

## **GODALMING TOWN COUNCIL**

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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, 8 MAY 2025 at 6.30pm.

*Andy Jeffery*

DATED this 2<sup>nd</sup> day of May 2025.

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 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 the Mayor of Godalming, Cllr Paul Rivers reading the proclamation for the commemoration of the 80<sup>th</sup> anniversary of VE Day. A minute's silence for private contemplation will be followed by prayer with the Revd James Rattue of St John's 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.

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

1. **MINUTES**

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 13 February 2025.

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:

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

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,

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:

**Audit Committee**

The Audit Committee makes two recommendations to Full Council:

- a. Annual Governance Statement. This recommendation to be considered at agenda item 13 below; and
- b. Financial Regulations – Audit Committee recommends Full Council adopts Financial Regulations (attached for the information of Members), which have been updated to reflect changes in procurement regulations due to the introduction of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force in February. The changes are to Financial Regulations 5.4, 5.7.

**Environment & Planning Committee**

The Environment & Planning Committee makes three recommendations to Full Council relating to Neighbourhood CIL applications. These recommendations to be considered at agenda item 10.

**Policy & Management Committee**

Town Council Representation on External Bodies

The Policy & Management Committee makes two recommendations to Full Council:

- a. Members considered a request for the Council to appoint a representative to 'WhatNext?'; and agreed that Full Council should be asked to ratify the nomination of Cllr Crooks.
- b. Community Engagement Strategy - Policy & Management Committee considered a redrafted Community Engagement Strategy Document (attached for the information for Members) and recommends its adoption by Full Council

**Staffing Committee**

SHE Advisory Group Review Of HSE Statement & Policy Arrangements

Recommendation: Members are requested to agree to adopt the Health & Safety Statement and Policy Arrangements (attached for the information of Members).

Following the review of the Council's Health & Safety Statement and Policy by the SHE Advisory Group, the Staffing Committee considered a draft of a revised Health & Safety Policy Statement and Health & Safety Policy Arrangements and resolved to recommend the revised Statement and Policy Arrangements documents for adoption by Full Council.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	17 April 2025
Environment & Planning	20 February 2025 13 March 2025 3 April 2025 24 April 2025
Policy & Management Committee	20 February 2025 13 March 2025 24 April 2025
Staffing Committee	13 February 2025 17 April 2025

9. THE PEPPERPOT

Members to receive a report from the Town Clerk relating to works arising from the recent structural and condition survey of The Pepperpot and the works arising thereof.

Having considered the report, Members are requested to resolve to agree on actions to be taken and where necessary approve appropriate expenditure.

10. NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY

**Recommendation: Full Council to consider the following recommendations from the Environment & Planning Committee for the award of Neighbourhood CIL. Members are requested to resolve the level of each award and any specific conditions to be attached to an award.**

Members to Note: That the current uncommitted Neighbourhood CIL balance stands at £451,767.19. If all requests on this agenda are approved the uncommitted Neighbourhood CIL balance would be £218,931.27

**Baden Hall**

Sum Requested: £153,835.92

On 13 March 2025, the Environment & Planning Committee considered a Neighbourhood CIL application submitted on behalf of Farncombe Scouts & Brownies requesting an award for £134,188.

In considering the application Members were concerned that Baden Hall is at a turning point in its state of decline and that if some of the key issues are not soon arrested, in the medium term it is possible that it will signal the end of Scouting and Guiding in Farncombe. This would have an adverse impact on families who would benefit from this key activity of many young people's lives.

Additionally, Members were concerned that the indicated costs were over 6 months old and would likely be nearer to 12 months old before any works would begin. As such, having regard

to construction work inflation that has previously affected GTC's own projects, Members requested that the project costs be confirmed so that Full Council could consider any amendment so that, if it feels it appropriate, Full Council may approve an amount that would enable the project to progress with the confidence that it can be completed within the approved, available funds.

Members of the Environment & Planning committee resolved to make the following recommendation to Full Council:

Full Council resolved to agree an award of £134,188 of Neighbourhood Community Infrastructure Levy Funds to the Farncombe Scouts & Brownies (FS&B) in support of the refurbishment of Baden Hall. The recommended level of award to be reviewed by Full Council in light of any updated costs received prior to 1 May 2025.

As requested, updated project costs were sought from the applicant. The anticipated inflationary increases were less than anticipated and are limited to below 5%. As the figures are now as up to date as they can be, the contingency amount has been reduced to 10% to reflect this. However, whilst starting preparatory works, material believed to be asbestos was uncovered. This was confirmed to be the case following a subsequent professional survey.

The removal cost of this material is in excess of £11,000, which is frustrating, but also a potential hazard that urgently needs to be dealt with if any project is to go ahead. As such, allowing for the inflationary adjustment and cost of the asbestos removal, the total cost of the project stands at £173,835.92, of which £153,835.92 Neighbourhood CIL is being requested, an increase of £19,647.92, an increase of 15.4%

Members will note that of this sum the project contingency is £17,384.

**Additional Conditions:** Members are requested to approve the following additional conditions recommended by the Environment & Planning Committee:

- i. The level of award will be reduced by the amount of any funding received for this project from other external sources including the Your Fund Surrey or from the Community Foundation for Surrey.
- ii. Payments from Godalming Town Council (GTC) to the Baden Hall/FS&B account to be paid on receipt of the contractor's invoice. The percentage of any invoice payable by GTC to be at the same ratio of Neighbourhood CIL funding versus total project costs, up to the maximum of the CIL award. (if the full sum requested is approved, GTC would pay the Baden Hall/FS&B account the invoice sum less 11.5% up to a total payment of £153,835.92)
- iii. Baden Hall/FS&B are to acknowledge the funding support provided by GTC by way of a dedication plaque placed on the exterior elevation of the building facing Tottenham Road.
- iv. An information board/sign is to be displayed on the exterior elevation of the building facing Tottenham Road that provides information on how to hire the Baden Hall.

#### **Farncombe Cricket Club**

Sum requested: £12,000

On 3 April 2025, Members of the Environment & Planning Committee resolved to agree to recommend to Full Council an award of £12,000 from the Neighbourhood Community Infrastructure Levy Fund to Farncombe Cricket Club in support of the refurbishment of the cricket nets and playing surface located at Broadwater Park.

Members considered the Neighbourhood CIL application form submitted on behalf of Farncombe Cricket Club (FCC) and noted that because of the growth of the club, the usage of the nets area has grown to the point that during the summer months they are used every

day for extended periods. Consequently, the surface is wearing out and the nets are also breaking down through snagging and exposure to the weather elements.

Members were informed that the works to the nets and playing area, which will involve the lifting of the surface to enable the foundations to be repaired before a new surface is laid by an England & Wales Cricket Board (ECB) approved supplier, will be undertaken after the end of the 2025 season. The cost of the works is estimated at £19,917. The improved practice facilities will enable the club to continue to provide high quality sports facilities to the local community.

Members also noted that as a forward-looking, ambitious community sports club, in addition to improvements to the practice facilities, over the next 24 months FCC is hoping to build upon the recent work to improve and expand the changing facilities. This will involve updating and improving the pavilion to make it a more welcoming environment. FCC is working with the ECB to secure a of grant £10K alongside £20K interest free loan (repayable over 5 years) towards the pavilion improvement project that is expected to be in the region of £43K.

### **Moss Lane School**

Sum Requested: £66,000

On 24 April 2025 the Environment & Planning Committee resolved to agree to recommend to Full Council an award of £66,000 from the Neighbourhood Community Infrastructure Levy Fund to Moss Lane School in support of the School's Playground Enhancement Project.

Members of the Environment & Planning Committee considered that the application aligns with the Community Infrastructure Levy (CIL) guidelines as outlined in the *NALC Development Tools* guidance and the *Good Councillor's Guide to Finance 2025* and that the following points apply:

- **Eligible Infrastructure:** The proposed works are aimed at improving and replacing essential recreational infrastructure – a defined use under CIL Regulations 59C and reflected in best practice examples.
- **Community Benefit:** The playground is a vital resource for the whole school community and responds directly to demand placed on local infrastructure by development in Godalming.
- **Inclusive Design:** The project prioritises accessibility and inclusion, key elements encouraged by both local infrastructure priorities and community well-being.

**Additional Conditions:** Members are requested to approve the following additional conditions recommended by the Environment & Policy Committee:

- i. The first £2,000 of expenditure is met from the Moss Lane School Association contribution.
- ii. The school to provide a project report no later than February 2026 for inclusion into the Council's Annual Report summarising the outcomes and benefits realised. This is in line with best practice transparency principles from NALC guidance.

## 11. STANDING ORDERS – AMENDMENTS

**Recommendation: Full Council is recommended to approve the amended Standing Orders as set out in the draft dated 8 May 2025 (attached for the information of Members). These amendments reflect legal updates, strengthen governance, and maintain the Council's reputation for robust and professional administration.**

The purpose and rationale for the tracked changes proposed in the attached draft Standing Orders is set out below. These changes include the removal of outdated provisions and the

insertion of updated references and procedures, in line with current financial governance practices, legislative compliance, and NALC model guidance.

## **Summary of Amendments**

### **Financial Controls & Procurement (Section 16)**

#### Amendment 1: Tender Threshold Update

- Deletion: "£25,000"
- Insertion: "£30,000"

Rationale: The threshold for tendering under procurement law has increased to £30,000 in line with the Public Contracts Regulations and current guidance under the Procurement Act 2023. Updating this figure ensures alignment with statutory thresholds and avoids unnecessary procedural delays or over-regulation of minor procurements.

#### Amendment 2: Correction of Regulatory Reference

- Deletion: "Section 11"
- Insertion: "Section 5"

Rationale: This corrects an erroneous reference to the wrong section of the Council's Financial Regulations. Section 5 specifically governs procurement procedures and public contracts. Ensuring this reference is accurate provides clarity and prevents misinterpretation during audit or by officers and councillors.

#### Amendment 3: Insertion of Electronic Payments Provisions

##### New Additions:

- Clear guidance on online banking, BACS, CHAPS, and standing orders.
- Explicit requirement for councillor authorisers to verify payment lists.
- Clarification on audit trail requirements and reporting.

Rationale: These additions mirror the provisions already adopted in the Financial Regulations and serve to:

- Strengthen governance over electronic payments.
- Reflect operational practices, including the use of dual authorisation and digital record-keeping.
- Support audit transparency and councillor awareness.
- Ensure councillors acting as online signatories understand their role and accountability.

This also meets recommendations from external audit and SLCC best practice for modernising Standing Orders without undermining traditional standards of oversight.

### **Impact of the Proposed Changes**

- Governance Improvement: Clarifies and strengthens financial control responsibilities.
- Compliance Assurance: Aligns Standing Orders with statutory obligations and current Financial Regulations.
- Operational Clarity: Supports consistent practice across officers and members, reducing risk of procedural breach.
- Audit Readiness: Improves the visibility and traceability of authorisation processes, ensuring a compliant audit trail.

12. REPORT OF THE INTERNAL AUDITOR

**Recommendation: Members to receive and note the Final Internal Audit Report dated 23 April 2025 and are requested to approve the setting up of a Direct Debit to HMRC as recommended by the auditor and as allowed by Financial Regulation 7.7.**

Members to consider the report of an internal audit conducted on 23 April 2025 by the Council's Internal Auditor Mulberry & Co (the report is attached for the information of Members) and to note the comments of the Audit Committee thereon.

Audit Point	Audit Findings	Council Response
G. Payroll	With HMRC now offering variable direct debits, I recommend the council sets this up for future HMRC payments to ensure no payments are missed or delayed, which could cause financial penalties to the council.	Financial Regulation 7.7 allows:  With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Policy & Management Committee at least every two years.

13. ANNUAL GOVERNANCE STATEMENT

Members are required to consider the Annual Governance Statement (attached for the information of Members) and the answers to the questions posed by the Statement.

Members are advised to consider the Audit Committee's recommended answers to those questions alongside the Annual Governance Statement. The Audit Committee's recommended answers are attached for the information of Members.

14. ACCOUNTING STATEMENTS 2024/25

Members to consider and agree the Town Council's Accounting Statements for the Financial Year Ended 31 March 2025 (copy of Section 2 of the Annual Return is attached for the information of Members).

Explanations for key variances are also attached for the information of Members.

15. ALLOCATION OF RESERVES

**Recommendation: Members to resolve to agree the Proposed Transfer Between Reserves as set out in the attached report (attached for the information of Members).**

GTC Financial Regulation 4.11 states that any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council. As such, Members are requested to consider the attached Proposed Transfer Between Reserves document and to resolve to approve the proposed transfer of funds from General Reserve to specific earmarked reserves.

16. MOTION ON NOTICE

Proposer: Councillor Penny Rivers, Seconder: Councillor Janet Crowe

**Recommendation: Members to consider the Motion and if minded are requested to resolve to approve decisions in support of the motion as set out in the motion.**

Support for Godalming Amateur Swimming Club (GASC) in Relation to Pool Hire Costs at Godalming Leisure Centre

On receipt of the motion, the Town Clerk/CEO sought further information from the GASC, which will be tabled for the information of Members.

**The Motion:**

Council notes with concern the recent communication from Godalming Amateur Swimming Club (GASC) regarding the unexpected 9.8% increase in pool hire charges at Godalming Leisure Centre (GLC) for the financial year 2025/26, raising annual costs from £71,000 to £78,000. This significant rise, which appears to have been introduced without prior consultation, places a serious strain on the club's finances and risks the sustainability of a long-standing community sports provider.

Godalming Town Council recognises:

- The valuable contribution of GASC since 1975 in delivering inclusive, accessible, and competitive swimming opportunities to over 170 members, including youth, adult, and national-level swimmers.
- The club's proactive measures to absorb rising costs and maintain affordable access to sport for local families, despite limited resources and increasing operational challenges.
- The disparity in pool hire fees compared to other EA-managed clubs within the borough, raising questions of fairness.
- The wider community benefit of GASC's operations, including coaching development, Duke of Edinburgh volunteering, and the delivery of a school's competition for local primary pupils.

Godalming Town Council resolves:

- a. To write to Waverley Borough Council (WBC) to:
  - Seek justification for the scale of the fee increase and the absence of consultation.
  - Request a review of comparative fee structures across all EA-operated facilities in Waverley to ensure equitable treatment for community clubs.
- b. To ask WBC to consider:
  - Introducing a cap on future annual increases in pool hire charges to a sustainable level, such as a maximum of 3%.
  - Reinstating or introducing targeted grant funding to bridge the affordability gap faced by voluntary community sports groups.
- c. To express Godalming Town Council's strong support for GASC and its continued role in promoting community health and well-being through access to swimming.

**Additionally, GTC resolves** to support GASC with a one-off grant of **£5,000** from the Emerging Projects Fund to help offset the impact of the increased pool hire fees while longer-term solutions are sought.

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 (Annual Council & Mayor Making) is scheduled to be held in the Council Chamber on Thursday, 15 May 2025 at 7.00pm.

19. ANNOUNCEMENTS

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

## FINANCIAL REGULATIONS

### 1. GENERAL

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO:
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £50,000.

## **2. RISK MANAGEMENT AND INTERNAL CONTROL**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. 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 and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Audit Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. ACCOUNTS AND AUDIT**

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council.
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. BUDGET AND PRECEPT**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually in the third quarter for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.
- 4.3. No later than the end of December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial year], taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the RFO not later than the end of November each year.
- 4.6. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Management Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

#### **5. PROCUREMENT**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as below.
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least three fixed-price quotes.
- 5.9. Where the value is between £2,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or Policy & Management Committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by officers in accordance within the approved Scheme of Delegation.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £4,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. Before doing so, the Clerk will agree expenditure with the Chair

or Vice Chair of the appropriate Committee and shall report the action taken and costs incurred to the same Committee as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter may be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. BANKING AND PAYMENTS**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking. Unless the council resolves to use a different payment method. In exceptional circumstances the RFO may elect to make a payment by cheque.
- 6.6. The Clerk and RFO shall have delegated authority to authorise payments in accordance with the approved Scheme of Delegation and:
  - i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or Policy & Management Committee}.
  - ii. Fund transfers within the councils banking arrangements up to the sum of £250,000, provided that a list of such payments shall be submitted to the next appropriate meeting (of Council or Policy & Management Committee).
- 6.7. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council (Policy &

Management Committee). The council (or Policy & Management Committee) shall review the schedule for compliance and shall confirm by resolution that the payments were appropriate. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

## **7. ELECTRONIC PAYMENTS**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and the RFO may be authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. A list of payments for approval, shall be sent by email to all authorisers approved by Council. The Service Administrator shall supply copies of any relevant invoice on request. Upon receipt of authorisation by email from two authorisers the Service Administrator shall set up all items due for payment online. The Clerk (or in the Clerk's absence, the Support Services Executive) shall certify that the payments set up online match those in the list of payments and the online payments will subsequently be confirmed.
- 7.4. In the prolonged absence of the Service Administrator the Clerk shall set up any payments due before the return of the Service Administrator.
- 7.5. Evidence shall be retained showing which members approved the list of online payment (and a printout of the transactions confirming that the payments have been made shall be retained for audit purposes}.
- 7.6. A full list of all payments made since the last meeting shall be provided to the next Policy & Management Committee meeting and appended to the minutes.
- 7.7. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Policy & Management Committee at least every two years.
- 7.8. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised members, evidence is retained and payments are reported to the Policy & Management Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.9. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two authorised members, evidence of this is retained and payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Policy & Management Committee at least every two years.
- 7.10. Where the account details confirmation is not available with online banking, account details for suppliers may only be changed upon written notification by the supplier verified by the



Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.

- 7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

## **8. CHEQUE PAYMENTS**

- 8.1. Only in exceptional circumstances shall cheques be issued. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9. PAYMENT CARDS**

- 9.1. Any Debit Card issued for use will be specifically restricted to the officers authorised by Council and will also be restricted to a single transaction maximum value as authorised by council or Policy & Management Committee.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Policy & Management Committee. Transactions and purchases made will be reported to the Policy & Management Committee and authority for topping-up shall be at the discretion of the Policy & Management Committee.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use officers specifically and separately authorised by Council and any balance shall be paid in full each month by direct debit.
- 9.4. Use of personal credit or debit cards of members or staff is discouraged.

## **10. PETTY CASH**

- 10.1. The council will not routinely maintain a cash float.
- 10.2. The RFO may create a cash float for a one-off community event. All cash received must be banked intact.

## **11. PAYMENT OF SALARIES AND ALLOWANCES**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or relevant committee).

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. LOANS AND INVESTMENTS**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Policy & Management Committee or (if the cumulative total is greater than the sum specified in the Scheme of Delegation) the Council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. INCOME**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Policy & Management Committee by the RFO and shall be written off in the year. The committee's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are received by the council, more than one person is to be present when the cash is counted in the first instance, the RFO shall ensure that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**
- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.
- 15. STORES AND EQUIPMENT**
- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes should be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.
- 16. ASSETS, PROPERTIES AND ESTATES**
- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and

covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £2,000. In each case a written report shall be provided to council with a full business case.

## **17. INSURANCE**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or the Policy & Management Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers (in consultation with the Clerk).
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. The council shall review these Financial Regulations annually. The Clerk and the RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **APPENDIX 1 - TENDER PROCESS**

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with specific instructions for the marking of the envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by an authorised officer in the presence of at least one member of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.
6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## CONTENTS

1. General .....	1
2. Risk management and internal control .....	2
3. Accounts and audit.....	2
4. Budget and precept.....	4
5. Procurement .....	4
6. Banking and payments.....	6
7. Electronic payments .....	7
8. Cheque payments .....	8
9. Payment cards .....	8
10. Petty Cash .....	8
11. Payment of salaries and allowances .....	8
12. Loans and investments .....	9
13. Income .....	9
14. Payments under contracts for building or other construction works .....	10
15. Stores and equipment .....	10
16. Assets, properties and estates .....	10
17. Insurance .....	11
18. Suspension and revision of Financial Regulations.....	11
Appendix 1 - Tender process .....	12

Date of Adoption: 21 November 2024  
Amended: 17 April 2025



## **COMMUNITY ENGAGEMENT STRATEGY**

### **GIVING PEOPLE A VOICE**

#### **Introduction**

Godalming Town Council is committed to engaging residents by encouraging them to become actively involved in decisions that affect them and the community. This engagement supports the Council's corporate strategic aims of:

- Providing transparent, open and accountable governance;
- Ensuring that the Council's services are responsive to local needs;
- Supporting local democracy by encouraging public participation;
- Building community resilience through partnership and collaboration.

This Community Engagement Strategy outlines how Godalming Town Council will communicate, consult, and collaborate with the people it serves.

#### **Aims**

The aim of the Community Engagement Strategy is to improve the way in which the Council communicates with, consults, and involves residents and stakeholders on matters affecting Godalming. Specifically, the Council seeks to ensure:

- Residents are well-informed, actively consulted, and able to participate;
- All groups within the community, regardless of age, ability, or background, are included in engagement processes;
- Feedback is used constructively to inform service development and decision-making; and
- The Council is able to act as an effective advocate for its community with other agencies and tiers of government.

#### **Objectives**

The objectives of this strategy are to:

- Strengthen links between local residents and their elected representatives;
- Clearly communicate the Council's responsibilities and the services it provides;
- Understand the needs, priorities and aspirations of local people;
- Use community engagement to inform and shape policy and service delivery;
- Empower local councillors to act as effective community leaders and champions.

### **HOW THIS WILL BE ACHIEVED?**

#### **Informing the Community**

Godalming Town Council will use a variety of communication tools to keep the community informed, including:

- Council Website – Providing access to all agendas, minutes, policy documents, service updates and event information;
- Annual Report – Distributed at the Annual Town Meeting, available at Council offices and online;
- Noticeboards and Digital Publications – Meeting notices, event publicity, and service updates displayed on noticeboards and in newsletters;
- Press Releases – Regular updates issued to local media to ensure widespread awareness;
- Community Engagement Events – Participation in events to promote Council services and gather views;
- Social Media Channels – Used to broadcast information and promote engagement opportunities;
- Mailing Lists – Targeted updates to stakeholders and residents in accordance with GDPR guidelines.

## **Consulting and Engaging with the Community**

Councillors, as local residents themselves, are well placed to gather insight and act as a conduit between the community and the Council. In addition:

- The Council maintains a public office, open weekdays to the public from 10.00am to 3.00pm;
- Residents can contact the Council by phone, email, in person, or via the Council website;
- All Council and Committee meetings are open to the public, and members of the public have the right to speak at those meetings;
- Specific consultations may be undertaken on key issues using surveys, feedback forms, online polls or pop-up engagement stalls at events;
- Council Officers and Members monitor media coverage, correspondence and feedback to identify emerging issues and trends.

## **Reception and Handling of Feedback**

Feedback Mechanisms Include:

- Council website 'Contact Us' facility;
- Email or telephone contact;
- In-person visits to the Council office;
- Letters;
- Feedback via Councillors.

## **Feedback Management:**

- All feedback reviewed by Council staff;
- Issues requiring action are referred to the appropriate committee or addressed directly by the appropriate Officer or Town Clerk;
- Where applicable, responses or resolutions are communicated to those providing feedback.

## **REVIEWING AND ASSESSING EFFECTIVENESS OF THE STRATEGY:**

This strategy will be reviewed bi-annually by the Policy & Management Committee. Effectiveness will be evaluated through:

- Engagement reach (e.g. event attendance, response rates);
- Quality and relevance of public input received;
- Responsiveness to community concerns;
- Councillor and Officer feedback.

The strategy itself may also be subject to public consultation from time to time to ensure it remains effective, inclusive, and reflective of local needs.





Signed: \_\_\_\_\_ (Town Clerk)      Date \_\_\_\_\_

\_\_\_\_\_  
                        (Mayor)      Date \_\_\_\_\_



## **HEALTH & SAFETY POLICY ARRANGEMENTS**

### **ORGANISATION AND RESPONSIBILITIES**

#### **1. Elected Members' Obligations**

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition, an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) being harmed or committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- the implementation of the Health & Safety Policy; and
- regular monitoring and review of health and safety practices, procedures, and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Town Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

Elected members shall actively promote a positive health & safety culture through personal example and reinforcement of the Council's Health & Safety Policy.

#### **2. The Town Clerk**

The responsibility for fulfilling the Health & Safety Policy of the Council rests with the Town Clerk. The Town Clerk will ensure that the policy is carried out through responsible delegation of duties to the Operations & Compliance Officer - as defined below.

The Town Clerk is responsible for ensuring that:-

- staff are aware of their obligations and carry them out in accordance with the Health & Safety Policy;
- effective reporting and communications exist within the organisation and with the users of the Council's premises (**See Annex 1**);

- unresolved problems of health and safety are brought to the attention of the Council.

### **3. The Operations & Compliance Officer**

The Operations & Compliance Officer will ensure that the Health & Safety Policy is implemented within all the Town Council's premises and on all Town Council land.

The Operations & Compliance Officer shall:-

- ensure that risk assessments are undertaken and regularly reviewed for work activities in the Town Council's premises. Where significant risks are identified, the Operations & Compliance Officer is to ensure that safe systems of work or other control strategies are put into place to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum.
- advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Health & Safety Policy;
- ensure that, where an issue cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- have oversight that all work undertaken by contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
  - (a) providing the contractor with up-to-date GTC Health & Safety Policy, and other relevant GTC Policies;
  - (b) any other location specific information (e.g. Fire Risk Assessments, Asbestos Reports etc) ;
  - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
  - (c) co-ordinating exchange of information between contractors, Council staff and others who may be affected by any Council contract;
  - (c) obtain risk assessments and method statements (RAMS) for tasks that are to be carried out by contractors, and monitor compliance with the recommended controls;
- ensure those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are recorded;
- consistently set a good personal example;.

### **4. Godalming Town Council Functional Managers**

All Godalming Town Council functional managers shall:-

- prepare risk assessments for any activities or events that they are organising. Functional Managers can ask the Operations & Compliance Officer for guidance and assistance.

- in the event of an incident or accident, Functional Managers are to accurately record the details of the accident or incident on the Accident and Incident Form **(See Annex 3)**;
- identify any health & safety training needs within their team;
- incorporate a review of health and safety behaviour into performance appraisals;

## **5. Godalming Town Council Employees**

All Godalming Town Council employees shall:

- take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by their acts and omissions at work;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- attend health and safety training as directed by the Council, utilise or follow such training and use any personal protective equipment (PPE) or clothing provided to them.
- report any hazard, defects involving equipment, systems, procedures or buildings and any accidents or aggressive incidents to their line manager, or to the Operations & Compliance Officer.

## **6. Godalming Town Council Contractors**

All Godalming Town Council contractors shall:-

- only allocate competent individuals to work on Godalming Town Council contracts, ensuring that they have received all relevant information and training for the work to be carried out;
- take reasonable care for their own health and safety, and that of their colleagues, or anyone else who might be affected by their omissions at work;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all statutory provisions;
- provide risk assessments and method statements (RAMS) covering all aspect of work to be undertaken, and ensure that they are complied with;
- report any accidents or aggressive incidents to their Godalming Town Council employing Officer, or directly to the Operations & Compliance Officer.

## **7. Other Health & Safety Policies and Procedure Documents**

Godalming Town Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for GTC's elected members and staff to follow. See Annex 2

## **Annexes**

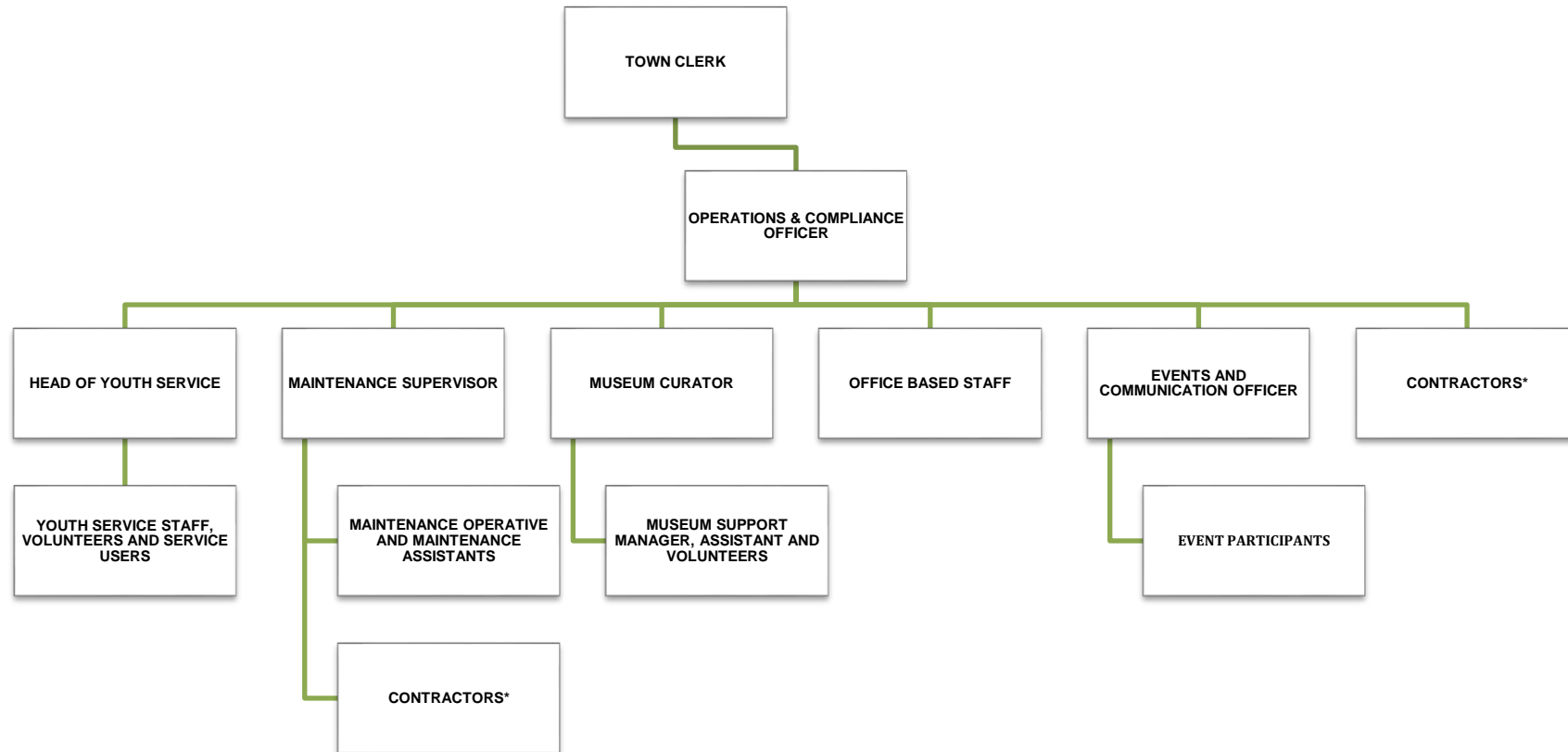
Annex 1 – Health & Safety Organisational & Reporting Structure

Annex 2 – Index of Godalming Town Council policies and procedures forming part of the health & safety structure.

Annex 3 – Accident or Incident Report Form

**GODLAMING TOWN COUNCIL  
HEALTH & SAFETY POLICY – ANNEX 1  
HEALTH & SAFETY ORGANISATIONAL & REPORTING STRUCTURE**

The diagram below shows how health and safety issues are reported:



\*Contractors will report issues to the Operations & Compliance Officer, Maintenance Operative or Maintenance Assistants depending on the task being conducted.

## HEALTH & SAFETY POLICY – ANNEX 2

Godalming Town Council (GTC) requires all contractors carrying out works on behalf of GTC to visit <https://godalming-tc.gov.uk/council-policies-procedures/>, and familiarise themselves with the following policies and procedures:-

- Health & Safety Policy
- Health & Safety Policy Arrangements
- Safeguarding – Youth
- Safeguarding
- Equality & Diversity Policy

Please sign below to confirm that you have read and understood the policies and procedures

Name \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

## HEALTH & SAFETY POLICY – ANNEX 3

# ACCIDENT/INCIDENT REPORT FORM

Reference  
No:

--

Use this form for reporting accidents, incidents or hazards which have occurred.

If the accident/incident has resulted in someone suffering **serious injury** (e.g. broken bones) please report it **immediately** to the **Operations and Compliance Officer**.

## DETAILS OF PERSON FILLING IN THIS FORM

Your Name:	Today's Date:
Position:	Work Phone No.:

**DETAILS OF ANY INJURED** (if no-one was injured, go straight to next section)

Name:			Contact Phone No.:		
Address:					
Is She/He a <i>(circle one)</i> :	Staff	Visitor	Contractor	Public	Other:
If Staff, Job Title:			Section:		
Age:			Male / Female:		

**DESCRIPTION OF THE ACCIDENT or INCIDENT (e.g. a near-miss)**

Date & Time:	Place:
Describe what happened including details of any injury:	

## FIRST AID TREATMENT

Was the person treated by a First Aider?	Yes	No	Don't Know	Not applicable
If 'Yes': Give Name of First Aider:				
...and record here what First Aid was given:				



## WITNESS STATEMENTS

<b>Name:</b>	<b>Contact Phone no:</b>
Describe what you witnessed:	
<b>Name:</b>	<b>Contact Phone no:</b>
Describe what you witnessed:	

**This next section is to be filled in by the injured person.  
PLEASE CONFIRM THAT YOU AGREE WITH THE INFORMATION ABOVE:**

<b>Signature</b>	<b>Date</b>
Please add any comments here.	

This page is to be completed by a manager only.

## REPORTABLE ACCIDENTS AND INCIDENTS

HSE Injury Classification	(Tick box)	HSE Incident Classification	(Tick box)
Fatal injury		Contact with electricity	
Bone fracture excluding finger, thumb or toe		Contact with machinery	
Amputation of arm, hand, finger, thumb, leg, foot or toe		Drowned or asphyxiated	
Blinding or permanent sight reduction		Exposed to explosion	
Crush injuries leading to brain damage or organ damage		Exposed to fire	
Serious burns		Exposed to a harmful substance	
Scalping requiring hospital treatment		Fall from a height (if so, how far?)	
Loss of consciousness caused by head injury or asphyxia		Injured by an animal	
Injuries associated with working in an enclosed space leading to hypothermia or heat-induced illness, resuscitation, hospitalization for over 24 hours		Lifting and handling injuries	
		Physical assault	
<b>Did the injured person...</b>		Slipped trip or fall on the same level	
...become unconscious?		Struck against something	
...need resuscitation?		Struck by an object	
...sustain an injury which required them being taken straight to hospital?		Struck by a moving vehicle by something moving, flying or falling	
...remain in hospital for more than 24 hours?		Trapped by something collapsing	
...due to the incident become unable to work for... ...more than 7 days? (RIDDOR reportable)		An <b>occupational disease arising out of the work</b> (e.g. dermatitis). ALL: Refer to guidance on RIDDOR	
...more than 3 days? (NB: just for the record, not RIDDOR reportable)		A <b>dangerous occurrence</b> (e.g. a near-miss) which could have been serious. ALL: Refer to guidance on RIDDOR	
<b>None of the above</b>		<b>None of the above</b>	
Record the names and phone numbers of any witnesses or others notified:			

<b>Is the accident/incident reportable under RIDDOR?</b> (any ticked boxes above – if in doubt, read guidance)	Yes	No	If 'Yes' Date Reported:  Signature:

## ACCIDENT or INCIDENT INVESTIGATION AND PREVENTION

Has an investigation been carried out?	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', by whom</i>				
What were the conclusions?				
Was the activity covered by a Risk Assessment?	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', does the Risk Assessment need revising?</i>	Yes	No	(detail in management action below – continue on separate sheet if necessary)	
<i>If there was No Risk Assessment, is one needed?</i>	Yes	No		
<b>Notes:</b> The information given may be passed onto the Health & Safety ('H&S') Enforcing Authority (where this is required by law); our Insurers (to advise on risk/claims matters); our H&S/HR professionals (to provide information about accidents or incidents, injuries and illness), and Company Managers (to discuss general accident and adverse incident prevention strategies).				



## CIL FUNDING APPLICATION FORM

### INTRODUCTION

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

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

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

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

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



Supporting Our Community

## CIL FUNDING APPLICATION FORM

1. Applicant organisation	Baden Hall Management Committee, acting on behalf of Farncombe Scouts, Farncombe Brownies
2. Name and position of main contact	Justin Langshaw – Chairman of 1 <sup>st</sup> Farncombe Scouts
3. Applicant contact details (phone no, email and address)	07974 197037 <a href="mailto:justin@stampdesign.co.uk">justin@stampdesign.co.uk</a> Flat 6, Drapers Place, 17 Owen Road, Farncombe, GU7 3FL
4. Type of organisation  If a charity, please provide registration number	Farncombe Scouts and Brownies,  Registered Charity Number 273016
5. Is the organisation able to reclaim VAT?	No
6. Location of project	Baden hall 8 Tottenham Road Farncombe GU7 2HT
7. Summary of the project proposal	<p>Refurbishment and updating of Baden hall, including:</p> <ul style="list-style-type: none"> <li>- Removal of asbestos uncovered during the development process.</li> <li>- New ceiling linings, including insulation where possible</li> <li>- Removal of debonded plaster, replaster</li> <li>- New wall linings including new wainscotting, Skirting and beading as existing existing</li> <li>- Formation of new DDA WC</li> <li>- Rewiring of main hall and lower hall</li> <li>- Timber storage mezzanine</li> <li>- New fire alarm system,</li> <li>- Formation of new walk in storage</li> <li>- Redecoration throughout</li> <li>- Replacement of broken double glazed units</li> <li>- New flooring of lower hall</li> <li>- Sanding and refinishing of main hall floor</li> <li>- New compass line markings on main hall floor</li> <li>- New energy efficient lighting</li> <li>- New side door</li> </ul>

	<ul style="list-style-type: none"> <li>- Refurbishment of front door joinery to provide level access and rescue important historical feature before it deteriorates further</li> <li>- Drawings can be provided for review</li> </ul>															
8. Estimated project cost	£173,835.92 including VAT and a 10% contingency, which we are advised is important in buildings of this age.															
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																
	<table border="1"> <thead> <tr> <th></th><th>Amount</th><th>Detail</th></tr> </thead> <tbody> <tr> <td>CIL funding sought</td><td>£153,835.92</td><td></td></tr> <tr> <td>Any other Local authority contribution eg EBC and/or SCC</td><td>None</td><td></td></tr> <tr> <td>Third party contribution</td><td>£20,000 From hall committee reserve fund.</td><td></td></tr> <tr> <td>Total cost</td><td>£173,835.92</td><td></td></tr> </tbody> </table>		Amount	Detail	CIL funding sought	£153,835.92		Any other Local authority contribution eg EBC and/or SCC	None		Third party contribution	£20,000 From hall committee reserve fund.		Total cost	£173,835.92	
	Amount	Detail														
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Any other Local authority contribution eg EBC and/or SCC	None															
Third party contribution	£20,000 From hall committee reserve fund.															
Total cost	£173,835.92															
10. Detail of additional sources of funding available	We have received positive feedback from Community Foundation for Surrey and will be invited to make an application for up to £10,000 when the applications open later in the year.															
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>National Lottery Heritage Funding was secured previously for the kitchen and WC refurbishment</p> <p>Peter Caudle Trust has now entered probate following the passing of Peters wife.</p> <p>Surrey Scouts &amp; Godalming District Scouts have confirmed no contribution on the grounds of budget constraints.</p> <p>We have so far been unable to make contact with Penny Rivers to apply for <i>Your Fund Surrey</i> funding, but we will persevere.</p>															

<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>	<p>None as far as we are aware</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 has suffered the loss of 3 community halls in the last 10 years:  Lower Manor Road (now a nursery)  St Johns St (now flats)  The Red Cross Centre (now a nursery)  In addition, community facilities at Broadwater are now restricted for similar reasons.  We believe that by refurbishing the hall, we will be able to make it available for hire for a variety of uses from leisure fitness, to children's parties and a well-equipped, accessible meeting place for community groups.</p> <p>We believe the hall could be made available  Weekdays 9am – 4pm  Weekends 9am – 8pm, with the exception of camp weekends when the hall is used for processing and loading/unloading equipment</p> <p>We have identified proprietary software that will enable people to book, gain access and make payment with only administrative oversight and limited intervention necessary. This is critical when we are considering that our personnel are all volunteers with varying degrees of availability, and we feel we can overcome these issues quite easily.</p> <p>This is mutually beneficial, as it will also provide a revenue stream for the upkeep of the building, at a time where increasing costs make that burden more difficult to bear</p>

<p>14. What evidence is there of support from the community</p>	<p>Scouting is a highly popular pursuit in Surrey, with most groups having a lengthy waiting list. Farncombe is no different. Over 100 children benefit from the various Scouting and Guiding sections at different age groups that are homed at Baden Hall.</p> <p>It goes without saying that parents want the facilities in which Scouting is performed to be of a decent standard, safe and accessible.</p> <p>Some of the problems that need addressing (and will be solved by the refurb) are potentially dangerous if left unattended to, so support for them being corrected is tacit to some degree.</p> <p>We have anecdotal feedback from Pilates and functional fitness instructors that they would make use of the hall as a good location to bring their services to Farncombe. We await their letters of support (as promised)</p> <p>It must be said also, that the hall is at a turning point in its state of decline. If some of the key issues are not soon arrested, in the medium term it is possible that it will signal the end of Scouting and Guiding in Farncombe, which will impact all of the families that currently benefit, and on that basis alone I feel we could rely on their support, and the support of future families that would benefit from this key part of young peoples lives.</p> <p>It is a significant cost we are unlikely to be able to meet alone, and that is the main motivation for asking for funding assistance.</p>
<p>15. Proposed timescales for the project</p>	<p>We would expect to nominate a contractor upon receipt of funding, as we have received detailed competitive tenders that have been reviewed, and our favoured contract is a local business</p> <p>If possible we would like to program the works for the school summer holidays of 2025 when the sections also take a break, however this could be amended depending upon the timetable for decision making.</p> <p>The sections have been required to seek alternative temporary accommodation for various reasons in the past, and this could be investigated again rather than slow down the pace of progress.</p>
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	<p>No, there are no costs we would be unable to meet or account for during the period of development</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</p>	<p>Audited accounts are provided, including details of unrestricted funds.</p>



accounts, including details of unrestricted reserves	
18. Do you need planning permission to carry out the works?	No
19. If planning permission is required is it in place to carry out the works?  If so, please provide the application number	Not Applicable.

## 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.

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

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

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

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

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

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

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



## CIL FUNDING APPLICATION FORM

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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:- <a href="mailto:Chairman@Farncombecc.com">Chairman@Farncombecc.com</a>
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 has had installed, for 8 years now a set of practice nets adjacent to the club. Through the growth of the club the usage of the nets area has grown so much that during the summer months they are used every day for extended periods. Consequently, the Surface is wearing out, photos attached, and the nets are also breaking down through snagging and exposure to the weather elements.</p> <p>Whilst the existing nets and playing surface are suffice for one more season, the Nets will need replacing and the surface will need to be lifted, the foundations repaired and a new surface laid. by an England &amp; Wales Cricket Board approved supplier.</p> <p>Our intent is to use Total-Play the company that are ECB approved and installed the original net area 8 years ago.</p>

8. Estimated project cost	£19,917 including VAT	
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	£12000	Godalming Town Council
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost	£12000	
10. Detail of additional sources of funding available	Club Funds - £8000	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>As fully set out in the sections below, 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. As such, Farncombe CC is seeking CIL funding as it is a fund specifically for projects that support the local community and would support and enable the club to continue to provide high quality sports facilities to the local community.</p> <p>Going forward, over the next 24 months we are hoping to build upon the recent work to improve and expand the changing facilities by updating and improving the pavilion to make it a more welcoming environment and we are working with the ECB to secure a of grant £10K and £20K Interest free loan (repayable over 5 years) towards a project we expect to be in the region of £43K.</p> <p>With the exception of the limited grant and loans available from the ECB we have been unable to identify any other potential source of funding that would support the costs associated with this type of project.</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	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 plus a Neighbourhood CIL grant of £35000 in January 2024 for towards the £85,000 changing room expansion project.	

<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 160 boys and 80 girls aged between 5 and 18.</p> <p>FCC is a growing club, predominantly from growth of our ladies' section – two teams, our men's teams 3 Saturday teams and our jewel in the crown – the juniors.</p> <p>This growth has been driven through the clubs engagement and association with the local state schools, 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 &amp; 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>
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14. What evidence is there of support from the community	<p>Our Club membership and local schools recognise the need for the practice facilities that keep children and adults engaged in recreational support.</p> <p>Along with recognition from Sport Godalming who recognise the work that the club does to provide Cricket for the local community.</p>
15. Proposed timescales for the project	<p>We would be refurbishing the nets in the spring of 2026.</p> <ul style="list-style-type: none"> <li>a) There are no planning requirements as this is a like for like replacement of surface and netting</li> <li>b) Our lease, which was renewed in 2024 does not require the club to seek any formal approval as usage and appearance is not changing.</li> <li>c) We are obliged under the lease to maintain our club and structures to useable standards,</li> </ul>
16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	<p>No , other than regular maintenance, cleaning, line remarking all part of the grounds budget that the club already has. Nothing significant - £200 a year maximum</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>Attached 2024 Accounts and current cashflow, our reserves are essentially the balance projected at the end of the current year on the cashflow chart.</p>
18. Do you need planning permission to carry out the works?	<p>No</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>NA</p>

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

Organisation: FARNCOMBE CRICKET CLUB (CHAIR)

Date: 5/3/2025

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

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

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

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



## Photo's of current surface and Net issues.

Zippy straps in place to hold the net and Hauser's together.

Torn surface caused by gate dragging

Worn out batting area through constant use

Net held together with zippy straps.





Supporting Our Community

### CIL FUNDING APPLICATION FORM

1. Applicant organisation	Moss Lane School
2. Name and position of main contact	Victoria Abbott - Headteacher
3. Applicant contact details (phone no, email and address)	Phone: 01483 417214 Email: head@moss-lane.surrey.sch.uk Address: Moss Lane School, Moss Lane, Godalming, Surrey, GU7 1EF
4. Type of organisation	Foundation School
If a charity, please provide registration number	Moss Lane School Association - Charity Registration No: 1089177
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Moss Lane School Moss Lane Godalming Surrey GU7 1EF

7. Summary of the project proposal	<p>Moss Lane School aims to replace its existing playground equipment, which is outdated and no longer fit for purpose. This project will deliver a safe, engaging, and inclusive outdoor environment that supports physical activity, social development, and overall well-being.</p> <p>The new design will include accessible features to ensure that children with disabilities, including wheelchair users, can fully participate in outdoor play. It will also improve disability access to another school building, allowing all pupils to move safely and independently throughout the school site. In addition, the updated layout will incorporate shaded areas (something currently lacking), to provide essential protection from the sun during warmer months, ensuring the space can be used safely and comfortably throughout the year.</p> <p>Inspired by a woodland theme that reflects the school's class names (Bumble Bees, Honey Bees, Squirrels, Foxes, Hedgehogs, and Otters), the design makes full use of the limited space for both learning and interactive play. It incorporates features that support children with disabilities and raise awareness of disability among their peers, offering a diverse and meaningful play experience for all.</p> <p>As a centrally located Victorian-era school located in the centre of Godalming, Moss Lane has no dedicated green space, making the playground the only outdoor recreational area for pupils. This space is vital for promoting physical activity, healthy lifestyles and mental wellbeing. While some existing equipment may be suitable for repair, significant sections require full replacement to ensure safety, usability and long-term sustainability.</p> <p>This project directly aligns with CIL funding criteria by contributing to the improvement and replacement of essential recreational infrastructure. With no alternative green space, the playground is a critical facility for the school community, making its enhancement crucial to addressing the demands placed on local infrastructure by ongoing development in Godalming.</p>	
8. Estimated project cost	£68,000	
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	£66,000	<ul style="list-style-type: none"><li>● Pepper pot: open out ground floor panels, overhaul - £3,000</li><li>● Existing play apparatus: remove and re-cycle - £2,500</li><li>● All play surfaces: remove existing to entire area and dispose of, down to sub-base, make good and replace with EPDM rubber</li></ul>

		base and top layer with motifs/games - £22,000 <ul style="list-style-type: none"> <li>• Design, construct tricycle storage with pitched shingle roof, plinth and vinyl curtain with designs - £3,500</li> <li>• Design, manufacture and install play apparatus, interactive play and seating £29,000</li> <li>• Contingency (10%) - £6,000</li> </ul>
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution	£2,000	Moss Lane School Association Funds for ongoing maintenance
Total cost	£68,000	

10. Detail of additional sources of funding available	The Moss Lane School Association has £2,000 available to allocate towards the project, earmarked for playground maintenance. Additional fundraising initiatives are actively being explored to help secure further contributions.
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	Despite fundraising efforts, existing funds are insufficient to cover the cost of the project. CIL funding is essential to ensure the timely replacement of the playground equipment, benefiting current and future pupils, particularly those who require improved accessibility.
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	None to our knowledge.

<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>Moss Lane is the principal town centre infant school in Godalming, serving a wide intake across the town and remaining a popular choice for local families. It is the first-place choice for 53 children applying for Reception places for the 2025/26 academic year.</p> <p>The area immediately surrounding the school has seen substantial recent residential development, with further housing growth planned. This continued expansion within the town centre places increasing pressure on existing infrastructure, including educational and recreational facilities. From the existing school roll of 144, it is anticipated that numbers will continue to increase over the coming years, back to full capacity (180).</p> <p>As a centrally located Victorian-era school with no scope for expansion, Moss Lane must maximise its existing facilities to meet this demand. With increasing pressure on limited space, upgrading and maintaining the playground is essential to ensure safe, inclusive, and accessible play opportunities for all pupils.</p> <p>This project aligns with the identified local priority of improving recreational and children's play spaces. The school's playground is the only outdoor space available to pupils, making its enhancement essential for promoting physical activity, social development, and overall well being. Currently, part of the existing play area is roped off due to safety concerns, significantly reducing the space available for children to use. Without urgent investment, the playground will continue to deteriorate, further limiting safe outdoor play opportunities.</p> <p>It also directly meets the criteria for CIL-eligible infrastructure improvements through the provision, improvement and replacement of recreational facilities and open spaces. The Godalming &amp; Farncombe Neighbourhood Plan highlights a shortage of accessible, high-quality play areas in the town, especially within walking distance of new residential developments. As a centrally located and well-used facility, the school playground is a key asset for local families, and its enhancement is essential to meet the growing needs of the community.</p>
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14. What evidence is there of support from the community	<p>The Moss Lane School Association (Charity Reg No: 1089177), as an active school community group, strongly supports and is invested in the project, as demonstrated by their fundraising efforts.</p> <p>This project aligns with community priorities for recreational and children's play space improvements. The Godalming &amp; Farncombe Neighbourhood Plan identifies that many local play areas require children to travel significant distances to access them, making the school's playground an essential facility for the school community, ensuring ease of access to engaging, and inclusive outdoor play equipment.</p>
15. Proposed timescales for the project	<p>As the work is taking place within a school environment, it must be carried out during school holidays to ensure the safety of pupils, staff and visitors. The proposed timescales for the project are therefore as follows:</p> <p>May Half Term (26th May - 30th June)</p> <ul style="list-style-type: none"> <li>• Pepper pot: open out ground floor panels, overhaul</li> <li>• Existing play apparatus: remove and re-cycle</li> </ul> <p>Summer Holidays (21st July - 2nd September)</p> <ul style="list-style-type: none"> <li>• Main works/installation</li> </ul>
16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	The Moss Lane School Association will continue to support the school's budget for ongoing maintenance, ensuring the long-term sustainability of the new playground equipment.
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	N/A
18. Do you need planning permission to carry out the works?	No
<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>	No

## 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: Victoria Abbott

Organisation: Moss Lane School - Headteacher

Date: 11th April 2025

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

Signed: EJ Holliday

Organisation: Moss Lane School Association - Chair

Date: 11th April 2025

## **STANDING ORDERS**

### **SECTION ONE: MEETINGS**

Mandatory for Full Council meetings ●

Mandatory for committee meetings ●

References to committees shall apply equally to sub-committees

1. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. ●**
2. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. ●**
3. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. ●**
4. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. ● ●**

### **Public Questions and Statements**

5. A standard item will appear on all agendas of Ordinary Meetings of the Council and Standing Committees to allow, at the discretion of the Town Mayor/Chair, those -members of the public on the electoral roll of Godalming Town Council; or a young person under 18 whose parent or guardian is on the electoral roll; or with business premises in the town (evidenced by a business rates bill); or user of the Town Council's premises; to make representations, ask or answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or other matters not on the agenda-
  - i. The period of time designated for public participation at a meeting in accordance with Standing Order 5 shall not exceed 15 minutes unless directed by the chair of the meeting.
  - ii. Subject to Standing Order 5i. a member of the public shall not speak for more than three minutes.
  - iii. 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.



- iv. A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- v. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

### **Questions by Members**

- 6. At a Council meeting, any member of the Council may ask a question of the Town Mayor/Chair or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
  - i. Notice of the question must be given in writing and delivered to the Town Clerk at least two clear working days before the meeting, signifying to whom the question is put.
  - ii. A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a Committee, Working/Task Group
  - iii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for questions.
  - iv. Each question will be put and answered without discussion, but the person questioned may decline to answer.
- 7. **Subject to Standing Order 8 below, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of the meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report of commentary is available as the meeting takes place or later to persons not present.**
- 8. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ●●**
- 9. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ●●**
- 10. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Deputy Town Mayor. ●**
- 11. **The Town Mayor, if present, shall preside at a meeting of the Full Council. If the Town Mayor is absent from the meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from the meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●**
- 12. **Subject to a meeting being quorate (at least one third of the council or committee subject to a minimum of three councillors), all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. ●●**
- 13. **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the Chair gave an original vote. (See also Standing Orders 28 and 29 below.) ●●**

14. **Unless provided otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. ●
15. The minutes of a meeting shall include an accurate record of the following:
- i. The time and place of the meeting;
  - ii. The names of councillors who are present and the names of councillors who are absent;
  - iii. Interest that have been declared by councillors and non-councillors with voting rights;
  - iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered
  - vi. If there was a public participation sessions; and
  - vii. The resolutions made.
16. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.
17. During a prolonged period of absence, a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
18. **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on the matter.** ●●
19. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ●●
20. Meetings shall not exceed a period of three hours or by resolution of the meeting three hours and thirty minutes.

## **SECTION TWO: ORDINARY COUNCIL MEETINGS**

*See also Section One above*

21. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
22. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
23. **If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.**
24. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
25. **The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.**

26. **The Town Mayor, unless the individual has resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until a new Town Mayor is elected at the next annual meeting of the Council.**
27. **The Deputy Town Mayor, unless the individual has resigned or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
28. **In an election year, if the current Town Mayor has not been re-elected as a member of the Council that Town Mayor shall nonetheless preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
29. **In an election year, if the current Town Mayor has been re-elected as a member of the Council, that Town Mayor shall preside at the meeting until a new Town Mayor has been elected. The current Town Mayor may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.**
30. Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of their acceptance of office form unless the Council resolves for this to be done at a later date.**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
  - iii. Receipt of nominations to existing committees.
  - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - v. Review and adoption of appropriate Standing Orders and Financial Regulations.
  - vi. Review of representation on or work with external bodies and arrangements for reporting back.
  - vii. In a year of elections, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
  - viii. Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead, if not already set.

### **SECTION THREE: PROPER OFFICER/RESPONSIBLE FINANCE OFFICER/LEADER OF THE COUNCIL**

#### **Proper Officer**

31. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
32. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer.
33. The Proper Officer shall:
  - i. **At least three clear days before a meeting of the Council, a committee or sub-committee, serve on councillors by delivery or post at their residence or by email**

**authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

- ii. **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See Standing Order 2 for the meaning of clear days for a meeting of the Full Council and Standing Order 3 meeting of a committee.*

- iii. Subject to Standing Order 36-43, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming withdrawal of it;
- iv. **Convene a meeting of the Council for the election of a new Town Mayor, occasioned by a casual vacancy in the office;**
- v. **Facilitate inspection of the minute book by local government electors;**
- vi. **Receive and retain copies of byelaws made by other local authorities;**
- vii. Hold acceptance of office forms from councillors;
- viii. Hold a copy of every councillors' register of interests;
- ix. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. Liaise, as appropriate, with the Council's Data Protection Officer;
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information and other legitimate requirements (e.g. The Limitation Act 1980);
- xiii. Arrange for deeds to be executed; (*see also Standing Orders 91 & 92*);
- xiv. After consultation with the Chair of the Policy & Management Committee, along with the appropriate Ward Members, respond on behalf of Godalming Town Council Committee to interested party's planning notification letters received by Godalming Town Council relating to applications on premises adjacent to council land/property;
- xv. Manage access to information about the Council via the publication scheme; and
- xvi. Retain custody of the seal of the Council (if there is one) which shall not be used without resolution to that effect. (*See also Standing Orders 91 & 92*).

### **Responsible Finance Officer**

34. The Responsible Finance Officer shall do the following:

- i. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

### **Leader of the Council/Spokesperson**

35. At the Annual Council Meeting the Council will appoint a Leader of the Council who will normally hold the position of Chair of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- i. Day to day decisions on the implementation of Council Policy
- ii. Overseeing work to implement Council Strategy

- iii. Managing Urgent Business
- iv. Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Town Mayor as Chair of the Council

#### **SECTION FOUR: MOTIONS REQUIRING WRITTEN NOTICE**

- 36. In accordance with Standing Order 33i above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least nine clear days before the next meeting.
- 37. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 36 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 38. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 36 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least seven clear days before the meeting.
- 39. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 40. Having consulted the Chair or councillors pursuant to Standing Order 39 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 41. Motions received shall be recorded and numbered in the order that they are received.
- 42. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection.
- 43. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

#### **SECTION FIVE: MOTIONS NOT REQUIRING WRITTEN NOTICE**

- 44. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. To correct an inaccuracy in the draft minutes of a meeting;
  - ii. To move to a vote;
  - iii. To defer consideration of a motion;
  - iv. To refer a motion to a particular committee or sub-committee;
  - v. To appoint a person to preside at a meeting;
  - vi. To change the order of business on the agenda;
  - vii. To proceed to the next business on the agenda;
  - viii. To require a written report;
  - ix. To appoint a committee or sub-committee and their members;
  - x. To extend time limits for speaking;
  - xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

- xii. To not hear further from a councillor or a member of the public;
- xiii. To exclude a councillor or member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting;
- xv. To suspend a particular Standing Order **(unless it reflects mandatory statutory or legal requirements)**;
- xvi. To adjourn the meeting;
- xvii. To close the meeting.

## SECTION SIX: RULES OF DEBATE

- 45. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- 46. Subject to Standing Orders 36-43 above, a motion shall not be considered unless it has been proposed and seconded.
- 47. Subject to Standing Order 33i above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- 48. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- 49. A councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 50. Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.

The amendment shall not negate the motion.

- 51. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 52. Only one amendment shall be moved at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 53. One or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- 54. The number of amendments to an original or substantive motion, which may be moved by an individual councillor, is limited to one.
- 55. If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- 56. If an amendment is carried, the original motion, as amended, shall take the place of the original motion, and shall become the substantive motion upon which any further amendment may be moved.
- 57. The mover of an amendment has no right of reply at the end of debate on it.

58. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
59. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
- i. To speak on an amendment moved by another councillor;
  - ii. To move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. To make a point of order;
  - iv. To give a personal explanation; or
  - v. To exercise a right of reply.
60. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which that councillor considers has been breached or specify the irregularity in the meeting which concerns the councillor.
61. A point of order shall be decided by the Chair and the Chair's decision shall be final.
62. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
63. When a councillor's motion is under debate no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for that person to leave the meeting;
  - vi. to refer a motion to a committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend any Standing Order, except those which are mandatory.
64. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
65. Excluding motions under Standing Order 63, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the Chair of the meeting.

## SECTION SEVEN: CODE OF CONDUCT

66. All councillors shall observe the Code of Conduct adopted by the Council.
67. Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which that councillor has a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which the disclosable pecuniary interest existed.
68. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

69. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee for which the dispensation is required, and that decision is final.
70. A dispensation request shall confirm:
- i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. An explanation as to why the dispensation is sought
71. Subject to Standing Orders 68 and 69 above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the council, or committee or for which the dispensation is required.
72. **A dispensation may be granted in accordance with Standing Order 69 above if having regard to all relevant circumstances the following applies:**
- i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **Granting the dispensation is in the interests of persons living in the Council's area or**
  - iii. **It is otherwise appropriate to grant a dispensation**
73. Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Orders 160 to 163 (Management of Information), report the matter to the Council.
74. Where notification in Standing Order 73 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 75.
75. The Council may:
- i. Provide information or evidence where such a disclosure is necessary to investigate the complaint or it is a legal requirement;
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for the investigation of the matter.
76. **Upon notification by the Borough Council that a councillor has breached the Council's Code of Conduct, the council shall consider what, if any, action to take against that councillor. Such action excludes disqualification or suspension from office.**

## SECTION EIGHT: MINUTES

77. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.



78. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 44i above.
79. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
80. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, that Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but that view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings.”
81. Following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

## **SECTION NINE: DISORDERLY CONDUCT**

82. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
83. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
84. If a resolution made under Standing Order 83 above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **SECTION TEN: RESCISSION OF PREVIOUS RESOLUTIONS**

85. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 14 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
86. When a special motion or any other motion moved pursuant to Standing Order 85 above has been disposed of, no similar motion may be moved within a further 6 months. This Standing Order and Standing Order 85 shall apply mutatis mutandis to the proceedings of Committees.

## **SECTION ELEVEN: VOTING ON APPOINTMENTS**

87. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Town Mayor's casting vote.

## SECTION TWELVE: ACCOUNTS & ACCOUNTING STATEMENTS

### 88. Accounts and Accounting Statement

- a. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Finance Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, and 31 December in each year a statement to summarise:
  - i. The Council's receipts and payments (or income and expenditure) for each quarter.
  - ii. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. The balances held at the end of the quarter being reported, and

Which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

### 89. As soon as possible after the financial year end at 31 March, the Responsible Finance Officer shall provide:

- i. Each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. To the Council the accounting statement for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

### 90. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

### 91. All payments made by the Council shall be processed in accordance with its adopted Financial Regulations, including procedures for online banking, dual authorisation, and electronic record-keeping. A schedule of payments approved by councillors shall be included with meeting minutes as appropriate. In accordance with good governance practices, no signatory shall approve a payment to themselves, and evidence of authorisation shall be retained for audit purposes.

## SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS

### 92. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

### 93. In accordance with a resolution made under Standing Order 91 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Town Mayor or in the Town Mayor's absence the Deputy Town Mayor and another member of the Council. Both the Town Mayor (and Deputy Town Mayor) and the member shall sign the deed as witnesses.

## SECTION FOURTEEN: COMMITTEES

*See also Standing Orders 1- 20 above*

94. For the conduct of day-to-day business of the Council there shall be established four standing committees to be known as the:

- Policy & Management Committee
- Environment & Planning Committee
- Audit Committee
- Staffing Committee

95. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- a. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

The terms of reference of the standing committees shall be as follows:

### **Policy & Management Committee**

96. Purpose of the Policy & Management Committee

To address and, where appropriate, formulate policy for consideration by the Council; to manage the Council's financial and other assets as delegated by the Council; to secure the good governance of the Council's affairs, media relations, external relationships, committee arrangements and day-to-day business.

97. Functions of the Policy & Management Committee

- i. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them;
- ii. To maintain an overview of Council initiatives and report to the Council on their impact and effectiveness;
- iii. To make recommendations to the Council on constitutional issues;
- iv. To ensure the Council is adequately resourced to achieve its aims;
- v. To prepare the annual budget reflecting the Council's agreed strategy and priorities, putting this forward for the Council's approval and recommend a precept to the Full Council;
- vi. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and to scrutinising expenditure against budgets through the year;
- vii. To appoint the auditors of the accounts;
- viii. To approve charges for the use of Council properties; and on other fees and charges;
- ix. To decide on applications for Service Level Agreements and Council Community Grants made by local organisations;
- x. To ensure the proper management of the properties and amenities owned, controlled or provided by the Council;
- xi. To develop strategy on media relations, and to formulate policy on public participation;
- xii. In consultation with the Town Clerk, to agree priorities for the Management of Committee business;
- xiii. To recommend appointment to outside bodies;
- xiv. To act as a channel for communications with external organisations;
- xv. To oversee the maintenance and development of the Council's website;
- xvi. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters;
- xvii. To recommend to the Full Council a policy for the appointment of Town Mayor and

- Deputy Town Mayor and to keep it under review;
- xviii. To consider and determine in consultation with the Town Mayor all matters relating to the Council's civic and ceremonial functions, and events; and
- xix. To recommend to Full Council an allowance for the Town Mayor.

## **Environment & Planning Committee**

### **98. Purpose of the Environment & Planning Committee**

To address and, where appropriate, formulate policy for consideration by the Council and to discharge the Council's functions relating to the local environment and infrastructure

### **99. Functions of the Environment & Planning Committee**

- i. To identify key environmental and planning policy issues facing the Council and to formulate, for the Council's consideration, its policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;
- ii. To develop proposals for the environmental improvement of Council land;
- iii. Consideration and comment on issues relating to local and regional plans and any other planning or highway matters the Town Council is consulted upon;
- iv. To maintain an overview of Council environmental and planning initiatives and report to the Council on their impact and effectiveness;
- v. To decide on applications made by local organisations for funding from the Council's Carbon-reduction and biodiversity fund grant scheme, when such grant funds are contained within the annual budget;
- vi. To consider applications for Neighbourhood Community Infrastructure Levy (CIL) funding and where appropriate make recommendations to Full Council for the award of Neighbourhood CIL
- vii. Consideration of and comment on applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation, including compliance with the Policies set out in the Godalming and Farncombe Neighbourhood Plan
- viii. Monitoring and reviewing the continued validity of the Neighbourhood Plan
- ix. Consideration and comment on issues relating to Street naming.
- x. To agree priorities for the Management of Committee business;
- xi. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.
- xii. To develop and review long term strategic management of Nightingale and Eashing Cemeteries, including site visits by elected Members

## **Staffing Committee**

### **100. Purpose of the Staffing Committee**

To consider all matters relating to the appointment and management of Council staff.

### **101. Functions of the Staffing Committee**

- i. To oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment of the Town Clerk and Responsible Finance Officer
- ii. To provide support to and management of the Town Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave.
- iii. Review employee's remuneration and make recommendations thereon to The Council.

- iv. Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice
- v. To review the staffing structures to ensure they are sufficient to deliver the aims of The Council
- vi. Develop, implement and review Employment related policies, including Health & Safety policies
- vii. Manage The Council's compliance with Employment legislation, including Health & Safety policies
- viii. Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system
- ix. Provide appropriately trained Members to conduct the Appraisal(s) of the Town Clerk
- x. Set appropriate SMART objectives for the Town Clerk based on the aims and priorities of The Council
- xi. Hold regular informal meetings with the Town Clerk and Staff to discuss and review employment matters
- xii. Ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- xiii. Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding
- xiv. Manage Disciplinary and Grievance procedures in accordance with the appropriate council policy and processes
- xv. Where necessary recommend appropriate actions to The Council
- xvi. If required appoint an appeals panel drawn from Members of the Staffing Committee or from an external body as appropriate to the circumstances and in accordance with appropriate council policy and procedures
- xvii. To consider any request by a claimant for variation under exceptional circumstances of the Council's discretionary powers as set out in the Council's Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

Note: Recommendations in-line with approved budgetary resource may go direct to Full Council, recommendations requiring additional financial resource are, where practicable, to be scrutinised by the Policy & Management committee before consideration by Full Council.

#### 102. Delegated Spending Authority

In order to undertake its functions, the Town Clerk is authorised to spend up to £5,000 per annum allocated from the professional fees revenue budget when such expenditure is necessary to provide advice to the Staffing Committee. The Chair of the Staffing Committee may seek advice from the Council's HR Service provider when seeking advice on behalf of the Staffing Committee on matters relating to the performance or conduct of the Town Clerk. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council or if expediency is required the Policy & Management Committee.

#### 103. Deliberately left blank

### **Audit Committee**

#### 104. Purpose of the Audit Committee

To provide assurance of the adequacy of the risk management framework and the associated control environment, and to oversee the financial reporting process.

#### 105. Functions of the Audit Committee

- i. To consider the effectiveness of the Council's risk management arrangements, the

- control environment and associated anti-fraud and anti-corruption arrangements;
- ii. To review annually the effectiveness of internal audit;
- iii. To receive all reports from the internal auditor; and
- iv. To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit;
- v. To consider the audited accounts and report on them to the Council;
- vi. To oversee the Council's banking and investment arrangements and keep investment policy under review

### **Accountability of Committees**

106. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting.

### **Composition of Committees**

107. The Policy & Management Committee shall comprise all elected councillors excepting that the Town Mayor shall not be a member of the Policy & Management Committee. The Town Clerk shall be responsible for Clerking the Policy & Management Committee.
108. The Environment & Planning Committee shall comprise all elected councillors excepting that The Town Mayor shall not be a member of the Environment & Planning Committee. The Town Clerk shall be responsible for Clerking the Environment & Planning Committee.
109. The Staffing Committee shall comprise six councillors, none of whom may serve on the Audit Committee, one of the six members of the Staffing Committee shall be the Chair of the Policy & Management Committee. The Town Mayor shall not be a member of the Staffing Committee.
110. The Chair of the Staffing Committee shall be responsible for nominating the Committee Clerk, who may be drawn from The Council's Officers or Committee Members as appropriate, the Chair is to ensure that minutes are provided to the Town Clerk within 4 working days of the close of the meeting.
111. Deliberately left
112. The Audit Committee shall comprise five councillors, none of whom may serve on the Staffing Committee. The Town Mayor shall not be a member of the Audit Committee. The Responsible Finance Officer shall be responsible for Clerking the Committee.

### **Substitutes**

113. Substitutes may be used when councillors are unable to attend a meeting of the Staffing or Audit committees. Such substitutes may be called for any Committee meeting up to 4.00pm on the day of the meeting,
114. A maximum of two substitutes per Committee shall be permitted. It shall be the responsibility of each councillor who gives notice of apology for non-attendance for a committee meeting to arrange an appropriate substitute. Whilst preferable to maintain political balance, substitutes nominated by the councillor who is unable to attend do not have to be of the same political group.

### **Frequency of Committee Meetings**

115. As far as practicable the Policy & Management Committee will meet approximately every six weeks, the Environment & Planning Committee every three weeks and all other committees will meet as and when required but at least once per quarter.

## **Appointment of Committee Members**

116. As soon as practicable once the political representation of the council is determined, the Town Clerk shall determine the number of places on Committees which are to be filled by the members of each political group, ensuring, as far as possible, that the allocation of places reflects the balance of political representation on the Council as a whole.
117. At the annual meeting of the Council, the Council shall seek nominations and appoint councillors to Committees in line with the provisions of Standing Order 116.

## **Term of Office of Standing Committees**

118. The Council will determine the term of office of members of Standing Committees. In the absence of any decision by the Council to the contrary committee members will hold office until:
- i. They resign, collectively or individually and their successors are appointed; or
  - ii. A review of committee places by the Council; or
  - iii. Resignation as a member or members of the Council; or
  - iv. The first business meeting of the next Local Government Year. In an election year they shall retire when the Council is dissolved for the election.

## **Election of Chair and Vice-Chair**

119. Each Standing Committee shall elect a Chair and Vice-Chair from among their number at meetings convened for this purpose. The term of office of Committee Chair and Vice-Chair shall be the same as that of their Committee. Chair and Vice-Chair may be re-elected for second and subsequent terms of office.

## **Procedure at Standing Committees**

120. Except for reports and confidential papers of the Staffing Committee, and confidential papers relating to other committees, which shall only be circulated to members of the relevant committee, agendas and any supporting papers, reports and minutes of standing committees shall be circulated to all councillors at the same time as they are circulated to members of committees.
121. Any councillor, having given notice to the Chair and the Town Clerk may attend any meeting of any Standing Committee and may address that meeting on an agenda item with the leave of the person in the chair for that meeting.
122. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all Committee proceedings provided that where, at any Committee, any resolution is carried by a majority of less than two votes, then immediately after the vote is taken it shall be open to any councillor present to propose that the motion shall be referred to the Town Council in the form of a recommendation for adoption at its next meeting. If such a proposition is supported by not less than one third of the councillors present at a meeting, then the motion to which it relates shall be treated as a recommendation instead of a decision taken under delegated powers.
123. Standing Committees may, at their discretion, invite up to two individuals who are not members, including those who are not councillors, to take part in their discussions on specific subjects for periods up to one year. Such individuals may receive the Committee papers which relate to their subject; but may not attend for other business declared to be confidential by the Committee and may not vote on any Committee decisions, the period of such an individual's participation may be extended beyond one year.

## Scheme of Delegation

124. The Councils Scheme of Delegation authorises Standing Committees of the Council, the Proper Officer, Responsible Finance Officer and nominates staff to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. The Scheme of Delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.
125. Deliberately left blank

## Task & Finish Groups

126. Every standing committee may appoint one or more Task & Finish Group for purposes, which shall be specified in terms of reference by the standing committee. The committee shall also prescribe the time limit, not exceeding one-year, within which the Task & Finish Group must complete its work. A Task & Finish Group shall be disbanded as soon as it has completed the tasks given to it.
127. Each Task & Finish Group will provide a regular update to the appointing standing committee; that update shall form an item on the agenda of that committee. Otherwise, the procedure of the Task & Finish Group may be informal. A Task & Finish Group has no authority to make decisions on behalf of the Council. Decisions based on the work of a Task & Finish Group are the responsibility of the appointing committee to which the Task & Finish Group makes its report.

## Advisory Committees

128. Every Standing Committee may appoint one or more advisory committees for purposes, which shall be specified in terms of reference by the Standing Committee.
129. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
130. The provisions of Standing Orders 1 to 20 shall apply mutatis mutandis to all advisory committee proceedings (but only in so far as those provisions can apply to non-councillors). Non-councillor members of an advisory committee are not bound by the Code of Conduct but are expected to declare pecuniary and other registerable interests at meetings of the advisory committee as though they were bound by the Code.
131. Agendas and any supporting papers, reports and minutes of an advisory committees shall be circulated to all members of that advisory committee. Reports and minutes of an advisory committee will be circulated in accordance with Standing Order 120 above and will be received on the next agenda of the parent Committee.

## SECTION FIFTEEN: EXTRAORDINARY MEETINGS

*See also Section One above*

132. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
133. **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**



134. The Chair of a committee may convene an extraordinary meeting of the committee at any time.
135. If the Chair of a committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

## SECTION SIXTEEN: FINANCIAL CONTROLS & PROCUREMENT

136. The Council shall consider and approve financial regulations drawn up by the Responsible Finance Officer, which shall include detailed arrangements in respect of the following:
- i. The keeping of accounting records and systems of internal controls;
  - ii. The assessment and management of financial risks faced by the Council;
  - iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. The inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. Whether contracts with an estimated value below ~~£25,000~~ £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
137. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
138. **Public contracts must be made in accordance with GTC Financial Regulations Section ~~44~~ 5.**
139. All payments made by the Council shall be processed in accordance with its adopted Financial Regulations, including procedures for online banking, dual authorisation, and electronic record-keeping. In accordance with good governance practices, no signatory shall approve a payment to themselves, and evidence of authorisation shall be retained for audit purposes.
140. The Council's arrangements for electronic payments, including internet banking, BACS, CHAPS, variable direct debits, and standing orders, shall follow the procedures set out in the Council's Financial Regulations. These arrangements shall ensure that payments are subject to appropriate member authorisation, dual control, and audit transparency.
141. Councillors appointed as bank signatories or online authorisers shall be responsible for verifying that payment lists are accurate and reflect previously authorised expenditure. Evidence of authorisation and payment shall be retained in accordance with audit requirements and reported to the Policy & Management Committee.

## SECTION SEVENTEEN: CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

142. Canvassing councillors or the members of a committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
143. A councillor or a member of a committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

144. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **SECTION EIGHTEEN: INSPECTION OF DOCUMENTS, CONFIDENTIAL OR SENSITIVE INFORMATION & UNAUTHORISED ACTIVITIES**

145. Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of official duties (but not otherwise), inspect any document in the possession of the Council or a committee, and request a copy for the same purpose. The minutes of meetings of the Council, or its committees shall be available for inspection by councillors.
146. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
147. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
148. A councillor in breach of the provisions of Standing Order 143 above may be removed from a committee by a resolution of the Council.
149. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or a committee:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **SECTION NINETEEN: MATTERS AFFECTING COUNCIL STAFF**

150. If a meeting considers any matter personal to a Council employee, it shall not be considered until the body meeting has decided whether the press and public shall be excluded pursuant to Standing Order 4 above.
151. Subject to the Council's policy regarding absences from work, the Leader of the Council and Chair of the Staffing Committee are to be informed if any absence is likely to occasion the closing of the Town Council's offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Committee.
152. Annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme.
153. All grievance matters shall be handled in accordance with the Council's adopted Grievance Policy and Procedures.
154. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
155. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
156. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

157. Only the Town Clerk, or the appropriate line manager or the Chair of the Staffing Committee or, in the absence of the Chair, the Vice-Chair of the Staffing Committee shall have access to employee's records of employment.
158. Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Town Clerk or the Chair of the Staffing Committee.

## **SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION**

159. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
160. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **SECTION TWENTY-ONE: RELATIONS WITH THE PRESS/MEDIA**

161. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **SECTION TWENTY-TWO: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

162. The Council's responsibilities under the data protection legislation includes the following, this list is not exclusive, see also Standing Orders Section Twenty-Three Management of Information.
- i. **The Council shall appoint a Data Protection Officer.**
  - ii. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
  - iii. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
  - iv. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
  - v. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
  - vi. **The Council shall maintain a written record of its processing activities.**

## **SECTION TWENTY-THREE: MANAGEMENT OF INFORMATION**

*(See also Standing Order 154 & 155)*

163. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
164. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (eg. The Limitation Act 1980).**

165. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
166. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

#### **SECTION TWENTY-FOUR: STANDING ORDERS GENERALLY**

167. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
168. A motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.
169. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor upon delivery of that councillor's declaration of acceptance of office.
170. The Chair's decision as to the application of Standing Orders at meetings shall be final.

## **CONTENTS**

STANDING ORDERS .....	1
SECTION ONE: MEETINGS.....	1
SECTION TWO: ORDINARY COUNCIL MEETINGS.....	3
SECTION THREE: PROPER OFFICER/RESPONSIBLE FINANCE OFFICER/LEADER OF THE COUNCIL .....	4
SECTION FOUR: MOTIONS REQUIRING WRITTEN NOTICE .....	6
SECTION FIVE: MOTIONS NOT REQUIRING WRITTEN NOTICE .....	6
SECTION SIX: RULES OF DEBATE .....	7
SECTION SEVEN: CODE OF CONDUCT .....	8
SECTION EIGHT: MINUTES .....	9
SECTION NINE: DISORDERLY CONDUCT .....	10
SECTION TEN: RESCISSION OF PREVIOUS RESOLUTIONS.....	10
SECTION ELEVEN: VOTING ON APPOINTMENTS .....	10
SECTION TWELVE: ACCOUNTS & ACCOUNTING STATEMENTS.....	11
SECTION THIRTEEN: EXECUTION AND SEALING OF LEGAL DEEDS.....	11
SECTION FOURTEEN: COMMITTEES.....	12
SECTION FIFTEEN: EXTRAORDINARY MEETINGS .....	17
SECTION SIXTEEN: FINANCIAL CONTROLS & PROCUREMENT.....	18
SECTION SEVENTEEN: CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS ..	18
SECTION EIGHTEEN: INSPECTION OF DOCUMENTS, CONFIDENTIAL OR SENSITIVE INFORMATION & UNAUTHORISED ACTIVITIES .....	19
SECTION NINETEEN: MATTERS AFFECTING COUNCIL STAFF .....	19
SECTION TWENTY: RESPONSIBILITIES TO PROVIDE INFORMATION .....	20
SECTION TWENTY-ONE: RELATIONS WITH THE PRESS/MEDIA.....	20
SECTION TWENTY-TWO: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION ..	20
SECTION TWENTY-THREE: MANAGEMENT OF INFORMATION .....	20
SECTION TWENTY-FOUR: STANDING ORDERS GENERALLY .....	21
CONTENTS .....	22



Mr A Jeffrey  
Godalming Town Council  
107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

23 April 2025

Dear Andy

**Re: Godalming Town Council**  
**Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report**

**Executive summary**

Following completion of our final internal audit on 23 April 2025 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 Annual Governance and Accountability Return (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 which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

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 Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

**Engagement Letter and inherent risk assessment**

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from [anna@mulberrylas.co.uk](mailto:anna@mulberrylas.co.uk)

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

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

	PAGE
INTERIM INTERNAL AUDIT RECOMMENDATION	3
A BOOKS OF ACCOUNT	4
B FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	4
C RISK MANAGEMENT AND INSURANCE	4
D BUDGET, PRECEPT AND RESERVES	5
E INCOME	6
F PETTY CASH	6
G PAYROLL	6
H ASSETS AND INVESTMENTS	6
I BANK AND CASH	7
J YEAR END ACCOUNTS	7
K LIMITED ASSURANCE REVIEW	10
L PUBLICATION OF INFORMATION	10
M EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	11
N PUBLICATION REQUIREMENTS	11
O TRUSTEESHIP	12
ACHIEVEMENT OF CONTROL ASSERTIONS	13
AUDIT POINTS CARRIED FORWARD	14

Interim internal audit recommendations

Audit Point	Interim Audit Findings	Council comments
<b>C. RISK MANAGEMENT AND INSURANCE</b>	Based on the balances held by the council, I recommend the council contacts the insurance company to confirm the cover level held and if required, consideration is given to increasing the Fidelity Guarantee level to ensure that it covers the maximum balance held.	At the final audit, the Clerk confirmed that the Fidelity Guarantee level has been increased to £2 million which is sufficient based on the balances held by the council.



## A. BOOKS OF ACCOUNT

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim internal audit.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim internal audit.

Further review of the council's systems and procedures for payments shows that it continues to follow its adopted Financial Regulations, and has in place robust systems to minimise the risk of error.

## 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**

At the interim internal audit, I noted that based on the balances held by the council, consideration is given to increasing the Fidelity Guarantee level to ensure that it covers the maximum balance held.

At the final audit, the Clerk confirmed that the Fidelity Guarantee level has been increased to £2 million which is sufficient based on the balances held by the council.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*"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."*

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

## 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**

Testing conducted at the interim internal audit.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £836,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

The general reserve balance at the end of the financial year is £969,448, which is within the recommended range.

## 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**

Testing conducted at the interim internal audit.

## 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 has no petty cash and the testing for this internal control objective does not apply.

## 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**

Testing conducted at the interim internal audit.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

**With HMRC now offering variable direct debits, I recommend the council sets this up for future HMRC payments to ensure no payments are missed or delayed, which could cause financial penalties to the council.**

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

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

### **Audit findings**

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR.

The council has borrowing through the Public Works Loan Board (PWLB) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) against the PWLB statement and remittance advices.

## I. BANK AND CASH

### Internal audit requirement

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

### Audit findings

Testing conducted at the interim internal audit.

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

Due to the size of the council's budget, it does not receive any protection from the Financial Services Compensation Scheme (FSCS).

## 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

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

**COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).**

### Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	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>	<b>YES</b> – 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>	<b>YES</b> – 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	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.

	and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		
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>	<b>YES</b> – the requirements and timescales for 2023/24 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>	<b>YES</b> – 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>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
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>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
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>	<b>YES</b> – 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 responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

**Section 2 – Accounting Statements**

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	853,538	1,282,810	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	1,041,644	1,147,744	Figure confirmed to central precept record
3	Total other receipts	1,128,713	1,235,284	Agrees to underlying accounting records
4	Staff costs	646,046	703,206	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	77,703	77,703	Agrees to PWLB remittance advices
6	All other payments	1,017,336	1,079,084	Agrees to underlying accounting records
7	Balances carried forward	1,282,810	1,805,845	Cast correctly and agrees to balance sheet
8	Total value of cash and short- term investments	1,288,428	1,783,175	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	3,027,653	3,031,153	Matches asset register total and changes from previous year have been traced
10	Total borrowings	1,349,262	1,314,761	Agrees to PWLB statement
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

**Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows year-end total debtors of £109,411 and year-end total creditors of £86,741, with a full breakdown of the individual debtors and creditors included in the accounting software package. I reviewed the year-end journal entries and these all appear to have been correctly processed and accurately reflect the year-end debtors and creditors of the council.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor, with detailed explanations attached for the box 3 variances.

## K. LIMITED ASSURANCE REVIEW

### **Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*

### **Audit findings**

The council did not certify itself exempt in 2023/24 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**

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

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 AGARs are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

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

*The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	9 May 2024	8 May 2025
Date inspection notice issued	31 May 2024	30 May 2025
Inspection period begins	3 June 2024	3 June 2025
Inspection period ends	12 July 2024	14 July 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

**N: PUBLICATION REQUIREMENTS****Internal audit requirement**

*The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2024 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 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

*Not later than 30 September 2024 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 Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.



## **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 testing under this internal control objective is not applicable.

**Achievement of control assertions at final internal audit date**

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	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 Finance 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 the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>			✓
L	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	✓		
M	The authority, during the previous year 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 previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on [andy@mulberrylas.co.uk](mailto:andy@mulberrylas.co.uk) or 07428 647069.

Yours sincerely



**Andy Beams**

**Director, Mulberry Local Authority Services Ltd**

**Final Internal Audit - Points Carried Forward**

Audit Point	Interim Audit Findings	Council comments
<b>G. PAYROLL</b>	With HMRC now offering variable direct debits, I recommend the council sets this up for future HMRC payments to ensure no payments are missed or delayed, which could cause financial penalties to the council.	

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

El Godalming Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
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>
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>
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>
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>
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>
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>
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>
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>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.godalming-tc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



13. ANNUAL GOVERNANCE STATEMENT

The Audit Committee considered the Town Council's Annual Governance Statement for the Financial Year ended 31 March 2025 specifically considering the answers to the questions posed by the Annual Governance Statement. The proposed answers are shown below and are recommended to Full Council.

	<b>Statement <i>Godalming Town Council</i></b>	<b>Recommended Answer</b>	<b>Evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES	Use RBS accounting software – Officers have received training on the use of it. The budget is monitored at each ordinary meeting of the Policy & Management Committee. Budgeting: FY 2024/25 Min Nos 391-23 & 425-23, 26-24 FY 2025/26 Min No 359-24, 378-24 Budget Monitoring: Mon Nos 45-24, 126-24, 265-24, 294-24, 357-24, 418-24, 446-24, 514-24, 547-24 Bank Reconciliations: Min Nos 590-23, 147-24, 228-24, 460-24 576-24.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Standing Orders: Min No 23-24 Financial Regulations: Min Nos 23-24, 230-24, 328-24 and on this agenda. Payment Authority: Min No 25-23 Corporate Credit Card: Credit Limit set to £10,000 and payment made by direct debit each month. Min No 178-23, with the Youth Service card having a limit of £2,000 Min No 334-24 Financial Risk Assessment: Min No 462-24 Bank Mandate: Min No 177-23 Salaries: Set as part of budgeting (refer Assertion 1). Reviewed refer Min 317-24 Changes to salary scales refer Min Nos 311-24, 328-24 & 447-24 Internal Controls: Min Nos 148-24, 149-24, 150-24, 151-24, 152-24, 580-24 We maintain a fixed asset register of GTC owned assets.
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 smaller authority to conduct its business or manage its finances.	YES	General Power of Competence: Min No 16-23 Email Management: every officer and councillor has a @godalming-tc.gov.uk email Compliance with Laws, Regulations & Proper Practice: GTC has membership with multiple organisations who advise of changes in law, regulations & proper practice eg SALC, SLCC, NALC, Citation, Worknest

4	We provided a proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed outside the Town Council offices as per the Accounts & Audit Regulations. The notices are also displayed on our website. In addition, ad hoc queries during the year are addressed fully.
5	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments: Min Nos 462-24-23, 463-24-, 464-24, Insurance: Min No 485-23 and 591-23
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES	Internal Audit: Min Nos 333-24, 461-24 and on this agenda. External Audit: Min Nos 206-24, 229-24
7	We took appropriate action on all matters raised in reports from internal and external audit.	YES	Internal Audit: Min Nos 333-24, 461-24 External Audit: Min Nos 206-24, 229-24
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 smaller authority and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; ear-marked reserves are used to provide for other potential commitments. There is no litigation in progress and no known potential litigation. There is nothing the Council is aware of that could have a financial impact that is not already included in the accounts.
9	(For local council only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	This Council manages no trust funds.

## Section 2 – Accounting Statements 2024/25 for

El Godalming Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	853,538	1,282,810	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,041,644	1,147,744	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,128,713	1,235,284	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	646,046	703,206	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	77,703	77,703	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,017,336	1,079,084	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,282,810	1,805,845	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,288,428	1,783,175	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,027,653	3,031,153	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,349,262	1,314,761	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

23/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Explanation of Variances

### Godalming Town Council Surrey

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the **green boxes** where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	853,538	1,282,810				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,041,644	1,147,744	106,100	10.19%	YES		On 14 December 2023 Godalming Town Council resolved "to approve a precept requirement of £1,147,744 for the financial year 2024/25, which represents a band D increase of £7.97 per annum (7.36%) setting a band D equivalent at £116.35" Minute 425c-23 from that meeting refers. The apparent discrepancy between a 10.19% increase in the cash sum of the precept compared with the 7.36% increase in the Town Council's element of a council tax bill is explained by an increase in the taxbase (the number of households paying council tax) from 9611.3 Band D equivalents to 9864.7 Band D equivalents (an increase of 2.63%).
3 Total Other Receipts	1,128,713	1,235,284	106,571	9.44%	YES		The overall variance of £106,571 reflects a range of variances between 2023/24 and 2024/25 and a detailed spreadsheet is attached showing and explaining many of these Box 3 variances. The five most significant variances identified are £275,000 of Burial Committee cash balance received in 2023/24 but not repeated in 2024/25; £194,486 in grants received for the one-off refurbishment of Crown Court public conveniences in 2024/25; £103,460 additional cemeteries income in 2024/25 as a consequence of a significant increase in burials, an additional £67,197 of grants for youth work in 2024/25 and £19,393 increase in interest received in 2024/25 (as a consequence of an increase in cash balances).
4 Staff Costs	646,046	703,206	57,160	8.85%	NO		
5 Loan Interest/Capital Repayment	77,703	77,703	0	0.00%	NO		
6 All Other Payments	1,017,336	1,079,084	61,748	6.07%	NO		
7 Balances Carried Forward	1,282,810	1,805,845				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,288,428	1,783,040				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	3,027,653	3,031,153	3,500	0.12%	NO		
10 Total Borrowings	1,349,262	1,314,761	-34,501	2.56%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**



## Explanation of variance - Box 3 detail

Godalming Town Council									
Box No	2023-24 £	2024-25 £	Variance £	Variance %	Code	Centre	Code Description	Centre Description	Explanation of significant variances (greater than 15% and also greater than £200)
3	0	194,486	194,486		1101	209	Government Grants	Crown Court Conveniences	Government Grants from the Community Ownership Fund for the refurbishment of public conveniences at Crown Court - one-off project entirely completed in 2024/25
3	339,726	337,864	-1,862	-0.55%	1102	101	Community Infrastructure Levy	Head Office	
3	14,564	14,719	155	1.06%	1201	201	Grants - SCC	Broadwater Park - Youth Services	
3	101,185	168,382	67,197	66.41%	1202	201	Grants - WBC	Broadwater Park - Youth Services	Third year of funding from the UK Shared Prosperity Fund via Waverley Borough Council - the current year's grant was £67K larger than the last.
3	0	4,461	4,461		1202	208	Grants - WBC	Land & Property Other	In 2024/25 a one-off grant of £4,460.63 was received from Waverley Borough Council using S106 funding to support the installation of a new bus shelter
3	0	120	120		1202	301	Grants - WBC	Cemeteries	
3	0	1,000	1,000		1204	201	Grants - Other	Broadwater Park - Youth Services	One-off grant received in 2024/25 towards the employment of an apprentice youth worker
3	3,000	0	-3,000	-100.00%	1204	207	Grants - Other	Godalming Musuem	A First Steps Grant of £3,000 was received in 2023/24 and not repeated in 2024/25
3	8,447	8,782	335	3.97%	1301	201	Premises Hire Charges	Broadwater Park - Youth Services	
3	8,267	9,343	1,076	13.02%	1301	202	Premises Hire Charges	Pepperpot	
3	53,220	53,385	165	0.31%	1301	205	Premises Hire Charges	Wilfrid Noyce Centre	
3	20	44	24	120.00%	1301	206	Premises Hire Charges	Bandstand	
3	11,633	12,780	1,147	9.86%	1302	203	Rents	The Square	
3	0	2,764	2,764		1302	204	Rents	Allotments	Compare with code 1303 204 below - year on year difference in code chosen for allotment income - no significant difference in actual income
3	6,825	7,815	990	14.51%	1302	207	Rents	Godalming Musuem	
3	29,223	30,680	1,457	4.99%	1302	301	Rents	Cemeteries	
3	12,975	0	-12,975	-100.00%	1303	101	Other customer/client receipts	Head Office	In 2023/24 there was a range of activity recharged to third parties for work carried out by or part funded by the Town Council, this included repairs to memorials for a neighbouring parish council (£1,200); localism works recharged to the county council (£2,158.65); Legal expenses recharged to scouting (£2,736.25 x2). None of this work was repeated in 2024/25. Also included in 2023/24 and not repeated in 2024/25 was refund of a £1,000 grant and £2,974.67 insuraance claim. Total value of the specic items listed £12,805.82.
3	12	0	-12	-100.00%	1303	102	Other customer/client receipts	Civic	
3	3,873	1,825	-2,048	-52.88%	1303	104	Other customer/client receipts	Town Promotion	More sponsorship was obtained for Floral Godalming in 2023/24 than in 2024/25
3	325	0	-325	-100.00%	1303	105	Other customer/client receipts	Staycation	Staycation is not normally an income generating activity - there was a small amount of income generated in 2023/24 which was not repeated in 2024/25

3	20,349	22,977	2,628	12.91%	1303	106	Other customer/client receipts	Festivals & Markets	
Box No	2023-24	2024-25	Variance £	Variance %	Code	Centre	Code Description	Centre Description	Explanation of significant variances (greater than 15% and also greater than £200)
3	13,270	0	-13,270	-100.00%	1303	109	Other customer/client receipts	Coronation Concert	A concert to celebrate the King's coronation was held in 2023/34 - this was not repeated in 2024/25
3	30	0	-30	-100.00%	1303	201	Other customer/client receipts	Broadwater Park - Youth Services	
3	1,351	2,020	669	49.52%	1303	203	Other customer/client receipts	The Square	There has been increased income from the sub-letting of car parking spaces at The Square in 2024/25
3	2,787	0	-2,787	-100.00%	1303	204	Other customer/client receipts	Allotments	Compare with code 1302 204 above - year on year difference in code chosen for allotment income - no significant difference in actual income
3	53	170	117	220.75%	1303	205	Other customer/client receipts	Wilfrid Noyce Centre	
3	10	0	-10	-100.00%	1303	206	Other customer/client receipts	Bandstand	
3	1,536	3,320	1,784	116.15%	1303	207	Other customer/client receipts	Godalming Musuem	A part-time museum intern was employed for six months with one month's salary (£616) recharged to the museum trust in 2023/24 and five months in 2024/25; further analysis indicates a shortfall in income in 2024/25 with some insurance costs not being recharged to the museum trust in the correct financial year - this is to be rectified in 2025/26
3	670	0	-670	-100.00%	1303	208	Other customer/client receipts	Land & Property Other	As above some costs have not been recharged in 2024/25 and this is to be rectified in 2025/26
3	295,742	30,341	-265,401	-89.74%	1303	301	Other customer/client receipts	Cemeteries	During the year 2023/24 the Godalming Joint Burial Committee was dissolved (by legal agreement with the other consituent parish council) £275,000 was received as the Town Council's share of the JBC cash balances. The remainder of income on this code - in both years is the recharge of grave-digging costs (for directly (non-funeral director) arranged burials) in 2023/24 grave digging recharged amounted to £20k by 2024/25 this had risen to £30k - reflecting the increase in activity reported at the bottom on this table.
3	870	0	-870	-100.00%	1303	414	Other customer/client receipts	Mayors Charity 1	Each Mayor hold office for one year (and the mayoral year spans two financial years) two codes are alternated for Mayors' fundraising activities and year on year comparisons are meaningless because a) activity is small scale and b) different Mayors approach the issue of fundraising differently.
3	105	0	-105	-100.00%	1303	415	Other customer/client receipts	Mayors Charity 2	Ditto
3	134	0	-134	-100.00%	1304	101	Donations	Head Office	
3	0	15	15		1304	102	Donations	Civic	

3	960	2,017	1,057	110.10%	1304	104	Donations	Town Promotion
3	2,637	2,870	233	8.84%	1304	106	Donations	Festivals & Markets
<b>Box No</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Variance £</b>	<b>Variance %</b>	<b>Code</b>	<b>Centre</b>	<b>Code Description</b>	<b>Centre Description</b>
3	1,657	14,671	13,014	785.40%	1304	201	Donations	Broadwater Park - Youth Services
3	515	0	-515	-100.00%	1304	414	Donations	Mayors Charity 1
3	94	2,012	1,918	2040.43%	1304	415	Donations	Mayors Charity 2
3	6,980	5,400	-1,580	-22.64%	1304	416	Donations	Community Store
3	0	2,490	2,490		1305	101	Sale of Assets	Head Office
3	41,951	61,644	19,693	46.94%	1401	101	Interest Received	Head Office
3	300	0	-300	-100.00%	1401	301	Interest Received	Cemeteries
3	48,810	78,548	29,738	60.93%	1700	301	Interment	Cemeteries
3	6,467	8,996	2,519	38.95%	1701	301	Monument	Cemeteries
3	88,140	147,915	59,775	67.82%	1702	301	Purchase of Grave Space	Cemeteries
3	0	1,428	1,428		1703	301	Other Cemetery Fees	Cemeteries
<b>Totals</b>	<b>1,128,713</b>	<b>1,235,284</b>	<b>106,561</b>	<b>9.44%</b>				

In 2024/25 a donation of £1.700 in respect of Fireworks was received - while the only donation in 2023/24 was £960 in memory of a local resident - donations are by their nature unpredictable and fluctuate year on year.

#### Explanation of significant variances (greater than 15% and also greater than £200)

Donations totalling £12k have been received in 2024/25 from a local Rotary Club to fund a one-off project to provide a Garden Room and enhance the garden at the Youth Centre

Each Mayor hold office for one year (and the mayoral year spans two financial years) two codes are alternated for Mayors' fundraising activities and year on year comparisons are meaningless because a) activity is small scale and b) different Mayors approach the issue of fundraising differently.

Ditto

In 2024/25 fewer donations to the Community Store are passing through the Town Council's accounts because the store now has its own bank account and donors are encouraged to donate direct.

Vehicle registration MT17HAA was sold at auction in 2024/25 raising £2489.80 net

The Council's cash balances have increased by £494,612 between 2023/24 & 2024/25 and consequently more interest has been earned - a fall in interest rates notwithstanding

There was some interest in respect of Godalming Joint Burial Committee cash balance in 2023/24 - since the burial committee was dissolved during that year there will be no more interest on this code

There has been a significant increase in the number of grave purchases/interments/and memorial permits since a new faith section for burials was opened at Eashing Cemetery and the activity continues to increase.

## Proposed Transfer Between Reserves 8 May 2025

	Balance b/f 01-Apr-2025	Deficit/Surplus from revenue A/C	Transfer from Revenue A/C	Transfer to Revenue A/C	Transfers between Reserves	Projected Balance 31-Mar-2026	Reason for Reserve
	£	£	£	£		£	
<b>Unallocated Reserve</b>							
1 Revenue Reserve	969,448			-35,500	-283,948	650,000	
Sub-total unallocated reserves	<b>969,448</b>					<b>650,000</b>	52.5% of precept (precept =£1,236,391)
<b>Earmarked Reserves</b>							
2 Election Expenses Fund	15,026		6,000			21,026	To meet future election costs (£6K budget provision)
3 Emerging Projects	47,591			-15000	27,409	60,000	Unplanned/emerging projects (£15K for FDC Min 620-24 refers)
4 Youth	5,250					5,250	Unspent donations to Youth Service
5 Afghan Refugees	529			-529		0	transfer to revenue, donate to <a href="https://www.refugee-action.org.uk/afghanistan-crisis/">https://www.refugee-action.org.uk/afghanistan-crisis/</a>
6 Land & Property Maintenance	227,500			-30000	56,539	254,039	Required to maintain GTC estate £30 to revenue for Nightingale Cemetery Railing Min 115-24 refers)
7 Capital Works Programme	59,900				100,000	159,900	To support GTC planned capital projects (Pepperpot)
8 Flood Wall Maintenance	6,000					6,000	Upkeep of Meadow Flood Defences
9 Mayor's Charity	2,013					2,013	Holding reserve for Mayors fundraising
10 Professional Fees	17,000					17,000	Legal and other professional fees
11 Local Government Reorganisation	0				100,000	100,000	To support transition during LGR 2025-2027
<b>Sub-total GTC Earmarked Reserves</b>	<b>380,809</b>				0	<b>625,228</b>	
12 Community Infrastructure Levy	455,589					455,589	
<b>Sub-total All Earmarked Reserves</b>	<b>836,398</b>					<b>1,080,817</b>	
<b>Balances</b>	<b>1,805,846</b>					<b>1,730,817</b>	

## 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.