

## GODALMING TOWN COUNCIL

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107-109 High Street  
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Surrey  
GU7 1AQ

7 January 2022

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 13 JANUARY 2022 at 7.00pm.

Andy Jeffery  
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

**Where possible proceedings will be live streamed via the Town Council's Facebook page.** If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members:	Councillor Follows – Chair
	Councillor Williams – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Faraday	Councillor Heagin
Councillor Hullah	Councillor Martin
Councillor Neill	Councillor PMA Rivers
Councillor PS Rivers	Councillor Rosoman
Councillor Stubbs	Councillor Weightman
Councillor Welland	

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 November 2021, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

#### 4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

#### 5. QUESTIONS BY MEMBERS

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

#### 6. COMMITTEE WORK PROGRAMME

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

#### 7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

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.

#### 8. ROTARY'S WAVERLEY COVID SUPPORT FUND – PROPOSED CHANGES TO ELIGIBILITY CRITERIA – ITEM FOR DECISION

**Recommendation: Members to resolve to agree to the proposed changes to the name and eligibility criteria of the Rotary's Waverley Covid Support Fund, as set out below.**

On 15 December 2021 correspondence was received from the Trustees of the Rotary Club of Godalming Woolsack Charity to inform the Council that, despite the ending of the Government's furlough schemes, applications to this COVID support fund have continued to decline in the latter part of 2021. As a consequence the Fund still has around £20,000 remaining of the more than £36,000 initially raised.

As, having granted £5,000 in July 2020, the Town Council was a major contributor to this fund, the Trustees wish to have the Council's explicit support for the following changes:

- a) The fund name is changed to Rotary's Waverley-wide Support Fund, although the same web address, namely [rotaryc19fund.org](http://rotaryc19fund.org) will continue to be used.
- b) The Fund terms are modified to remove all reference to COVID and the maximum size of grant awarded on individual applications will be around £500 in place of £300 previously. Apart from the COVID link, all other criteria for awarding a grant and the mechanism of grant implementation remain the same as for the previous fund.
- c) The new fund will not be raising money directly from the public although it will accept the additional household support funding proposed by WBC.

- d) Application forms for both individuals and groups have been amended to remove references to COVID.

The terms of the new fund (attached for the information of Members) and its operation have been accepted by the Trustees of the Rotary Club of Godalming Woolsack Charity Trust and all Rotarians in Godalming (since the fund is operated jointly by the two clubs). Rotary are in the process of amending the website to reflect the new situation, i.e. no longer any COVID connection

The Trustees believe the changes will enable the remaining funds to be applied in a way that is as close to the original purpose as possible without the COVID link. In this way essential support can continue to be provided to families and individuals in the Waverley area (excluding Farnham, which is covered by different arrangements) suffering hardship, for as long as funds are available.

## 9. YOUTH SUPPORT FUND – ITEM TO NOTE

On 2 September, as stated at Min No 226/21, Members resolved to agree that:

- a) The funds within the base budget currently allocated to Youth Provision are reallocated for 2022/23 to the grants budget.
- b) Officers undertake a review of the grants allocation procedures and bring forward options for consideration by Members by March 2022.

In starting the review as set out at b) above, it was discovered that an error was made in stating that funds were available within the base budget to reallocate to the grants budget. This money was taken as a cost saving during the setting of the 2021/22 revenue budget (see statement of variation presented at FC on 17 December 2020). In agreeing recommendation a) Members were acting on erroneous information. Subsequently, when setting the 2022/23 budget, the grants budget was not increased as anticipated by Members and remains at £70,000, comprised of £60,000 for SLA, General and Community grants and £10,000 for Carbon Reduction & Biodiversity grants.

## 10. GRANTS POLICY & PROCEDURES – ITEM FOR DECISION

**Recommendation: Members to resolve to recommend the Grants Policy & Procedure Document for adoption by Full Council.**

Members to consider the Grants Policy & Procedure document (attached for the information of Members) and if approved are asked to recommend its adoption by Full Council.

In working up the proposals, Officers analysed grants award data, which shows that over a six year period from 2015:

- the average amount in the grants budget was £57,166 of which an average of £53,198 per annum was awarded;
- from that sum an average of £34,666 was awarded as SLAs;
- 113 non-SLA grants were awarded over the 6 year period of which:
  - 58.4% were for less than £500;
  - 15.9% were between £501 and £1,000;
  - 25.4% were for amounts in excess of £1,000;
- the average total for grants of less than £500 was £3,084 per annum;
- the average total of grants of between £500 and £1,000 was £2,415 per annum;
- therefore the total sum for grants awarded of £1,000 or less was on average £5,499 per annum; and
- grants awarded over £1,000 averaged at £13,033 per annum.

Officers submit that the proposals not only provide for approx 75% of all grants to be considered at one of 8 meetings throughout the year, meaning that they can be considered relatively quickly following receipt, but also address concerns expressed by Members regarding the lack of ability to compare the community benefit of larger grant requests against other grants that might be received at a later date.

The proposals provide for larger grant requests to be dealt with via the General Grants fund in September of each year. An annual consideration allows the community benefit of applications for grants over £1,000 to be considered against each other thus enabling Members to more readily exercise their duty to ensure a consummate benefit to the community. That said, Members will wish to note that the proposed Policy & Procedures contains a procedure for dealing with urgent applications that might otherwise result in an outcome that could be of disservice to the community.

Members may wish to make adjustments to the ratio of funds in each category (as provided for in the paper) and from the data it would suggest that the SLA fund is retained at the present amount of £38,000 (£28K to CAW, £5K Farncombe Day Centre, £5K Hoppa) with the Community Fund increased by between £500 and £1,000 with a compensating reduction in the General grants, to match the 6 year average.

#### 11. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Information:	£
<b>21/2022 Grants Budget (P&amp;M)</b>	60,000.00
Allocations this year to date	47,058.00
Balance available for allocation	12,942.00
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<b>21/2022 General Grant Fund Allocation</b>	17,000.00
Allocations this year to date	7000.00
General Grant Fund applications this meeting	9020.00
Balance unallocated if applications agreed	980.00
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<b>21/2022 SLA Fund Allocation</b>	38,000.00
Allocations this year to date	38,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	38,000.00
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<b>21/2022 Council Community Fund Allocation</b>	5,000.00
Allocations this year to date	2,058.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	0.00
Balance unallocated if applications agreed	2,942.00
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Total balance unallocated if applications agreed	<u>£3,922.00</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 General Grant Fund Support**

### 1254 (Godalming) Squadron Air Training Corps

£3,100 is applied for the purchase of a Sim-X Lightning Flight Simulator Computer, associated software, monitors and ancillary equipment that would enhance the opportunities for members of Godalming Air Cadets to gain a Flying Scholarship.

Previous Grants: 2016/17 £923, 2018/19 £2,280 and 2020/21 £2,970

### 1254 (Godalming) Squadron Air Training Corps

£1,920 is applied for the purchase of "Bags of Character" to help the Air Training Corps and Army Cadets based at Hallam Road become better citizens and future leaders.

NB. A "Bag of Character" is a sturdy weatherproof holdall of ideas and equipment required for over 100 warm-ups, team challenges, reviews, session planning and self-help 'mental toughness' exercises. The resource includes comprehensive operations manuals and associated CPD training. The resource is suitable for all ages and abilities.

Previous Grants: 2016/17 £923, 2018/19 £2,280 and 2020/21 £2,970

### Surrey Association for Visual Impairment Trading as Sight For Surrey

£500 is applied for to support a centenary coffee morning for hearing and sight impaired clients in Godalming in June 2022.

Previous Grants: 2019/20 £500

## **Applications for SLA Funding**

### Wharf Nursery School

Members to receive a letter (attached for the information of Members) requesting consideration of a Service Level Agreement for £3,500 between Godalming Town Council and The Wharf Nursery School for the School to be able to provide staffing to enable the re-starting of the 'Stay and Play' groups for young children aged 1-3 years old and their parents/carers.

Members will be aware that the current funding allocated for SLA is fully committed, as such Officers have shown balances in the table above based on this application being funded from the General Grants fund for 2022/23 and have provided a future option for Members consideration regarding the SLA request.

As stated in the letter, if funding were to be made available the groups could start at Easter 2022. In considering this application, Members may wish to initially provide funding from the current General Grants Fund that would secure provision for 2022/2023. If Members were to consider this approach, as proposed in the Grants Policy & Procedures paper considered earlier in the agenda, they could subsequently consider whether the Council wishes to support a longer term SLA agreement in September 2022 and what the terms of such an agreement would be. Additionally, Members would then have the opportunity to determine how any future SLA would be funded e.g. by an overall increase of the grants fund or by re-allocating existing levels of funding between the different areas of grant funding.

Previous Grants: 1992/93 £100 and 2018/19 £470

## 12. NEIGHBOURHOOD CIL AGREEMENT – ITEM TO NOTE

The Environment & Planning Committee considered an application for Carbon Reduction and Biodiversity Fund grant aid from the Baden Hall Management Committee to replace the old lath and plaster ceiling and walls with new insulation and plaster. Having received additional information that the application could meet the criteria for Neighbourhood CIL, on a proposal from Cllr Cosser and seconded by Cllr Williams, Members wished the Town Clerk to make further investigations as to whether the application would be suited for Neighbourhood CIL

Funding. As such, the Town Clerk held an initial meeting with representatives of the Baden Hall Management Committee on 21 December. The Town Clerk viewed the works that would be required to enable the Baden Hall, not only to continue to be a venue that supports the young citizens of Farncombe through Scouting and Guiding, but also allow the facility to be used by other community groups.

The scope of the works, not only included insulating the walls and ceiling as previously mentioned but also the provision of an accessible WC that would enable greater inclusive use of the venue and other energy efficiency measures. The Baden Hall Management Committee has been asked to scope these works and provide cost estimates to support a CIL bid application.

13. **BROADWATER PARK – PARK RUN – ITEM FOR NOTE**

Members will be aware of the concerns raised by users of Broadwater Park concerning the wear being caused by the Park Run activities to grassed areas around the sports playing areas in Broadwater Park. On 21 December, the Town Clerk contacted WBC Parks & Countryside Greenspaces Manager for information on the actions WBC is taking to address the concerns that have been raised.

Subsequently the Parks & Countryside Greenspaces Manager has informed GTC that following a meeting with interested parties it was highlighted that in order to undertake repairs and ensure they establish, the park run route will need to be re-routed. WBC will be proposing some alternative routes for discussion. A further meeting will be held to consider the proposals with an aim of resolving the issues by the end of January.

14. **HM QUEEN ELIZABETH II PLATINUM JUBILEE CELEBRATIONS 2–5 JUNE 2022 – ITEM FOR DECISION**

Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6 February 1952 when Her Majesty was 25 years old.

An extended bank holiday, from Thursday 2 to Sunday 5 June 2022, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

Officers have been working with local groups and organisations to co-ordinate a range of community events that will allow residents and visitors to commemorate this historic event.

Members are asked to consider the proposed outline programme (attached for the information of Members) which encompasses the broad detail of the celebrations announced by the Secretary of State for Culture Media and Sport that communities may wish to organise to mark this historic occasion.

The proposed programme would see an event held on each of the four days of the Jubilee weekend including: A Sports for All Day, The Town Show & Carnival, popular concerts, classical concerts, a Jubilee Fringe Festival and a Service of Thanksgiving. Additionally it is hoped to have an exhibition in the Museum to celebrate the past 70 years running from 23 May to 18 June 2022.

Whilst the majority of events are being organised by community groups, the Town Council would need to fund some aspects of the events such as provision of temporary toilets, installation of the Council's portable pontoon in the river by the Phillips Memorial Ground (for canoeing taster sessions at the Sports Day), flags and bunting, publicity and specialist

equipment such as the climbing wall for the Sports for All Day. As shown by the footfall data collated for other celebrations, festivals or events held in the public realm, there is a positive impact on the local area through increased numbers to the central retail area.

Although GTC events are primarily for the benefit of residents the data shows that whether it is facilitating the small Farmers Markets, supporting the Round Table Town Show and Pride in Surrey or organising the Christmas Lights and Festival the extra events held in the town also help to increase footfall for the local businesses and retailers.

In order to support the events programme for the Platinum Jubilee weekend celebrations, Members are requested to allocate £5,000 from the Emerging Projects Fund to enable Officers to continue to work with stakeholder organisations and groups with a degree of certainty, Members are asked to:

- a) endorse the general principle that Godalming Town Council should be the lead organisation for the arrangements to celebrate the Platinum Jubilee of Her Majesty Queen Elizabeth II;
- b) endorse the attached programme as the Town Council's proposed celebrations for the Platinum Jubilee Weekend;
- c) approve the allocation of £5,000 from the Emerging Projects Fund; and
- d) authorise the Town Clerk to seek additional financial and material support.

15. **GODALMING & FARNCOMBE YOUTH CENTRE – ITEM FOR DECISION**

**Recommendation: Members to resolve to authorise up to £20,000 from the Emerging Projects Fund for the development of the Godalming & Farncombe Youth Centre.**

Members to receive a presentation from the Youth Service Officer on the importance of youth centres within the community.

Members will be aware that the Broadwater Park Community Centre building has been designated to become the Godalming & Farncombe Youth Centre. Although a relatively modern building that provided equality of access and facilities, Broadwater Park Community Centre is currently configured as a general purpose community building. In order to fulfil its newly intended purpose as a youth centre it is likely that a number of adjustments will need to be made, as well as some new equipment purchased. Whilst the scope of the works is still to be worked up by the Youth Service Officer, in order to be able to progress the alterations as quickly as possible, Members are asked to allocate funds from the Emerging Projects budget to support the works. As of 4 January 2022, the Emerging Projects uncommitted funds stood at £55,209.

At present it is unknown which works will fall under general maintenance and repairs and which might be eligible for Neighbourhood CIL funding for the provision of new infrastructure. Works that come under a potential Neighbourhood CIL bid will be brought to the Environment & Planning Committee for consideration.

It is also hoped that the Youth Management Group will be able to seek external funding to support the development of the Youth Centre. Members will wish to know that the centre has received a £10,000 grant from The Peter Caudle Memorial Trust. The Mayor has written to thank the trust for its continued generosity and support for the community.

16. **SOCIAL MEDIA BENCHMARKING – ITEM TO NOTE**

Through its Communications Policy, Godalming Town Council has identified a need to utilise a communications culture that recognises the importance of digital channels to inform residents, partners and stakeholders who are seeking to find, as well as share, news and information. The report below from the Community & Communications Officer provides

Members with an indication of the range of GTC's digital communication engagement and the increases in reach over the previous 12 months.

### Social Media Platform Benchmarking 7 Dec 2020 – 17 December 2021

MEDIUM	7 Dec 2020	9 Jun 2021	17 Dec 2021	% Change from December 2020
Instagram Followers	1,150	1,276	1,403	22%
Twitter Followers	228	279	357	57%
GTC Facebook Likes	836	973	1,133	36%
GTC Facebook Followers	1,000	1,145	1,1328	33%
WNC Facebook Likes	141	187	227	61%
WNC Facebook Followers	153	206	262	71%
Museum Facebook Likes	600	706	720	20%
Museum Facebook Followers	696	815	840	21%

#### 17. COMMUNITY CENTRES – ITEM FOR NOTE

Members to receive a report (attached for the information of Members) on the Community Centres for the quarter ending 31 December 2021 from the Responsible Finance Officer.

#### 18. COMMUNITY STORE FIGURES – ITEM FOR NOTE

The Community Store records users in terms of households, which can range from a grouping of related people to those in cohabiting relationships or houses of multi-occupancy. The make-up of a household is recorded in terms of the number of adults and children being supported, which is why in previous reports usage of the Store is shown as days'-worth of support.

9,321 days'-worth of support was provided between 5 July and 31 December 2021.

When added to the 40,477 days'-worth of support provided prior to 5 July, the Community Store has provided a total 49,798 days'-worth of support to members of the community since it first opened in April 2020. It should be noted that these figures do not include 'light' support provided by the community basket (help-your-self trolley) located outside the Community Store during operating hours, nor the support provided by others within the community to alleviate food poverty.

Weekly figures for period from 5 July to 27 December 2021 are:

Week commencing	Days-worth of support	Households	Adults	Children
05 Jul	389	23	35	12
12 Jul	252	15	24	12
19 Jul	287	16	23	18
26 Jul	245	15	24	11
02 Aug	357	22	31	20
09 Aug	287	19	29	12
16 Aug	420	25	40	20
23 Aug	413	24	38	21
30 Aug	357	24	35	16
06 Sep	315	19	31	14



13 Sep	287	19	27	14
20 Sep	266	18	25	13
27 Sep	252	18	22	14
04 Oct	231	19	23	10
11 Oct	441	24	34	29
18 Oct	420	25	34	26
25 Oct	378	23	32	22
01 Nov	308	19	26	18
08 Nov	490	29	43	27
15 Nov	455	26	36	29
22 Nov	413	25	36	23
29 Nov	455	29	39	26
06 Dec	483	31	41	28
13 Dec	504	34	46	26
20 Dec	574	37	51	31
27 Dec	42	3	4	2

19. **SAFEGUARDING REPORT – ITEM TO NOTE**

There have been no safeguarding incidents to report during the period 21 September-14 December 2021.

One enhanced DBS check has been carried out by Godalming Town Council under the Surrey County Council DBS Checking system. Results to be confirmed.

20. **PLANNING MATTERS – ITEM FOR DECISION**

Members to consider the Following planning applications.

WA/2021/03159 and WA/2021/03184 – 110 High Street, Godalming, GU7 1DP

WA/2021/03159 - Change of use from Class E(c)(i) (Financial services) to Class E(b) (Restaurant) with first floor dining accommodation and vent extract location.

WA/2021/03184 - Display of 1 non-illuminated sign on retractable awning and 1 non illuminated fascia sign.

WA/2021/03154 - LESSLANDS LODGE 26 BUSBRIDGE LANE GODALMING GU7 1PU  
Erection of 4 dwellings following the demolition of existing dwelling.

21. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST**

Deferred from P&M meeting on the 25 November 2021, Members are asked to note a report from Councillor Steel/Rosoman on the Godalming Museum Trust (report to be tabled) an organisation upon which Councillor Steel/Rosoman represents the Town Council.

22. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members are asked to note a report from Councillor Martin on the Holloway Hill Sports Association (report attached for the information of Members) an organisation upon which Councillor Martin represents the Town Council.

23. 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 (attached for the information of Members) an organisation upon which Councillor Ashworth represents the Town Council.

24. COMMUNICATIONS ARISING FROM THIS MEETING

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

25. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 10 March 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

26. ANNOUNCEMENTS

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

6. 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. <b>On this Agenda</b>	Quarterly	January 2022
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme now complete	2 yearly	Nov 2022
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 2022
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2022
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 <b>10 March 2022</b>	6 Monthly	January 2022
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC		October 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>				<b>Required Date</b>	<b>Revised Date</b>
St Mark's Community Initiative Group	Cllr Ashworth		Report expected on 13 January 2022 – On this agenda	13/01/22	
Holloway Hill Sports Association	Cllr Martin		Report expected on 13 January 2022 – On this agenda	13/01/22	
Waverley Citizens' Advice	Cllr Steel		Report expected on 10 March 2022	10/03/22	
SALC	Cllr Cosser		Report expected on 10 March 2022	10/03/22	
Godalming Cycle Forum	Cllr Crooks		Report expected 21 April 2022	21/04/22	
District Scout Council	Cllr Crooks		Report expected 21 April 2022	21/04/22	
Godalming Park Run Group	Cllr Duce		Report expected 26 May 2022	26/05/22	
Fairtrade Steering Group	Cllr Faraday		Report expected 26 May 2022	26/05/22	
Farncombe Day Centre	Cllr Hullah		Report provided	08/07/21	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report provided	<del>11/07/19</del>	<del>30/07/20</del> 08/07/21
COVID Support Fund – Rotary Clubs	Cllr Ashworth		Report provided	09/09/21	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report provided	09/09/21	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report provided	09/09/21	
Sport Godalming	Cllr Adam		Report provided	14/10/21	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report provided	14/10/21	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Go Godalming Association	Town Mayor/ Cllr Heagin		Report provided	25/11/21	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report deferred to 10 March 2022 due to cancellation of 25 November 2021 meeting	25/11/21	10/03/22
Godalming Museum Trust	Cllr Steel/ Cllr Rosoman		Report deferred to 13 January 2022 due to cancellation of 25 November 2021 meeting – On this agenda	25/11/21	13/01/22

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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### Godalming Town Centre Area – Action Plan

<b>Action 1</b>	<b>Planning</b>		<b>Progress</b>		
	Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees.		<b>Ongoing</b>		
<b>Action 2</b>	<b>Article 4 Directive</b>				
	Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area.		<b>Ongoing</b>		
<b>Action 3</b>	<b>Wiggins Yard Environmental Improvement Scheme</b>				
	To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project.		<b>GTC officers reviewed the Wiggins Yard appraisal report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project.</b>		
<b>Action 4</b>	<b>Guildford to Godalming Greenway – Cross Godalming Section</b>				
	When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding.		<b>On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway – Godalming Gateway.</b> <b>SCC consulting on potential routes</b>		
<b>Action 5</b>	<b>Current Pedestrianisation</b>				
	Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021.		<b>Completed</b>		

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>Action 6</b>	<b>Future Pedestrianisation</b>				
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.				<b>GTC nominated Task &amp; Finish Group to consider future options.</b>	
<b>Action 7</b>	<b>Crown Court Pedestrian Area</b>				
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.				<b>Await outcomes of WBC options for the Burys area of Godalming, which may influence considerations for the Crown court area.</b> <b>Options for Crown Court Public Toilets being investigated</b>	
<b>Action 8</b>	<b>Community Events – The Green Environment</b>				
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.				<b>Action Complete</b>	
<b>Action 9</b>	<b>Community Events – The Green Environment</b>				
Investigate options and costing for the repair of the defective flood light column on The Burys Field.				<b>Quotes to be obtained</b>	
<b>Action 10</b>	<b>Community Events – The Green Environment</b>				
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.				<b>Pride in Surrey – Ongoing held 25 September 2021</b>	
<b>Action 11</b>	<b>Community Events – Town Centre Built Environment</b>				
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.				<b>Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&amp;M 17 December 2020 (Min No 275-20).</b>	
<b>Action 12</b>	<b>Floral Godalming</b>				
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.				<b>Floral Godalming 2021 progressing on 2019 footprint, options for expansion to be investigate, risk assessed and brought to P&amp;M for additional funding as required.</b> <b>Replacement Planters funded via welcome Back fund</b>	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>Action 13</b>	<b>Floral Godalming</b>				
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.					
<b>Action 14</b>	<b>Signage, Rails, Bollards, Bells, Benches &amp; Buildings</b>				
<ul style="list-style-type: none"> <li>• Conduct a full audit of street furniture</li> <li>• Implement a programme of repair and renovation during 2021</li> <li>• Audit info-signage for accuracy</li> <li>• Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage.</li> </ul>			<b>Ongoing – programme of audit and repair for Town Centre street furniture commenced 19 April 2021</b> <b>SCC funding to renovate/repair/replace town centre cross over drains</b>		
<b>Action 15</b>	<b>The Pepperpot</b>				
Bring forward plans for the exterior repair and repainting of The Pepperpot.					
<b>Action 16</b>	<b>The Pepperpot</b>				
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.			<b>In principle permission provided with 3 benches to be trialled for suitability prior to permanent positioning. Benches sourced via the 'Welcome Back Fund' to be installed post Christmas Festival – awaiting outcome of planning application 110 High street</b>		
<b>Action 17</b>	<b>Buildings of Local Merit</b>				
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.					
<b>Action 18</b>	<b>Public Art</b>				
GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm.			<b>Cllr PMA Rivers initiated Art Forum.</b>		
<b>Action 19</b>	<b>Regeneration and Supporting the Local Economy</b>				
<p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <p>- encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services;</p>			<b>GTC submitted a bid to the Welcome Back Fund, Compliance check approved all projects, detail of delivery to be confirmed</b>		



TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
- encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time."					
<b>Action 20</b>	<b>Business Improvement District</b>				
Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource or any financial support to be brought to Policy & Management Committee for consideration.				<b>Bid meeting managed by WBC in Feb 2022</b>	
<b>Action 21</b>	<b>Devolution of Public Assets</b>				
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.				<b>GTC wrote to WBC December 2020, request acknowledged and within WBC work programme</b>	
<b>Action 22</b>	<b>Devolution of Public Assets</b>				
GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council.					

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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**Key Dates for Members' Information (Town Events etc.)**

Event	Date
Annual Council/Mayor Making	Thursday, 5 May 2022
Godalming Run	TBC Sunday in May
Town Show	Saturday, 4 June 2022?
Summer Food Festival	Sunday, 3 July 2022 - TBC
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

## Rotary's Waverley-wide Support Fund (RWSF)

### Principal Terms

#### Objectives

- To provide support to those in need and suffering hardship in the area covered by Waverley Borough Council but outside the Farnham area where other Funds are already available.
- To take advice from Citizens Advice Waverley (CAW) or Social Services in Waverley to help ensure that money is given to those most in need, and that individuals are helped to make best use of the support provided.
- To cooperate with other fund holding organisations providing similar support to ensure broad coverage and to avoid duplication.

#### Involvement

- The RWSF is being established by the two Rotary Clubs in Godalming as a successor Fund to RWCSF
- The RWSF will coordinate its activities with other support existing in Waverley
- The RWSF will be assisted by Citizens Advice Waverley

#### Donations In

- This fund is not for fundraising and will not require a Just Giving page.

#### Process for Allocation of Funds / Advice / Support

- Two application forms: one for an individual applicant, supported by a referee; the other for a group application by an organisation, such as a school or community group, providing help to a group of individuals, all of whom would qualify under individual grants.
- Referee will be a person of standing in Waverley community. For example:
  - Adult Social Services staff
  - Citizens Advice Waverley staff
  - Councillor
  - Church official
  - GP
- It is expected that individual applicants will already be or will commit to taking advice from Citizens' Advice Waverley or similar advisory service organisations.
- Applications will be assessed by a panel of people with relevant experience, including at least one Rotarian and one representative of CAW
- Individual grants will normally be up to £500 but with some flexibility
- Group grants will normally be limited at £2,500



### **Publicity**

- The availability of support from the RWSF will be publicised through print and online media and via those organisations involved or who have provided funds.
- Potential applicants will be directed to a dedicated website, [www.rotaryc19fund.org](http://www.rotaryc19fund.org), for an application form.

### **Governance / Organisation**

- The Fund will operate with the knowledge Waverley Borough Council and Godalming Town Council
- The Trustees of the Rotary Club of Godalming Woolsack Charity Trust Fund will have oversight of the RWSF but may delegate operational responsibility to an assessment panel (including at least one Rotarian) for assessment of applications and decisions regarding provision of financial support.
- The Fund will be covered by existing policies for Health and Safety, Privacy of Information, Equality and Diversity, the Safeguarding of Vulnerable people and Third Party Liability Insurance.

14/12/21



## GRANT FUNDING POLICY & PROCEDURE

### INTRODUCTION

Local councils in England and Wales can rely upon general powers to act and spend money, including the provision of funds (grants) to other organisations or bodies, unless they are restricted from doing so. The powers are as follows:

- (1) S.137 of the Local Government Act 1972
- (2) The General Power of Competence (England, if eligible)

S.137 cannot be used by a local council in England that is eligible to exercise the General Power of Competence except to donate money to certain charities and appeals (section 137(3)).

### Overview of the Powers

General Power of Competence – S.1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has power to do anything that individuals generally may do. “Local authority” is defined in s.8 of the 2011 Act and includes an eligible parish council.

Godalming Town Council is an eligible council to exercise the General Power of Competence (GPC). In considering how the Town Council grants public funds to other organisations and bodies, the relationship between S.137 and the GPC is important and has been used to guide the Council’s grants policy and procedures exercised under the GPC.

### Purpose of Grants Provided by Godalming Town Council

The guiding principle and the basic power for the Council to provide either direct grant funding or grant-aid in kind, is that there must be a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants. The Council is the body to determine whether or not such benefit will accrue, and a decision by the Council can only be challenged on the ground that it was wholly unreasonable.

The use of “some” in relation to the inhabitants means that the Council cannot use the power to benefit a single individual. However, it may be possible for the Council to help an organisation that supports individuals, for example a youth organisation wishing to fund participation in a national or international event.

The Council must also ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred. This means that a council should not spend a disproportionately large amount on something which has no or very little direct benefit.

The Council can only provide funds to a public or voluntary body for expenditure on publicity when it is incidental to the main purpose for which the Council is giving financial assistance.

Section 137(3) of the Local Government Act 1972 states that contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work

in the United Kingdom. It is unlawful for a council to contribute to a charity or a public service body operating overseas, or to a fund established to help persons outside the UK.

Contributions to UK charities and bodies providing a public service do not have to bring any direct benefit to the council's area or to its inhabitants.

### **Authorisation of Expenditure**

As Councillors are collectively expressing an opinion as to the commensurate local benefit, grants provided by Godalming Town Council must be properly authorised by resolution.

### **Contributions to Voluntary Bodies, Charities etc.**

Where a council provides financial assistance it will require the body or charity to furnish a written statement of how the money has been spent, within 12 months after the assistance has been given.

## **TYPES OF GRANTS**

Godalming Town Council will allocate funds for the provision of council funded grants as part of the annual budget setting process. At the meeting of the Policy & Management Committee following the approval of the budget by Full Council, Members will apportion the grant funds to the differing schemes provided by the Council.

### **Service Level Agreements**

Service Level Agreements (SLA) are an instrument through which the Council guarantees a specified level of financial support for an agreed period of time for the provision of a specific service that benefits the community. Such arrangements allow the service provider the financial security to invest in the service and the Council with measurable outcomes for the support provided. SLA's will run from April to the following March for the number of years agreed by the Council. No single agreement is to exceed 4 years before coming back to Council for review/renegotiation/renewal.

All SLA applications are to be supported by a statement of the purpose of the SLA funding, the last two years' of audited accounts of the service provider, or in the case of a new organisation a full budget proposal and the name and position of the proposed signatories for any agreed SLA. The statement of purpose is to include how the service to be supported will provide a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants, along with the proposed measurable/definable outcomes.

SLA's, whilst providing a degree of certainty for service providers and council alike, can commit a significant amount of the Council's available grant funds. Councillors, when considering either the renewal of an existing agreement or the awarding of a new SLA, will be required to consider the accumulative effect of SLA funding on the ability to provide one-off project funding through Community Grants or the General Grants Scheme. It is for the Council to determine the overall amount of funding provided for grants support. The level of funds to be allocated in the revenue budget will be agreed annually as part of the budget setting process. As such, decisions regarding the renewal of existing or the awarding of new SLA's will be taken in the September preceding the April of the first year of the proposed or renewed agreement.

All proposals for the renewal of an existing SLA or the awarding of a new SLA are to be considered at the September meeting of the Policy & Management Committee. It is for that committee to determine whether to approve an SLA, if within its delegated authority, or to recommend its approval to Full Council in accordance with Financial Regulations if it exceeds delegated spending authority. Additionally, it will be for the Policy & Management Committee to recommend whether any new SLA should be funded from within the existing grants budget or whether the grants budget should be increased to fund the new

SLA and by what amount. If required, recommendations of the Policy & Management Committee relating to an SLA requiring approval by the Full Council will be considered at the next meeting of the Full Council.

Decisions of the Council that require additional expenditure will be included as part of the budget setting process. The budget setting process will determine whether a recommendation/decision of the Council can be funded from existing resources or whether additional precept funding is required.

Members will also wish to note that in accordance with Financial Regulation 1.14, any agreement that would commit the Council to an expenditure, whether as a one off or accumulative payment, in excess of £50,000 is required to be approved by Full Council.

### **Community Grants**

The Council's Community Grants Scheme is aimed at providing grants of less than £1,000 for initiatives identified by Members that are of benefit to the local community, or which community groups and residents have brought to the attention of Members as being of benefit to an area within the civic parish of Godalming or will provide a benefit to residents of the parish.

The allocation of funds to the Community Grants Scheme will be divided into two accounting periods, 50% of allocated funds will be available for grant awards made by the Policy & Management Committee between April and August (4 meetings) with the remaining 50%, plus any uncommitted fund from the first tranche, being available for consideration by the Policy & Management Committee between October and March (4 meetings). Except where it has been called because of the cancellation of a scheduled meeting, grant applications will not be considered at extraordinary meetings of the Policy & Management Committee.

The Community Grants Scheme is split into two award levels.

For applications up to £500, the application requires the support of at least one Member of the Council in order to bring it to committee. The Member supporting the application is required to email the Town Clerk with the details of the initiative/project, setting out:

The aim of the initiative/project.

Who it will benefit.

The sum being applied for and the purpose for which the funds will be used.

Who will be responsible for the delivery of the project.

For applications between £501 and £1,000, in order for it to be placed before the Committee, in addition to the information required above the email to the Town Clerk is to provide the name of at least one other Councillor supporting the initiative/application. All named Councillors are to be copied into the application email.

On receipt, the Town Clerk shall bring any such application to the next available meeting of the Policy & Management Committee.

The criteria for a Community Grant award should meet the basic selection criteria of the General Grants Fund, ie. be of benefit to the community.

For organisations that do not have a bank account, funds will be held by the Town Council, who will make appropriate arrangements to pay suppliers direct/reimburse costs on production of receipts. Funds will not be paid into personal accounts without proof of expenditure.

## **General Grants**

The General Grants Fund is available for applicants from:

- Organisations located within the civic parish of Godalming wishing to apply for grant support from the Council in excess of £1,000 for a one-off specific project.
- Organisations based outwith of the civic parish of Godalming applying for any level of grant support.

To apply for a General Grant from Godalming Town Council organisations will need to complete an application form and submit it to the Town Clerk at least three weeks prior to the September meeting of the Policy & Management Committee. The submission deadline date and committee meeting date for consideration of both SLA and General Grant applications will be posted on the Council's website following the approval by Full Council of the Schedule of Council Meetings.

## **Urgent Applications**

If a situation arises where, due to unforeseen circumstances, a community group or organisation that provides a benefit for the residents of the Parish of Godalming needs to seek grant funding in order to continue to operate, it may submit an application at any time to the Town Clerk for consideration by the Council. In making an urgent application the applicant must:

- Complete the normal General Grant Application Form.
- Provide a covering letter stating why the application cannot be deferred to the annual General Grants award meeting. The covering letter will need to explain, if the reserves held by an organisation are greater than the amount being applied for, why the organisation is unable to use its reserves.
- Provide a full set of accounts, including current in year balances, liabilities and assets.

On receipt of an urgent application and having confirmed the application meets the grants criteria, the Town Clerk will, in consultation with the Chair of the Policy & Management Committee, bring the application forward for consideration by Members.

In considering an urgent application, if the application is submitted before the September General Grants award meeting, up to 50% of the General Grants fund may be awarded. If an urgent application is submitted after the September General Grants award meeting, Members may make an award from any balance remaining in the General Grants Fund or if the grant applied for is greater than the remaining balance, an award of an amount no greater than 50% of the original amount allocated to the General Grants Fund. In doing so any shortfall between the remaining balance and the sum awarded is to be funded from either the Emerging Projects Fund and/or General Reserves as advised by the RFO and agreed by Members.

If an urgent application is granted an award in excess of the available General Grants Funds, any end of year balance from the Council's Community or Carbon Reduction grant funds are to be vired to either the Emerging Projects Fund or the General Reserve as appropriate. However, if those balances are less than the amount required to replenish funds drawn from the General Reserve, the outstanding balance is to be taken from the immediate following year's General Grants Fund allocation (this will mean that unless Members choose to increase the overall funds available for grants during the budget setting process, the following years General Grants Fund will be reduced). If an urgent grant application was supported by funds taken from the Emerging Projects Fund, only the end of year balances from the Community Grants and Carbon Reduction Funds are required to be used to replenish the Emerging Projects Fund.

## **Carbon Reduction & Biodiversity Fund**

Godalming Town Council's Carbon Reduction & Biodiversity Fund provides funding towards projects where a primary aim is to reduce CO<sup>2</sup> emissions 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. 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.

The application form and guidance notes for the Carbon Reduction & Biodiversity Fund are available on the Council's website. Applications are to be submitted to the Town Clerk. Applications for this fund will be considered by the Environment & Planning Committee in July and November of each year.

The submission deadline dates and committee meeting dates for consideration of Carbon Reduction and Biodiversity Fund applications will be posted on the Council's website following the approval by Full Council of the Schedule of Council Meetings.

## **GRANTS CRITERIA – SLA, COMMUNITY & GENERAL GRANTS**

### **General Grants, Service Level Agreements – Minimum Criteria**

(You must meet this for your application to be considered)

- Groups applying must provide the following with their application:
  - ✓ Constitution or aims
  - ✓ Copy of accounts (these will not be required for a new organisation)
  - ✓ Copy of budget for current financial year
  - ✓ Copy of last annual report to members (this will not be required for a new organisation)
  - ✓ The group must have a bank account in the name of the group.
- Additionally, applicants for Service Level Agreements must also provide:
  - ✓ Statement of the purpose of the SLA funding
  - ✓ Last two years of audited accounts or in the case of a new organisation a full budget proposal
  - ✓ Name and position of the proposed signatories for any agreed SLA.

**NB.** The statement of purpose is to include how the service to be supported will provide a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants, along with the proposed measurable/definable outcomes.

### **Selection Criteria – All Grants**

(Your application will be assessed on the degree to which it meets the following)

- Applications should demonstrate a direct benefit to the civic parish of Godalming or part thereof, or all or some of its inhabitants.
- The organisation or group must not have received any other grant funding from the Town Council for the project applied for in the same financial year.
- Priority will be given to those applications for which the grant will lever in/match other funds.

### **Grant Conditions – All Grants**

Grant recipients must:

- Apply the grant to the purpose for which it was awarded.
- Provide evidence to the Town Council within one year of the award of the grant detailing how the grant was spent.
- Work with the Town Council to make opportunities to recognize the Council's contribution to the project eg. by arranging an appropriate press release and photo opportunity with you and the Mayor of Godalming (we will provide copies of our logo for printed and digital media and we can provide a simple certificate for display if that would be appropriate).

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation 1254 (GODALMING) AIR TRAINING CORPS
2. Contact Name, Address and Telephone Number Mr E. B. POWLER  
AIC HQ, HALLAM ROAD GODALMING GU7 3HW  
07947 300160
3. Details of Organisation; is it
  - a) A Charity?
  - b) ~~A Trust?~~
  - c) ~~A Private Limited Company?~~
  - d) ~~Affiliated to any National Body?~~
  - e) ~~Any other official registration?~~
4. What are the aims and objectives of the Organisation? TO PROMOTE A PRACTICAL INTEREST  
IN AVIATION, TO PROVIDE SKILLS FOR LIFE, FOSTER ADVENTURE  
AND DEVELOP GOOD CITIZENS
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.  
UNIT STRENGTH OF 32 CADETS AND 9 STAFF CADETS PAY £99 P.A.
7. Please enclose the following information as applicable to your Organisation:-
  - a) Constitution or aims
  - b) Copy of accounts (these will not be required for a new organisation)
  - c) Copy of budget for current financial year
  - d) Copy of last annual report to members (this will not be required for a new organisation)
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.  
DUE TO COVID-19 WE ARE STILL IN A REBUILD PHASE.  
THE AIM OF THE FRONT SQUAD IS TO TAKE OUR BASIC  
TRAINING TO THE NEXT LEVEL AND BUILD A  
HARCOB SQUAD

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

FLIGHT SIMULATION TO IMPROVE THE CHANCES OF  
CADETS TO GAIN A FLYING SCHOLARSHIP

b) Specify

- Total Estimated Cost £3100.00
- Amount already available £ =
- Amount expected to be available at commencement £ =
- Dates scheduled to commence and finish FEB 2022

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

a) Amount £3100

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

- Amount £2600  
 - Date 2020  
 - Project NEW TABLETS WHICH HELPED DURING LOCKDOWN

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

TO ENABLE OUR YOUNG PEOPLE TO RECEIVE FLYING SCHOLARSHIP

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

Signed \_\_\_\_\_ Date 7 DEC 21

Capacity in which signed OFFICER COMMANDER 1754

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.

# QUOTE

RAF Cadet 1254 (Godalming) Squadron  
 Hallam Road  
 GODALMING  
 Godalming  
 Surrey  
 GU7 3HW  
 GBR

**Date**  
 25 Nov 2021  
**Expiry**  
 24 Dec 2021  
**Quote Number**  
 QU-1072  
**VAT Number**  
 GB 826617613

Wired2Fire Ltd  
 F A C S House  
 Holmesdale Road  
 Dorking  
 Surrey  
 RH5 4HS  
 UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Sim-X Lightning Flight Simulator Computer	1.00	1,877.00		1,877.00
Case: Kolink Tranquillity Silent Midi Tower Case × 1				
Processor (CPU): AMD Ryzen 7 5800X 8 Core CPU ( 3.8GHz Base Up to 4.7GHz Boost) × 1				
CPU Cooler: Wired2Fire Heatpipe CPU Cooler × 1				
CPU Thermal Paste: Standard Thermal Paste × 1				
Overclocking: Wired2Fire Overclocking (Upgrade cooler for best results) × 1				
Tuning and Optimisation : Wired2Fire Tuning (BIOS, Driver and OS Tweaks) × 1				
Graphics Card 1: MSI NVIDIA GeForce Gaming X Trio RTX 3070 Ti 8GB GDDR6 Graphics Card (Limited Stock) (1 Per Customer) × 1				
Memory: 16GB Standard DDR4 3000Hz Dual Channel Memory Kit (2 x 8GB) × 1				
Motherboard: MSI B550-A PRO Motherboard × 1				
System Drive: Wired2Fire 1TB NVMe PCIE Solid-State Drive × 1				
Power Supply: Kolink Classic 600W 80+ Bronze Power Supply × 1				
Cable Management: Wired2Fire Cable Management × 1				
Sound Card: Onboard HD 5.1/7.1 Audio × 1				
Network Adapters: Wired Ethernet Port (check motherboard for WiFi) × 1				

Description	Quantity	Unit Price	VAT	Amount GBP
Flight Sim Software: Laminar Research X-Plane 11 Global Flight Simulator × 1				
Operating System: Microsoft Windows 11 Home × 1				
Build Options: Standard Build (5-20 working days) × 1				
Warranty: 5 Years Warranty + 1 Hour Set Up Support (2 years collect and return, 2 years parts and 5 years labour ) × 1				
piXL CM27F8 27 Inch Frameless Monitor	3.00	167.00		501.00
AOC E2270SWDN 21.5" Monitor	1.00	116.00		116.00
3m HDMI or DVI cables	4.00	8.00		32.00
HDMI to Displayport adaptors	3.00	8.00		24.00
Logitech Proflight Throttle Quadrant	1.00	45.00		45.00
Thrustmaster T1600M Joystick	1.00	79.00		79.00
RC Simulations Panel Builder	1.00	49.99		49.99
RC Simulations Panel Builder Grob Addon	1.00	30.99		30.99
Setup and Install above and setup network flying	4.00	30.00		120.00
TrueEarth Great Britain South for X-Plane 11	2.00	24.00		48.00
Thrustmaster TFRP - T. Flight Rudder Pedals	1.00	125.00		125.00
Standard 300Mbps USb Wifi Adapter	1.00	20.00		20.00
			<b>TOTAL GBP</b>	<b>3,067.98</b>

15 DEC 2021

GODALMING TOWN COUNCILApplication for Grant Aid

1. Name of Voluntary Organisation 1254 (GODALMING) A.F. TRAINING CENTRE
2. Contact Name, Address and Telephone Number Mr & Mrs. POULTER  
Ale Ho, HALLAM ROAD, GODALMING GU7 3HW  
07947 300160
3. Details of Organisation; is it
- A Charity?
  - ~~A Trust?~~
  - ~~A Private Limited Company?~~
  - ~~Affiliated to any National Body?~~
  - ~~Any other official registration?~~
4. What are the aims and objectives of the Organisation? TO PROMOTE A PRACTICAL INTEREST  
IN AVIATION, TO PROVIDE SKILLS & TRAINING FOR LIFE, FOSTER  
IDEALISM & DEVELOP GOOD CITIZENS
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. UNIT MEMBERSHIP OF 32 CADTS AND 9 STAFF CADTS @ 199 PA
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
  - Copy of last annual report to members (this will not be required for a new organisation)
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.  
DUE TO COVID 19 WE ARE STILL IN A REBUILD PHASE

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

TABLES OF CHARACTERS TEAM BUILDING KIT + TRAINING

- b) Specify
- Total Estimated Cost £ 1920-00
  - Amount already available £ -
  - Amount expected to be available at commencement £ -
  - Dates scheduled to commence and finish FEB 2022

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 £ 1920

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

- Amount £ 2600
- Date 2020
- Project NEW COMPUTER TABLETS

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

TO HELP US AND THE ARMY ELDERS BUILD BETTER CITIZENS AND FUTURE LEADERS

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

Signed \_\_\_\_\_ Date FEB 21

Capacity in which signed OFFICER COMMANDING 1253

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.





## BAGS OF CHARACTER THE ULTIMATE KIT BAG

£1.6k

A 'Bag of Character' is a sturdy and weatherproof holdall full of ideas and equipment required for over 100 warm-ups, team challenge, reviews, session planning and self-help 'mental toughness' exercises. Furthermore this resource includes a comprehensive operations manual and associated CPD training. The resource is suitable for all ages and abilities. Your skill as a facilitator will bring it alive.

The training course 'Facilitation Skills for Experiential Learning' focuses on how to pitch and shape the learning to achieve desired outcomes. Practical, engaging and fun – this 6hr course

is certified CPD by the Institute for Outdoor Learning and delivered by our highly experienced team. Trainees will be assessed throughout the process and will then be qualified to facilitate activities from the resource.

If you are adding to your existing Challenge Kit and have already received training to facilitate effectively then we can sell additional bags at £1k per unit. Some customers choose to add multiple Bags of Character once trained – if this is the case then please talk to us about the best solutions for you. We also run open training courses at our own training centre.

“CA provided a day's training for my team of Tutors and partners for Facilitator Training in Team Development skills. We had an amazing day - incredibly productive, creative and got the results! Even individuals lacking in some confidence and not as willing as others to get involved, engaged and got a huge amount from the training. We had great fun! If you're willing to try something a little different, I can really recommend this kit and training - FANTASTIC!”  
Rachel Clarke – Manager Derby Adult Learning Services



### WATERPROOF AND ROBUST

We have carefully selected materials that will stand up to the knocks and weather. This resource has been designed for active outdoor learning programmes in all weathers and environments.



### PORTABLE AND COMPACT

A Bag of Character is light enough to be carried, no need for a 2-man lift or a trolley, it can easily be stored and transported. This means that you can deliver impact programmes anywhere, anytime.



### YOUR BRANDING

Most customers want the opportunity to have their branding on the manuals – this allows you to take ownership and pride in the resource. We can even provide branding on the materials if the order is large.



### ASK US FOR A DEMO

Call us and we will invite you for a demo of the kit in action. Remember that this equipment is suitable for any age, any ability. The key is effective facilitation to bring the activities alive. We are confident that there is nothing out there that compares.



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- 2 DEC 2021

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

- SURREY ASSOCIATION FOR VISUAL IMPAIRMENT  
TRADING AS SIGHT FOR SURREY
1. Name of Voluntary Organisation
  2. Contact Name, Address and Telephone Number  
HELEN HOPKINS, TRUSTS AND GRANTS  
FUNDRAISER, SIGHT FOR SURREY, RENTWOOD, SCHOOL LANE,  
FETCHAM, SURREY, KT22 9JX 01372 377701
  3. Details of Organisation; is it
    - a) A Charity?
    - b) A Trust?
    - c) A Private Limited Company?
    - d) Affiliated to any National Body?
    - e) Any other official registration?
  4. What are the aims and objectives of the Organisation?  
Sight for Surrey offers a lifetime of support for people who are blind or partially sighted, Deaf, deafblind or hard of hearing.
  5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.  
Within our charitable activities we sell equipment to private clients. Annual income approx £35k at very low margin.
  6. Please state size of membership and annual subscription levels of Organisation.  
we are not a public membership organisation.
  7. Please enclose the following information as applicable to your Organisation:-
    - ✓ a) Constitution or aims
    - ✓ b) Copy of accounts (these will not be required for a new organisation)
    - ✓ c) Copy of budget for current financial year
    - ✓ d) Copy of last annual report to members (this will not be required for a new organisation)
  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.  
SEE ATTACHED.

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

To support a Centenary Coffee Morning for hearing and sight impaired clients in Godalming in June 2022.

- b) Specify
- Total Estimated Cost £1030
  - Amount already available £530
  - Amount expected to be available at commencement £1030
  - Dates scheduled to commence and finish 27 June 2022.

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

Body	Amount Applied For	Amount Received
Sight for Surrey fundraising	£530	£530

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 £500
- Date June 2019
- Project Pan sensory Event in Godalming

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

SEE ATTACHED

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

Signed Helen Hopkins Date 29/11/2021

Capacity in which signed Trusts and Grants Fundraiser

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.

**Sight for Surrey**

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- 2 DEC 2021

Projected Income and Expenditure Budget 2022-23

Income	2677500
Expenditure	2662200
Surplus	15300

RECEIVED

- 2 DEC 2021



## Additional information for Godalming Town Council

November 2021

### Sight for Surrey

Sight for Surrey is an ambitious charity offering a lifetime of support to people who are blind or partially sighted, Deaf, deafblind or hard of hearing. Our mission is to support people to overcome their day-to-day challenges, achieve their potential and lead an independent life.

We support 5348 VI (vision impairment), 1890 combined sight and hearing loss and 1398 Deaf or Hard of Hearing active service users regardless of age or severity of condition across the county. Over 80% of our service users are over 65. We aim to ensure people are not disadvantaged as a result of their disability and are supported through physical loss and emotional trauma. We support those who have been born with a sight/hearing condition and those who have developed a resulting impairment at any stage of their life. We assess each person and develop with the individual a bespoke plan to meet their needs. We aim to empower people to have choice and control over their lives and to uncover and respond to unmet need in the community.

We also:

- Provide professional excellence by delivering specialist, hands-on, practical support
- Show integrity and demonstrate transparency and care
- Celebrate diversity and promote inclusion
- Remove the barriers that discriminate

Our objectives are to:

- Sustain and build the charity through raising awareness, continuing to be user-led and working in partnership
- Work in the community to improve awareness and opportunities, uncover unmet need, make services easily accessible and offer early assistance and intervention
- Access – deliver training; promote accessible communication and access issues and work to reduce social isolation
- Enhancing lives – increasing social opportunities and growing our specialist equipment service

Sight for Surrey's day to day services include:

- Managing Surrey's vision impairment register
- Providing vision impairment (VI) and hearing loss (HL) specialist assessment, re-ablement and rehabilitation services.
- Delivering mobility training, independent living skills and inclusion activities for children and young people.
- Providing a presence at hospital eye clinics to help newly-diagnosed patients.
- Providing an expert low vision and hearing centre with qualified staff to help.
- Providing volunteers to support our clients such as drivers, IT helpers, befrienders.
- Provide access technology advice and support.
- Provide an outreach programme and information and signposting service through our helpdesk.

Our specialist work involves teaching strategies and techniques to enable people with significant sight and hearing loss to manage their daily tasks independently. For VI this would include crossing roads, managing public transport and orientation around a new area, preparation and cooking food, managing household tasks and personal care. For Hard of Hearing this would include managing conversations, accessing information, responding to visitors and being safe at home. We want to inspire our community to take the small steps today and achieve the breakthroughs tomorrow.

Surrey statistics from the Projecting Adult Needs and Service Information & Projecting Older People Population Information System show that over 8000 people aged 65-74 are predicted to have a moderate or severe visual or hearing impairment over the next ten years.

2020 has been a year that has significantly changed the world in so many ways. And for the community we support at Sight for Surrey, they have experienced many additional challenges along the way, not least lengthy periods of social isolation.

It is hard to imagine what it is like to have sight or hearing loss or combined sight and hearing loss – questions asked include 'will I be able to drive again', 'how do I make a cup of tea', how do I read the newspaper?', 'how do I hear the TV, smoke alarm or doorbell?' The last year has prompted additional questions; 'how can I socially distance when I can't see?'; 'how do I keep in touch with my family and friends when I can't hear them very well on the telephone or contact people when I need help; 'how can I lipread when others are wearing a mask'?

Our response to Covid-19 meant that we quickly found new ways of supporting our clients – our helpdesk continued remotely, staff undertook essential shopping and delivery of low vision aids. We helped the Deaf community by issuing weekly British Sign Language Videos to help them understand Government advice – these have now been viewed over 215,000 times. We called made 3896 calls vulnerable clients as part of our safeguarding work, set up a volunteer befriending scheme and have been able to respond to the need for counselling for some of the children and families we support. We've continued supporting those applying for benefits aware that financial worries could elevate stress levels and supported remotely those we would normally see alongside the consultants in the eye clinics.

The innovations and learnings we have gained through lockdown include: social distancing is tricky for those who can't see; those who rely on lip-reading and British Sign Language need to wear see-through masks; the older generation are isolated when daily routines are interrupted; amazing



tenacity of our staff and clients to find different ways to help; accurate communication is crucial as is someone to talk to on a regular basis; great response by family to provide support so that we can provide equipment and training to those that need it.

Like many other charities during the pandemic we have been responding to various and different needs, but also funding cuts and an ageing population. Our frontline work helps to reduce the burden on local services - we work with NHS Trusts, Surrey County Council, Clinical Commissioning Groups and all of Surrey's social prescribers.

We are specialists in our field for those who have a sight or hearing impairment but by providing a person centred approach, we support their health and wellbeing too. We provide practical solutions to everyday issues they will face and as a result of the pandemic, and Government guidelines to ensure no one slips through the net, we are constantly reshaping our approach to service delivery.

## **Sight for Surrey and Godalming**

Volunteering is at the heart of everything we do to support and empower people who are vision impaired, Deaf, hard of hearing or Deafblind to live independent and full lives. Becoming a Sight for Surrey volunteer can be a rewarding way to reach out to people in your community and unlock your own potential. The roles we have on offer are Hearing Loss Technical Support, Driver, Home Visitor, Driver, ICT Support. We currently have 2 volunteers from Godalming as well as 4 others from the larger Waverley Borough supporting our service users there.

If successful, we are happy to work with the Town Council to make opportunities to recognize the Council's contribution to the project eg. by arranging an appropriate press release and photo opportunity with the Mayor of Godalming.

## **Specific Project Details**

### **Centenary Coffee Morning**

2022 is a milestone in the history of Sight for Surrey and we are looking forward to celebrating our centenary year with a variety of events. We've set an ambitious fundraising target to make a centenary-sized impact on the vital work we do and we hope you will help to support one of our events during the year.

We have planned a Centenary Coffee Morning on Monday 27<sup>th</sup> June from 10am to 12pm at Godalming Baptist Church. This event will be for existing service users and the local community in Godalming and we hope also from the close surrounding area. It will be a drop in/social event to come and have 'coffee and a cake' to support our celebrations, but we will also have key staff members on hand to chat to answer any questions you may have. We are anticipating in the region of 50 people attending the event. It is an opportunity for us not only to celebrate but to re-engage face to face with our services users in Godalming after such a long time. We currently support 514 sight impaired and 339 hearing impaired active service users in Godalming.

Losing your sight or hearing can leave you with feelings of grief and social isolation. Our new outreach strategy will aim to raise the profile of Sight for Surrey and seek out those who are new to us and who could benefit from our help. We are specialists in providing advice and practical

solutions to aid independent living and help to alleviate loneliness. We know from our work during the pandemic that the demand for volunteer telephone befrienders meant that our clients were lonely and just wanted someone to talk to. And we are also responding to feedback from our rehabilitation support workers who have let us know that clients are looking to get out and about again having been at home for so long.

Sight for Surrey has many years of experience of delivering events for vision impaired clients – knowing what venues and formats work and the needs of the majority of our clients who are sensory impaired and of varying ages. We are using this experience to support our deaf clients who we know will travel further and that they will need specialist interpreters/intervenors to be on hand.

### **Centenary Coffee Morning Budget**

Venue	100
Catering	50
2 Interpreter for the Deaf	360
Staff Mileage	50
Mailings	250
Outreach Worker x 3 for 2 hours at £15 per hour	90
Hearing Loss Adviser – 2 hours at £15 per hour	30
Contingency	100
<b>Total</b>	<b>£1030</b>

We are seeking a donation of £500 towards our budget for the event.

### **Centenary Coffee Morning and Godalming Town Council Vision and Priorities**

The event is a celebration but it will also support those who want to re-engage in the community with day-to-day activities/living and use of community facilities/clubs/taking up hobbies/social activities. Just by meeting up with clients face to face after so long will give us a chance outside of the event to follow up where appropriate to ensure any changes needs with sight/hearing are supported. We can help them to continue to live independently with specialist equipment and resources from our specialist staff. In the long term we hope they would then have less of a reliance on Sight for Surrey services and those of Godalming Town Council.

The event will support a safe, caring and healthy Godalming. We have good local awareness and knowledge. As older people can become vulnerable our Outreach team and volunteers can monitor safeness of our service users through the regular visits. As an organisation Sight for Surrey cares about its community and wants all its services users to continue to live and enjoy their lives as independently as possible despite their disability. Environment – we will use local volunteers to support this event, therefore reducing carbon footprint of our service.



RECEIVED

- 2 DEC 2021

Charity Registration No. 1121949

Company Registration No. 06309405 (England and Wales)

**SURREY ASSOCIATION FOR VISUAL IMPAIRMENT  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mrs C Power Mr R Turnbull Ms C Miller Mr S Wherry Mrs C Wilmhurst Mr R Gilmore Mr M Jordan Mrs M Da-Silva-Skinner Ms C Shevlin	(Appointed 20 March 2020)
<b>Secretary</b>	Mr R Hughes	
<b>Charity number</b>	1121949	
<b>Company number</b>	06309405	
<b>Registered office</b>	Rentwood School Lane Fetcham Surrey KT22 9JX	
<b>Auditor</b>	Alliotts LLP Friary Court 13-21 High Street Guildford Surrey GU1 3DL	

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# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

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# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

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The Trustees have pleasure in presenting their report and the audited Financial Statements for the year ended 31 March 2020, in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities SORP (FRS 102) and the Companies Act 2006.

### 1. Legal and Administrative Status

The Association was founded in 1922 and was formally registered as a charity in 1961: number 200068. The Association's trustees had the legal status of an unincorporated association of persons and the governing instruments under which it operated comprise a Constitution, which was adopted on 16 October 1974 and amended in October 1998. At an Extraordinary General Meeting and following full consultation with staff, volunteers and members the Association voted to change its name to the Surrey Association for Vision Impairment (SAVI). A change of name was approved and registered by the Charity Commission (Ref: OC-G270573-CD(Ldn) dated 13 March 2002).

Incorporation on 11th July 2007 led to a change of charity number to 1121949 and the addition of a company registration 06309405. The charity's focus remained on vision impaired adults and children, and those with a combined sight and hearing loss, in the administrative county of Surrey. The charity's governing instruments are now encapsulated in Articles of Association.

Trustees approved a resolution to adopt the trading name of Sight for Surrey on 8 January 2014, which was registered by the Charity Commission (Ref:LC/1121949/FC) dated 31 January 2014).

### 2. Connected Charities and Companies

Sight for Surrey operates a trading fund which is separately registered as a company (6815304), but is otherwise not connected to any other charity.

### 3. Trustees' Responsibilities

The trustees (who are also directors of Sight for Surrey for the purposes of company law) are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the result of the charity for that period.

- a. Select suitable accounting policies and then apply them consistently.
- b. Observe the methods and principles in the Charities Statement of Recommended Practice.
- c. Make judgements and estimates that are reasonable and prudent.
- d. State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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In so far as the trustees are aware:

- There are no relevant audit information of which the charitable company's auditor is unaware; and
- The trustees have taken all steps to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### 4. Election and Appointment of Trustees

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mrs C Power	
Mr R Turnbull	
Ms J Sanderson	(Resigned 11 December 2019)
Ms C Miller	
Mr A Taylor	(Resigned 19 September 2019)
Mr S Wherry	
Mrs C Wilmhurst	
Mr R Gilmore	
Mr M Jordan	
Mrs M Da-Silva-Skinner	
Mr D Kitching	(Resigned 19 September 2019)
Ms C Shevlin	(Appointed 20 March 2020)

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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### Election and Appointment of Trustees

Trustees are recruited from Sight for Surrey service users and from external sources such as Volunteer Bureaux, the Institute of Directors or via the press. Trustee Appointments Panels are established as needed for trustee recruitment and interview. Trustees are appointed for periods of three years and retire by rotation in accordance with the terms of the articles of association. At each annual general meeting, one quarter of the Board retires from office and are eligible for re-election. Key trustees, e.g. Chairman and Honorary Treasurer are elected each year. The people we support and the County Council service user reference groups, Surrey Vision Action Group (SVAG), Surrey Deaf Community and the Hard of Hearing Forum, all facilitated by the Surrey Coalition of Disabled People, provide valuable feedback to Trustees about the impact of our services.

### 5. Management

Sight for Surrey is managed by not more than 15 Trustees who form the Trustee Board, are directors of the company and meet quarterly. As at 31 March 2020, there were 9 trustees, 6 of whom have lived experience of sensory loss. 4 are vision impaired, 1 profoundly Deaf and 1 has Combined Sight and Hearing Loss. The Finance Committee meets quarterly to deal with all financial and business planning aspects of the charity's operation and makes recommendations to the Executive Committee. The Services Committee monitors service delivery and analyses and reviews operational work with senior managers. The Fundraising Committee oversees our fundraising plans and activities.

Trustees undergo induction and training and are given opportunities to acquaint themselves with the work of Sight for Surrey and its environment. They are encouraged to take an interest in a particular aspect of the work of Sight for Surrey.

Sight for Surrey managers work with the Chief Executive in a Senior Management Team, and this is extended to other managers as appropriate. Up until the COVID19 pandemic, full staff meetings were held 3 times a year. All staff, as well as volunteers and service users were involved in writing our 5 year strategy which was launched in September 2017 and is due to be refreshed.

Sight for Surrey has no legal relationship with any other related charity in the pursuance of its mission, but has a guiding principle of working in partnership with all organisations that can help deliver the strategic objectives.

### 6. Risk Management

Trustees are satisfied there are procedures in place to identify major risks. The Association is aware of the SORP 2015 requirement whereby, "...the major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate these risks". It guards against complacency by:

- Adequately training trustees and staff as appropriate to their role.
- And,
- Reviewing and evaluating the Risk Register covering all 'risks' to which Sight for Surrey could be exposed and receiving a brief from the CE on the appropriate grading and action taken to deal with them.

The Risk Register is kept up to date and monitored by Senior Managers and the Finance Committee. The Chief Executive reports the 3 most significant risks to each Board meeting, and prepares a full Risk Register for the Finance Committee and the Board once a year.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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The full list of key potential risks is assessed as being:

Impact of COVID 19 on finance and on service delivery  
Loss of statutory contract work and the threat of alternative contract providers.  
Becoming financially insolvent.  
Failure to generate satisfactory returns from fundraising activities.  
Insufficient staff resources.  
Lack of direction, strategy and forward planning.  
Lack of security regarding office accommodation.  
Lack of proper financial management systems.  
Trustee body lacks relevant skills or commitment  
Failure to report to Trustees (accuracy, timeliness and relevance).  
Organisation infringes employment legislation.  
Lack of proper HR function.  
Damage caused to the reputation and/or image of Sight for Surrey  
Major disaster (IT failure, flood etc)  
Failure to recruit adequate numbers of volunteers  
The charity becomes out of touch with clients' views  
Claims against the charity  
Lack of marketing and press activity  
Fraud or error

### 7. The COVID19 Pandemic

On 23rd March, Sight for Surrey went into lockdown in common with the rest of the country, prior to that, and in line with government advice, we stopped visitors coming into the building unless it was absolutely necessary. Having closed Rentwood, our services, the helpdesk and all other communication methods were operated by staff working from their own homes. Some services that involved close contact with people we support could not be delivered.

The Senior Management Team used the period before lockdown and after to plan and prepare for all likely eventualities. This work was rooted in our determination to deliver all the services that we could provide within government regulations and without putting the people we support or our staff at unnecessary risk. Some services that involve close contact could not be delivered, but they were replaced by services outside our normal scope of activities as part of the county wide response co-ordinated by the County Council. It was, and remained, an inclusive approach involving the NHS, local government, charities and community groups.

The County Council supported us by paying 10% over the normal contract price for the first 3 months and not charging us rent for the same period. They also provided finance to underpin our Communicator Guide service. In addition, our fundraising team were very successful in attracting emergency COVID support from a wide range of funders and local councils. This enabled us to make significant upgrades to our IT equipment, networks and security to facilitate home working.

The funding also enabled us to be self-sufficient in purchasing our own personal protective equipment. The safety of our staff and the people we support is our responsibility and we were not going to rely on someone else to provide the PPE we needed.

COVID related funding has provided relative financial stability for the first half of the financial year 2020/21, and we are considering how we will manage the impact on fundraising during the rest of the financial year. As the financial year finished, the lockdown had a significant effect on our investments. We have followed the advice of our investment managers and have not altered our investment profile. Managers and Trustees will keep this under review during the financial year. The significant pressures in the world economy have taken us out of our agreed cash to investments ratio. This was approved by Trustees and will be regularly reviewed.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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### OBJECTIVES AND ACTIVITIES

#### 8. Objects

We have continued to act in accordance with the strategy published in September 2017 which sets out our intentions as a pan-sensory charity. The strategy was put together after extensive consultation with people we support and our staff.

#### A new strategy for a new era - 2017-2021

We are Sight for Surrey - an ambitious charity offering a lifetime of support to people who are blind or partially sighted, Deaf, deafblind or hard of hearing.

Our mission is to support people to overcome their day-to-day challenges, achieve their potential and lead an independent life.

#### WE AIM TO:

- Provide professional excellence by delivering specialist, hands-on, practical support
- Show integrity and demonstrate transparency and care
- Enhance our position as the preferred sensory services provider in Surrey
- Celebrate diversity and promote inclusion
- Remove the barriers that discriminate, creating day-to-day challenges

#### THE WAY WE WILL WORK: We will:

- Build on the value we currently add to the statutory services we deliver for the County Council
- Ensure excellence in all the services we provide
- Train and develop our teams
- Develop effective outcome measures

#### SUSTAINING AND BUILDING THE CHARITY: We will:

- Cultivate a winning culture throughout the organisation
- Diversify our services, giving equal weight to all the groups we support
- Increase local and national awareness of our services
- Develop a more effective fundraising operation
- Build organisational capacity through increased volunteer effort
- Remain user-led in the development and delivery of services
- Maintain a motivated and respected team
- Continue to seek partnership opportunities

#### WORKING IN THE COMMUNITY: We will:

- Improve public awareness of our mission and our work
- Identify opportunities for collaborative working
- Work in partnership to identify unmet needs
- Work with partners to improve the accessibility of services
- Enhance our position as a 'first-call' service provider

#### IMPROVING ACCESS: We will:

- Deliver a range of training programmes in the community
- Support people to use their chosen means of communication and promote the use of accessible information
- Enhance public understanding of the importance of Braille and British Sign Language
- Build on our position as an expert supplier of BSL interpreting, lip-reading, communicator guides and VI Support
- Provide effective employment, mentoring and work-readiness support



# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2020*

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### ENHANCING LIVES: We will:

- Work to end social isolation through a focus on IT and increased social opportunities
- Grow our specialist equipment service and maintain our reputation for expert dispensing and advice
- Increase the scope of our recreation and life-skills provision for vision-impaired children and young people
- Support organisations working with Deaf and hard of hearing children
- Secure funding for hospital eye clinic support and create awareness of its impact.
- We will seek a similar presence in audiology clinics
- Explore the need for specialist social work services for Deaf children
- Inspire people to take the small steps today and achieve the breakthroughs tomorrow

Sight for Surrey is an ambitious charity supporting people of all ages with sight or hearing impairments

### VISION:

Our vision is for people to feel supported and have the confidence, skills and tools to get the most from life

### WE AIM TO:

- Enhance quality of life
- Provide professional excellence
- Demonstrate integrity, transparency and care
- Celebrate diversity and promote inclusion
- Remove barriers which prevent people from living their lives to the full

### THE WAY WE WILL WORK:

- Deliver accessible services
- Involve the people we support in developing our services
- Train and develop our workforce
- As a charity, add value and depth to our work
- Become better known & understood
- Increase volunteer input to match the needs of the people we support
- Develop effective outcome measures

### SUSTAINING AND BUILDING THE CHARITY:

- Increase awareness
- Increase our range of charitably funded services
- Remain user-led
- Maintain a workforce that is motivated and respected
- Seek partnership opportunities

### WORKING IN THE COMMUNITY:

- Improve and create opportunities
- Improve awareness
- Uncover un-met need
- Make access to services as easy as possible
- Offer early assistance

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### ACCESS:

- Deliver training for the people we support
- Help people use their chosen means of communication
- Build our position as a reliable supplier of BSL interpreting, communicator guides and VI Support
- Tackle access issues
- Promote accessible communication
- Work to end social isolation of the digital divide
- Enhance understanding of the importance of Braille and British Sign Language
- Provide employment support

### ENHANCING LIVES:

- Combat social isolation
- Grow our recreation and life-skills provision for Vision Impaired Children and Young People
- Support partners who are working with children and young people who are D/deaf or hard of hearing
- Maintain the expert dispensing of our specialist equipment service
- Seek funding to sustain our eye clinic support and achieve a similar presence in audiology clinics
- Explore the need for specialist social work services for D/deaf children

### 9. Public Benefit

Severe sight impairment or significant hearing loss can occur at any time. Sight for Surrey is proud to have delivered services to the community of Surrey for almost a century. It has changed from a philanthropic blind society to one that combines professional service delivery to people with all sensory impairments with an ethos of voluntary service. We remain committed to public service of the highest order.

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future work.

### 10. Performance monitoring

Performance against the strategy and contracts is monitored by the Senior Management Team and reported to the Services Committee and the Board.

Sight for Surrey benchmarks its work as appropriate and selects key issues for internal audit where the process is due for revision or problems are encountered. The results of benchmarking and internal audit are maintained on file. Operational service delivery is grouped into two Departments covering Adults and Children.

The Adult Department reflects the comprehensive Surrey County Council sensory contract and the intent of our 5 year strategy. It oversees our specialist work encompassing Combined Sight and Hearing Loss, D/deaf, Hard of Hearing and Vision Impairment. We maintain a lead position in terms of its professional standing in Surrey and beyond – as described in the paragraphs below – through seminars, events and representation on national bodies. We have sustained this position in the face of increasing financial pressure on local authorities by finding ways to work differently and adapting, modernising and changing working practices.

Monitoring, quality assurance and service provision against contract is achieved by quarterly reporting of statistics and outcomes to SCC Commissioning and Procurement, and also by reporting to the County Council service user reference groups, Surrey Vision Action Group (SVAG), Surrey Deaf Community and the Hard of Hearing Forum, all facilitated by the Surrey Coalition of Disabled People.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### PRINCIPAL ACTIVITIES

#### 11. Achievement and Performance

The following summary of achievements and performance outlines the level of services delivered and the associated costs in addition to running costs.

##### **Assessment, Rehabilitation and Reablement**

Sight for Surrey is the only major provider of Deaf, hard of hearing, VI and combined sight and hearing loss rehabilitation services in Surrey. As part of our contract with Surrey County Council, we administer the statutory register for blind and partially sighted people,

Our work for people with a combined sight and hearing loss is managed by a specialist team within the Adult Services Department. We are committed to delivering excellent services to the Deafblind and ensuring that we deliver the obligations laid on the County Council by the provisions of the Care Act, and originally outlined in the Department of Health circular LAC(2001)8 Social Care for Deafblind Children and Adults (termed Section 7).

In the period Sight for Surrey received a restricted grant of £20,000 from NHS Surrey Downs Clinical Commissioning Group. This funding enables us to use specialist workers to work with people with combined sight and hearing loss, and to identify people who are at risk and support them to maintain physical and mental health and thus remain independent. These are highly specialist services and Sight for Surrey is a major provider with long experience.

##### **D/deaf and Hard of Hearing Services**

The Deaf Services Team delivers a range of services, many of them complex interventions for people whose first language is British Sign Language. Individual specialist social work and community worker support is supplemented by café based drop-in sessions every month in Redhill and in Woking, and an activities group specifically for young people who are Deaf. They are a highly effective at providing comprehensive support to the Deaf community and attract significant numbers.

##### **Children's Services**

Our Children's Department brings together our life skills and training contract work with our social inclusion, recreation and outreach activities. This continues to be a great success and enhances the overall service we are able to give to children, young people, their parents and carers. We continue to receive significant funding from the National Lottery Community Fund and from BBC Children in Need which enables us to staff and run activities across the range of our children's services including family support.

The mobility and life skills contract with Surrey County Council awarded to Sight for Surrey in 2016 has been extended in line with the SCC Adult pan-sensory contract until March 2021. Our contracted target is that 90% of new referrals are acknowledged and actioned within four working days. We achieved this for 100% of referrals. Similarly our KPI of having a bespoke habilitation plan in place one month from the date of the initial assessment for 9 out of 10 referrals, was achieved for 100% of referrals.

We deliver a range of services for the County Council including training for the staff in the schools.

At 31st March 2020 we had 343 children and young people on the Register. 2 declined registration. Over the year we worked with 93 different children, several with multiple referrals for different services.

The grant from the National Lottery has enabled us to sponsor research that we expect to demonstrate that good quality services for children and young people with VI improves their life opportunities, ensuring they grow up to be happy, fulfilled and independent adults. The research is being carried out by Kingston University.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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#### Children – Social inclusion and Recreation

During the year we ran 20 family events and 14 events for our 11Up group for older children and young people. This included a visit to the Circus and indoor sky diving. Our Christmas Crafts event held in Cobham for children and their families was very popular. We had a fabulous grotto with Father Christmas in attendance. All the families got photos with him. They also made a lot of gifts for Christmas as we like to promote the concept of giving as well as receiving. In September we teamed up with the Watts Gallery in Compton for 'Tactile tiles' which involves making tiles with a 3D relief on them using 'MudRoc' a type of clay soaked bandage. The families loved getting a bit messy and making something to take home. In October we went to Woking Leisure Centre and had the swimming pool to ourselves because public sessions can be too noisy and crowded for those with VI and MSI. Our last face to face event of the year was a cheese workshop which had been requested. We flavoured some cheese, made butter from shaking cream in jam jars and then had a cheese tasting.

For our 11Up group we ran our first residential weekend at Sayers Croft Outdoor Learning Centre in Ewhurst and in June we completed a 'Tough Mudder' assault course near Dorking. We sailed dinghies in August, and sang on the main stage with the Rock Choir at the CarFest event. We held 3 sessions of 'Cooking with Carol' which is fun but also teaches independent living skills. We also held a Great Sight for Surrey Bake Off. The contestants made a chocolate cake, scones and fairy cakes. Just before lockdown, in time for Mother's Day, we ran a soap and bath bomb making workshop which produced very fragrant results. It also gave us the opportunity to teach our young people how to wash their hands thoroughly to help reduce the spread of COVID19.

A short breaks grant from Surrey County Council enables us to deliver additional recreation support programme for VI & MSI children, young people and their families.

We are grateful to the funders who have supported our work for children and young people throughout the year.

Notably the National Lottery Community Fund who last year awarded us a three year grant of £319,015 to support our work with children and young people and BBC Children in Need Small Grants who awarded £9,686 for a youth worker.

We continue to have close working relationships with neighbouring providers of opportunities for children and young people with a vision impairment.

#### Communication and Support Services

Sight for Surrey operates a comprehensive range of communication and support services including BSL interpreters, Speech to text, lip speakers, Communicator Guides, VI Support Workers and Note Takers.

These services often operate on a one-to-one basis with a budget allocated for each separate client by the County Council. All these services continue to see a significant increase in take-up year on year.

#### Hearing, Low Vision and VI Equipment Service

Low Vision and VI Equipment Service statistics for the year were:

- |  |       |
|--|-------|
| • Sticks and canes:                        | 480   |
| • VI equipment:                            | 2,202 |
| • Visits to the Low Vision Centre: (Sight) | 342   |
| • Low Vision Aid Assessments (new):        | 210   |
| • Items issued under CES:                  | 1,026 |

The Hearing equipment service statistics for the year were:

- |  |     |
|--|-----|
| • Total number of items of hearing equipment | 806 |
| • Number of people dispensed through the     |     |
| • Community Equipment Service                | 409 |
| • Number of people with equipment            |     |
| dispensed privately                          | 87  |
| • Visits to the Low Vision Centre: (hearing) | 98  |

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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Part of our equipment service is delivered under our multi-sensory County Council contract as a dispenser of equipment under the Community Equipment Service (CES) for people with sensory loss who meet the eligibility criteria to receive equipment at no cost. We make sure that we keep up to date with technological developments and consult service users who advise on equipment and other issues relating to the work of the centre. The cost of running the service is subsidised from our charitable income.

We are continuing to deliver Low Vision Services at the SASH Group of Hospitals – East Surrey, Crawley and Horsham. We are beyond our initial 3 year contract, but the group are content to allow the contract to roll on. In the early stages of delivering the service, we tackled the inherited 15 month waiting list, and now there is usually no waiting list at all. During the year we saw 568 patients across the 3 hospitals.

Our Surrey County Council adult contract includes a provision to deliver a mobile service for both vision and hearing loss. As part of this we provide information, signposting, equipment and minor repairs (mainly for hearing aids) in community settings across the County from a bus that was built to our own specification. Services delivered include first line maintenance of hearing aids, demonstrating and supplying sensory equipment, and providing information and advice about sensory services. Additionally, many people visit the bus to make enquiries and to pick up information leaflets.

#### **Volunteer Co-ordination and Home Visiting**

We have maintained a significant volunteer force of more than 125 people who are actively involved and continue to make a significant contribution to our ability to support people in a variety of ways.

Volunteers support our service users in many ways. For example, a Rehabilitation Support Worker visits each client about three months after their initial assessment and rehabilitation. At this meeting people may be referred to our volunteer services, especially those who are socially isolated. These services include home visitors and befrienders both face to face and virtual by phone or email.

Our other volunteer roles are many and varied and include ICT training and trouble-shooting, facilitating coffee shop drop-ins, helping at the Redhill communications class, fundraising, assisting with the children and young persons' recreation scheme, and assisting with office administration. Volunteers are at the heart of everything we do to support and empower people to live independent and full lives.

#### **Benefits support**

Sight for Surrey's benefits team is funded through a small contract for accessible information support. Our support enables people with sensory impairments to access and negotiate the often challenging and complex benefits system. Over the year we helped 419 people of which 267 were visually impaired; 15 had hearing loss; 26 D/deaf people required BSL support; and 111 referrals had combined sight and hearing loss. Benefits to the value of £568,510 were secured for the people we supported during the period. This represents a gearing of 16 times the money invested by the County Council and the NHS.

#### **Communication and Access Technology**

We continued to provide accessible technology support as well as Braille teaching in groups and to individuals in the home, at our offices and at our Communications Class in Redhill. All this work is underpinned by a team of volunteer instructors and support workers.

Our training to support people with vision impairment often represents the first stage on the person's journey to using a computer or tablet. It is a growing service with demand rising all the time so it has a high priority and is being broadened and adapted to offer support to people who are Deaf or hard of Hearing.

We recorded the following outputs in the year:

- Clients worked with: 102
- Total sessions: 166
- Hours of contact time: 232

This included 73 home visits by volunteers. The total number of hours worked by our ICT Volunteers in supporting our clients was 120, compared to 93 the previous year. Additionally ICT and Braille support and training is provided to clients, on a weekly basis, at our Communications Class in Redhill.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### Fundraising

Increased capacity in our fundraising team has brought a significant increase in fundraising capacity and the amount they are raising is growing in a very satisfactory way.

Sight for Surrey raised the following amounts in its fundraising programme:

(£)	
• Voluntary Income (Donations, Grants etc)	238,304
• Vision Foundation (formerly GLFB)	16,800
• Subscriptions	9,475
• Legacies:	70,982
• Total:	<u>335,561</u>

We are very grateful for the following grants received this year:

**For outreach, access technology, events and volunteer support:** Elmbridge Borough Council £400; Heathrow Community Trust £1,000; Spelthorne Borough Council £1,000; Elmbridge Partnership Fund 2019 £1,250; Godalming Town Council £500; and Guildford Lions £200.

**For our Eye Clinic liaison and benefits support:** Tesco Bags for Help (Centenary Grant) £5,000; Care Farnham £1,000; Community Foundation for Surrey (Surrey Heath & Pargiter Trust Fund) £2,800; Toyota Fund for a Better Tomorrow £1,800; and Vision Foundation - £10,000.

**For the Redhill Communications Class:** Community Foundation for Surrey (Reigate and Banstead Community Fund) £1,500.

**For BSL interpreting:** The National Lottery Community Fund £9,856.

**For the resource centre:** Leeds Building Society Foundation £900; Boshier-Hinton Foundation £745; Percy Bilton Charity £349; and Ulverscroft Foundation £2,175

**For our Children and Young People's Service:** Project Aspire Grants £500; Aquademy Swimming £549; South East Athletic £200; Tesco Bags of Help (Horsham) £2,000; The Persula Foundation £1,000; Tandridge Together Community Fund £400; BBC Children in Need Small Grants £9,386; BBC Children in Need Main Grant £25,100; and the National Lottery Community Fund £99,224.

### Public Relations

Our Communications Team continues to develop our media and community engagement strategy to raise Sight for Surrey's profile. Part of this has been in liaison with our Outreach and Rehabilitation Support teams across the 11 Districts and Boroughs. Information days were held across the County as part of our drive to enhance our ability to be in regular contact with the people we support.

### Information Services and Client Support

Our Helpdesk increasingly acts as a trusted source of information and support for the more than 5,500 people who call every quarter. Our Signpost magazine is sent to more than 6,000 service users and volunteers twice a year in a variety of formats including Braille, British Sign Language video, large print, audio and email.

### Accessible Information

Sight for Surrey has been active assisting the County Council and other public bodies to ensure their information and contact methods are accessible to the people we support. We find most public organisations helpful, and we can see that they are trying to implement the Accessible Information Standard as best they can. Unfortunately this goodwill does not extend to parts of the NHS notably NHS England who are wilfully and brazenly ignoring their own regulations on accessible information. The result of this intransigence is that some health services are not accessible to people with sensory impairments. The problem was brought into sharp relief as the pandemic took hold but NHS England continues to ignore the significant number of people who they are wilfully excluding. Our campaigning continues.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### Transcription

Where possible we support local businesses to produce accessible copies of our documents, although for speed and immediacy we produce many versions in house. We use specialist suppliers to make some of our BSL Videos and Braille copies of our magazine signpost.

### Training

We offer training sessions and talks to a wide variety of organisations in Surrey. It has not experienced the growth in volume we would have hoped and the work is currently subsidised.

## 12. Financial Review

It is confirmed that, despite the pandemic, the company's assets are available and adequate to fulfil the obligations of the charity within its general funds and within each of its designated and restricted funds. Attached are the audited financial statements including detailed explanatory notes.

Sight for Surrey's annual operational result was a deficit of £19,232. Our investments returned an unrealised gain of £57,451, giving a net movement in funds of minus £76,683.

## 13. Sight for Surrey Reserves

At the close of the financial year 2019/20, our reserves were £1,145,754

We maintain reserves adequate to:

- Meet the obligations required by funders and donors through restricted funding.
- Underpin existing projects within business plan which are only partially funded or unfunded in the medium term
- Cover the cost of a possible property purchase and relocation costs
- Meet statutory and operational requirements in the event of the closure or downsizing of the charity
- Guard against unforeseen financial pressures

The following definitions apply to Sight for Surrey's Reserve Statement:

**Restricted Funding.** This funding comprises legacy or other funding given to Sight for Surrey and dedicated to a specific purpose, and may not be used otherwise.

**Designated Funds.** This funding underpins existing projects in the medium term until full sustainable funding can be achieved or the project ends. Provision is also made under designated funds to ring fence funding for major, usually capital projects.

**Reserve Against Loss on Investments.** This figure represents 5% of the value to allow adequate consideration for future possible fluctuations in the markets.

**Operational Reserve.** Provision is made in the operational reserve to cover contingencies such as loss of major contract, closure or downsizing costs.

**Free and Available Reserve.** Trustees policy is to maintain free and available Reserves at £20,000 plus or minus 10% to cover unforeseen contingencies e.g. additional losses on investments.

### Reserves Overview:

Restricted reserve	£10,175
Investment reserve	£38,267
Operational reserve	£468,725
Designated reserve	
- property	£450,000
- underpin existing projects	£144,910
Free reserves	£33,677

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 14. Investment Policy

The Trustees follow a diversified low risk investment policy to ensure that the charity is not over exposed to the risks associated with individual asset classes or fund managers. The Finance and Investment Committee is mandated to proactively monitor and promote recovery and stable growth. Formal quarterly review meetings and monthly monitoring are in place where allocation levels between cash and equity investments, both new and existing, are discussed and changes swiftly actioned. Investment income has been impacted by the low levels of returns on cash investments. However, up until days before the end of the financial year, solid dividend performance had partially mitigated this.

#### Ethical Investment

Sight for Surrey seeks to follow the guidance on ethical investment provided by the Charity Commission in the Basic Principles of Detailed Guidance for the investment of charitable funds. Accordingly, the Trustee Board agreed and implemented investment principles in order to achieve, via its providers, maximum return from a set of investments which have been selected prudently. Our ethical investment policy is intended to be entirely consistent with the duty to secure maximum returns from the investment of charitable funds. However, in accordance with Charity Commission guidelines it is possible to avoid investments in particular businesses which result in conflict with Sight for Surrey's charitable aims and we will therefore not invest in any company whose major business activity or focus is tobacco products.

At the Balance Sheet date the major investments held by Sight for Surrey were:

<u>Fund Manager:</u>	<u>Market Value (£):</u>	
	Current year:	Previous year:
Charity Aid Foundation Deposit Fund	100,000	100,000
M&G Charifund Equity	32,862	236,129
Uninvested cash	53,175	1,481
Rathbones Investment Managers	554,208	660,087
National Savings Bond	25,000	25,000
<u>Total investments:</u>	<u>765,245</u>	<u>1,022,697</u>

### 15. Grants Policy

From time to time Sight for Surrey makes a small grant to a club and other social outlet for the people we support.

### PLANS FOR THE FUTURE

#### 16. General Performance

We are widely acknowledged to have made a success of our widened scope of sensory services under the pan-sensory contract. It was hard work and we had to be inclusive of all operational teams and imaginative in how we planned to deliver services. The substance and style of our approach has been recognised by our strategic partners, Surrey County Council, and by other partners. They see it as an indication of our continued intent to engage with the complex issues involved in delivering sensory services in today's world, notably growing demand for services within restricted budgets, which pose considerable problems for third sector care providers as well as for the County Council.

Sight for Surrey continues to make progress in delivering the goals outlined in our 5 year strategy. Our current major contracts with the County Council end in March 2021, and just before the end of the financial year we responded to the Prior Information Notice for the next set of contacts to begin in April 2021. We enter the tendering process with confidence that the quality and value of our work will lead to the new contracts being awarded to us.



# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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Our profile, notably our social media presence, has been raised significantly during the year, but we recognise that we require significant further impetus to our PR and marketing. A new team has given fresh impetus to this process, but our focus remains on outcomes for our service users, and feedback indicates a high level of satisfaction with our services.

### 16. Trading

Sight for Surrey has maintained a dormant trading company capable of carrying out work outside its objects.

### 17. Auditor

At the 2019 Annual General Meeting, Alliotts Chartered Accountants and Business Advisors were appointed as the Auditors for the period ending March 31st 2020.

### 18. Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

### 19. Acknowledgements

Finally, the Trustees again offer their thanks and appreciation to Sight for Surrey staff and volunteers for their continued loyalty, hard work and support, often in their own time. In addition, a sincere thank you to all those who provide the charity with funds, through donations, grants or sponsorship and gifts in kind which enables us to fulfil our mission to support vision impaired people in Surrey.

In approving the Trustees' Report, the Trustees are also approving the Directors' Report in their capacity as company directors.

The Trustees report was approved by the Board of Trustees.

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Mrs C Power

*L.A. Power*

Dated: 16/09/20.....

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

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#### Qualified opinion

We have audited the financial statements of Surrey Association for Visual Impairment (the 'company') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including *Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, except for the possible effects of the matter described in the basis for qualified opinion section of our report, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for qualified opinion

Due to the coronavirus pandemic in March 2020 and subsequent lockdown we were not able to observe the counting of physical inventories at the end of the year. We were unable to satisfy ourselves by alternative means concerning the inventory quantities held at 31 March 2020, which are included in the balance sheet at £56,007, by using other audit procedures. Consequently we were unable to determine whether any adjustment to this amount was necessary.

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# **SURREY ASSOCIATION FOR VISUAL IMPAIRMENT**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF SURREY ASSOCIATION FOR VISUAL IMPAIRMENT**

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#### **Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

As described in the basis for qualified opinion section of our report, we were unable to satisfy ourselves concerning the inventory quantities of £56,007 held at 31 March 2020. We have concluded that where the other information refers to the inventory balance or related balances such as cost of sales, it may be materially misstated for the same reason.

#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

Except for the matter described in the basis for qualified opinion section of our report, in the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees report and from the requirement to prepare a strategic report.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees responsibilities, the Trustees, who are also the directors of the company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

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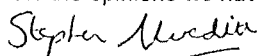
#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



29/10/2020

**Stephen Meredith BA FCA DChA (Senior Statutory Auditor)**

**for and on behalf of Alliotts LLP**

**Chartered Accountants**

**Statutory Auditor**

.....  
Friary Court  
13-21 High Street  
Guildford  
GU1 3DL

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b><u>Income and endowments from:</u></b>					
Donations and legacies	3	188,484	147,077	335,561	202,303
Charitable activities	4	1,838,267	4,497	1,842,764	1,842,626
Raising funds	5	18,359	3,423	21,782	36,741
Investments	6	19,864	-	19,864	30,002
Other income	7	232,889	500	233,389	262,792
<b>Total income</b>		<b>2,297,863</b>	<b>155,497</b>	<b>2,453,360</b>	<b>2,374,464</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	8	2,323,399	149,193	2,472,592	2,501,055
<b>Operating result for the year</b>		<b>(25,536)</b>	<b>6,304</b>	<b>(19,232)</b>	<b>(126,591)</b>
Net gains/(losses) on investments	12	(57,451)	-	(57,451)	25,833
<b>Net movement in funds</b>		<b>(82,987)</b>	<b>6,304</b>	<b>(76,683)</b>	<b>(100,758)</b>
Fund balances at 1 April 2019		1,218,566	3,871	1,222,437	1,323,195
<b>Fund balances at 31 March 2020</b>		<b>1,135,579</b>	<b>10,175</b>	<b>1,145,754</b>	<b>1,222,437</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		20,607		15,593
Investments	14		765,345		1,022,796
			<u>785,952</u>		<u>1,038,389</u>
<b>Current assets</b>					
Stocks	15	56,007		50,325	
Debtors	16	66,721		118,576	
Cash at bank and in hand		667,153		442,636	
			<u>789,881</u>		<u>611,537</u>
<b>Creditors: amounts falling due within one year</b>	17	(350,691)		(338,739)	
Net current assets			<u>439,190</u>		<u>272,798</u>
<b>Total assets less current liabilities</b>			<u>1,225,142</u>		<u>1,311,187</u>
<b>Provisions for liabilities</b>			<u>(79,388)</u>		<u>(88,750)</u>
<b>Net assets</b>			<u>1,145,754</u>		<u>1,222,437</u>
<b>Income funds</b>					
Restricted funds	20		10,175		3,871
Unrestricted funds					
Designated funds	21	1,135,579		1,218,566	
			<u>1,135,579</u>		<u>1,218,566</u>
			<u>1,145,754</u>		<u>1,222,437</u>

The financial statements were approved by the Trustees on 16/09/2020

.....  
Mrs C Power

*C. A. Power*

Dated: 16/09/20.....

Company Registration No. 06309405

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

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	Notes	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	27		21,150		(97,565)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(16,497)		(11,676)	
Proceeds on disposal of investments		200,000		-	
Interest received		19,864		30,002	
<b>Net cash generated from investing activities</b>			203,367		18,326
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			224,517		(79,239)
Cash and cash equivalents at beginning of year			442,636		521,875
<b>Cash and cash equivalents at end of year</b>			<u>667,153</u>		<u>442,636</u>

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

#### Charity information

Surrey Association for Visual Impairment is a private company limited by guarantee incorporated in England and Wales.

The registered office is:

Rentwood  
School Lane  
Fetcham  
Surrey  
KT22 9JX

The ultimate control of the charity lies within the members who pledge to pay £10 each in the event of the charity winding up.

#### 1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The company is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of investments and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

#### 1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.



# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

---

### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are accounted for in the period in which they are awarded.

Services are provided on a contract basis. Income for this is recognised over the lifespan of the contract and is proportionally deferred at year end.

#### 1.5 Expenditure

All expenditure is accounted for on an accruals basis and classified under headings that aggregate all cost that relate to the category.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	10% straight line
Fixtures and fittings	10% straight line
Office & Computer Equipment	25% straight line
Motor vehicles	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the company. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

#### 1.8 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

---

### 1 Accounting policies

(Continued)

#### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.11 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Provisions are recognised when the company has a legal or constructive present obligation as a result of a past event, it is probable that the company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies

(Continued)

#### 1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The charity has a number of people who participate in the Surrey Local Government Pension Scheme. Although the Scheme is a defined benefit scheme, in the view of the Trustees, the service contract agreed with Surrey County Council treats the payments made into the Scheme as if it were a multi- employer defined contribution scheme.

#### 1.14 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

One such item is legacies which are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

### 3 Donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Donations and gifts	67,698	3,444	71,142	30,652	1,647	32,299
Legacies receivable	70,982	-	70,982	11,500	-	11,500
Voluntary grants	40,329	143,633	183,962	111,262	36,618	147,880
Subscriptions	9,475	-	9,475	10,624	-	10,624
	<u>188,484</u>	<u>147,077</u>	<u>335,561</u>	<u>164,038</u>	<u>38,265</u>	<u>202,303</u>

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 4 Charitable activities

	2020 £	2019 £
Sales within charitable activities	136,993	131,587
Services provided under contract	1,506,850	1,499,282
Sales of services by beneficiaries	198,921	211,757
	<u>1,842,764</u>	<u>1,842,626</u>
Analysis by fund		
Unrestricted funds	1,838,267	1,840,204
Restricted funds	4,497	2,422
	<u>1,842,764</u>	<u>1,842,626</u>
For the year ended 31 March 2019		
Unrestricted funds	1,840,204	
Restricted funds	2,422	
	<u>1,842,626</u>	

### 5 Raising funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fundraising events	18,359	3,423	21,782	30,281	6,460	36,741
	<u>18,359</u>	<u>3,423</u>	<u>21,782</u>	<u>30,281</u>	<u>6,460</u>	<u>36,741</u>

### 6 Investments

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Income from unlisted investments	19,445	29,718
Interest receivable	419	284
	<u>19,864</u>	<u>30,002</u>

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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7 Other income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £
Other income	232,889	500	233,389	262,792

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 8 Charitable activities

	Children's Project	Combined Sensory Services	Community Services	1-2-1 & Communica- tion Services	Fundraising	CSHL Specialist Support Worker	Total 2020	Total 2019
	2020 £	2020 £	2020 £	2020 £	2020 £	2020 £	£	£
Staff costs	85,014	938,921	211,319	268,386	86,579	16,782	1,607,001	1,557,596
Depreciation and impairment	-	5,601	-	-	-	-	5,601	6,999
Charitable expenditure	22,452	177,106	68,931	127,477	10,055	180	406,201	450,143
	<u>107,466</u>	<u>1,121,628</u>	<u>280,250</u>	<u>395,863</u>	<u>96,634</u>	<u>16,962</u>	<u>2,018,803</u>	<u>2,014,738</u>
Share of support costs (see note 9)	23,409	330,109	41,047	29,331	17,979	683	442,558	372,683
Share of governance costs (see note 9)	597	6,624	1,466	1,940	523	81	11,231	19,935
	<u>131,472</u>	<u>1,458,361</u>	<u>322,763</u>	<u>427,134</u>	<u>115,136</u>	<u>17,726</u>	<u>2,472,592</u>	<u>2,407,570</u>
<b>Analysis by fund</b>								
Unrestricted funds	5	1,458,361	322,763	427,134	115,136	-	2,323,399	2,427,226
Restricted funds	131,467	-	-	-	-	17,726	149,193	73,829
	<u>131,472</u>	<u>1,458,361</u>	<u>322,763</u>	<u>427,134</u>	<u>115,136</u>	<u>17,726</u>	<u>2,472,592</u>	<u>2,501,055</u>
<b>For the year ended 31 March 2019</b>								
Unrestricted funds	-	1,432,600	285,116	530,840	93,549	-		2,427,226
Restricted funds	50,746	-	-	-	-	14,354		73,829
	<u>51,111</u>	<u>1,432,600</u>	<u>285,116</u>	<u>530,840</u>	<u>93,549</u>	<u>14,354</u>		<u>2,501,055</u>

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

9 Support costs	Support costs	Governance costs	2020	Support costs	Governance costs	2019
	£	£	£	£	£	£
Staff costs	230,088	-	230,088	217,606	-	217,606
Depreciation	5,882	-	5,882	1,852	-	1,852
Other staff costs	12,514	-	12,514	16,058	-	16,058
Repairs and maintenance	14,043	-	14,043	13,260	-	13,260
Travelling and subsistence	4,406	-	4,406	7,047	-	7,047
Office costs	57,135	-	57,135	70,445	-	70,445
Marketing costs and professional fees	10,744	-	10,744	11,358	-	11,358
Utilities	60,436	-	60,436	27,143	-	27,143
Insurance and other costs	5,071	-	5,071	15,895	-	15,895
Computer costs	39,384	-	39,384	48,029	-	48,029
Bank charges	2,855	-	2,855	3,137	-	3,137
Audit fees	-	8,535	8,535	-	8,762	8,762
Legal and professional	-	2,516	2,516	-	4,687	4,687
Trustee and meeting expenses	-	179	179	-	52	52
	<u>442,558</u>	<u>11,230</u>	<u>453,788</u>	<u>431,830</u>	<u>13,501</u>	<u>445,331</u>
Analysed between						
Charitable activities	<u>442,558</u>	<u>11,231</u>	<u>453,789</u>	<u>431,830</u>	<u>13,501</u>	<u>445,331</u>

Governance costs includes payments to the auditors of £5,525 (2019- £5,200) for audit fees and £1,980 (2019: £1,915) for accountancy fees, plus VAT.

### 10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, but two were reimbursed a total of £46 travelling expenses (2019: 1 reimbursed £53).

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 11 Employees

#### Number of employees

The average monthly number employees during the year was:

2020 Number	2019 Number
115	108

#### Employment costs

	2020 £	2019 £
Wages and salaries	1,611,777	1,566,023
Social security costs	106,765	103,840
Other pension costs	118,547	113,651
	<u>1,837,089</u>	<u>1,783,514</u>

No employee earned £60,000 per annum or more (2019: nil).

The key management personnel of the Charity, comprises CEO, Head of Adult Services, Head of Finance, Head of Childrens Services, Head of Admin. The total remuneration of the key management personnel of the Charity was £205,030 (2019: £199,834).

In the year a total of £113,697 (2019: £108,242) was paid in pension contributions on behalf of employees.

### 12 Net gains/(losses) on investments

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Revaluation of investments	<u>(57,451)</u>	<u>25,833</u>



# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 13 Tangible fixed assets

	Plant and equipment	Fixtures and fittings	Office & Computer Equipment	Motor vehicles	Total
	£	£	£	£	£
<b>Cost</b>					
At 1 April 2019	4,255	15,710	134,912	31,678	186,555
Additions	-	-	16,497	-	16,497
Disposals	-	-	(4,782)	-	(4,782)
At 31 March 2020	4,255	15,710	146,627	31,678	198,270
<b>Depreciation and impairment</b>					
At 1 April 2019	4,255	15,707	119,322	31,678	170,962
Depreciation charged in the year	-	-	11,483	-	11,483
Eliminated in respect of disposals	-	-	(4,782)	-	(4,782)
At 31 March 2020	4,255	15,707	126,023	31,678	177,663
<b>Carrying amount</b>					
At 31 March 2020	-	3	20,604	-	20,607
At 31 March 2019	-	3	15,590	-	15,593

### 14 Fixed asset investments

	Listed investments	Unlisted investments	Other investments	Total
	£	£		£
<b>Cost or valuation</b>				
At 1 April 2019	897,696	125,000	100	1,022,796
Valuation changes	(57,451)	-	-	(57,451)
Disposals	(200,000)	-	-	(200,000)
At 31 March 2020	640,245	125,000	100	765,345
<b>Carrying amount</b>				
At 31 March 2020	640,245	125,000	100	765,345
At 31 March 2019	897,696	125,000	100	1,022,796

Other investments comprise:

Investments in subsidiaries

Notes	2020 £	2019 £
26	100	100

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 15 Stocks

	2020 £	2019 £
Finished goods and goods for resale	56,007	50,325

The amount of inventories recognised as an expense in the year was £56,007 (2019: £50,325)

### 16 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	59,644	93,640
Other debtors	-	8,819
Prepayments and accrued income	7,077	16,117
	<u>66,721</u>	<u>118,576</u>

### 17 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Other taxation and social security		30,105	34,305
Deferred income	19	127,009	136,129
Trade creditors		33,760	48,257
Other creditors		39,319	7,576
Accruals and deferred income		120,498	112,473
		<u>350,691</u>	<u>338,740</u>

### Provisions for liabilities

	Notes	2020 £	2019 £
Retirement benefit obligations		79,388	88,750
		<u>79,388</u>	<u>88,750</u>

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 19 Deferred income

	2020 £	2019 £
Arising from Deferred income	127,009	136,129

The movements on deferred income through the year were as follows:

	2020 £	2019 £
Opening balance	136,129	98,943
Released in the year	(56,349)	(42,399)
Deferred in the year	47,229	15,820
	<u>127,009</u>	<u>136,129</u>

Deferred income is included here as the income was provided for specific reasons and over specific time periods which have not yet occurred, therefore the charity is not yet entitled to the income.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 20 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2018 £	Movement in funds			Balance at 1 April 2019 £	Movement in funds		Balance at 31 March 2020 £
		Income £	Expenditure £	Transfers £		Income £	Expenditure £	
Children's Project	-	28,887	(55,087)	26,200	-	53,081	(46,903)	6,178
Support worker	4,001	15,000	(15,130)	-	3,871	17,500	(17,725)	3,646
National Lottery Community Fund	-	3,260	(3,612)	352	-	84,916	(84,565)	351
	<u>4,001</u>	<u>47,147</u>	<u>(73,829)</u>	<u>26,552</u>	<u>3,871</u>	<u>155,497</u>	<u>(149,193)</u>	<u>10,175</u>

**Children's worker** - These funds are to be used on sensory services for children.

**Support worker** - These funds are to be used on a specialist deafblind support worker.

**National Lottery** - These funds are to be used towards children and young people's services.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 21 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds		
	Balance at 1 April 2019	Movement	Balance at 31 March 2020
	£	£	£
Investment reserve	51,139	(12,872)	38,267
Operational reserve	450,303	18,422	468,725
Property reserve	450,000	-	450,000
Underpin existing projects	244,000	(99,090)	144,910
General unrestricted funds	23,124	10,553	33,677
	<u>1,218,566</u>	<u>(82,987)</u>	<u>1,135,579</u>

### 22 Analysis of net assets between funds

	Unrestricted 2020	Restricted 2020	Total 2020	Total 2019
	£	£	£	£
Fund balances at 31 March 2020 are represented by:				
Tangible assets	20,607	-	20,607	15,593
Investments	765,345	-	765,345	1,022,796
Current assets/(liabilities)	429,017	10,175	439,192	272,797
Provisions and pensions	(79,388)	-	(79,388)	(88,750)
	<u>1,135,581</u>	<u>10,175</u>	<u>1,145,756</u>	<u>1,222,436</u>

### 23 Financial commitments, guarantees and contingent liabilities

As a result of the award of the Children's Services contract (1st November 2015) and the Adults' Services Contract (1st February 2016), ten employees are members of the Surrey Pension Fund (part of LGPS). Surrey County Council has accepted responsibility for all liabilities prior to 1st February 2016, and a fixed employer's contribution rate of 25% applies for the duration of the contracts. Sight for Surrey has not accepted any risk arising from actuarial valuations made before, during or after the contract term. This issue was formally agreed with Surrey County Council in the year and an Admission Agreement signed.

A separate provision of £79,388 has been made in the financial year (2019: £88,750) for potential strain events which may arise.

### 24 Events after the reporting date

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

# SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 25 Related party transactions

£7,829 of income is related to a trustee as is £225 of expenditure in the year (2019 - none).

### 26 Subsidiaries

These financial statements are separate company financial statements for Surrey Association for Visual Impairment.

Details of the company's subsidiaries at 31 March 2020 are as follows:

Name of undertaking	Registered office	Nature of business	Class of		% Held	
			shares held	Direct	Indirect	
SAVI TC	UK		Ordinary	100.00		

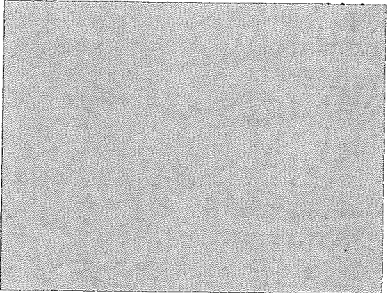
The above company operates as a trading fund to the Charity.

The aggregate amount of capital and reserves is the same as the share capital due to the company being dormant in the year.

27 Cash generated from operations	2020	2019
	£	£
Deficit for the year	(76,683)	(100,758)
Adjustments for:		
Investment income recognised in statement of financial activities	(19,864)	(30,002)
Fair value gains and losses on investments	57,451	(25,833)
Depreciation and impairment of tangible fixed assets	11,483	9,168
Movements in working capital:		
(Increase) in stocks	(5,682)	(5,412)
Decrease in debtors	51,855	4,646
Increase/(decrease) in creditors	21,072	(5,296)
Increase in provisions	(9,362)	(7,843)
(Decrease)/increase in deferred income	(9,120)	63,765
<b>Cash generated from/(absorbed by) operations</b>	<b>21,150</b>	<b>(97,565)</b>

### 28 Analysis of changes in net funds

The company had no debt during the year.



Andy Jeffery, Town Clerk,  
Godalming Town Council  
107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

Dear Sirs,

I would like to apply for a Service level Agreements Grant towards the cost of re-starting "Stay and Play" groups for parents/carers and young children aged from 1 to 3 years of age. The groups would take place at the Wharf Nursery School, in the centre of Godalming. The school is offering a room and facilities, but they would run independently from the nursery school, which is local authority maintained.

"Stay and Play" groups used to be funded by Children's Centres, but since the closure of these Centres two years ago, essential facilities for young families have disappeared. During the COVID-19 pandemic the isolation and lack of support worsened. Children in our community born in 2020 and 2021 have not had opportunity to mix with peers, develop social skills and enjoy stimulating activities. Parents and carers have not been able to connect with other families and practitioners, and share concerns. The lack of groups where our youngest children can learn to interact with others and learn through play is likely to impact on their social development and well-being, and affect their future. There is already evidence of young children who have been isolated during the pandemic having difficulty in settling into nursery and reception class settings, together with lower levels of language development and social skills.

The long-term nation-wide effects of the COVID-19 pandemic are well documented in published reports. For example, Sutton Trust "Early Years and COVID-19": The Parents' View, May 2021 states that parents expressed that not being able to interact with others had negatively impacted on 0 to 2 year olds, with 67% stating that the closure of facilities such as children's centres was detrimental to their child's social and emotional development.

The Wharf Nursery School has excellent facilities available for the groups, including a sensory room. Skilled and experienced staff can offer the best provision through "messy play" which many children cannot experience at home. If appropriate, parents can talk to the school Special Educational Needs Co-ordinator or other staff about a concern and if necessary, be directed to further support services.

The groups will be available to families with young children in the Godalming area. Details will be on the school website, leaflets in public places and social media. Those in genuine need will be identified via an application questionnaire or through recommendation from agencies such as Homestart, Family centre support workers, health visitors and church-linked baby and toddler groups. Within the Godalming district there are known areas of deprivation with families in need of support.

With funding the groups could start at Easter 2022 or earlier, with two sessions a week in term time, catering for up to 20 families per session. There have been many enquiries recently to ask if they will re-start, as they were very popular and well-attended.

Regular attenders will be asked to complete a further questionnaire after six months to survey the effect of the group on their child's development and their personal well-being.

The cost is estimated at £3,500 per year for the salaries of a playleader and playworker, plus resources. Accounts of grants are kept in the School Fund by the school bursar, and are available for auditing and details shared as appropriate.

If you require any further information or would like to visit the nursery school to discuss the scheme and see the facilities on offer, please do not hesitate to get in touch,

Kind Regards  
Jacky Beale (governor of the Wharf Nursery School)



## Godalming Town Council's Outline Plan For Her Majesty Queen Elizabeth's Platinum Jubilee Celebrations 2-5 June 2022

DATE/TIME	EVENT	COMMENTS/ADDITIONS
<b>Thursday, 2 June</b> 10.30am-4pm	Jubilee Platinum Fringe Art Godalming – Day of Music/Dance/Art/Drama/Poetry – Morris Dancing, Ballet, Street Dance, Choral Society/Choirs/Mini Art Exhibitions/Art Trail <b>Venue: various venues throughout the town</b>	
<b>Friday, 3 June</b> Time tbc	Sport Godalming – Sports For All Activities Day <b>Venue: The Bury's Field – Sport Godalming</b>	Awaiting confirmation of activities from Sport Godalming. Godalming Town Council's Climbing Wall tbc.
<b>Saturday, 4 June</b> Midday – 4pm	Godalming Round Table – Town Show & Carnival Procession <b>Venue: The Burys Field</b>  Godalming Choral Society and Godalming Band Concert <b>Venue: Great hall Charterhouse</b>	Potential for evening concert on The Burys following the Town Show
<b>Sunday, 5 June</b> 10.30am-11.30am	Godalming Churches Together – Songs of Praise from the Bandstand <b>Venue: Phillips Memorial Ground</b>	Confirmed
<b>Sunday, 5 June</b> 11.30-12.30pm	Godalming Parish Church Ringers – Jubilee Festival Bell Ring <b>Venue: St Peter and St Paul's Church</b>	Confirmed
<b>Sunday, 5 June</b> 2pm-6pm	GO Godalming Music in the Park – Bumper Jubilee Bandstand from 2pm-6pm <b>Venue: Phillips Memorial Park</b>	12.30pm to 2.15pm    Godalming Band 2.30pm to 4.15 pm    Croydon Steel Band 4.30pm to 6.30pm    Twentyfivemiles
<b>Other Items to be Considered</b>		
<b>Date &amp; Time TBC</b>	National Toast/Flag raising and any other National elements once we have the Official Pageant Timetable	TBC
<b>Date &amp; Time TBC</b>	Street Parties	Provide Information on website regarding safely holding a street party

17. COMMUNITY CENTRE REPORT FOR THE QUARTER ENDING 31 DECEMBER 2021

Usage data for three years has been given as 2019 was pre-pandemic (i.e. a 'normal' trading year), 2020 mid- pandemic with the most measures taken regarding lockdowns and 2021 the start of the recovery from the main pandemic measures.

**The Pepperpot**

Pepperpot	Hours Booked 1 OCT–31 DEC 2021	% Used	Hours Booked 1 OCT–31 DEC 2020	% Used	Hours Booked 1 OCT–31 DEC 2019	% Used
- Undercroft	367.00	30.69%	298.50	24.96%	320.50	26.80%
- Upper Room	124.75	10.43%	125.00	10.45%	130.25	10.89%

Of all of the Council's community centres, The Pepperpot was the least affected by the pandemic.

The main regular user of the Undercroft continued trading throughout as they were classed an essential service (food provision). In addition, we gained another regular user on a Sunday in July 2021 (also a food provider) which has increased revenue.

There was a decrease in usage from regular users in the Upper Room, but as many of them were Grant Aid in Kind users, there was little loss in revenue. However, there was a significant decrease in commercial bookings which had an impact on revenue.

Assuming no more lockdowns occur, it is expected that usage of The Pepperpot for the upcoming year will remain steady.

Pepperpot	Regular Users 1 OCT–31 DEC 2021	Ad Hoc Users 1 OCT–31 DEC 2021	Regular Users 1 OCT–31 DEC 2020	Ad Hoc Users 1 OCT–31 DEC 2020	Regular Users 1 OCT–31 DEC 2019	Ad Hoc Users 1 OCT–31 DEC 2019
- Undercroft	2	1	1	0	1	2
- Upper Room	5	3	5	1	9	10

**Broadwater Park Community Centre**

Broadwater	Hours Booked 1 OCT–31 DEC 2021	% Used	Hours Booked 1 OCT–31 DEC 2020	% Used	Hours Booked 1 OCT–31 DEC 2019	% Used
- Large Hall	127.25	10.64%	514.00	42.98%	421.50	35.24%
- Small Hall	99.25	8.30%	486.50	40.68%	356.25	29.79%

When the first lockdown occurred in March 2020, the RSCH NHS Foundation Trust relocated from the Wilfrid Noyce Centre to Broadwater Park Community Centre as they were an essential service and could have exclusive use of the building.

In September 2020 the lockdown measures were eased. The decision was made to continue the RSCH NHS Foundation Trust booking during the working week, but allow regular users

with early morning or evening slots back. This was done after consulting all regular users, many of whom indicated that they had no plans to resume their bookings before the New Year (for safety of members or due to the uncertainty still surrounding the pandemic). It was also decided not to accept any ad hoc bookings as the ability to ensure COVID safety measures were implemented was too difficult.

This arrangement continued for the first half of 2021.

Once the Council decided to provide a Youth Service at Broadwater Park Community Centre (Full Council 17 July 2021 Min No 189-21 refers), all regular users were contacted and advised that the centre was no longer available for bookings from September 2021 (which is the start of the school year and therefore the most logical time to stop accepting reservations). This gave regular users six weeks to find an alternative venue.

The Facilities Supervisor first attempted to rehouse regular users within either The Peppercot or the Wilfrid Noyce. Only two regular users were found time slots they found suitable within the Wilfrid Noyce. However, after trialling the Wyatt Room, both declined these slots due to noise from the users of the Caudle Hall impacting upon their sessions.

All regular users were given a list of local venues in Godalming and the surrounding villages. Of the 18 regular users, 14 have now found alternative venues for their sessions. Of the remaining four, one entity folded during the COVID lockdown, one is still looking for permanent venue and two we do not know their current situation.

Since September 2021, Broadwater Park has been used solely for ad hoc bookings which have ranged from a couple of hours to a couple of weeks.

In the quarter ending 31 December 2021 the Facilities Supervisor has had 7 requests for regular bookings and 5 ad hoc enquiries that were not able to be accommodated.

Going forward, it is possible Broadwater Park may be available for hire to the general public during the day time (up to school closure times) and on weekends. However, until the Youth Service Officer has had time to determine the needs of the Youth Service, this is not a certainty.

<b>Broadwater</b>	<b>Regular Users 1 OCT-31 DEC 2021</b>	<b>Ad Hoc Users 1 OCT-31 DEC 2021</b>	<b>Regular Users 1 OCT-31 DEC 2020</b>	<b>Ad Hoc Users 1 OCT-31 DEC 2020</b>	<b>Regular Users 1 OCT-31 DEC 2019</b>	<b>Ad Hoc Users 1 OCT-31 DEC 2019</b>
- Large Hall	1	8	4	0	9	25
- Small Hall	0	0	3	0	9	3

#### **Wilfrid Noyce Community Centre**

<b>Wilfrid Noyce</b>	<b>Hours Booked 1 OCT-31 DEC 2021</b>	<b>% Used</b>	<b>Hours Booked 1 OCT-31 DEC 2020</b>	<b>% Used</b>	<b>Hours Booked 1 OCT-31 DEC 2019</b>	<b>% Used</b>
- Caudle Hall	697.50	58.32%	187.00	15.64%	611.50	51.13%
- Wyatt Room	301.00	25.17%	1196.00	100%	388.25	32.46%
- Oglethorpe Room	1196.00	100%	1196.00	100%	239.00	19.98%

When the first lockdown occurred in March 2020, the Wilfrid Noyce Centre housed the Godalming & Villages Community Store. It operated out of the Wyatt Room, but used the Caudle Hall for sorting and storage.

In September 2020 the lockdown measures were eased and we allowed regular users in the Caudle Hall but still declined to accept ad hoc bookings as the ability to ensure COVID safety measures were implemented was too difficult. The Community Store moved its excess stock to the Oglethorpe Room and booked the Caudle Hall on Tuesday afternoons for sorting donations from Trolley Tuesday.

Since September 2021, the Community Store moved to operate solely out of the Oglethorpe Room.

In the quarter ending 31 December 2021 the Facilities Supervisor has had 6 requests for regular bookings and 2 ad hoc enquiries for the Oglethorpe Room that were not able to be accommodated. There were 5 requests for regular bookings and 11 ad hoc enquiries for the Caudle Hall that were not able to be accommodated.

In general, we have not had the same level of Saturday evening ad hoc bookings as we did pre-pandemic. This is due to a reluctance to hold large gatherings and/or the financial risk of planning a ticketed event that has to be cancelled due to changing government regulations in response to developments with the pandemic.

<b>Wilfrid Noyce</b>	<b>Regular Users 1 OCT–31 DEC 2021</b>	<b>Ad Hoc Users 1 OCT–31 DEC 2021</b>	<b>Regular Users 1 OCT–31 DEC 2020</b>	<b>Ad Hoc Users 1 OCT–31 DEC 2020</b>	<b>Regular Users 1 OCT–31 DEC 2019</b>	<b>Ad Hoc Users 1 OCT–31 DEC 2019</b>
- Caudle Hall	10	10	7	1	10	20
- Wyatt Room	3	1	1	0	9	3
- Oglethorpe Room	1	0	1	0	9	9

## **Conclusion**

There is no doubt that the pandemic detrimentally affected the use of our Community Centres in 2020. However, in 2021 prior to Omicron, we saw a steady increase in bookings as the general public desired a return to 'normal'.

It is difficult to anticipate future usage given the ever changing landscape in the pandemic but it is hoped that levels will be similar to, if not better, than 2021.

## **Godalming Town Council – Holloway Hill Sports Association Report January 2022**

Prepared by Peter Martin

The Holloway Hill Sports Association is an organisation comprising the main sports users of the recreation ground on Busbridge Lane, Godalming. In the 1990s work was undertaken to rebuild the pavilion at the ground. The Association was set up with the main users at the time, namely Godalming Cricket Club, Godalming & Farncombe Athletic Football Club and the Wanderers Football Club, along with Waverley Borough Council and Godalming Town Council - which all contributed funds to the project.

The main activity of the Association is the management of the pavilion itself, the promotion of sport in general and the provision of a facility which benefits the Holloway/Busbridge and wider Godalming community. Revenue comes from subscriptions from member clubs, the hiring out of the pavilion hall and income from the bar.

Sport has taken place at the Holloway Hill ground since the 1880s and the Pavilion is very much the centre of activity. In addition to the sporting activity (including many Mayors' cricket matches) there are many other users of the space. The pavilion acts as the polling station for the whole of the Holloway community due to it being very much at the heart of the community. The pavilion is also one of very few local venues available to hire that has a licensed bar.

Despite Covid, the Association has kept going through the last two very challenging years. Income has reduced dramatically but the Association has stayed afloat with the invaluable help of various covid related grants.

The Association has worked successfully in its core purpose of providing the Godalming Cricket and Busbridge Tennis Clubs with their facilities. Football has continued, though with a smaller occupancy than in the past – users include the Wanderers, Hambledon and Milford Pumas football clubs.

Maintenance work is a constant, especially with a pavilion which is now showing its age. In the last year or so boilers have been replaced and some of the paving to the front of the pavilion has been refreshed. New carpet has also been installed in the club room. More will need to be done in the next year or so.

The Association relies on many volunteers. But it becomes ever more difficult to find willing volunteers with time on their hands. With that in mind the Association seeks to strengthen and update its organisation to ensure that it continues to provide and enhance its facilities. It is well advanced in the selection of a partner which will manage the facility for the Association, run the bar and provide a café operation from the kitchen and club room. A key part of making this happen involves minor changes to the building lease with Waverley

and the amendment of its licence. Negotiations with Waverley are underway. The Association hopes for a successful conclusion to these two important matters in the near future.

The Association is also looking to amend its Constitution and Board to ensure that the current main users are properly represented and that all is in line with how the Association intends to work in the future. By way of example the Busbridge Tennis Club which is now a key user, will be brought aboard more formally.

We are all aware that the running of voluntary organisations at this time is an extraordinary challenge. I am pleased to advise that Holloway Hill Sports Association is rising to that challenge and is taking positive steps to change and strengthen its organisation for the future so that it may continue to provide excellent sporting facilities and be a good community asset.

Peter Martin

Member for Godalming Holloway

St Marks Community Centre Management Committee Report  
Autumn 2021

The overarching context was Colin Stokes' feasibility study and risk assessment. Essentially he was keen to see St Marks being more business-like under the following headings:

**Donations** are buoyant (£15,754 including £10,000 grant and around £1,000 in Waitrose vouchers) but largely committed to the Food Bank. For this and other reasons St Marks may need to call upon Waverley and/or Godalming for financial assistance during 2021/2.

Colin's understanding however is that Godalming voted not to assist other than in "desperate straits". Being ignorant of any such motion, I raised it with Councillor Follows who was equally perplexed. An explicit confirmation that this is not the case would be reassuring.

**Various (funded) repair works** are ongoing to the atrium and the exterior dwarf wall and the electrics are due for review.

A deep clean was undertaken prior to re-opening.

**Returning Hirers:** Three U3A groups, five fitness groups, two children's groups as well as the Breakfast Club and the Oasis Seniors group are returning.

**A sub-committee was formed to run and reboot the Food Bank** (Liz, Karen M, Sheila Samuels). Opening hours (including out-of-hours service) referee & customer monitoring, stock control, methods of delivery, website and social media policy are all to be reviewed and volunteers recruited as well as a dedicated phone line set up.

Ratification of the above was to be sought from higher up.

Richard Ashworth 2<sup>nd</sup> Oct 2021.

## 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.