

## GODALMING TOWN COUNCIL

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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, 25 JULY 2024 at 6.30pm.

*Andy Jeffery*

DATED this 19<sup>th</sup> day of July 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](mailto:office@godalming-tc.gov.uk)

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

The meeting will be preceded by prayer with the Revd Brian Prothero of St John's Church, Farncombe officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

### AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 16 May 2024.

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:

- 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,

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

- 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.

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:

**Environment & Planning Committee**

At the Environment & Planning Committee Meeting of 11 July 2024, Members resolved to recommend that Full Council approve to agree the allocation of up to £30,000 from the Land & Property Maintenance reserve for use in respect of maintenance works to Nightingale Cemetery Grade II listed railings and gates to be undertaken within the 2024/25 financial year (Min No refers 115-24).

**Policy & Management Committee**

At the Policy & Management Committee Meeting of 11 July 2024, Members resolved to recommend that Full Council agree to approve the proposed Management Agreement between The Council and the Godalming Museum Trust (attached for the information of Members).

Policy Document Review

Members reviewed the policy documents listed below and having agreed amendments resolved to recommend the adoption of the Freedom of Information – Publicity Schedule document to Full Council (amended document attached for the information of Members).

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	23 May 2024 18 July 2024
Environment & Planning	23 May 2024 13 June 2024 11 July 2024
Policy & Management Committee	23 May 2024 11 July 2024
Staffing Committee	23 May 2024 14 June 2024 10 July 2024

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

Due to a change in the regulations and in order to assess the Council's compliance with the revised regulations, a high-level accessibility review of the website was completed in October 2023. The review concluded that the Council's website is currently partially accessible. A total of 3 general and 1 specific issues were identified, for those users most likely to encounter issues whilst navigating with a screen reader.

Work has already commenced to address some of the issues that are largely to do with design. All remaining issues are controlled by the Theme Creator that is used to build our website. We are continually liaising with the Theme Creator and will continue to do so in the hope that they can resolve the issues mentioned via their theme updates. Any issues unable to be resolved are noted in the Council's Accessibility Statement, as required by the Regulation (copy of the revised Accessibility Statement is attached for the information of Members).

Members are asked to approve the revised Accessibility Statement for the Town Council's website.

10. 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.

11. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 5 September 2024 at 6.30pm.

12. 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) 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN CONFIDENCE/LEGALLY PRIVILEGED INFORMATION

13. 109A HIGH STREET LEASE

Members to consider the attached confidential report and draft of proposed lease for 109a High Street Godalming and are requested to agree the recommendations contained within the report.

# **GODALMING MUSEUM MANAGEMENT AGREEMENT – 2024-2029**

This agreement is made the **[Date]**

Between:

(1) Godalming Town Council 107-109 High Street Godalming Surrey GU7 1AQ (“GTC”)

and

(2) The Godalming Museum Trust (company number **01968010**) (charity no 292155) whose registered office is at 109a High Street, Godalming GU7 1AQ (“GMT”)

1. The agreement sets out the basis on which it is agreed that the Godalming Museum (“the Museum”) will operate and the nature of the contribution that each of the parties will make to that operation. It is recognised by both parties that the successful operation of the Museum is dependent upon the exercise of their responsibilities in a spirit of goodwill and co-operation.
2. The Museum is an independent museum operated by GMT, a company, which has been constituted and registered as a charity for this purpose. GTC recognises the importance of the provision of the Museum and agrees to support GMT in its endeavours in accordance with this agreement.
3. The Museum operates within premises known as 109a High Street, Godalming, Surrey GU7 1AQ. These premises are owned by GTC and leased to GMT by virtue of a lease dated **[date]** made between (1) GTC and (2) GMT.
4. GTC provides the services of a Curator for managing the collection and advising GMT on all matters relating to its conservation, display, and promotion. The Curator is an employee of GTC and is managed by the Town Clerk on behalf of GTC. The Curator shall be a member of the Museum’s Co-ordination Group.
5. GTC will also provide for the services of other paid staff responsible to the Curator for the co-ordination of the Museum’s volunteers.
6. Each party agrees, insofar as it is able, to abide by the terms of the agreement, unless it is varied by mutual agreement, but for the avoidance of doubt it is understood by GMT that GTC cannot be bound by the agreement to make any particular financial contributions and that its support for the Museum is always at the discretion of the Full Council of GTC.
7. It is understood by GTC that the operation of the Museum in accordance with the agreement is dependent upon the maintenance of a level of funding at least equal to that provided in the 2023/2024 financial year and that should such funding not be provided, GMT is not bound by this agreement.

## **Function of the Museum**

8. GMT is responsible for the preservation, safeguarding, acquisition and disposal of the combined Collection (GTC, WBC and GMT collections)
9. It is agreed that the Mission Statement of Godalming Museum shall be:-

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

10. GMT shall obtain and maintain Accreditation under the scheme operated by the Arts Council England (ACE) as an Independent Museum so as to demonstrate its commitment to professional excellence. In the event of any change in the nature of the accreditation scheme, or of its requirements, GTC and GMT will co-operate with a view to ensuring the ability of the Museum to achieve those amended requirements.
11. GMT shall set the strategic direction of the Museum by preparing and keeping under review a five-year development plan and associated action plan, which shall also be approved by GTC and is annexed to this agreement.
12. As required by the ACE accreditation GMT will prepare and keep under review a Care and Conservation Policy and a Collections Development Policy for the Museum which shall also be approved by GTC, and which shall not be amended without the approval of the Curator on behalf of GTC and is annexed to this agreement.
13. The Museum shall be operated on a day-to-day basis by the Curator in accordance with this agreement, any other documents incorporated into this agreement, the policies and procedures of GMT, and GTC’s staffing policies.
14. Notwithstanding the above the Curator shall:
  - not make any charge for admission to the Museum without the agreement of GTC;
  - ensure that the Museum has the longest opening hours possible; and
  - assisted by the Museum Support Manager, recruit, train and manage a team of volunteers to support the day-to-day operation of the Museum.
15. As set out within this agreement GMT will be responsible for income generation, including the Governance of The Godalming Museum Shop Ltd and the fulfilment of its obligations in respect of the premises leased from GTC. In particular, GMT will:-
  - include the Curator in any discussion or consideration of any matter of principle or policy affecting the Museum Development Plan;
  - indemnify and keep indemnified GTC against any legal liability (including any legally recoverable costs and expenses) which arises as a breach of agreement as a result of the act or default on the part of GMT;
  - reimburse GTC the cost of insuring the Collection; and
  - fund improvements, alterations or changes to the galleries or the methods of displaying the Collection and/or its archives.
16. Additionally, GMT agrees to:
  - provide visible evidence and publicity of GTC’s support (eg on Museum stationery, leaflets, promotion & publicity material) by the use of GTC’s logo as a partnership logo;
  - provide GTC with a copy of GMT’s Annual Report and Accounts;
  - provide GTC with GMT’s annual budget forecast and budget monitoring when requested by the Town Clerk on behalf of the Chair of the Museum Co-ordination Group; and
  - shall provide an annual budget and delegated expenditure authority to the Curator for the day-to-day operation of the Museum, expenditure under this authority to be reported to GMT as agreed with the Treasurer to GMT.

17. Responsibilities for the maintenance of the property occupied by GMT shall be set out in the Lease.

18. GTC will:-

- provide GMT with the services of a suitably qualified and experienced full time Curator and of other paid staff responsible to the Curator for the co-ordination of the Museum's volunteers;
- fully consult and seek to reach agreement with GMT in any matter relating to the appointment of the Curator;
- where appropriate, consult with and seek to reach agreement with GMT in matters relating to the employment of the Curator; and
- insure the whole collection using GTC's services to ensure the provision of sufficient and suitable insurance cover.

### **Management of the Collection**

19. For the duration of this agreement it is agreed that those items in the Collection of the Museum that are the property of GTC and Waverley Borough Council (WBC) will be cared for, managed, and displayed by GMT in accordance with the Collection's Management Policies agreed between GTC and GMT.

20. No item belonging to GTC or WBC shall be moved from the Museum or its normal place of storage without the approval of the Curator.

21. New items acquired by the Museum shall be the property of GMT unless the donor specifically states otherwise.

22. Each party undertakes to keep the other fully informed of developments, proposals or events which would affect the operation of the Museum or their ability to continue to fulfil their obligations under this agreement.

### **Term and Termination**

1. This agreement shall commence on 01 October 2024 and terminate (subject to this clause) on 01 October 2029.
2. GTC may terminate this agreement if having given to GMT not less than 21 days' notice of remediable breach and such remediable breach is not remedied within the time given for compliance by GTC.
3. GTC may terminate this agreement in the event of a material breach by GMT of this agreement.
4. Either party may terminate this agreement upon giving to the other not less than six months' prior written notice.



### **FREEDOM OF INFORMATION – PUBLICATION SCHEME**

Information available from Godalming Town Council under the Freedom of Information – Publication Scheme. If a request is made for a hard copy, these will be provided and charged for accordance with the Schedule of Charges at the end of the document.

<b>Information to be Published</b>	<b>How the Information can be Obtained</b>
<b>Class1 – Who We Are and What We Do</b> (organisational information, structures, locations and contacts)	
Who's who on the Council and its committees	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Contact details for Town Clerk and Council Members	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Location of main Council office and opening times	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Staffing Contacts	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 2 – What We Spend and How We Spend It</b> (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual Return form and report by auditor	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Finalised budget	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Precept	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Standing Orders	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Financial Regulations	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Grants given and received	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
List of current contracts awarded and value of contract	Hard copy, apply to Town Clerk
Members' allowances and expenses	Hard copy, apply to Town Clerk



Information to be Published	How the Information can be Obtained
<b>Class 3 – What Our Priorities Are and How We Are Doing</b> (strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report (current and previous year as a minimum)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Godalming Town Council's <a href="#">Corporate Plan 2023-27</a>	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 4 – How We Make Decisions</b> (decision-making processes and records of decisions) <b>current and previous council year as a minimum</b>	
Timetable of meetings (council, any committee meetings and town meetings)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Agendas of meetings (as above)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Reports presented to council meetings – NB. This will exclude information that is properly regarded as private to the meeting	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Responses to consultation papers	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Responses to planning applications (minutes of Environment & Planning Committee, when appropriate)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 5 – Our Policies and Procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>· Standing Orders</li> <li>· Committees' terms of reference (in Standing Orders)</li> <li>· Delegated authority in respect of Officers (in Standing Orders)</li> <li>· Code of Conduct</li> <li>· Policy documents</li> </ul>	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>· Internal policies relating to the delivery of services</li> <li>· Equality &amp; Diversity Policy</li> <li>· Health &amp; Safety Policy</li> <li>· Data Protection/GDPR</li> <li>· Complaints procedures (including those covering requests for information)</li> </ul>	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Privacy Policy	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Records management policies (records retention, destruction and archive)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Data Protection Policy	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Schedule of Charges (for the publication of information)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 6 – Lists and Registers currently maintained lists and registers only</b>	
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	Available for inspection only
Burials Register	Available for inspection only
Register of Purchased Graves	Available for inspection only
Register of Members' interests	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Register of gifts and hospitality	Hard copy, apply to Town Clerk
List by surname of burials to 2021	<a href="http://www.godalming-jbc.gov.uk">http://www.godalming-jbc.gov.uk</a> Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
<b>Class 7 – The Services We Offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <b>current information only</b>	
Allotments	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Cemeteries	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Community centres and village halls	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy, apply to Town Clerk
Bus shelters	Hard copy, apply to Town Clerk
Public conveniences	Hard copy, apply to Town Clerk
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	<a href="http://www.godalming-tc.gov.uk">http://www.godalming-tc.gov.uk</a> Hard copy, apply to Town Clerk

**Contact details:**

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

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement Cost</b>	Photocopying up to 100 pages FOC Over 100 pages @ 10p per additional sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\*the actual cost incurred by the Town Council



## **ACCESSIBILITY STATEMENT**

(Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018)

### **Accessibility Statement for Godalming Town Council**

This accessibility statement applies to <https://godalming-tc.gov.uk/>

This website is run by Godalming Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

### **How Accessible this Website is**

We know some parts of this website are not fully accessible:

- A 'Skip to main content' button or similar is not present to skip repeated page elements
- Not every interactive element is able to be focused whilst navigating with a keyboard
- The focus order of content is not always logical
- Not all focusable elements have a visual focus indicator
- Some form inputs and buttons may lack an accessible name when focused

### **Feedback and Contact Information**

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- Email: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)
- Telephone: 01483 523575
- Address: Godalming Town Council  
107-109 High Street  
Godalming  
Surrey GU7 1AQ

We'll consider your request and get back to you within 5 days.

If you cannot view the map on our 'contact us' page <https://godalming-tc.gov.uk/contact-and-report/>, call or email us for directions.

## **Reporting Accessibility Problems with this Website**

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact: Support Services Executive via [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

## **Enforcement Procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

## **Technical Information about this Website's Accessibility**

Godalming Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## **Compliance Status**

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

## **Non-accessible Content**

The content listed below is non-accessible for the following reasons.

## **Non-compliance with the Accessibility Regulations**

- ❖ Not all link text is combined with the linked image, this may result in the same link text being repeated when focusing links in succession. This fails WCAG 2.1 success criterion 1.1.1 (Non-Text Content).

We plan to resolve this by: 2028

- ❖ Not all buttons have an accessible name. This results in screen reader users not having an accessible name announced to them when focusing the buttons. This fails WCAG 2.1 success criterion 1.1.1 (Non-Text Content).

We plan to resolve this by: 2028

- ❖ Some form inputs lack an associated text label. This may result in no associated label being announced when focused by a screen reader. This fails WCAG 2.1 success criterion 1.1.1 (Non-Text Content).

We plan to resolve this by: 2028

- ❖ Some commonly used form input fields such as Name lack an autocomplete attribute. This fails WCAG 2.1 success criterion 1.3.5 (Identify Input Purpose).

We plan to resolve this by: 2028

- ❖ When increasing the font only to 200% some content may become obscured or cut off. This fails WCAG 2.1 success criterion 1.4.4 (Resize Text).

We plan to resolve this by: 2028



- ❖ Not all elements on the page can be interacted with whilst navigating using a keyboard only. This may make some content inaccessible to users. This fails WCAG 2.1 success criterion 2.1.1 (Keyboard).

We plan to resolve this by: 2028

- ❖ A 'Skip to main content' link or similar is not present across the website. Users may be required to navigate through repeated elements such as the navigation header each time their visit a new page. This fails WCAG 2.1 success criterion 2.4.1 (Bypass Blocks).

We plan to resolve this by: 2028

- ❖ Across some pages a fully logical heading structure is not present. Some headings are skipped which may impact users who use headings to navigate the page. This fails WCAG 2.1 success criterion 2.4.1 (Bypass Blocks).

We plan to resolve this by: 2028

- ❖ Some iframes on the page lack a accessible name, identifying the purpose of the iframe. This fails WCAG 2.1 success criterion 2.4.1 (Bypass Blocks).

We plan to resolve this by: 2028

- ❖ Whilst navigating through the website using a keyboard, the focus order of content is not always logical. This may result in some content not following the logical order of the page. This fails WCAG 2.1 success criterion 2.4.3 (Focus Order).

We plan to resolve this by: 2028

- ❖ Some links lack accessible text, this may result in some links that don't use link text to announce as blank by a screen reader. This fails WCAG 2.1 success criterion 2.4.4 (Link Purpose (In Context)).

We plan to resolve this by: 2028

- ❖ When tabbing through interactive elements on the page with a keyboard, not every element has a visual focus indicator. This may make identifying the current element in focus difficult for some users. This fails WCAG 2.2 success criterion 2.4.7 (Focus Visible).

We plan to resolve this by: 2028

## **Disproportionate Burden**

We've assessed the cost of fixing the following issues with regard to the website theme eg:

- buttons not having an accessible name;
- the inability to interact with all user interface components using keyboard only;
- some empty links eg. search bar closure, some adjacent image and text links not combined;
- some frames not being appropriately titled;
- tabs not being a logical order;
- absence of a logical heading structure on some pages;
- not every element having a visual focus indicator.

We believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We are continually liaising with the theme creator and will continue to do so in the hope that they can resolve the issues mentioned via their theme updates.

## **Navigation and Accessing Information**

There's no way to skip the repeated content in the page header (for example, a 'skip to main content' option).

It's not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content.

It's not possible for users to change text size without some of the content overlapping.

A logical heading structure is absent on some pages, which may impact some users who use headings to navigate a page.

Not every element has a visual focus indicator, which may make it difficult for some users who use a keyboard to tab through a page.

## **Interactive Tools and Transactions**

Some of our interactive forms are difficult to navigate using a keyboard. For example, because some form controls are missing a 'label' tag.

Our forms are built and hosted through third party software and 'skinned' to look like our website.

We've assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We are continually liaising with the theme creator and will continue to do so in the hope that they can resolve the issues mentioned via their theme updates.

## **Content that's not within the Scope of the Accessibility Regulations**

[Note: in this subsection list accessibility problems that fall outside the scope of the accessibility regulations.]

### **PDFs and Other Documents**

Some of our PDFs are essential to providing our services. For example, we have PDFs with information on how users can access our services.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we do not plan to fix agendas and minutes for meetings prior to that date.

Any new PDFs we publish will meet accessibility standards.

### **Live Video**

We do not plan to add captions to live video streams because live video is [exempt from meeting the accessibility regulations](#).

## **Preparation of this Accessibility Statement**

This statement was prepared on 1 July 2024. It was last reviewed on 1 July 2024.

This website was last tested on 20 October 2023. The test was carried out by Zoonou.

We used this approach to deciding on a sample of pages to test [WCAG-EM](#)

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> in the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

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

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

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

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

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

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