

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, 5 SEPTEMBER 2024 at 6.30pm.

Andy Jeffery

DATED this 30th day of August 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 You Tube page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [YouTube](#) page.

The meeting will be preceded by prayer with the Revd James Rattue 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 25 July 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. PRESENTATION ON MUNSTEAD WOOD

Members to receive a presentation from Katherine Mills, General Manager of Munstead Wood, on the work and plans of the National Trust for Munstead Wood, former home of Gertrude Jekyll (1843 -1932)

8. RECEIPT OF COMMITTEE CHAIRS' REPORTS

There are no recommendations to Full Council from any of its committees

9. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Environment & Planning	15 August 2024
Policy & Management Committee	15 August 2024

10. EXTERNAL DECORATION OF THE PEPPERPOT – TENDER REPORT & AWARD OF CONTRACT – **ITEM FOR DECISION**

Recommendation: Members to consider the tender report and to resolve to make an award of contract for the external redecoration of the Pepperpot, to be funded from the Capital Works & Land & Property Maintenance Reserves.

The deadline for receipt of tenders for works for the redecoration of The Pepperpot was at 13.00 on 16 August 2024. The opening of the sealed tender documents was witnessed by the Operations & Compliance Officer and Cllr Follows, where the names of the bidders and their tender price was recorded.

The received tenders have been evaluated against the tender specification by the appointed surveyors who have provided an anonymised tender report for consideration by the Council for the award of the contract (attached for the information of Members).

Financial regulations require any single item of expenditure in excess of £50,000 to be approved by Full Council.

Members to consider the tender report and are requested to make an award of contract for works for the external redecoration of The Pepperpot.

The Major works fund currently stands at £59,900, of which £13,000 has been committed to decarbonisation measures (Min No 130-24 refers) leaving a balance of £46,900. If Members were to agree with the report's recommendation, allowing for professional fees an additional £21,000 will need to be allocated from the Land & Property Maintenance Reserve, which currently stands at £227,500. Members will wish to note that since the last external redecoration of The Pepperpot, a provision has been made each year from the revenue income of The Pepperpot into the Land & Property Maintenance Reserve which accumulatively has added £29,000 to the reserve, the annual provision is in place to help fund larger maintenance costs.

Members to note that the schedule would seek to set up the work site on 23 September, with completion anticipated by 17 November.

11. **HONORARY FREEMAN OF GODALMING – ITEM TO NOTE**

On 9 May 2024, Members considered the nomination for the award of the Honorary Freedom of the Town of Godalming and with a vote in excess of a two third majority of the elected body the nomination was agreed. Members wished the Town Clerk to determine whether the nominee wished to accept the award (Min No 654-24 refers).

It is with great pleasure that the Town Clerk is able to inform members that Mr Alan Bott was both surprised and honoured to be asked to accept the Honorary Freedom of Godalming and was delighted to accept. The citation of the award is attached to enable it now to form part of the public record.

In consultation with Mr Bott and the Trustees of the Godalming Museum Trust, it is intended to present the award at a reception to be held at Godalming Museum during the afternoon of Sunday, 22 September 2024 (2pm-4pm). All Members are invited to attend this reception for the awarding of only the third Honorary Freedom of Godalming in the 50-year history of Godalming Town Council.

12. **NOTICE OF CONCLUSION OF AUDIT 2023-24 – ITEM TO NOTE**

Members to note that the External Auditor's report for the financial year 2023/24 was received on 28 August 2024 and the Notice of Conclusion of Audit published on 29 August 2024. The External Auditor's report is attached for the information of Members and Members are further asked to note that it is an unqualified report, which is to say that there are no findings or recommendations to be addressed.

13. **YOUTH SERVICE ANNUAL REPORT – ITEM TO NOTE**

Members to receive the 2023/24 Annual Report for the Godalming Youth Services (as the report was not finalised prior to the publication of the agenda, it will be distributed to Members as soon as possible prior to the meeting and also tabled at the meeting).

14. **CHRISTMAS IN GODALMING & FARNCOMBE – ITEM TO NOTE**

Members to note the programme for GTC events in support of Christmas in Godalming & Farncombe (attached for the information of Members). Of particular note, Members are requested to 'save the date' of 24 November to assist in the stewarding of the Light Procession and to toggle the light switches at the appropriate time.

15. **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.

16. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 21 November 2024 at 6.30pm.

17. ANNOUNCEMENTS

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

Drake & Kannemeyer LLP

CHARTERED SURVEYORS



Ground Floor River Court
The Old Mill Business Complex
Mill Lane Godalming Surrey
GU7 1EY 01483 425744
URL: www.dkgroup.co.uk

TENDER REPORT

FOR

**EXTERNAL REDECORATION AND
REPAIR**

TO

**THE PEPPERPOT
GODALMING,
SURREY,
GU7 1AQ**

FOR

**GODALMING TOWN COUNCIL
107-109 HIGH STREET,
GODALMING,
SURREY,
GU7 1AQ**



224-04-03 - Tender Report

22nd August 2024



1.0 INTRODUCTION

Godalming Town Council intends to carry out the external redecoration and repair to the Pepperpot in Godalming High Street. The Pepperpot is a historic Grade II listed building.

The scope of works exclude repairs to the bell tower if found to be necessary following the erection of the scaffolding.

A traditional procurement route was chosen with Drake & Kannemeyer LLP being appointed to prepare technical drawings, specifications and tender documents. The form of contract selected is a JCT Intermediate Contract 2016.

The Council published an open tender on an Online contract finder portal and invited tenders to be returned.

Tenders were returned to the Council offices on the 16th August 2024.

All figures stated are exclusive of VAT.

2.0 TENDER RESULTS

Six contractors returned a tender price and the results are below. Contractors are identified by a letter as their names are withheld from the tender report.

Contractor F return was received after the deadline submission on the 19th August. However, the tender was allowed as it was sent by registered post and should have been delivered by Royal Mail by the due date.

Another contractor attempted to hand deliver their tender after the return deadline had passed but the tender was not accepted.

DRAKE & KANNEMEYER LLP				
GODALMING TOWN COUNCIL – THE PEPPERPOT – EXTERNAL REDECORATION AND REPAIR				
Result of tender opening ceremony held at the Council offices on 16/08/2024 at 1pm.				
	Company Name	Tender Sum	Contract Period	Notes
1	Contractor A	£45,170.37	-	No programme provided.
2	Contractor B	£52,470.00*	8 weeks	Programme as per dates specified in preliminaries.
3	Contractor C	£70,095.00	8 weeks	Programme as per dates specified in preliminaries.
4	Contractor D	£78,637.30	8 weeks	Programme as per dates specified in preliminaries.
5	Contractor E	£87,169.42	-	No programme provided.
6	Contractor F	£94,996.00	8 weeks	Programme as per dates specified in preliminaries.

3.0 GENERAL COMMENTS RELATING TO THE TENDERS

All returning contractors completed and submitted the Form of Tender except Contractor A.

Contractors B, C, D & F bids are based on the stipulated contract period of 8 weeks and issued a programme with their tender returns. However, Contractors A & E did not provide a programme. The return of a provisional programme is a condition of the tender and as contractors A and E did not return a programme their tender returns are invalid.

All returning contractors returned a priced tender issue schedule of works and a priced copy of the window schedule except contractor A & D, who did not return a priced copy of the window schedule. The return of a priced window schedule is a requirement of the tender and as contractor A & D did not return a priced schedule their tender returns are invalid.

Contractors C & F prices are arithmetically correct.

Contractor B did not include the £5,000.00 contingency sum to their tender total, revised total is £57,470.00. As the pricing error relates to a provisional sum an adjustment to their tender return can be accepted.

4.0 TENDER ANALYSIS

A breakdown of each contractor's price is reproduced in the table below and comments made regarding the three compliant prices returned.

	CONTRACTOR A	CONTRACTOR B	CONTRACTOR C	CONTRACTOR D	CONTRACTOR E	CONTRACTOR F
PRELIMINARIES	£4,621.37	INCL	£22,500.00	£28,048.30	£24,020.42	£30,080.00
CONTINGENCY TAKEN FROM PRELIMINARIES SECTION	£5,000.00	EXCL	£5,000.00	£5,000.00	£5,000.00	£5,000.00
SCHEDULE OF WORKS	£35,549.00	£52,470.00	£38,595.00	£45,589.00	£58,149.00	£59,916.00
CONTRACTORS OVERHEADS AND PROFIT	INCL	INCL	£4,000.00	INCL	INCL	INCL
TENDER TOTAL	£45,170.37	£52,470.00	£70,095.00	£78,637.30	£87,169.42	£94,996.00
ERRORS						
Contingency		£5,000.00				
REVISED TENDER TOTAL		£57,470.00				

4.1 CONTRACTOR B

Contractor B return is the most competitive.

Contractor B did not return a priced preliminary section but included a sum for scaffolding. Contractor B subsequently confirmed that the schedule of works rates includes the contractors' preliminary costs.

Contractor B confirmed that the sum included in their return for scaffolding of £8,500.00 is a firm cost. Contractor B subsequently confirmed that the sum for scaffolding included for the requirements stated in the preliminary section to include licences and lighting.

Contractor B has experience of working on a listed building however their experience is dated and not as extensive as other contractors who submitted a price.

Contractor B has not given an example of experience using a mineral paint.

Contractor B has confirmed that direct labour will be employed for the joinery repairs and decorations.

4.2 CONTRACTOR C

Contractor C returned the second most competitive tender, with a price entered for all work items. Contractor C returned a breakdown of their preliminary costs. Contractor C scaffolding cost is £16,000.00

Contractor C provided a range of experience working with historic buildings and has experience of working with mineral paint.

4.3 CONTRACTOR F

Contractor F is the least competitive of the compliant tenders returned.

Contractor F provided excellent examples of experience working on historic buildings and has experience of working with mineral paint.

4.4 CONTRACTORS A, D & E

Tenders returned from contractors A, D & E are non-compliant for reasons stated above.

5.0 PRICING LEVELS

The prices obtained are generally competitive, with two compliant bids closely matched with the pretender estimate of £59,312.50 reported in second quarter 2024.

6.0 PROVISIONAL SUMS AND CONTINGENCY

The following provisional and contingency sums are included in.

Item	Value
Gutter adaptations (Provisional Sum) Allow for gutter adaptations to realign gutter level to correct falls.	£500.00
Internal decoration Making Good (Provisional Sum)	£1,000.00
(Provisional Sum) If gutter is beyond repair, allow to replace.	£500.00
Stair Tourelle (Provisional Sum) - Timber moulding to stair tourelle.	£2,000.00
Contingency sum	£5,000.00
TOTAL	£9,000.00

The above sums can only be expended by contract instruction following authorisation by the Council.

7.0 AMENDMENTS TO THE BUILDING REGULATIONS AND CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The prices returned includes contractors' costs associated with the CDM Regulations 2015 and the recent changes to the Building Regulations.

The successful contractor will be appointed as Principal Contractor for the Building Regulations and the CDM Regulations.

8.0 RECOMMENDATION

Should the Council proceed with the project, a contract should be placed with contractor B.

Drake & Kannemeyer LLP has worked with contractor B and believe their standard of workmanship acceptable for this prestigious project. Contractor B has confirmed that direct labour will be employed for joinery repairs and redecoration.

Please note that the tenders are net of VAT and exclude professional fees.

Subject to financial assessment by the Council.

11. NOMINATION FOR HONORARY FREEDOM OF THE TOWN OF GODALMING

HONORARY FREEMAN

CITATION for Mr Alan Bott OBE

Godalming owes a great debt of gratitude to those who in the early 1980's recognised that the town's existing museum was "quite inadequate and unsuitable" and had a vision for a new Museum that would become a focal point to promote the enjoyment and understanding of the heritage of the town and its surrounding villages, and to support and encourage lifelong learning.

The Godalming Museum Trust, which was established to bring this vision to life, required people with the dedication, determination and the skills needed to overcome the many challenges faced in turning the near derelict building at 109a High Street into the welcoming and vibrant place that is now the home of the Godalming Museum.

With his extensive knowledge and enthusiasm for the town's history, warden of the ancient parish church of St Peter and St Paul, Bodley Fellow of Merton College, Oxford, historian, extra-mural lecturer on the History of Architecture for the Universities of London and Surrey and director of P&O containers, Alan Bott was ideally suited to be recruited as one of the initial trustees of the newly formed Godalming Museum Trust.

Whilst along the way there have been many supporters of the Museum, few, if any, have been as dedicated and determined as Alan. For 40 years, 30 years of which he has served as the Chair of Trustees, Alan has been instrumental in creating the environment and ethos in which the museum and those who support it could flourish. From directing the Trust's energies, skills, and resources, to raising the funds needed to sustain the vision, Alan has been pivotal in securing the future of Godalming Museum, its collections, and its place as a centre of learning within the community.

Through his work with the Godalming Museum Trust, and as an author of many books and pamphlets detailing the history of the area, Alan has made a truly outstanding contribution to the cultural life of our community, and has without doubt, made an exceptional personal contribution to the promotion of the Museum and the history of the Town.

Accordingly, this nomination is commended for the consideration of the Council that Alan Bott be granted the honour of being awarded the **Honorary Freeman of the Town of Godalming** for his generosity of skills, knowledge, and support to Godalming Museum for the benefit of past, present, and future Godhelmians.

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Godalming Town Council – SU0039

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

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

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

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/08/2024

CHRISTMAS IN GODALMING & FARNCOMBE 2024

EVENT	LOCATION	DATE	TIME	ACTION	STATUS
<p>Godalming Christmas Light Parade</p> <ul style="list-style-type: none"> • Memory Tree Dedication. • Reverend Simon Taylor to conduct short service and invite residents to hang memory tags. • Mayor to push button to light tree (4.45pm) • Godalming Band to strike up, Mayor & Consort to lead light procession along the High Street to Church Street. • Residents to be invited to bring lights/illuminated jumpers to join in procession. • Illuminated Ice Prince and Princess to accompany light parade. • Round Table Sleigh to follow band • Godalming Rock Choir to accompany • GTC Vehicles to accompany light procession • Councillors to toggle lights as procession heads up High Street and into Church Street • Light procession ends at Church Street. Community invited to attend Church Service at the Minster Church of St Peter & St Paul 	<p>Crown Crt – Church St</p>	<p>Sunday 24 November</p>	<p>Gather from 4.30pm Memory Tree & Light Parade from 4.45pm</p>	<ul style="list-style-type: none"> • Apply for road closure (3pm-6pm) • Confirm Rev. Taylor • New logo for branding of Christmas in Godalming 2024 • New marketing plan to be devised for GTC website and social media/schools etc to include all plans for new parade and request for volunteers to assist with marshalling • To be booked through agency • Book Round Table Sleigh • Book Godalming RC 	<ul style="list-style-type: none"> • Applied – Granted • Confirmed • Design brief with Designer • Ongoing • Reserved • Confirmed • Provisionally booked • Confirmed • tbc • Service confirmed

EVENT	LOCATION	DATE	TIME	ACTION	STATUS
Godalming Christmas Market	High Street	Saturday 30 November	10.00am-4.30pm		
<p>A festive market with approx. 60 stalls in the High Street and Church Street selling gifts, Christmas gifts, artisan street food and drink.</p> <ul style="list-style-type: none"> Entertainment at Pepperpot: Wharf Nursery Moss Lane School Rock Choir Guest Character Appearance for meet and greet between entertainment 3 x 45-minute slots Santa's Grotto (free to visitors) 	<p>Pepperpot</p> <p>Pepperpot</p> <p>Godalming Museum</p>		<p>From 10am</p> <p>10-4pm (last Santa visit 3.30pm)</p>	<ul style="list-style-type: none"> Application link to be sent to all traders in database. Book Wharf, Moss Lane, Rock Choir Seek sponsorship for guest character Sponsorship for Santa's gifts Book Santas (for rotation in Grotto) 	<ul style="list-style-type: none"> Ongoing Confirmed Confirmed – Surrey & Hants to sponsor character Confirmed (Priory Antiques) tbc

EVENT	LOCATION	DATE	TIME	ACTION	STATUS
Farncombe Christmas Lights Switch-on	Farncombe Day Centre	Friday 6 December	4.30pm-5.00pm		
<ul style="list-style-type: none"> • Godalming Round Table to attend with illuminated sleigh • Farncombe Infant School to be invited to sing Christmas songs • You Ukes to perform • Refreshments at the Day Centre • Mayor & Consort to turn on lights • Father James Rattue to lead service 				<ul style="list-style-type: none"> • Book Farncombe Day Centre • Book Godalming Round Table's Sleigh • Book Farncombe Infant School • Book You Ukes 	<ul style="list-style-type: none"> • Confirmed • Confirmed • tbc • Confirmed
Farncombe Christmas Market	Farncombe Station Courtesy of SWR	Saturday 7 December	10-2pm		
<ul style="list-style-type: none"> • Festive Christmas Market with 20 stalls, gifts, artisan crafts, hot food. • Godalming Band to play 				<ul style="list-style-type: none"> • Permission sought from SWR to use Farncombe Station Car Park • Invitation to traders to go out end of August. • Book Godalming Band 	<ul style="list-style-type: none"> • Permission granted • tbc
<p>Note: New dedicated Christmas in Godalming and Farncombe 2024 page for GTC website to be devised and to include all Christmas activities in Godalming and Farncombe including Christmas lunches and known Christmas Services and Events etc.</p>					

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.