

## GODALMING TOWN COUNCIL

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Bridge Street  
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Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held via Zoom on THURSDAY, 17 SEPTEMBER 2020 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

DATED this 11<sup>th</sup> day of September 2020.

Andy Jeffery  
Clerk to the Town Council

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

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/89072675525?pwd=VzlnN0cyaFNydmFiRXhnUjQ4aXNTQT09>

**Meeting ID: 890 7267 5525**  
**Passcode: 614757**

The meeting will be preceded by prayer with the Revd Canon John Harkin, Associate Minister Godalming Parish officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to is requested to remain 'muted' for the short duration of the prayers. All individuals' decisions in this matter are respected.

## **A G E N D A**

### 1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 16 July 2020.

### 2. APOLOGIES

TO RECEIVE 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. WELCOME REMARKS

The Mayor to welcome members of the public and update the Council on Mayoral activities.

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

5. PRESENTATION TO MEMBERS FROM FORMER BROADWATER SCHOOL STUDENTS

Members to receive a presentation from former pupils of Broadwater School, previously scheduled for the Annual Meeting of the Council, which was cancelled due to COVID-19 restrictions.

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

THE TOWN MAYOR 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:

1. 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,
2. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

7. QUESTIONS BY MEMBERS

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

8. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

9. TO RECEIVE REPORTS FROM CHAIR OF UNDERMENTIONED COMMITTEES

To receive Chairmen's reports of the Committees as under:

**Audit Committee**

Financial Regulations – Item to Note

Members of the Audit Committee reviewed the current Financial Regulations and agreed no amendments were required.

**Policy & Management Committee**

Christmas in Godalming During COVID-19 – Item for Decision

**Recommendation: Full Council to resolve to approve delegated authority to the Environment & Planning Committee to consider and if appropriate approve, including budgetary issues, options brought forward relating to Christmas in Godalming during COVID-19.**

Members of the Policy & Management Committee agreed that further discussion and options needed to be considered around holding a Christmas event and recommended that Full Council delegate to the Environment & Planning Committee for consideration on 8 October, and if appropriate approval, including budgetary issues, of options brought forward.

## **Environment & Planning Committee**

### Community Infrastructure Levy – Item for Decision

**Recommendation: Full Council to adopt the following documents:**

- 1. CIL Policy and Funding Application Form Guide for Applicants**
- 2. CIL Funding Application Form**

At the meeting of the Environment & Planning Committee held on 5 March 2020, Members of the Environment & Planning Committee resolved to recommend the CIL Policy and Funding Application Form Guide for Applicants and the CIL Funding Application Form (attached for the information of Members) for adoption by Full Council (Min No 435-19 refers).

Additionally, Members of the Environment & Planning Committee resolved to agree that Cllr Adam, Cllr Crooks and Cllr Ashworth be appointed as the appointed to the CIL application validation panel. Final decisions for the approval of CIL applications and disbursement of CIL payments to be agreed by the Full Council.

### Carbon Reduction & Biodiversity Fund – Item for Decision

**Recommendation: Full Council to adopt the following documents:**

- 1. Carbon Reduction & Biodiversity Fund Guidance Notes and Application Form**
- 2. Guidance for Grant Applicants – CO2 Reduction & Biodiversity**

At the meeting of the Environment & Planning Committee held on 5 March 2020, Members of the Environment & Planning Committee resolved to recommend the documents listed at the recommendation above (attached for the information of Members) for adoption by Full Council (Min No 434-19 refers).

## **Staffing Committee:**

### 2020-21 National Salary Award – Item for Decision

**Recommendation: Members to resolve to agree to approve the payment of the NJC negotiated National Salary Award.**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. The 2020-21 National Salary Award equates to an uplift of 2.75%.

Additionally, the NJC also agreed to enter into discussions on examining all options for ensuring the sector – and the NJC pay spine – can meet the challenge of the Government’s target for the National Living Wage in coming years. Members will wish to note that all employees of GTC are paid at or above the National Living Wage.

## 10. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	10 September 2020
Policy & Management Committee	30 July 2020 3 September 2020

11. MOTIONS ON NOTICE – ITEM FOR DECISION

**Proposed by Councillor Penny Rivers**

**The Motion: BLACK LIVES MATTER**

Godalming Town Council is committed to equality, diversity and inclusion in accordance with its Equality & Diversity Policy. Consequently, we join with the voices across the world in support of Black Lives Matter.

GTC stands against all forms of racism and we encourage residents, schools and organisations to do the same.

12. THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018 – ITEM FOR NOTE

In order to assess the Council's compliance with the above regulation, a high level accessibility review was completed in August 2020. The review concluded that the Council's website is currently moderately accessible. A total of 13 general and 7 specific issues were identified for those users with motor impairments or low vision in navigating the website.

Work has already commenced to address the issues that are largely to do with design. Quotes are being sought for the issues requiring coding adjustments. Any issues unable to be resolved by 23 September 2020 will be noted on the Council's Accessibility Statement, as required by the Regulation.

13. EXTERNAL AUDITOR'S REPORT

Members to note that a letter from the External Auditor (copy attached for the information of Members) was received stating that there is no report as no matters came to their attention during the audit.

14. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

15. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held via Zoom on Thursday, 17 December 2020 at 7.30pm or at the conclusion of the preceding Policy & Management Committee, whichever is later.

16. ANNOUNCEMENTS

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

## **CIL POLICY AND FUNDING APPLICATION FORM GUIDE FOR APPLICANTS**

### **INTRODUCTION**

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either infrastructure of wider strategic benefit to the Borough or local infrastructure.

### **CIL POLICY**

The regulations that govern how CIL is spent require that Godalming Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on Godalming.

These definitions allow Godalming Town Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Godalming. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Godalming Town Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. The level of CIL receipts available for funding CIL projects is dependent upon the level of development and will not be a constant or continuous funding source, as such, whilst receipt levels will be kept under review, it is not anticipated that approval of CIL project/ disbursement of CIL payments will take place before April 2021.

Final decisions for the approval of CIL applications and disbursement of CIL payments must be made at a meeting of the Full Town Council.

### **WHO CAN APPLY?**

Applications may be made either by:

- Godalming Town Council Committees.
- External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers including other councils, state schools, community groups and registered

charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

- Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

### **WHAT IS NOT ELIGIBLE?**

- Projects that have been completed prior to an application being submitted.
- Ongoing revenue costs for a project.
- Annual maintenance or repair.
- Projects promoting a political party.
- Projects that conflict with existing Town Council policies.
- VAT that you can recover.

*Please note it may be determined that some projects are better funded through other funding sources.*

### **WHAT DOES A PROJECT NEED TO DEMONSTRATE?**

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) addressing impacts created by new development;
- b) wider community benefit beyond just the benefits to the organisation submitting the application;
- c) deliverability: a clear delivery plan with robust governance;
- d) evidence of additional resources (people or money) available from partners to complement funding.

### **HOW MUCH CAN BE APPLY FOR?**

Applications can be made for full or part funding of a project. It is in the interests of Godalming Town Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought. Where appropriate, with the approval of the validation panel, a letter of 'without prejudice in-principle support' may be offered to an applicant in support of applications to other funding sources.

### **COMPLETING THE APPLICATION FORM**

Applications forms should be emailed to: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

CIL applications will be validated by a panel consisting of three nominated councillors and the Town Clerk. If validated, applications will be passed for consideration by the Environment & Planning Committee. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Dates of meetings of Godalming Town Council and its committees are available on the Godalming Town Council website [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

### **CIL FUNDING APPLICATION FORM GUIDE FOR APPLICANTS**

This guidance aims to provide assistance to those completing the Godalming Town Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Town Clerk at [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)

## **COMPLETING THE FORM**

### **Questions 1-3** - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

**Questions 4-5** - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Godalming Town Council Committees
- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

**Question 6** - Please provide the address of the project, including postcode.

**Question 7** - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

**Questions 8-12** - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either Waverley Borough Council or Godalming Town Council.

**Questions 13-14** - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Godalming. These priorities have been identified in existing WBC infrastructure plans such as the: Godalming & Farncombe Neighbourhood Plan; Waverley Local Plan and the Waverley Infrastructure Delivery Plan. There will also be other local priorities in Godalming.

GODALMING proposed broad priorities:

- transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes;
- improvements to open space, recreational and children's play space and facilities;
- youth provision;
- schemes to improve biodiversity;
- improvements to built community space; and
- flood and drainage improvements.

**Questions 15-16** - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

**Questions 17-19** - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Godalming Town Councillors for decision making purposes.

If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

### **DECLARATION**

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

### **SUPPORTING INFORMATION**

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

### **WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?**

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Environment & Planning Committee and you will be able to attend to speak in support of your application. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

### **PAYMENT OF CIL FUNDING**

Successful projects must be able to commence within the twenty-four months following the relevant Full Town Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Town Council. No funds will be paid over until such written confirmation is received. The Town Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Town Council will pay the funding.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Godalming Town Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

### **PUBLICITY**

The applicant will need to agree to publicise the support of Godalming Town Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

**The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.**

Linked Document: CIL Funding Application Form



## **CIL FUNDING APPLICATION FORM**

### **INTRODUCTION**

Godalming Town Council receives 25% of money received through the Community Infrastructure Levy, collected by Waverley Borough Council (WBC) from development in Godalming. Any CIL monies due are confirmed by WBC at the end of 6 monthly periods ending in March and September and paid to Godalming Town Council shortly thereafter. The funds are available to spend on local projects in Godalming. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Godalming Town Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Town Clerk at [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk).

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be validated by Council Officers prior to consideration by the Environment & Planning Committee, applications accepted by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Please return completed application forms and supporting information to: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

Linked Document: CIL Policy and Funding Application Form Guide for Applicants



Supporting Our Community

### CIL FUNDING APPLICATION FORM

1. Applicant organisation	
2. Name and position of main contact	
3. Applicant contact details (phone no, email and address)	
4. Type of organisation  If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought		
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost		

10. Detail of additional sources of funding available

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings

13. How does the project help address the demands of development in the area. What evidence is there to support this?

<p>14. What evidence is there of support from the community</p>	
<p>15. Proposed timescales for the project</p>	
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	
<p>18. Do you need planning permission to carry out the works?</p>	
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

All organisations involved with the application will need to sign and date the form.

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## **GUIDANCE FOR GRANT APPLICANTS – CO<sub>2</sub> REDUCTION & BIODIVERSITY**

In July 2019 Godalming Town Council (GTC) declared a climate emergency and committed to becoming a carbon-neutral organisation by 2030.

The Council also made a commitment to seek ways to facilitate and encourage the community in reducing direct and indirect CO<sub>2</sub> emissions and to become resilient to changes caused by the changing climate. As part of that commitment GTC introduced a Carbon Reduction & Biodiversity Fund to support specific climate change mitigation projects.

GTC would, however, like all grant applicants to help meet the council's aims by considering the impact of the projects and activities that could be supported by GTC by taking steps to reduce their carbon footprint.

The Carbon Reduction & Biodiversity Fund grant application form asks applicants to explain how their project will help to reduce CO<sub>2</sub> emissions or enhance biodiversity.

In answering this question GTC would like applicants to think about a range of issues, including, but not limited to:

Sustainable transport	<ul style="list-style-type: none"> <li>• If you are applying for travel costs have you considered public transport? (Please note that GTC will not fund air travel.)</li> <li>• How will you support people who want to walk or cycle to your project or event?</li> </ul>
Reductions in energy use	<ul style="list-style-type: none"> <li>• If you plan to buy new equipment have you considered lower energy alternatives, e.g. LED lighting or battery powered equipment rather than petrol?</li> <li>• If your project involves building renovations is there an opportunity to install renewable energy generation, e.g. solar panels or to improve energy performance of the building e.g. by reducing drafts, insulating walls, roofs, windows and floors, or by installing more efficient heating systems?</li> </ul>
Renewable energy sources	<ul style="list-style-type: none"> <li>• Have you considered switching to renewable energy contracts?</li> <li>• If you plan to buy new equipment have you considered alternatives that can be powered by renewables, rather than petrol or diesel, e.g. rechargeable battery powered equipment?</li> </ul>
Production, sale and consumption of locally sourced food	<ul style="list-style-type: none"> <li>• If you will be purchasing food and drink have you considered using locally produced or sourced products?</li> <li>• Have you considered switching to organic management?</li> </ul>
Biodiversity andrewilding	<ul style="list-style-type: none"> <li>• Will there be opportunities to enhance the natural environment, e.g. by planting trees or wildflowers or by making habitat improvements, e.g. installing nest boxes or reducing mowing?</li> </ul>

Waste and recycling	<ul style="list-style-type: none"> <li>• How will you seek to reduce waste, e.g. could you avoid the use of single use plastics or introduce compostable packaging/containers?</li> <li>• What arrangements will you put in place for recycling or composting waste?</li> </ul>
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**Further advice and support** can be found from the following organisations:

[Centre for Sustainable Energy](#) – home energy, local energy

[National Biodiversity Network](#) - a collaborative partnership created to exchange biodiversity information

Although not essential, applications which are able to provide a quantitative estimate of the CO<sup>2</sup> savings which will result from their proposed activity will be favoured.

Here are links to some **carbon calculators**:

[National Energy Foundation](#) Good calculator that show calculation, conversation factors and assumptions. Useful for energy and travel impact calculations.

[The Resurgence Carbon Calculator](#) This is a much more detailed calculator that can provide a good insight to the emissions from lifestyle and activities.

[Carbon Trust](#) a range of tools and a calculator for small businesses, but may also be useful for community organisations.

Although not essential, applications which are able to provide a quantitative estimate of net gain in biodiversity which will result from their proposed activity will be favoured.

Here is a link to a **biodiversity impact calculator**:

[The Environment Bank](#) using Defra metric 2.0

**Linked Documents:**

Carbon Reduction & Biodiversity Fund Guidance Notes and Application Form

Godalming Town Council – Application for Grant Aid

## **CARBON REDUCTION & BIODIVERSITY FUND** **GUIDANCE NOTES AND APPLICATION FORM**

### **GUIDANCE NOTES FOR APPLICANTS**

#### Aim of the fund

Godalming Town Council established a Carbon Reduction & Biodiversity Fund in July 2019 in order to provide funding towards projects where a primary aim is to reduce CO<sub>2</sub> emissions from households, organisations or individuals in Godalming and promote biodiversity. The fund is designed to support activities such as (but not limited to); practical work, feasibility studies/research projects, awareness raising or training.

The Council anticipates that projects which fit into one or more of the following themes to be eligible for this grant, though innovative schemes which further the aims of this grant, but do not fit within these categories are also welcome to apply.

- Energy conservation and renewable energy,
- Reduction in energy use in homes, businesses and elsewhere,
- Low carbon transport,
- Farming and food, particularly the production, sale and consumption of preferably organic locally sourced food
- Community involvement in reducing CO<sub>2</sub> emissions
- The creation, restoration or enhancement of wildlife habitats

The **primary criterion** for carbon reduction applications to the fund is **CO<sub>2</sub> savings per pound spent**. The carbon reduction grants are intended to help facilitate projects whose primary aim is to reduce CO<sub>2</sub> emissions within Godalming parish. Although not required, applications who are able to provide a quantitative estimate of CO<sub>2</sub> savings that result from their proposed activity will be favoured.

The **primary criterion** for biodiversity applications to the fund is **biodiversity net gain**.

The fund can endorse projects which enable applicants to leverage income from other sources or be the full and only sponsor of the project.

#### Funding priorities

In addition to the primary aim of the fund, applications will be at an advantage if the project fulfils one or more of the following criteria:

- Is innovative in its approach to the reduction of CO<sub>2</sub>
- Develops a stronger and more sustainable community
- Encourages community engagement around sustainability and reduction of CO<sub>2</sub>

- Improve the overall biodiversity of habitats including woodlands, ponds, rivers, meadows, green spaces and the wider countryside in the Godalming parish.
- Demonstrate additionality, specifically a net gain in biodiversity will be achieved using the grant funding that would not otherwise have been achieved.
- Secure a site as a biodiversity asset in perpetuity

#### How to use these guidance notes

These guidance notes accompany the grant application form and are provided to help you make the best possible case for an award from the fund. To make best use of the guidance notes, follow the steps below:

**FIRST** – check that your project meets the fund conditions. If it does not, you will not receive funding.

**SECOND** – if your project meets the conditions, it is important that you make this clear on the application form. Make sure that your answer to the question indicated after each condition clearly demonstrates that you meet that condition.

**THIRD** – the more of our **funding priorities** that your project fulfils, the better chance you have of receiving a grant. When filling in the form, be clear as to which of the funding priorities your project relates and how it does so. The questions where you can do this most easily are indicated after each funding priority below; you may find other opportunities. You do not have to address all the priorities, you could still be funded even if your project does not address them as long as it addresses the main **aim** of the fund (as above).

#### **FUND CONDITIONS**

Funding will be awarded *only* if:

- There has been no successful application to Godalming Town Council for funding for the same project in the previous twelve months (**Q7**)
- The project is designed primarily to focus on the reduction of **CO2** in Godalming, ultimately for the benefit of the global community but also for the residents of the parish (**Q10, Q17**)
- The project does not financially benefit any private individual or private company (for example, the fund could not be used to fund solar panels on roof of an applicants private residence).

#### Additional extras

It would also be beneficial to provide the following information to assist the Council with its decision making.

- List potential beneficial effects that extend beyond the period of the project itself
- Where the project is likely to be long-term or open-ended, the application includes a projection of how it will be funded after any grant awarded by the Town Council is spent.

#### **Linked Documents:**

Guidance Notes for Applicants – CO<sup>2</sup> Reduction & Biodiversity

## CARBON REDUCTION & BIODIVERSITY FUND: GRANT APPLICATION FORM

You must complete every section of the form, attach additional sheets if necessary.

<p><b>1) Organisation Applying</b></p> <p>Name _____ Address _____ _____</p>	<p>_____</p> <p>_____</p> <p>_____</p>		
<p><b>2) Contact Person for this Application</b></p> <p>Name _____ Position _____ Organisation _____ Telephone No. _____ Email Address _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p><b>3) Payee Details</b></p> <p>Give the name of the account to which any grant cheque should be made payable (payments will not be made to individuals).</p>	<p>Acc Name _____ Acc No. _____ Sort Code _____</p>		
<p><b>4) Please describe the main activities of your organisation.</b></p> <p>Further information/organisation literature may be attached.</p>			
<p><b>5) How much are you applying for?</b></p>	<p>£ _____</p>		
<p><b>6) Name of Project/Activity</b></p>			
<p><b>7) Give details of any previous applications by your organisation for grants from Godalming Town Council in the past 5 years.</b></p>	<p>Year</p>	<p>Amount Applied For</p>	<p>Amount Granted</p>

<p><b>8) Is your organisation either new or not known to the Council?</b></p> <p><i>If yes, please provide the name and contact details of at least one referee (e.g. an officer of an established organisation).</i></p>	<p><input type="checkbox"/> Yes (give referee details)      <input type="checkbox"/> No</p>
<p><b>9) Brief Description of Project/Activity</b> <i>(up to 200 words)</i></p>	
<p><b>10) How does the project aim to achieve a reduction in CO<sup>2</sup>?</b></p> <p><i>If applicable, explain how this meets one or more of the Council's funding priorities (see Guidance Notes for Applicants). Explain how the effectiveness of this will be measured.</i></p>	
<p><b>11) Are you able to provide a quantitative estimate of CO<sup>2</sup> reduction as a result of your project?</b></p>	

<p><b>12) What benefits will this project give to Godalming in addition to CO<sup>2</sup> reduction?</b></p>			
<p><b>13) How do you intend to spend the grant if successful?</b></p> <p><i>(e.g. equipment, materials, staff expenses, training, room hire etc.)</i></p>	<p>Purpose</p>	<p>Total spend</p>	<p>Spend from this grant</p>

<p><b>14) Give details of other applications for funding for this project.</b></p> <p><i>If you have not yet received a decision on other applications for funding, please give the date when the decision is expected</i></p>	<p>Source</p>	<p>Amount applied for</p>	<p>Amount awarded or expected date of decision</p>
<p><b>15) In what ways does your project involve volunteers?</b></p> <p><i>a) How many volunteers are involved? b) What will they do? c) What is the total number of hours of volunteer time that will be used?</i></p> <p><i>You can include fund-raising for the project as well as the project itself. If you are estimating figures this should be made clear</i></p>	<hr/> <hr/> <hr/>		
<p><b>16) Have you received (or do you expect to receive) any donations in kind to support your project?</b></p> <p><i>If yes, give brief details and approximate value if possible (e.g. raffle prizes: £100; furniture: £200)</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>		
<p><b>17) Who will benefit from the project?</b></p>			

<p><b>18) How will you evaluate whether the project has been a success?</b></p> <p><i>You will be required to submit a report at the end of the project.</i></p>	
<p><b>19) When do you expect your project to start and finish?</b></p> <p><i>If the project is open-ended or continues beyond the time funded by this grant, explain how you expect it to be funded in future.</i></p>	
<p><b>20) Will you be working with any other organisations to deliver this project?</b></p> <p><i>If so, please explain briefly how this will work.</i></p> <p><i>In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><b>21) How is your organisation constituted?</b></p> <p><i>You must attach a copy of your constitution <b>or</b> memorandum and articles of association (if a company) <b>or</b> rules <b>or</b> other evidence of how members join and how decisions are made.</i></p>	<p><input type="checkbox"/> Charity    <input type="checkbox"/> Registered or <input type="checkbox"/> Unregistered</p> <p><input type="checkbox"/> Company   <input type="checkbox"/> Limited by shares or <input type="checkbox"/> Limited by guarantee</p> <p><input type="checkbox"/> Charitable trust</p> <p><input type="checkbox"/> Constituted voluntary organisation</p> <p><input type="checkbox"/> Other (give details)</p>

<p><b>22) Does your organisation have a health and safety policy and a risk assessment for the proposed activity or event?</b></p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><b>23) Does your organisation have an equal opportunities policy?</b></p> <p><i>We may ask you for a copy.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
<p><b>24) Does your organisation undertake not to discriminate on grounds of gender, sexuality, race, colour, creed and disability?</b></p> <p><i>If no, please explain.</i></p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No (give details)</p>
<p><b>25) Does your organisation have appropriate insurance in place for this project/activity?</b></p> <p><i>If yes, give the name of the company, dates, type of cover and amount insured.</i></p>	<p><input type="checkbox"/> Yes (give details)    <input type="checkbox"/> No</p>
<p><b>26) Does your project involve children, young people or vulnerable adults?</b></p> <p><i>If yes,</i></p> <p><i>a) do you have a safeguarding children and vulnerable adults policy? If yes, we may ask you for a copy.</i></p> <p><i>b) Are all relevant staff and volunteers DBS checked?</i></p>	<p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes            <input type="checkbox"/> No</p>

<b>You must attach</b>	<b>Attached</b>
Your organisation's constitution and/or rules	<input type="checkbox"/>
Your organisation's latest set of accounts (if available)	<input type="checkbox"/>
<b>Have you attached</b>	
Further information about your organisation/project? (optional)	<input type="checkbox"/>

<b>Declaration and data protection statement</b> <i>The declaration must be signed by two authorised representatives of the organisation applying</i>		<b>Agreed</b>
We confirm that the organisation named in this form has authorised us to sign this application on their behalf.		<input type="checkbox"/>
The information in this application is correct to the best of our knowledge.		<input type="checkbox"/>
Any grant aid received will be used solely for the purposes specified herein or returned to Godalming Town Council.		<input type="checkbox"/>
Any grant that remains unspent at the end of the project will be returned to Godalming Town Council		<input type="checkbox"/>
Any proceeds from the project will be reinvested in the project or returned to Godalming Town Council		<input type="checkbox"/>
We agree to our names and details of our organisation being held in paper and electronic files.		<input type="checkbox"/>
<b>Signature</b>		
<b>Name</b>		
<b>Position in Organisation</b>		
<b>Date</b>		
<b>Signature</b>		
<b>Name</b>		
<b>Position in Organisation</b>		
<b>Date</b>		

17 AUG 2020

**Section 3 – External Auditor Report and Certificate 2019/20**

In respect of

**GODALMING TOWN COUNCIL – SU0039****1 Respective responsibilities of the body and the auditor**

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

**2 External auditor report 2019/20**

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

**3 External auditor certificate 2019/20**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

10/08/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.