the practical day-to-day operation of the Museum, to develop and deliver its services and to keep it financially viable.

Three volunteer training sessions were held during the year.

Visitors and Service Users

The Museum counted 14,775 service users in 2019-20, compared to 16,558 in 2018-19. The drop in the number of visitors is concerning. While museum events have been well attended and education services well used, “drop-in” visits to the museum have declined.

Comments from visitors this year have included:-

“Have just visited Godalming museum. What a lovely museum, it’s not big but it’s packed with very interesting artefacts, housed in a charming 15th century property which makes all the more quirky and a real insight into the past.” Comment on Trip Advisor Nov 2019 (The museum has 59 reviews on Trip Advisor and a 4.5 rating)

“I did not know Godalming had a museum, I came here just to kill time, but I am so glad I stayed! The museum is well organised, presented nicely, has lovely staff who took me round and showed me the true history of the museum. I could not get enough of the social history displays – they were the best part of the museum.” Visitor from Haslemere

“Fab staff supporting a very interesting museum. Coffee good too!” Unattributed comment

“Fascinating museum, photos and archaeological activity, thank you” Visitors from Paris

“I loved the exhibition about Gertrude Jekyll. I’ve always admired her garden designs and it was great to see her paintings and objects belonging to her” Visitor from Herefordshire

“Excellent museum with great detailed information about local history. Great educational area for children.” Visitors from Aberdeen

“What a gem. One of the most interesting museums I have visited. Pity it is tucked away and likely to be missed by many people” unattributed comment

In conclusion, the Trustees wish to thank Godalming Town Council, Waverley Borough Council, the Friends and Patrons of the Museum, our volunteers and other supporters for their continuing help. Our task would have been much more difficult without their financial and other contributions. The repetition of these words each year should not be taken to

mean that the Trustees' thanks are in any way formulaic or less than heartfelt. It simply reflects the ongoing partnership between all these people and organisations, which makes the provision of a museum service for Godalming and the surrounding area possible.

Below is a full list of all grants awarded by Godalming Town Council in the financial year 2019/20 and the collective total of Grant Aid in Kind* (use of venues).

Citizens Advice Waverley	28,000.00
Waverley Hoppa Community Transport	5,000.00
Farncombe Day Centre	5,000.00
Godalming in Bloom	500.00
Godalming Town Football Club	3,000.00
Huckleberries Nurture Farm CIC	600.00
Surrey Association for Visual Impairment (Sight for Surrey)	500.00
Waverley Borough Council	500.00
The Brigitte Trust	500.00
The Godalming District Scout Council	500.00
The Cellar Café	850.00
Godalming Branch of Extinction Rebellion	500.00
Godalming Scouts & Guides HQ, The Burys	500.00
Safe Drive, Stay Alive	500.00
Surrey Hills to South Downs Community Rail Partnership	500.00
Kids Out	500.00
Trinity Trust Team	500.00
2 nd Godalming Scout Group	2,570.00
Godalming Baptist Church	1,500.00
Loseley Fields Primary School	4,000.00
Go Godalming Youth Canoe Club	500.00
Waverley Borough Council	500.00
Grant Aid in Kind	450.00
	57,470.00

Annual Accounts 2018/19

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0Surrey County Council Members

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Andy Jeffery	Town Clerk
Rita Tong	Responsible Finance Officer
Lynne Purnell	Support Services Executive
Suzie Gortler	Community & Communications Officer
Karen Warner	Facilities Supervisor
Alison Pattison	Godalming Museum Curator
Angela Terelak	Museum Volunteer Co-ordinator
Darren Jones	Buildings Maintenance Operative
Jason Hunter	Grounds Maintenance Operative
Vacant	Weekend Caretaker

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19. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – ROLE OF AND GUIDANCE TO THE REPRESENTATIVES

Background

At the Annual Meeting of the Godalming Town Council, Councillors are appointed to a number of external bodies. The current bodies with Town Council representatives are listed below:

<u>EXTERNAL BODY</u>	<u>REPRESENTATIVES 2019/20</u>
District Scout Council	Cllr Crooks
Fairtrade Steering Group	Cllr Wardell
Farncombe Day Centre	Cllr Hullah
Godalming & District Chamber of Commerce	Cllr Stubbs
Godalming/Joigny Friendship Association	Town Mayor (Ex Officio) Cllr Boyle
Godalming/Mayen Association	Town Mayor (Ex Officio) Cllr PS Rivers
Godalming Museum Trust	Cllr Purvis Cllr Rosoman
Godalming Park Run Group	Cllr Duce
Godalming Together CIC	Cllr Welland
Go-Godalming Association	Town Mayor (Ex Officio) Cllr Heagin
Holloway Hill Sports Association	Cllr Martin
St Mark's Community Centre Management Committee	Cllr Ashworth
St Mark's Community Initiative Group	Cllr Ashworth
SALC	Cllr Cosser
Sport Godalming	Cllr Adam
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows Cllr PMA Rivers
Waverley Citizens Advice Bureau (observer)	Cllr Steel
Waverley Cycle Forum	Cllr Crooks

Each organisation is informed as to whom has been appointed and by now each appointed Councillor should have heard from that organisation (Councillors who have, so far, heard nothing from that organisation are urged to contact the Town Clerk).

This documents seeks to clarify the role of the Council's representatives on external bodies and provide guidance to Councillors in this role.

The guidance below does not apply to the representatives on the Godalming Together CIC and the Surrey Association of Local Councils where the constitutions of the respective organisations makes it necessary for the Town Council to make specific appointments and the appointees each have different roles. Nor does this guidance apply to Councillors who have been nominated by the Council as trustees of specific charities – those appointments are dealt with separately as and when they arise; the Town Clerk will advise at that point.

The Role of the Representative

The Town Council's representative on an external body is just that – they are a representative of the Council on another body; as such the converse cannot be true i.e. no individual can be an external organisation's representative on the Town Council nor should any Councillor describe themselves as such.

The role is to facilitate communication between the Council and the organisation concerned and it is expected that the representative will represent the Town Council accurately and honestly and seek at all times to protect and enhance the reputation of the Council. The representative will also have the opportunity to present the organisation's views to the Council and again it is expected that they will do so accurately and honestly.

In this context Councillors are reminded that decisions of the Council are made in properly constituted (and minuted) meetings of the Council and/or its standing committees. Only discussions and decisions made in open sessions of those meetings should be presented as Council policy or decisions. To present discussion or decisions made elsewhere as Council policy is at best misleading and at worst unlawful and undermines other Councillors and Council Officers who are not party to any such discussion or decision.

It is understood that Councillors may wish to represent the Council on organisations with whose activities they have particular empathy but they must take care to avoid any conflict of interest actual or perceived. Consequently the Council's representative should act as an observer and not take a voting role in any activity of the organisation. In particular the representative must not hold office within the organisation nor should they be appointed a trustee (except by specific resolution of the Council).

There is an expectation that each representative will report back to this Committee and the current timetable forms part of this Committee's work programme.

Members are asked to note the guidance set out above.

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.