

GODALMING TOWN COUNCIL

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 15 FEBRUARY 2024 at 6.30pm.

Andy Jeffery

DATED this 9th day of February 2024.

Andy Jeffery
Clerk to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email 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.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 14 December 2023.

2. APOLOGIES

TO RECEIVE apologies for absence.

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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 TOWN MAYOR to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- i. 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 Chair of the meeting,
- ii. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

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

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

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

Audit Committee

REVIEW OF RISK ASSESSMENT – HEAT SOURCE PUMPS AND SOLAR PANELS ITEM TO NOTE

Members considered the risk assessment on Heat Source Pumps and Solar Panels and were delighted to note that the Solar Panels installed at Broadwater Park Youth & Community Centre were producing a significant portion of Centre's energy requirements. Members made a recommendation to assess the project in 6-12 months to determine if there are any operational issues or lessons learned that should be considered for the next project.

Environment & Planning Committee

NEIGHBOURHOOD CIL FUNDING APPLICATION FROM FARNCOMBE CRICKET CLUB -ITEM FOR DECISION

Recommendation: Full Council to resolve to agree an award of £35,000 Neighbourhood CIL funding to Farncombe Cricket Club.

Following a presentation from Graham Ekins, Chair of Farncombe Cricket Club (FCC) and Rosie Holcombe, Ladies Captain, the Environment & Planning Committee considered a Neighbourhood CIL application for the Farncombe Cricket Club Improvement Project (attached for the information of Members) and resolved to recommend the application to Full Council for the awarding of £35,000 Neighbourhood CIL funding in support of the Farncombe Cricket Club Improvement Project.

FCC is home to one of the largest, if not the largest, cricket club in Godalming. The Club is a grass roots club based within the community, providing recreational activities for approximately 300 playing and social members, including 130 boys and 60 girls aged between 5 and 18 years.

FCC has seen significant growth over the last few years, which has mainly come about via the Juniors' engagement with local state schools. FCC is active in Godalming Junior School, Busbridge Junior School and Loseley Fields where it provides curriculum cricket lessons to every child in year 3 and above. In addition, Broadwater School has coaching time given to the school in the form of an after-school club provided in the spring term.

The Club Improvement Project will enable an internal refurbishment and enlargement of the existing changing facilities that will provide umpire changing facilities and improved changing facilities suitable for the female teams, as well as much needed storage space for the growing junior sections' training and playing equipment.

These refurbishments would support the club's ambition of becoming more sustainable in terms of energy use, as well as increasing the pavilion's appeal as a hired-out venue.

The club has secured planning consent along with estimates for the required work. The aim is to start work at the end of the 2024 season to be ready for the start of the 2025 season. The cost of the works is estimated at £85,000 of which £45,000 is sought through grant support including this application with the balance to be self-funded by FCC (including via an ECB loan repayable at £6,000pa over 5 years).

Policy & Management Committee

COUNCILLORS DEPENDENTS' CARERS' SUPPORT SCHEME & COUNCILLORS' PARENTAL LEAVE POLICY – ITEM FOR DECISION

Recommendation: Full Council to resolve to agree to adopt the Councillors Dependents' Carers' Support Scheme and the Councillors' Parental Leave Policy and agree that as of 2025 the Dependents' Carers' Support Scheme be subject to review at Annual Council.

The Policy & Management Committee considered the Councillors Dependents' Carers' Support Scheme and the Councillors' Parental Leave Policy (both attached for the information of Members) and agreed to recommend the policies for adoption by Full Council.

Staffing Committee

The Chair of Staffing committee to report on the appointment of the Operations & Compliance Officer.

8. **RECEIPT OF COMMITTEE MINUTES**

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	1 February 2024
Environment & Planning	14 December 2023 11 January 2024 1 February 2024
Policy & Management Committee	11 January 2024

9. **CITIZEN ADVICE SOUTH WEST SURREY – SLA REPORTING – ITEM TO NOTE**

As required by the Service Level Agreement between Godalming Town Council and Citizens Advice South West Surrey (CASWS), Members to note the Quarter 3 2023/24 clients engagement report (attached for the information of Members).

10. **UKSPF QUARTERLY PROJECT REPORT – ITEM TO NOTE**

Members to note the United Kingdom Shared Prosperity Fund report for the period 1 October 2023 – 31 December 2023 relating to the Mobile Outreach Youth Service Project (attached for the information of Members).

11. EVENTS TASK& FINISH GROUP - ITEM FOR DECISION

Recommendations:

- a. **Following the success of the partnership between GTC and Guildford Rugby Club in delivering the 2023 Godalming Fireworks event, the Events Task & Finish Group recommend Full Council resolves to agree to:**
- i. Authorise Officers to work with Guildford Rugby Club to deliver the 2024 Godalming Fireworks Display and Torch lit procession on Friday 1 November 2024;
 - ii. the underwriting of expenditure of up to £10,000 on a cost recovery basis to support the organisation and delivery of a Town Firework, Bonfire & Procession event for 2024. Funding to be set against the Emerging Project Fund.
 - iii. Event expenditure to be set against ticket sale income with net profit distributed in equal share between GTC and Godalming Rugby Club
- b. **Members to consider a report from the Events Task & Finish Group relating to the Christmas Festival Market and Lights Switch On events (attached for the information of Members) and are requested to agree its recommendations:**

12. APPLICATIONS FOR GRANT AID - ITEM FOR DECISION

Information:	£
23/2024 Grants Budget	60,000.00
Allocations this year to date	54,076.00
Balance available for allocation	5,924.00
<hr/>	
23/2024 General Grant Fund Allocation	7,500.00
Allocations this year to date	7,500.00
<hr/>	
23/2024 SLA Fund Allocation	41,500.00
Allocations this year to date	41,500.00
<hr/>	
23/2024 Council Community Fund Allocation	11,000.00
Allocations this year to date	5,076.00
Balance unallocated	5,924.00
<hr/>	
Balance if all applications agreed	1,952.00

Applications for Community Grant Funding

Members to consider the following application for Council Community Fund grant aid – the summary of the application is given below.

1254 (Godalming) Squadron Air Training Corps – Sponsor Cllr Paul Rivers

1254 (Godalming) Squadron Air Training Corps are requesting £380 to purchase a laptop as a replacement for the existing 15 years old desktop used to support the units administration.

1254 (Godalming) Squadron Air Training Corps – Sponsor Cllr Follows & Cllr Penny Rivers

1254 (Godalming) Squadron Air Training Corps are requesting £1,000 to assist with the purchase of two Virtual Reality headsets for the flight simulators so cadets get a better and more immersive experience £ 1226

Godalming Junior School

Request financial support for free school meal children to attend residential trips.

As Members are aware, school budgets are tighter than ever and though schools are allocated additional funding, this only goes so far. Members will also be aware, in most cases those children who qualify for free school meals (FSM) also have other, sometimes complex, needs. The additional funding received needs to be prioritised towards daily support and does not extend to funding these children on school trips. Arguably, these children are the ones that need these opportunities the most.

In recent years it has been even harder to secure additional funding and schools have seen grants cut meaning the capacity to support our most vulnerable children is even more difficult. Godalming Junior School very much believes that every child should be given the opportunity to attend residential school trips, which provides them with memorable experiences they can reflect back on fondly in future years. The school has moved trips to a different point in the year to reduce the overall cost to families and has avoided the use of coach transport where possible. The school is constantly having to be this innovative in order to stretch budgets as far as they can go. With ever-rising costs, this is an extremely difficult thing to achieve.

NOTE: In considering application 1 below Members to note that the maximum funding permissible under the GTC grants policy for this application is £1,000. However, if members did wish to support this application in full it would be permissible for Members to re-allocate funds from the Community Grants Fund to the General Grants fund (which currently stands at £0) and award the full amount from the general grants fund.

Application 1 – Sponsor – Cllr Penny Rivers, Cllr Clayton

Godalming Junior School is requesting £1516 to support 10 FSM children, who are currently in year 5, to cover 1/3 of the cost of the UKSA trip (Isle of Wight) at an all-inclusive waterside activity centre in September 2024. This equates to £152 per child. If approved, funding is ideally required by July 2024, although the ability to confirm places earlier would be beneficial.

Application 2 – Sponsors – Cllr Follows, Cllr Williams

Godalming Junior School is requesting £376 (£75.20 per child) from the Community Grants Fund to support 5 FSM children to attend the year 4 group residential trip to Sayer Croft Outdoor Learning Centre, Ewhurst, which would cover 1/3 of the cost. The trip is planned for 21 June 2024 and, if approved, funding is required by May 2024.

Godalming Run – Sponsors Cllr Martin, Cllr Adam

£700 is requested to enable the 2024 Godalming Community Run to proceed.

As Members will be aware the planning for the Godalming Community Run starts many months before the date of the event, which for 2024 is planned for the 19 May 2024.

The history of this community event is that of a 2012 Olympic Games legacy event. Since its inception the event has run on the basis that, as a community event, the Temporary Traffic Regulation Orders (TTRO) fee would be waived by Surrey and until January of this year that appeared still to be the case.

However, GTC has been informed that Surrey County Council are no longer in a position to bear the costs of raising a TTRO for a third-party event without recharging those costs. As such, in order for the Godalming Community Run to be able to be held in 2024, the fee for the notices that are required to be published in the press will have to be met.

13. **MUSEUM DEVELOPMENT PLAN & MUSEUM COORDINATING GROUP – ITEM FOR DECISION**

Members to note that the Museum coordination group consisting of Cllr Heagin, Cllr Downy & Cllr Rivers along with the Town Clerk for GTC and Godalming Museum Trustees (GMT) William Edwards & Catherine Smith met on the 27 December to establish the role of the coordination group in enhancing and improving communications between the Trust and GTC.

The coordination group considered the development plan proposed by the curator and agreed to recommend it to their respective bodies. The Godalming Museum Trust unanimously approved the development plan at their meeting of 18 January 2024. **Members are requested to consider and approve the proposed development plan** (attached for the information of Members).

The coordination group proposed that the Town Clerk and Mr Edwards should work towards preparing a draft for the renewal of the lease between GTC and the GMT to be put to GTC and GMT for consideration. It is hoped that the final draft will be available for consideration for the May Full Council meeting.

The next meeting of the coordinating group is scheduled for 21 February, when it is hoped work will begin on updating the management agreement between GTC and GMT that will better reflect the existing arrangements and provide clarity of roles and responsibilities for the day-to-day running of the Museum.

14. **SOCIAL MEDIA PLATFORM BENCHMARKING REPORT TO 31 DEC 2023 - ITEM TO NOTE**

Members to note the Social Media Platform benchmarking report to 31 December 2023 (attached for the information of Members)

15. **INTERNAL AUDITOR’S REPORT – ITEM FOR DECISION**

The Audit Committee considered the report from the Council’s Internal Auditor, Mulberry & Co (attached for the information of Members), on an interim internal audit conducted on the 19 September 2023 for the 2023/24 financial year and noted the following responses to concerns raised:

Audit Point	Audit Findings	Council Response
Procedures & Governance	The business case information presented to Council was identified as a weakness by the RFO and internal audit concurs. A paper is being prepared to present to Council for a new process to ensure each business case presentation addresses key risks as described in the Council’s Risk Management Strategy. I have seen a draft copy of this proposal and I would recommend its adoption in due course.	Council did adopt this proposal at Full Council on 21 September 2023 (Min 279-23 refers). Further, Members of the Audit Committee went back to previous decisions on electric vehicles, Staycation Live and Solar panels & Heat Source Pumps to implement this proposal and ensure risks were considered per the Risk Management Strategy.

Members to note and agree Council responses as above.

16. **ELECTRIC VEHICLE UPDATE – ITEM FOR DECISION**

At the meeting on 7 September 2023, Members resolved to agree the purchase of an electric tipper at a cost up to £32,000 and the disposal of the Peugeot Partner (Min No 227-23 refers). Unfortunately, the vehicle identified for purchase became unavailable and the potential alternative exceeded the cost authorisation for the purchase.

As such, Members requested that a report come back to this Committee providing comparative data for vehicles that fit the requirements that covered a range of alternative fuel and purchase options

Members are requested to consider the revised Project Assessment Form (attached for the information of Members) and approve its recommendations.

17. **AUTHORISATION OF THE CLERK**

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

18. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 2 May 2024 at 6.30pm.

19. **ANNOUNCEMENTS**

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 17 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL- IN CONFIDENCE/LEGALLY PRIVILEGED INFORMATION.

20. **COMMUNITY BUILDING – OCKFORD PARK ITEM FOR DECISION**

Members will be aware that as part of the S106 agreement relating to the Ockford Park Development is the provision of a community hall. It is hoped that proposed Heads of Terms will be received by the council and distributed to Members in time for consideration at this meeting. If the Heads of Terms are made available in sufficient time Members are asked to consider and approve the Heads of Terms for the transfer of the Community Hall building to Godalming Town Council. If Members are agreed to accepting the Heads of Terms, they are requested to authorise the Town Clerk to arrange for the legal transfer of the building to Godalming Town Council.

CIL FUNDING APPLICATION FORM

INTRODUCTION

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

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

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

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

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

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

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

Completed application forms and supporting information should be returned to: office@godalming-tc.gov.uk

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Godalming Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

Linked Document: [CIL Policy and Funding Application Form Guide for Applicants](#)



Supporting Our Community

CIL FUNDING APPLICATION FORM

1. Applicant organisation	Farncombe Cricket Club, Broadwater Park, Summers Road, Farncombe, GU7 3BJ
2. Name and position of main contact	Main Contact:- Graham Ekins Chairman
3. Applicant contact details (phone no, email and address)	Address:- 57 Ash Lodge Drive, Ash, Aldershot, GU12 6NW Phone:- 07889 366528 Email:- Chairman@Farncombecc.com
4. Type of organisation If a charity, please provide registration number	The purposes of the Club are to foster and promote participation and increase access to the amateur sport of cricket within the community, providing facilities for playing cricket, opportunities for recreation, coaching and competition. The club is registered as a Community Amateur Sports Club.
5. Is the organisation able to reclaim VAT?	No
6. Location of project	Farncombe Cricket Club, Broadwater Park, Summers Road, Farncombe, GU7 3BJ
7. Summary of the project proposal	<p>The club is proposing to build a new Garage in front of and joined to the existing garage. This will then enable an internal refurb and enlargement of the existing Changing facilities along with providing much needed individual Female and Umpire Changing facilities, along with the new changing rooms being suitable for Female Team changing and much needed storage space for the growing junior sections training and playing equipment.</p> <p>These refurbishments will also support the clubs ambitions to become more sustainable in terms of both our energy use and as a business, by increasing our appeal as a venue to hire.</p>

8. Estimated project cost	<p>£85,000 This has been derived from Budgetary quotations from Local Builders and Suppliers, some of which are club members</p>	
9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£35000	Godalming Town Council
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost		
10. Detail of additional sources of funding available	<p>Own Funds - £15K to £20K - £10K of this was left to the club by our former president as a legacy in his will.</p> <p>England and Wales Cricket Board (Surrey Cricket Foundation SCF) Grant Funding - £10K</p> <p>England and Wales Cricket Board – 5 Year Interest Free Loan (Payback is quarterly) - £30K</p> <p>Including requested £35K from GTC (This Request)</p> <p>Total Funding Amount £95K Max</p>	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>We are seeking CIL funding as it is a fund specifically for projects such as this.</p> <p>As in 10 above we are seeking funding from the England & Wales Cricket Board (Surrey Cricket Foundation) , our governing body, and our own club funds that we have accrued over the recent years and legacy windfalls.</p> <p>We have investigated Sport England Funding, but we would not meet some of the criteria around size of project multi sports use, we are essentially a cricket club only.</p>	
12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings	<p>We have successfully received two small project donations of £250 each time for a new Barbecue and Funding to support Umpires, Coaches and Scorers for secondary school cricket matches run by the club.</p>	

<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>Farncombe Cricket Club is home to one of the largest, if not the largest, cricket club in Godalming. The Club is a grass roots club based within the community, providing recreational activities based for approximately 300 playing and social members including 130 boys and 60 girls aged between 5 and 18.</p> <p>Our club is growing very quickly predominantly from growth of our ladies' section – two teams, our men's teams 3 Saturday teams and our little jewel in the crown – the juniors.</p> <p>This growth has significantly come from the Juniors engagement with local state school's where the club is active in Godalming Junior School, Busbridge Juniors and Loseley Fields where the club provides curriculum cricket lessons to every child in year 3 and above. This is partly funded through the ECB's chance to shine programme, but also volunteer hours from the club. In addition, Broadwater School has coaching time given to the school in the form of after school club provided in the spring term.</p> <p>The Waverley Local Plan Pt 1 8.2 states that sustainable development aims to support strong, vibrant and healthy communities with accessible local services that reflect the community's needs and support its well-being. To achieve this, the right community facilities and other local services must be planned to enhance the sustainability of communities and meet local needs.</p> <p>The need for high quality sports and recreational facilities that meet the needs of the community has been identified in the Waverley Local Plan, Waverley Infrastructure Development Plan (IDP), the Godalming & Farncombe Neighbourhood Plan and the 2018 Waverley Play Pitch Strategy. The Waverley Local Plan states that "The provision of improved recreational facilities supports the drive for healthier lifestyles and benefits the quality of life for many people". The Waverley local plan identifies that the delivery of improved recreational facilities is through infrastructure projects associated with the adoption of the Community Infrastructure Levy and working with partners to identify issues and co-ordinate the delivery of infrastructure.</p>
--	---

<p>14. What evidence is there of support from the community</p>	<p>As part of the planning process, we have received a number of supporting comments. We have attached a number of these documents demonstrating the support from local residents, members and neighbours, including the Greenspaces Manager for Waverley, Matt Lank.</p>
<p>15. Proposed timescales for the project</p>	<p>By March / April 2024 to have</p> <ul style="list-style-type: none"> a) Planning Permission Approved b) Lease approved. c) Finance Plan applications approved. d) Tenders from min 3 Builders complete <p>From Oct 2024 (After 2024 Cricket Season)</p> <ul style="list-style-type: none"> a) Commence building Project. b) Complete external and Internal by end of December 2024
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>This extension project would not require any additional ongoing budget over and above our current operational budget. We have attached our accounts for 2022 and our current cashflow projection.</p> <p>There is still the outstanding question with WBC around the extension of the lease. Our hope is that this can be extended to the maximum period possible.</p>
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	<p>Attached 2022 Accounts and current cashflow, our reserves are essentially the balance projected at the end of the current year on the cashflow chart. We believe that £15-£20K of our funds can be assigned to this project.</p>
<p>18. Do you need planning permission to carry out the works?</p>	<p>Yes</p>
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	<p>WA/2023/02049 – This application is Granted, we have attached a copy of the Planning Decision.</p>

Section E: Declaration

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

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

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

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

Signed: _____

Organisation: _____

Date: _____

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

Signed: _____

Organisation: _____

Date: _____

COUNCILLORS DEPENDENTS' CARERS' SUPPORT SCHEME

1. Purpose:

The Councillors Dependents' Carers' Support Scheme should ensure that potential candidates are not deterred from standing for election to council and should enable current councillors to continue despite any change in their personal circumstances.

The Council should actively promote the scheme to prospective and new councillors both before and following an election. This may assist in supporting a greater diversity of councillor representation.

2. Legislation:

Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

3. Eligibility:

3.1. Councillors who are responsible for providing care to children/dependent relatives may make use of the Dependents' Carers' Support Scheme to assist with financial loss incurred in paying for care of the child/dependent relative whilst attending the approved duties specified at Annex 1.

3.2. As agreed on an individual basis with the Town Clerk and in consultation with the RFO, the Support Scheme can also cover costs associated with Councillors who themselves need carer assistance for attendance at duties specified at Annex 1.

4. Dependents' Carers' Allowance Criteria:

A Godalming Town Councillor who has incurred expenses for the care of a dependent relative whilst carrying out approved duties, is eligible to make use of the Dependents' Carers' Support Scheme.

4.1. It applies to care for those who cannot be left unsupervised due to social or medical grounds who are normally dependent on the councillor for such care. Dependents are defined as children aged 15 or under, elderly, disabled or unwell relatives.

4.2. The Support Scheme will be reimbursed at cost for both childcare, dependent adult care and more specialist medical care.

4.3. In respect of specialist medical care provision, evidence from a medical practitioner that this type of provision is required for a dependent should be provided to the Town Clerk for approval prior to the submission of the first claim.

4.4. The paid carer must be aged 18 or over and cannot be a member of the immediate family or household (spouse, parents, siblings, and children, including step and adopted). Members are encouraged to use a registered childminder/carers where practicable.

4.5. In addition to the duration of the meeting/duty being attended by the claimant, up to one hour may be added to the claim to enable the councillor to travel to/ from meetings, provided

the dependent remains with the carer for the duration (where extra additional time may be necessary prior authorisation must be sought from the Town Clerk).

- 4.6. Claims should be made on the Members Dependents' Carers' Support Scheme claim form (available from the RFO).
- 4.7. The scheme has no daily or monthly maximum claim when undertaking approved councillor duties.

5. Payment:

- 5.1. Payments will be made retrospectively to either care provider or councillor, providing they are supported by the appropriate claim form and invoices/receipts.
- 5.2. Payment will be processed on the first available appropriate payment run following receipt and will be paid via BACS to a nominated bank or building society account.
- 5.3. Where a Godalming Town Councillor is also a member of another authority, they may not claim from more than one authority in respect of the same duties.
- 5.4. Records of payments made to Members are held by the RFO and are open to inspection by Local Government elector's resident in the area and are subject to both internal and external audit.

Any queries relating to Dependents' Carers' Support Scheme should be referred to the Town Clerk.

Summary

Care costs can be claimed for all formal council work including attending council meetings, committees and sub-committees, meetings for other bodies for which Councillors have been appointed by the council, as well as attending internal and external learning and development sessions.

Care costs cannot be claimed for ward work, constituency meetings, political group meetings or meeting preparation time.

ANNEX 1

The following are approved duties in respect of which councillors may make use of the Dependents' Carers' Support Scheme:

- i. all scheduled and extraordinary meetings of the council or its committees upon which a claimant is an elected or appointed Member;
- ii. all internal and external learning and development sessions booked for Members by an Officer of Godalming Town Council;
- iii. meetings and/or briefings convened or authorised by a Proper Officer of the Council (Town Clerk/RFO) provided that councillors of at least two political groups have been invited;
- iv. formal inspections and site visits authorised by the council, and;
- v. meetings of all other bodies to which councillors are appointed as a representative of the council or a committee. These include:
 - a. joint committees with staff (SHE for example)
 - b. working panels
 - c. Task & Finish Groups and
 - d. advisory groups and outside bodies (appointed to by the council).
- vi. the carrying out of any other duty approved by the council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council or any of its committees or sub-committees.



Supporting Our Community

COUNCILLORS' PARENTAL LEAVE POLICY

There is currently no legal right for councillors to take Parental Leave and any arrangement adopted by this council is a voluntary one.

Section 85 of the Local Government Act 1972 places a requirement on councillors to attend a meeting of the council within a 6 consecutive month period unless Full Council agrees to an extended leave of absence prior to the expiration of that 6-month period. This policy has been adopted by Godalming Town Council in the knowledge that any leave taken under this policy, that goes beyond 6-months, is an approved reason under section 85 of the Act without further Full Council approval. This is on the understanding that for a councillor to take advantage of this policy they must comply with the notification/agreement requirements set out. Failure to do so could mean that a councillor automatically vacates their elected office.

It should be noted that the political makeup of the council is not altered by a councillor taking Parental Leave, as such no changes to the allocated places of the Staffing or Audit Committees, or any sub-committee, Task & Finish group or other body of the Council will be required or made.

Purpose, Scope and Background

The policy aims to ensure that, insofar as possible, councillors can take appropriate leave at the time of birth or adoption; that both parents are able to take leave; and that reasonable and adequate arrangements are in place to provide cover for the councillor's responsibilities during any period of leave taken.

Policy:

1. Leave Periods

- 1.1. Councillors giving birth are entitled to up to 6-months parental leave from the due date, with the option to extend by up to a further 26 weeks, by agreement if required. Expectant mothers may also wish to start parental leave earlier due to health reasons, and such a notification can be dealt with as per 5.1 below.
- 1.2. In addition, where the birth is premature, the councillor is entitled to take leave during the period between the date of the birth and the due date in addition to the 6-months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6-months.
- 1.3. In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52-week entitlement.
- 1.4. Councillors shall be entitled to take a minimum of 2 weeks parental leave if they are the biological father or nominated carer of their partner/spouse following the birth or adoption of their child(ren).

- 1.5. A councillor who has made shared parental leave arrangements through their employment, is requested to advise the council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from council.
- 1.6. Where both parents are councillors, leave may be shared up to a maximum of 24 weeks for the first 6 months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 1.7. A councillor who adopts a child through an approved adoption agency shall be entitled to take up to 6-months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required. For the purposes of this policy, surrogacy will fall under the definition of adoption and the policy shall be applicable if a councillor has applied for or is intending to apply for a Parental Order in relation to the child, in which case they shall be entitled to take up to 6-months leave with the option to extend up to 52 weeks by agreement if required.
- 1.8. Any councillor intending to take parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the council, both in terms of the pre notification requirements for when the leave is to start, to extend their leave beyond 6-months and the point at which they intend to return.
- 1.9. Any councillor taking parental leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- 1.10. The relevant political groups/the Council will, in so far as able, facilitate any arrangements made by relevant councillors which allow for the casework of a councillor on Parental Leave to be completed by another ward councillor, or another councillor if that is not feasible. Likewise, the relevant political group will, in so far as able, provide a substitute member on any minor committee, sub-committee, Task & Finish group, advisory group or other body of the council on which the councillor taking leave is elected to, or nominated to attend.
- 1.11. The council will ensure that the councillor on Parental Leave continues to have access to their council email account and will continue to provide council agendas, reports, minutes and other documents via email.
- 1.12. Absences from council meetings during any period of Parental Leave will be noted as such, rather than being attributed to general absence. The number of 'Possible Attendance' for meetings published on the adopted Schedule of Council Meetings and any extraordinary meetings will be adjusted to negate those meeting held during a councillor's period of Parental Leave.
- 1.13. If a councillor wishes to have a keeping in touch day or attend a meeting (KIT day) then they should notify their Group Leader (if applicable) and Proper Officer as per section 5, although this will not affect any calculation of the leave periods or be taken into account for an extended leave period.

2. Parish Basic Allowance

- 2.1. If a Parish Basic Allowance has been adopted by Godalming Town Council, councillors shall continue to receive the Parish Basic Allowance in full whilst on Parental Leave.

3. Chairs' Allowances

- 3.1. If Godalming Town Council has adopted a higher Chairs' Allowance in addition to the Parish Basic Allowance, a councillor elected as Chair of the Council (Mayor) shall continue to

receive the Chairs' Allowance in full whilst on parental or adoption leave until the end of their current elected term of office at the next Annual Council.

4. Resigning from Office and Elections

- 4.1. If a councillor decides not to return at the end of their parental or adoption leave, they must notify the council at the earliest possible opportunity. Any allowance payable will cease from the effective resignation date.
- 4.2. If an election is held during the councillor's parental or adoption leave and they are not re-elected, or decide not to stand for re-election, any allowance payable will cease from the 4th day after the ordinary day of election when they would legally vacate office (subject to any specific legal provisions relating to a Chair of Council, Vice Chair of Council).

5. Notification requirements

- 5.1. The councillor must notify the Proper Officer by email (to: townclerk@godalming-tc.gov.uk) no later than the end of the 15th week before the expected week of childbirth of the dates of any intended parental or adoption leave or as soon as is reasonably practicable and provide:
 - (i) the week the baby/child is due (in the case of adoption leave – date of placement);
 - (ii) the period of leave the councillor intends to take; and
 - (iii) when they want their leave to start. This will be acknowledged within 2 weeks. An exemption to this would be health reasons for the mother or prematurity of the child, in which case notification is to be as soon as possible to the above email.
- 5.2. If a councillor wishes to return from leave earlier than originally planned, or have a KIT day, they should notify the Proper Officer by email (as above), who will provide confirmation that the information has been received and from what date they will resume the responsibilities of any remunerated post, or KIT arrangements as appropriate.
- 5.3. If a councillor taking leave wishes to extend this beyond 6-months (as set out in this policy), then no later than 4 weeks before the end of the 6-month period, the councillor should notify the Proper Officer. The Proper Officer shall then liaise with the relevant councillor's Group Leader to agree this, or if the councillor is independent/not in a group, then the Leader of the Council to agree this and confirm that this is acceptable.

Citizens Advice South West Surrey
Report for Godalming Town Council Q3 2023-24

Clients engaged by Citizens Advice South West Surrey

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	86	97	229
Godalming Central and Ockford	62	69	175
Godalming Farncombe and Catteshall	66	72	136
Godalming Holloway	21	25	67
Group 1 Total	235	263	607
Milford + Witley	83	92	182
Bramley + Wonersh	59	69	130
Elstead + Peperharow	18	20	45
Group 2 Total	160	181	357
Grand Total	395	444	964

Clients engaged by the Citizens Advice Network as a whole

I include this information as since November 2024 we have joined other Local Citizens Advice in Surrey to form a group to answer client telephone queries. This means a more efficient, resilient phone service for our clients but does mean that some of our local clients will be helped elsewhere (and we in turn will help clients from the broader Surrey area)

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	94	109	270
Godalming Central and Ockford	71	82	218
Godalming Farncombe and Catteshall	76	87	227
Godalming Holloway	23	29	81
Group 1 Total	264	307	796
Milford + Witley	89	101	240
Bramley + Wonersh	74	89	198
Elstead + Peperharow	20	22	49
Group 2 Total	183	212	487

Grand Total	447	519	1283
--------------------	------------	------------	-------------

UKSPF Quarterly Project Report

Project Details

Quarter:	1 st October to 31 st December 2023
Project Name:	Mobile Outreach Youth Service Provision
Delivery Organisation:	Godalming Town Council
Lead Delivery Contact:	Name: Tom Manning
	Role: Youth Services Officer
	Email: youthofficer@godalming-tc.gov.uk
	Phone: 07818011931
Progress against Plan:	<p>The Mobile Youth Vehicle Project has now launched and the initial response has been positive.</p> <p>In this report, I will give an overview of our progress regarding the following milestones: <i>Young Person Engagement to date, Sites chosen, Vehicle Acquisition and Renovation, Community and Stakeholder Engagement, Staff and Volunteer Recruitment, and Apprentice Recruitment.</i></p> <p>Young Person Engagement to date</p> <p>In total, we had 365 attendances at our Mobile Sessions. This figure does not account minor attendances (ie: under 10 minutes), nor passing conversations.</p> <p>In terms of how many unique young people this equates to, a fair estimate would be 121 different young people based on staff observation and evaluation forms.</p> <p>Given the cold weather which has sometimes included heavy rain or wind, this is a good level of engagement for a brand new project.</p> <p>Sites chosen</p> <p>In order to reach young people that hadn't been reached by the existing Broadwater Youth Centre provision, we prioritising working with Rodborough students during this quarter.</p> <p>To this end, we used Burton Pavilion in Witley as our site for after school sessions. We had a high level of engagement numerically, however one issue we faced was that this site is primarily a pickup point as opposed to somewhere young people frequent. This meant that their time with us might be limited, with cold weather further</p>

	<p>discouraging longer visits to our van. Nonetheless, working relationships were built with several young people, some of whom trusted staff with information regarding their mental health, special educational needs and planned educational destinations, to name a few things discussed.</p> <p>One unanticipated and very exciting development came when a local secondary school approached us to as if we could support them in developing their Young Carers work. This led to us providing two sessions in-school, one aimed at Young Carers and the other a universal youth drop in for all young people.</p> <p>The young carers group has proven to be very worthwhile, giving us access to support a range of young people with a high level of vulnerability. Providing these support groups during the school day is very effective as many of these same children would not be able to attend provision outside school due to the caring role they play outside school. That we were approached by an outside agency shows the reputation out youth service has established for itself.</p> <p>The second opportunity we offer is a universal, open youth club during Friday lunch times that young people can access. Doing so has expanded the reach of the youth service, with young people accessing the group that would never normally come to the youth centre or after school drop-in. This has extended our service's reach and in the next quarter we hope to engage these young people in further opportunities.</p> <p>An unexpected opportunity arose when the water crisis struck Godalming. During this time, schools were closed and local people were very impacted by this event. As we have many staff who live outside Godalming, we were able to purchase water bottles and distribute these to young people, using the Mobile Youth Vehicle in place of the youth centre which could not be opened.</p> <p>Vehicle Acquisition and Renovation</p> <p>Vehicle Status: The conversion of the Welfare Vehicle worked well, with a notable development in the décor happening due to hiring a new member of staff with an artist bam though there remains some optimisation to complete. Specifically, we have been serving hot chocolates on the vehicle but need a better place to store the urn that is more convenient. Many delivery staff feel that the toilet</p>
--	---

	<p>ought to be removed from the back of the vehicle to provide more effective activity storage, however there is debate as to whether this would be a good use of resource and if keeping toilets is necessary to fulfil statutory workplace responsibilities towards employed staff.</p> <p>Community and Stakeholder Engagement</p> <p>The mobile youth work project has achieved successful community engagement by involving key stakeholders such as Witley Parish Council, Rodborough School, and Godalming College, but some intended deliverables this term are yet to be achieved.</p> <p>Witley Parish Council: The Parish Council have been very supportive of the project from the outset. They assisted with agreeing Burton Pavilion as a site for us. Throughout the first quarter of delivery, this served as a hub for engaging with young people. The site’s geographic proximity to Rodborough School is a considerable advantage as it enables us to increase our reach to students there. It is also a location that is remote from our Broadwater Youth Centre, meaning that it will attract young people from different geographic regions.</p> <p>Rodborough School and Godalming College: We had some very positive initial conversations with SLT in both institutions regarding the Mobile Vehicle providing lunch time sessions, but this has yet to being operationalised due to delays in resolving safeguarding policies.</p> <p>Expansion to further Stakeholders: We have had interest from other nearby parishes who would like support from our youth service, chief amongst them being Cranleigh and Haslemere. We are exploring how the project can help them, with a primary goal being helping them to establish their own youth services.</p> <p>Collaboration with Safer Waverley Partnership: This quarter has been caught up in us learning to deliver Mobile Youth Sessions, meaning that we haven’t yet been in a position to being responding to the partnership's recommendations to proactively engage with antisocial behaviour issues effectively. One concerning element is that one of the main areas they would like us to conduct outreach is St John’s in Farncombe, but our previous attempts at detached work in this area have proved unfruitful due to young people’s presence</p>
--	--

	<p>there being inconsistent. Adding a Mobile Youth Vehicle in the area might encourage youth congregating in the area and increase problems, so if we do explore more outreach in the area it will likely be on foot.</p> <p>Staff and Volunteer Recruitment</p> <p>Hiring staff for the mobile youth work project is complete for the most part, although we did have two candidates accept the job only to later rescind their application.</p> <p>It has proven to be a significant challenge to onboard and train so many new staff concurrently, particularly with the Youth Officer absorbing most administrative tasks. A learning point for the team has been that ‘front of house’ staff who are skilled at engaging young people bring competencies related to this task, but that overall management of a youth service also requires ‘back of house’ staff who are effective at administration. The Youth Officer has been able to absorb the administrative and reporting duties necessary to manage the team and all projects effectively, but during next quarter we will need to look at solutions to support the managerial operations as having so many functions sitting with one person represents a potential point of failure.</p> <p>Apprentice Recruitment</p> <p>It took some time to find a suitable apprentice, but we have successfully appointed an apprentice. The apprentice had a challenging start to their employment as their DBS check took over six weeks to process, something which led to them being relegated to behind the scenes tasks and completing online training.</p> <p>The apprentice we’ve taken has a background in mechanics which is a useful source of information when conducting this project, and they are generally settling in well.</p> <p>This collaboration between Active Surrey and Godalming Town Council was not anticipated and represents a fantastic additional opportunity for growth and engagement. We will outline how their appointment contributes to the Mobile Youth Project in future reports, along with how much of their time is given to the mobile youth project.</p>
--	---

	<p>Summary of Overall Progress</p> <p>Overall, the first term of the vehicle being deployed has proven successful, albeit with a considerable learning curve for staff involved. The soft launch of beginning with three sessions whilst focusing on growing staff experience and training proved to work well, and the opportunity to deliver in-schools work was unanticipated and hugely beneficial. The biggest change anticipated next quarter is that the project coordinator for the Mobile Project will take on greater responsibility for liaising in regards to new sites and community mapping, something they are keen to do but which would not have been practically possible with the heavy workload involved in launching the vehicle this quarter.</p>
<p>Issues:</p>	<ul style="list-style-type: none"> • Two staff accepted positions and then rescinded their applications • The apprentice’s DBS check took a long time to process • The cold weather, including rain, • We still only have two staff confident in driving the vehicle. There are two staff we want to train to drive the vehicle. Of these, one staff member is learning to drive but did not pass their driving test this quarter. The other has an automatic license but is having difficulty finding a slot to complete their manual driving test. When we have more drivers, this will ease the strain on individual team members as this responsibility can be more effectively shared.
<p>Risks:</p>	<p>We are sometimes struggling to engage some stakeholders, but this is largely due to the time involved in arranging launching the vehicle in new sites. It is anticipated that the Mobile Project Coordinator allocating additional time to this might help with this.</p>
<p>*Actual UKSPF spend this quarter £</p>	<p>£21,912.16</p>
<p>*Total spend to date £</p>	<p>£71,327.55</p>
<p>Match funding spend to date £ if any (i.e. non UKSPF)</p>	<p>Dan Eley Foundation (£3000), Waitrose (£2500)</p>
<p>**Cumulative Outputs (as per business case metric)</p>	<p>Lead Output: Delivery of youth intervention programmes in the Aaron Hill and Ockford Ridge community area, and other localities in the wider Waverley area as requested by the Safer Waverley Partnership</p> <p>Metric: Total number of Youth work hours offered has been 103.</p>

	<p>As a new project, case studies can't yet provide evidence regarding long term growth and development. However, there has already been some significant engagement which will be evidenced in next quarter's case studies.</p> <p>Number of events/participatory programmes: We delivered 27 youth work sessions this quarter. The Mobile Service has also supported a significant all-town Christmas lights event to elicit engagement, however the majority of those in attendance were below our intended age bracket at this event.</p> <p>Number of young people reached: We had 365 attendances at our sessions, not counting minor attendances (ie: under 10 minutes).</p> <p>In terms of breaking down age-groups, the distribution of ages is as follows:</p> <table border="1" data-bbox="564 819 1385 1429"> <thead> <tr> <th>School Year Group</th> <th>Session attendances in this quarter</th> </tr> </thead> <tbody> <tr> <td>School Year 7</td> <td>139</td> </tr> <tr> <td>School Year 8</td> <td>73</td> </tr> <tr> <td>School Year 9</td> <td>53</td> </tr> <tr> <td>School Year 10</td> <td>32</td> </tr> <tr> <td>School Year 11</td> <td>51</td> </tr> <tr> <td>School Year 5 (outside target)</td> <td>1</td> </tr> <tr> <td>School Year 6 (outside target)</td> <td>1</td> </tr> </tbody> </table> <p>Interestingly, the project is reach a much higher percentage of Year 11s with it's contact time than Broadwater Youth Centre, an encouraging development as these are a group underrepresented in existing youth provision.</p> <p>In regards to identifying how many individual, unique young people have attended the project, the staff team would estimate that there are 121 different young people based on the varied attendance in sessions, summarising evaluation forms and when looking at notes. This should raise to the project's intended 200 young people in the next quarter with more sites.</p>	School Year Group	Session attendances in this quarter	School Year 7	139	School Year 8	73	School Year 9	53	School Year 10	32	School Year 11	51	School Year 5 (outside target)	1	School Year 6 (outside target)	1
School Year Group	Session attendances in this quarter																
School Year 7	139																
School Year 8	73																
School Year 9	53																
School Year 10	32																
School Year 11	51																
School Year 5 (outside target)	1																
School Year 6 (outside target)	1																
<p>**Cumulative outcomes (as per business case metrics)</p>	<p>Lead Outcome: Improved health and well-being and educational attainment of the area's young people.</p>																

	<p>To-date, a number of young people have been coming to visit the Mobile Vehicle in order to talk through situations related to their wellbeing and education. Encouragingly, a cohort of young people encountered through the mobile project have also begun accessing Broadwater Youth Centre, something that is unlikely to have happened without their initial introduction to the service through meeting youth workers on the mobile project. This shows positive participation and in the next quarter these working relationships will solidify which will allow us to give a clearer account of how the lead outcome is being achieved for these young people.</p> <p>Reduction in area Anti-social behaviour</p> <p>It is difficult to say what impact this has had on the basis that we began this project in Winter. When doing drive arounds, there weren't as many young people out and about to engage with.</p> <p>Increased community volunteering by the areas young people</p> <p>Young people have been supporting things on the bus, such as making drinks, helping with set up and other elements, but given the time of year it is difficult to launch lots of volunteering opportunities.</p> <p>Increased number of jobs created within the areas youth and community services</p> <p>To-date, one additional full time youth work has been employed, one member of staff on a 12 hour per week contract, an Apprentice on a 30 hours per week contract have been brought on as new hires, and two existing staff have had their hours increased from 24 hours per week to 37 hours per week.</p>
<p>Outlook for next quarter</p>	<p>The plan for the next quarter is to extend our service considerably. We are planning to have the vehicle out for 5 afternoons per week, and delivering 4 sessions during the school day. We are also hoping to begin some sessions at Godalming College, and to have a greater presence at local community events such as the Spring Festival.</p> <p>Encouragingly, we have been approached by Cranleigh Parish Council and Haslemere Town Council to deliver sessions in their localities. We are launching Cranleigh imminently, and anticipating beginning in Haslemere during quarter two of 2024.</p>

*These items should only include UKSPF funded spend

** These items should include all outputs and outcomes so far

Christmas In Godalming 2024

Introduction

For at least the last 13 years the Godalming Christmas Lights Switch-On has been held at 5pm on the same day as the Christmas Market with the Switch on being centred on the Pepperpot. However, following concern that the number of people attending the Lights Switch-On element of the day has increased beyond the level that can safely be accommodated or managed, the Events Task & Finish Group (ET&FG) considered a range of issues and options relating to the event.

The Events Task & Finish Group do not believe there are any mitigating actions that would enable the Lights Switch-On to continue in its current format and put forward the following recommendations for Members approval.

Recommendations

Members are requested to resolve to approve the following recommendations from the Events Task & Finish Group:

- a. A stand-a-lone Christmas lights Switched-On event to be held on the Sunday prior to the Christmas Festival Market (24 Nov 24).
- b. The Christmas Festival Market, to include entertainment between 10.00 and 16.00 based at the Pepperpot, Santa's Grotto located at the Museum and (subject to sponsorship) a popular Childrens' Character meet & greet, to be held on the last Saturday in November (30 Nov 24).

The ET&FG consider a separate Lights Switch-On event would not only provide a sense of occasion for those who wished to partake but would also alleviate the challenges experienced by the current format. Although some elements are subject to confirmation, the ET&FG propose the Lights Switch-On event would begin about 16.30 and include the following elements:

- Pedestrian light procession
- Rolling Christmas Light Switch-on as the procession moves along the route
- Procession potentially led by the Godalming Band
- Instructions for making a lantern as a family activity at home prior to the procession to be available online
- Self-assembly lantern kits available from Museum gift shop and Godalming craft shops
- Band to play Christmas themed music at end of procession
- Early Town Christmas service in the Minster Church of St Peter & St Paul

Whilst November may seem a long way off, planning for Christmas events would normally have already begun. Therefore, it is important that a decision on how to proceed is made as early possible. Whatever actions are decided upon the Council will be in an invidious position. Therefore, clear, unambiguous, and agreed messaging should accompany any decision. If Members agree to a separate Lights Switch-On event, the messaging would be themed around "Christmas in Godalming" which would cover the Godalming Christmas Lights Switch-on on 24 Nov, Godalming Christmas Festival Market 30 Nov, Farncombe Lights Switch on 6 Dec and the Farncombe Christmas Market on the 7 December 2024.

Godalming Museum Forward Plan 2024-2028

Date approved:

Date for review: August 2028

1. Introduction

1.1 Statement of Purpose

Godalming Museum aims to promote the enjoyment and understanding of the heritage of the town and surrounding area, and to encourage and support lifelong learning. It does this by collecting, safeguarding, and making accessible, artefacts and knowledge, within a welcoming, stimulating and inclusive environment.

1.2 Background

Godalming Museum was founded in 1921 in the Old Town Hall, known as the Pepperpot. The museum set out to tell the story of Godalming and the surrounding area and early donations included fossils found by workers in the town's Bargate stone quarries, prehistoric flint tools found by agricultural labourers and the remarkable Percy Woods archive of Deeds and historical notes.

The collection soon outgrew the Pepperpot, but it wasn't until the 1980s that the museum was able to move to its present building, a 15th century timber-framed Wealden House. The building is the biggest artefact in a collection that now includes geology, archaeology, social history, art, oral history and archives. The museum garden is a living exhibit, inspired by the designs of Gertrude Jekyll and Sir Edwin Lutyens.

Godalming is very much a community museum, run in partnership by the Godalming Museum Trust and Godalming Town Council and relying on the skills and enthusiasm of its team of volunteers.

2. Current Situation

2.1 Collections

Godalming Museum collects material relating to the town and its associated villages. The collecting area extends beyond past and present town boundaries to include villages, hamlets and locations formerly or presently the responsibility of other municipal authorities. Godalming's association with these places has an historical and geographical basis derived from traditional social, industrial, cultural and commercial connections. The collecting area of Godalming Museum is bounded approximately by:

- To the north, a line including Peasmarsh, Compton and Puttenham
- To the east, a line including Shalford, Bramley and Alfold
- To the south, a line including Dunsfold, Chiddingfold and Hindhead
- To the west, a line including Thursley, Elstead and Shackleford

Within this area the museum collects items dating from earliest times up to and including the present day. The current collections are made up of the following:

- Natural History and Ethnography
- Geology
- Archaeology
- Local History
- Archives

- Handling Collection

Prior to the summer of 2022, we were not accepting new donations due to the absence of a Curator and the substantial number of unprocessed donations received during the museum's period of closure during COVID restrictions. Regular Collections Team meetings recommenced in August 2022, allowing us to begin accepting new donations, although there is still a small backlog of items to be accessioned. We also have an outstanding action from our last accreditation assessment, the writing up of the museum's accession registers. So far, the registers are complete up to 2013 but there is a great deal of work still to be done.

Storage space at the museum is very limited. The library is now at capacity, and we have 2 shelves available in the collections store. There is duplication within the collection, therefore some rationalisation will need to be considered if we wish to continue accepting new donations.

2.2 Audiences & Environment

Godalming is an historic market town with some 23,500 inhabitants. Located in south-west Surrey the town is four miles from Guildford and 30 miles from London. Being on the route from London to Portsmouth the town is close to the A3 and served by two railway stations with regular services to and from London Waterloo.

Godalming has a strong sense of identity and community. Widely considered to be a very desirable place to live the town straddles the River Wey and its most important distinguishing landscape feature is the large water meadow area, central to the town, known as the Lammas Lands. The town has a long history and a built environment that reflects that heritage. There are five conservation areas in and around Godalming and more than 350 listed buildings.

The administrative area that is Godalming encompasses a number of different communities including Binscombe, Farncombe, Frith Hill, Aarons Hill, Ockford Ridge, Catteshall, Crownpits and (almost all of) Busbridge. Of these special mention is made of Farncombe because that community has a distinctive "village" identity of its own.

Our current understanding of our visitors – who they are, why they come, what they want – is very limited. The museum has carried out informal surveys at regular intervals, but this only provides a rough idea as to who our visitors are, and why they visit us. The quality of feedback is very variable, and not all visitors want to complete a survey.

Based on the observations of staff and volunteers our current visitors fall into the below categories:

Day/Event	Visitor profile	Attracted by?
Weekdays	Retired people, local history enthusiasts	Temporary exhibitions, local history, some for cafe
Weekends & School Holidays	Families (parents/carers/grandparents and children), local people showing	Free activities, family friendly displays, education
Lectures/talks/Friends events	Retired people, local history enthusiasts, members	Informal education, interests, meeting up with friends
Schools	Primary School (largely ages 7-11)	Workshops (formal education)

A major limitation of the surveys carried out so far is that they cannot tell us why people don't come, something that is vital for us to understand in order to increase footfall. It is therefore

vital that we conduct some research into our local community, particularly those who don't currently visit the museum or engage with our programmes. This research will then feed into an Audience Development Plan which will inform our future programming and marketing.

2.3 User Services

Shop

The museum has a small shop that stocks local history books, gifts, souvenirs, and a small range of items for children. We are currently trialling several new ranges of locally sourced art prints, and souvenirs that highlight the museum's collections. The shop is a valuable source of income for the museum.

Café

We offer hot and cold drinks at a reasonable price which are served within the Temporary Exhibition Gallery. Whilst we have some regular customers, the profit generated by the café is minimal. We are unable to offer food due to the small size of our kitchen, and its location within the galleries. The café is appreciated by some visitors as an extra facility at the museum.

Local Studies Library

The museum's well-stocked Local Studies Library is run by knowledgeable volunteers, and museum staff, who support visiting researchers with local history enquiries. We also answer enquiries by email and provide researchers with access to the collections by appointment wherever possible. Researchers range from academics and museum professionals to local people researching their family or house history. We receive between 100 and 150 enquiries each year.

Education & Outreach

Our education and outreach programme consists of school workshops (in the museum and offsite), self-led tours, school loan boxes, family activities and trails, talks and lectures, events, museum coffee club, and adult education workshops. More than 2,000 people each year engage with our education and outreach programmes.

Temporary Exhibition Gallery

Our ground floor Temporary Exhibition Gallery is used for in-house exhibitions and can be hired by local community groups, schools and artists. We charge a small fee of £50 per week for external groups to hire the gallery. This provides income for the museum without making the mounting of an exhibition too expensive for members of our community, and up-and-coming artists, photographers and crafters.

2.4 Staffing

The museum staff currently consists of one full-time Curator, a part-time Museum Support Manager (18 hours) and a Museum Assistant (5 hours) which equates to 1.62 FTE. These staff are employed by Godalming Town Council, and their salaries form a large proportion of the funding support given to the Museum by the Council.

Godalming Museum Trust also pays for the services of a freelance Archivist who works 1 day (7 hours) per week. The archivist is due to retire in December, at which point the funds allocated to the role will be used to employ a freelance education assistant for the same hours.

The museum is reliant upon volunteers to support the running of the reception, museum shop and café, education programme and collections care, along with other essential tasks. We currently have around 40 active volunteers.

2.5 Climate & Sustainability

On 25 May 2023 (see minutes 38-23), Members of the Environment & Planning Committee reaffirmed Godalming Town Council's commitment relating to the climate and ecological emergency by unanimously agreeing to approve the proposal set out below. As the museum operates in partnership with the Town Council it is proposed that we align our plans with those of the Council.

In recognition of the global climate and ecological emergency and to facilitate the reduction of carbon emissions, Godalming Town Council resolves to:

- 1) Continue its previous commitment to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions¹, including an earlier target of 2025 for all scope 1 and 2 emissions;
- 2) continue to provide an annual carbon audit report to include the council's carbon footprint;
- 3) continue to support ways to facilitate and encourage our community to reduce direct and indirect CO₂ emissions and conserve and enhance biodiversity in order to become resilient to changes caused by the changing climate.

GTC will support active steps where possible to encourage:

- a) increased use of sustainable transport and co-operate with organisations promoting active and sustainable transport methods that seek to minimise carbon emissions;
- b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this;
- c) co-operation with organisations seeking to build sustainable developments that minimise carbon emissions;
- d) development and use of renewable energy sources;
- e) production, sale and consumption of locally sourced and sustainably produced food;
- f) any other methods of achieving the aims above; and
- g) adoption of wildlife friendly land and water management practices

3. Report on Previous Forward Plan

We have achieved many of the objectives laid out in the previous Forward Plan for 2021-2023. The plan was produced to cover the shorter period to reflect the likely disruption of the global pandemic. The effects of the pandemic and lockdowns, the retirement of the long-serving Volunteer Co-ordinator, and the long-term absence and loss of the Curator all contributed to a challenging and somewhat disrupted period for the museum. It is, therefore, not surprising that not all objectives laid out in the previous forward plan were achieved. Some of the key achievements are outlined below.

Objectives Achieved:

- In 2021 the move of Godalming Town Council to new offices next door to the museum was completed. The move enabled the development of a shared entrance window, accessible toilet and new foyer area.

- Social media and digital presence greatly increased during the closure. The regular video posts outlining key aspects of Godalming's history were very popular.
- A new display highlighting the remarkable archaeological finds from Witley Camp was completed in 2022. The display was one of the many useful outcomes from a project carried out in partnership with the National Trust and the Surrey County Archaeology Unit (SCAU).
- Led by Museum Designer Barry Mazur, the Resources Room and Library were repainted, recarpeted, and new custom-built furniture was created. The Resources Room now houses a display highlighting the story of Jack Phillips.
- New LED lighting has been installed in the Jekyll Gallery and staff office. The new lighting is more energy efficient than the previous equipment.
- Reorganisation of the Collections Store following the creation of the Open Store in the Local History Gallery
- Work has begun on the 'data cleaning' required to move our collections database into the cloud. This is the start of a long process that will ultimately culminate in the museum's collections being searchable online.

Objectives Still to be Completed:

- Accreditation - (already overdue and only delayed by changes at the Arts Council)
- Percy Woods Index – rectifying data corruption issue
- Contactless donations and online donations
- Stabilising finances - the museum needs to be sustainable, and not operating at a deficit. Our income generation and fundraising activity will need to be improved in order to achieve this aim.
- Growing visitor numbers – the development of an Audience Development Plan will help to guide our efforts to build our visitor numbers to increase the relevance of the museum to our local community.

4. Strategic Aims for 2024-2028

4.1 Overview of Aims

Making the Most of Our Collections

- Increase digital access to the museum's collections
- Review our collections storage requirements, and ensure that everything is in good condition, and fits our collecting policy
- Improve our documentation

Vibrant and Engaging Displays

- Improve the interpretation of the collection by making information clearer and more visually appealing
- Increase interactivity within the displays
- Ensure our content is relevant to our community

Learning Opportunities for All

- Offer an engaging education programme accessible to everyone
- Increase usage of educational workshops and loan boxes by our local community
- Develop new programmes focussing on adult learners

Stabilising Our Finances

- Increase income from the shop, café, and education programme
- Host regular fundraising events to generate revenue
- Seek external fundraising for projects wherever possible
- Review our Friends membership programme, Corporate Sponsor packages, and 100 Club

Bringing in the Visitors

- Create an audience development plan focussing on understating our potential visitors and what they want from our museum
- Develop a new marketing strategy to increase footfall
- Improve access to the displays for disabled visitors

Preparing for the Future

- Improve our governance and ensure the stability of Godalming Museum Trust for the future
- Volunteering – increase numbers, improve training, consider what benefits we can offer
- Ensure that we have enough staff and volunteers to support all museum activities, and that all staff and volunteers receive appropriate training and support.

4.2 Action Plan

Please see appendix

SOCIAL MEDIA PLATFORM BENCHMARKING REPORT TO 31 DEC 2023

PLATFORM	No Dec 2021	No Dec 2022	No Dec 2023	% Growth Dec 2021 to 31 Dec 2023
Instagram Followers	1401	1,599	1788	+27.62%
Twitter Followers	357	504	578	+61.9%
GTC Facebook Likes	1,133	1,282	1,397	+23.3%
GTC Facebook Followers	1,328	1,548	1,798	+35.39%
WNC Facebook Likes	227	280	311	+37%
WNC Facebook Followers	262	325	361	+37.79%
Museum Facebook Likes	720	755	784	+8.88%
Museum Facebook Followers	840	888	942	+12.14%



MULBERRY & CO

Chartered Certified Accountants
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/GOD001

The Town Clerk
Godalming Town Council
107-109 High Street
Godalming
Surrey
GU7 1AQ

4th July 2023

Dear Andy

Re: Godalming Town Council
Internal Audit Year Ended 31 March 2024 – Period Ended 30th June 2023

Executive summary

Following completion of our interim internal audit on 19th September 2023, we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

The interim audit was conducted on site with all finance staff members and the clerk & RFO in attendance. Other information was reviewed on the council website and through discussion with the council staff.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Godalming Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of

risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 20 years specialising in local government finance and internal audit.

Engagement Letter

An engagement letter was previously issued to the council covering the internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
A	BOOKS OF ACCOUNT	✓	N/A	3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	4
C	RISK MANAGEMENT AND INSURANCE	✓	N/A	6
D	BUDGET, PRECEPT AND RESERVES	✓	✓	7
E	INCOME	✓	✓	7
F	PETTY CASH	N/A	N/A	7
G	PAYROLL		✓	7
H	ASSETS AND INVESTMENTS		✓	8
I	BANK AND CASH	✓	✓	8
J	YEAR END ACCOUNTS	✓	✓	9
K	LIMITED ASSURANCE REVIEW	N/A	N/A	10
L	PUBLICATION OF INFORMATION	✓	N/A	11
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	12
N	PUBLICATION REQUIREMENTS	✓	N/A	12
O	TRUSTEESHIP	N/A	N/A	12
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			13
	INTERIM AUDIT POINTS CARRIED FORWARD			14

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The council continues to use RBS Rialtus suite. This an industry specific accounting package. The RBS system is used daily to report and record the financial transactions of the council.

There are a number of access users. The system is cloud based and access is by secure log on to the local machine and a separate password for the cloud system. Passwords need to be changed between 30-60 days. This is a good control.

- RFO - full access all areas
- Clerk - Read only all areas
- Facilities supervisor - read write to bookings
- Support services - read write to bookings
- Receptionist – read write to bookings and purchase ledger

The system encompasses, sales ledger, purchase ledger and cashbook. It provides for reconciliation of key control accounts and regular reporting against budget.

Every month, a month end close down is performed by the RFO, various reports are printed in both soft & hard copy, with soft copies filed in logical order on the "W" drive, these include but are not limited to income and expenditure against budget, bank reconciliations and other reports as fit. The W drive is backed up daily by external IT company. The back up has not been recently tested, but there is no evidence it is not working as designed.

The RFO makes use of a control sheet to tick off the various reconciliations and financial activities that must be completed to finalise a month end. I have reviewed the April to August 23 months and can confirm the tick sheet is completed and the various reconciliations are in evidence. This is a robust, clear to follow system of internal control and demonstrates good working practices.

I also reviewed the bank reconciliation file and can confirm for June, July & August there was evidence of the RFO preparing and signing off the bank reconciliations, together with counter signatures for council approval. This demonstrates internal controls are in evidence and being followed.

The cashbooks are routinely saved and are also retrospectively accessible via the RBS package. The system requires the population of key data fields to enable the user to record a transaction with sufficient detail to understand the nature and scope of the transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

My walk-through audit testing of receipts and payments to underlying documentation chosen at random from month three showed that the referencing system can be relied upon, and that the source documents could be easily located in the council records. I selected at random a Direct debit to Fuel Genie for £359.78 and a cashbook payment of £25,543.27 made on the 14th August and agreed these to the physical bank payments list & bank statement. I was then able to to agree this to the physical invoices and invoice list. Finally, the RFO was able to demonstrate direct debit approval request made to full council. I make no recommendation to change in this system.

I tested opening balances as at 1/4/23 and confirmed they could be agreed back to the audited accounts for 2022/23.

The council is VAT registered and the last VAT return was for quarter ended 30th June 2023. This was submitted using the software package under the making tax digital rules and was submitted on time ahead of the deadline. The return was a refund return, and I proved the amount of £15,587.99 shown on the return to the HMRC system and to the physical bank statements on the 11th July 2023. This test indicates that the council is up to date with its postings on the financial package and that these can be verified to third party evidence.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditor's report for 2022/23 was unqualified and returned in September this is being taken to full council on the 21st September 2023. This has been posted to the council website, along with the notice of conclusion.

There is also evidence of the internal audit reports being posted to the council website.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and "Register of members Interests" and "Acceptance to receive information by Electronic Means", all in line with regulations.

Each councillor is listed on the website, has a mini biography and link to their register of interests. I reviewed the website with the RFO, and it was verbally confirmed all councillors were up to date.

In addition to this, the council produces and provides a comprehensive hand book detailing items such as conduct, email use etc I am under no doubt the councillors are properly informed of their responsibilities and how to execute their duties responsibly..

Confirm that the Council is compliant with the GDPR.

The council is aware of GDPR, and it is noted the Council has common email addresses internally which gives a natural segregation between personal and professional so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

Confirm that the Council meets regularly throughout the year

The council has the following committees:

- Full Council; meets circa 6 times per annum
- Audit; quarterly
- Staffing; Quarterly
- P&M – 6 weekly
- Environment & Planning – 3 weekly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks. The committees all have terms of reference which are included in standing orders which were last adopted in Reviewed April 2023 and adopted by full council in May 2023.

Check that agendas for meetings are published giving 3 clear days' notice.

I reviewed the agendas for meetings held in during April to August and can confirm that at least 3 clear days' notice is given. I also confirm that backup papers are in evidence and that these also comply with accessibility regulations.

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are uploaded to the council website, and these agree to signed hard copies. These are also in accordance with accessibility regulations.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model. These were adopted by full council the May 2023 meeting.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model. These were adopted by full council the May 2023 meeting.

Check that the council's Financial Regulations are being routinely followed.

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts, and this is signed & minuted in accordance with regulations.

Financial regulation 3 deals with Annual estimates (Budget) and Forward planning. Budget monitoring reports are presented to the Policy and Management Committee at each meeting. The reports are logically presented with both summary and detailed narrative. I reviewed the June report and minutes and can confirm that councillors are well informed, and this is minuted.

Financial regulation 4 deals with budgetary control and authority to spend. The office has the power to spend within a budget heading and the clerk has emergency powers up to £4,500. The internal processes of the council are sufficiently robust to ensure before an order is placed the budgets are checked. On occasion it is necessary to get retrospective approval from council.

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations. The bank mandate is up to date.

Financial regulation 6 deals with making payments. The council makes payments by cheque, direct debit, debit card and bacs. The system in place is routinely followed and a review of the payments file showed all summaries are signed and invoices verified. There is no doubt payments are properly reported to council, approved and the physical payment authorised.

Financial Regulation 11.10 sets out the de-minimis limit for the competitive purchase of goods and services is as listed below.

- £25,000 + Tender Process
- £5,000 - £25,000 3 quotations are required.
- 0 - £5,000 – power to spend

Financial Regulation 14.5 & 14.2 deals with the purchase of tangible fixed assets in excess of £2,000

I reviewed the nominal ledger for the period 1st April to 19th September and noted the following expenditure items above £5,000

1. £5,759.53 - NNDR Rates – no additional process to required to be followed
2. £6,400 - Balance of payment for coronation concert held in 2022/23 – no further processes to be followed
3. £22,100 – VAN purchase 06/04/23 SG18 ZTN cost centre 201 NL 4301 equipment (see notes below)
4. £11,247.17 - VAN purchase 01/06/23 WA61 FUO cost centre 201 NL 4301 equipment (see notes below)
5. £28,000 – grant 27/04/23 cost centre 201 NL 4341 - (see notes below)
6. £125,000 – CIL busbridge school Muga project 06/09/23 cost centre 101 4900 misc expenditure - (see notes below)
7. Repayments on PWLB loans & interest – no additional processes to be followed.

VAN Purchases: A business case was presented to Waverley BC for funding towards the two new vans. This was presented in October 2022. Full funding is being provide over two years. Nil cost to GTC. No further testing required.

The grant application was properly approved by council as part of a long term 4 year agreement that expires in 2023.

The CIL money funding was agreed in meetings of Full Council on the 28th April 2022 minute ref 582-22 for £60k and 15th Dec 2022 minute ref 413-23 which increased to £125k. No further testing required.

In addition to this, the RFO advised that a business case was presented to the recent meeting of P&M of the 07/09/2023 for the purchase of a replacement van. I have reviewed the case document attached to the agenda and whilst there is considerable detail regarding the type of van, **the information regarding the funding and future running costs is a little light and could be clearer. I discussed this with the RFO and noted this has already been identified as a weakness. A paper is being prepared to present to council for a new process to ensure each business case presentation addresses key risks as described in the councils risk management strategy. I have seen a draft copy of this proposal and I would recommend its adoption in due course.**

I also discussed the purchasing system with the RFO vis-à-vis financial regulations 4, 5 & 6 and ascertained that the regulations are being followed at a local level as described below:

1. Regular and recurring expenditure (rent, rates, wages, light & heat, contractual spend etc.) is known and authorised in advance (budget setting or tender process). These are, in the main, paid via direct debit, standing order or on-line banking. Evidence was noted in the minutes of advance variable direct debits being properly authorised.
1. An ad hoc expenditure requirement is identified and noted to the clerk/RFO – this can be from a number of sources and depending on the financial amount will be discussed in advance with council, committee or chair. If required, this is approved in advance by council committee before the expenditure is incurred. My audit testing showed via the minutes that there is where appropriate discussion of expenditure before the orders are placed.
2. The order is made via the office – councillors are not allowed or permitted to place amend or vary orders.
3. The supplier invoice, when received, is reviewed by the RFO and box stamped and passed to budget holder for authorisation and review. My audit testing showed that supplier invoices do all have a box stamp.
4. The authorised invoices are then returned to the RFO and are input into the financial reporting package.
5. On a weekly basis a payments list is prepared by a member of staff and reviewed by the RFO, and councillors are invited to approve the payment sheet and approve the invoices via email. The RFO sets the payments up on the on-line banking screens and prints this out in hard copy and the clerk verifies the list to the bank print. The clerk then authorises the physical payment on the bank system. Dual access is not required to access bank. The RFO accesses bank account and inputs payment and Town Clerk reviews input against schedule and signs that it is correct.
6. The payments list is taken to committee for approval in accordance with regulations.

In conducting our walk-through testing, we were able to verify entries from the cashbook to the payments list. The payments list was agreed to the bank payment list and evidence of sign off was noted. We were further able to agree entries on the payments list to the physical invoice and the various annotations on the invoice. This is a very robust system with evidence of segregation of duties and hierarchical review. I am under no doubt the council is properly processing invoices for payment.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £8.41 (2021: £8.32 per elector.)

The council has no S.137 expenditure because they have GPC. This was approved in May 2019 at the annual meeting. I have verified this to the minutes.

Confirm that checks of the accounts are made by a councillor.

The client has an internal audit committee, with a detail remit and schedule of works. In July 2021 a body of review work was presented and documented. No errors or omissions were noted. I am under no doubt the council has robust internal controls in place.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a comprehensive risk management strategy in place. I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich, with the long term renewal date of March 2025. The policy includes Public Liability cover of £12 million, Employers Liability cover of £10 million. The fidelity guarantee /money cover is £1,000,000.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

I confirmed that the 2024-25 budget and precept setting process was underway at the time of the internal audit. The clerk and RFO are in discussions with the new council. The RFO is aware of the deadlines.

Councillors receive regular reports on budget against actuals via reports to the Policy and Management Committee. I reviewed the report for the period to end of July 2023 and was able to confirm that the budget is well managed and reported on. Overspends have been properly explained and approval for funding sought from Councillors.

The Council has well developed reserves, which are properly maintained and recorded. At the interim audit date the council has £818k of general reserves and £689k of earmarked reserves. It is forecasted that at the end of the council year general reserves could be at £460k.

I discussed the earmarked reserves with the RFO and RFO was able to provide explanations and reasons for all reserves. I am of the opinion these are bonafide reserves.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

The council has multiple income sources to support the precept, including, grants, donations, room and facility hire income, rental income, and other miscellaneous sources.

A review of the nominal ledger report and cashbooks shows income is clearly recorded with sufficient narrative description to identify the source. There was no evidence of netting off and the income item appears to be posted to the correct heading to which the expenditure related.

I verified a selection of sales invoices drawn from the nominal ledger and agreed these back to the hard copies, the VAT and charge rates were agreed to underlying charge sheets. It was identified on invoice GTC5388 that no VAT had been charged on a recharge of insurance cost, similarly invoice number GCT5416. Recharges of expenses carry VAT. The only time no VAT is charged is in the case of a genuine outside the scope of VAT disbursement is for an expense in the name of the client. **I recommend a review of recharged expenses to ensure the correct Vat treatment.**

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council no longer maintains petty cash floats, and now uses expenses claims.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

To be tested at final audit

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

To be tested at year end

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including exceptions, to and noted by the Audit Committee.

The bank reconciliations for all accounts are completed on a monthly basis by the RFO, and are presented to the Audit committee meetings for review. I reviewed the bank statement folder and can confirm monthly reconciliations were filed in order and signed off by the RFO. I was also able to prove that the June reconciliation was reviewed, and counter signed in accordance with financial regulations. I was able to confirm all the balances to the bank statements and found no errors.

Due to the council's budget exceeding €500,000, it does not benefit from any protection from the Financial Services Compensation Scheme (FSCS). However, it is clear the council carefully considers its banking arrangements and has an adopted Investment Strategy dated the 22nd May on its website, which were re-adopted by Full council at its annual meeting.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council is recorded
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability	<i>has met all of its responsibilities where, as a body corporate, it is a sole</i>	N/A – the council has no trusts

	responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>managing trustee of a local trust or trusts.</i>	
--	--	---	--

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Auditor notes
1	Balances brought forward	519,501	764,098	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	769,225	928,755	Figure confirmed to central records
3	Total other receipts	428,417	269,160	Agrees to underlying records
4	Staff costs	420,299	536,234	Agrees to underlying records
5	Loan interest/capital repayments	77,703	77,703	Verified against PWLB records
6	All other payments	455,043	494,538	Agrees to underlying records
7	Balances carried forward	764,098	853,538	Cast correctly and agrees to balance sheet

8	Total value of cash and short-term investments	752,200	836,759	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	1,980,004	1,985,356	Matches asset register
10	Total borrowings	1,415,083	1,382,692	Confirmed to PWLB records

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

The council has income and expenditure in excess of £200,000 and as such is required to follow the “Local Government Transparency Code 2015” which is recommend practice not a statutory requirement.

Code requires local authorities in England to publish the following information quarterly:

Expenditure exceeding £500	On the website
Government Procurement Card transactions	On the website
Procurement information	On the website

Additionally, local authorities are required to publish the following information annually:

Local Authority Land	This is on a tab on the website
Social Housing Assets	Council does not have this
Grants to voluntary, community and social enterprise organisations	This is on a tab on the website
Organisational Chart	This is on a tab on the website
Trade union facility time	This is on a tab on the website
Parking account	Council does not have this
Parking spaces	Council does not have this
Senior salaries	This is on a tab on the website
Constitution	Council does not have this
Pay multiple	This is on a tab on the website
Fraud	Council does not have this

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for the last five years.

A review of the council website shows that the council is publishing information contained within the code, the website is easy to navigate and logically presented. Information is clearly posted and easy to locate and complies with accessibility regulations.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	27 th May 2023
Date inspection notice issued	TBC
Inspection period begins	5 th June
Inspection period ends	14 th July
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2022 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- *Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

Not later than 30 September 2022 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the publication requirements for 2022/23 have been met and the Notice of Public Rights is published on the council website.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts, and this test does not apply.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			✓
H	Asset and investments registers were complete and accurate and properly maintained.			✓
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
Procedures & Governance	The business case information presented to council was identified as a weakness by the RFO and internal audit concurs. A paper is being prepared to present to council for a new process to ensure each business case presentation addresses key risks as described in the councils risk management strategy. I have seen a draft copy of this proposal and I would recommend its adoption in due course.	

NEW PROJECT/INITIATIVE ASSESSMENT FORM

Proposal Name/Title	Works Vehicle Replacement
Aim/Objective	Replacement of Diesel Van to progress GTC Decarbonisation programme and meet Climate Emergency Objectives
Corporate Plan Reference	Ensure that Godalming Town Council is carbon neutral across Scope 1 & 2 by 2025 and across all other areas of its own operations by 2030. [31, 32]
Recommendation(s)	Members to resolve to authorise the purchase of a Maxus e-deliver tipper with tool pod on a lease purchase basis at a cost up to £13,000 pa on a 60-month lease and the disposal of the Peugeot Partner.

Proposal

In 2019, Members stated they wished the vans used by the GTC maintenance team to be electric by the end of 2023. Whilst GTC has sought to implement changes to achieve this objective, identification of suitable vehicles and supply change issues proved more challenging than anticipated. In light of these challenges, on 12 October 2023 Members requested that further investigations be undertaken, which included looking at different fuel options and procurement arrangements.

Requirement

Load capacity of approximately 1 Tonne
Towing capacity of at least 1,500kg
Tipper body
GVW within range of a Class B licence

Discussion

In addition to extensive internet searches and investigations, vehicles already in use by other Council's maintenance teams were identified and discussions were held with a number of potential providers. The investigation and discussions highlighted, not only the limited options within the LGV electric vehicle market that could meet the identified requirements but also the supply chain challenges for suitable vehicles.

Even at this point, due to fluidity of the market, the procurement information should be considered as 'within a range'. However, to provide, what is hoped to be reasonable guidance, quotes were sought from a number of potential suppliers. Prices quoted are exclusive of VAT.

Ford Transit - Diesel (with Tool Pod) – Purchase £58,367

Procurement option with Balloon Payment:

48 Months (1+47 profile + balloon) @ £1,054 pm (£12,648 pa), balloon +£27,000 = £77,592

Ford Transit - Diesel (with Tool Pod) – Purchase £51,451

Rental 48 Months (36,000 miles)

Primary Payments = Advance payment of 15 months rental (£12,957) followed by 47 payments of £864pm (£10,368 pa)

Balloon Payment of £10,917
(£65,346)

No vehicle ownership

Ford E-Transit – Electric (68Kwh) (no Tool Pod) – Purchase £56,089

Rental 48 months (36,000 miles)

Primary Payments = Advance payment of 15 months rental (£13,682) followed by 47 payments of £912 pm (£10,944 pa)

Balloon Payment of £12,074

(£69,532)

No vehicle ownership

Further investigation identified that the availability and lead times for the Ford E-Transit is currently challenging due to their popularity with large fleet purchasers.

An alternative vehicle was identified, and details were provided the leasing company currently supplying a number of Council’s maintenance teams (the company was identified through a press release from a council who are transiting their fleet from fossil fuels). Through discussion leasing costs were established via a leasing supplier to the public sector

Maxus e-Deliver 9 (65Kwh) (with Tool Pod) – Purchase £52,130

Lease (32,000)

Annual Charge = £13,657 + £488 annual maintenance & service charge = £14,145

Initial payment of 1 annual rental followed by 3 annual payments starting in year 2

(£56,580)

Alternative 60 month Lease (40,000 miles)

Annual Charge = £11,440 + £460 annual maintenance & service charge = £11,900

Initial payment of 1 annual rental followed by 4 annual payments starting in year 2

(£59,495)

In addition to the above would be the cost of livery, which is in the region of £1,500. In considering options, although all options have been shown at 48 months as comparators, it is suggested that the 60month option for the Maxus e-deliver is the better option in regard to sustainability as it would ensure that the production carbon is offset by GTC’s use of 100% renewable electricity during the period of GTC’s ownership/use.

Funding

Yr 1 costs to be met from the Land and Property Other reserve, thereafter to be met from revenue budget.

As is the practice for local authorities, the existing diesel vehicle to be sold at auction with no guarantees implied or given and would be expected to achieve approx. £3,000.

Future Proofing and Provision

If the maintenance team expands, in most envisaged scenarios, the transport requirement would increase by 1 vehicle. As the towing capacity and waste management functions would be met by the existing vehicles, it is anticipated that any future vehicle requirements would be modest and limited to a smaller size van, with suitable models being currently available in the region of £10,000.

Key Identified Risks & Mitigation	
Strategic Risk Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.	
Decision unlawful	Decision is within the power provided under the LGA 1972 S137 & General Power of Competence.

Contravenes Council's Modern Day Slavery Statement	Exposure to risks around mining of the minerals and metals required for EV engine/battery e.g. child slavery, poor working conditions for miners.
Compliance Risk Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.	
Decision improperly made	Proposal placed on a published agenda. Decision to be made by the Council, or a Committee of the Council. Decision of the Council recorded on the record minutes.
Financial Risk Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.	
Improper expenditure	Procurement to be authorised by decision of the Council and implemented in accordance with financial regulations
Operational, Staffing and Health & Safety Risks Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.	
Vehicle Gross Weight over 3.5T limits additional licence requirements	Vehicle to be below 3.5T
Double handling of material adds to time to task and physical demand on staff	Vehicle to have tipper capability
Towing capacity	Towing capacity below 1500kg limits flexibility of vehicle utilisation – proposed vehicle to meets the 1,550kg requirement.
Range anxiety	<ul style="list-style-type: none"> • Vehicle range of approx. 130 adequate for normal daily operations, out of area journeys to be planned, staff to have access to EV charging app for use of public charging network. • Cold temperatures severely impact both range and ability to recharge battery. • Processes need to be developed for what staff should do in situations where vehicle has lost charge unexpectedly and no charging points available. Safety of staff paramount esp. if lone working and/or in isolated area (and where mobile reception could be limited).
Charging capability for EV vehicles	GTC has EV charging facility, however, the charging capacity is limited to a single vehicle at a time, Staff will be required to manage charging schedule to maintain vehicle availability. If required in extremis, public charging points may be utilised. Installation of additional charging facilities at GTC premises to be investigated.

Electrical fire	<ul style="list-style-type: none"> • If an EV catches fire, the battery will release a number of toxic gases in the air including Co, CO² and HFL, that are harmful to both the environment and people. • Risk battery will explode and spray acid. • Currently no safe methods of extinguishing an EV fire other than letting it burn itself out. • Increased risk of EV fire when charged improperly – either wrong charger used for vehicle, faulty charger, inadequate load capacity or problem with charging point.
Environmental Risk	
Environmental damage in mining process	<ul style="list-style-type: none"> • The mining of some of the minerals/metals needed in battery production are obtained from strip mining processes which severely damage the environment from which they are obtained. Unable to ensure that any mitigation of damage in mining process will be made. • Production of toxic waste from mining process.
Future disposal of EV vehicles including battery	<ul style="list-style-type: none"> • If final disposal required, it is to be via an authorised disposal facility that will recycle components including repurposing EV batteries. • No long-term data on harms to the environment from degraded EV batteries. • Currently limited options for recycling retired EV's which results in overflowing landfill sites.
Net carbon loss	<ul style="list-style-type: none"> • Carbon/environmental impacts of EV production life-cycle outweigh carbon/ • environmental gains in moving away from non-renewables to national grid supplies.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.