

GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 13 NOVEMBER 2025 at 6.30pm.

Andy Jeffery

DATED this 7th day of November 2025.

Andy Jeffery
CEO 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

The meeting will be preceded by prayer with the Revd Jonathan How of St Edmund's Church 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 4 September 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:

- 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.

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

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

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

7.1 Policy & Management Committee – Cllr Follows (Chair)

The Policy & Management Committee has met three times since the last Full Council meeting, on 28 August, 18 September, and 30 October 2025.

The Committee has continued its core oversight of the Council's financial and strategic management. Regular budget monitoring reports were reviewed, with no material variances to report. A particularly positive outcome was the successful revaluation of the Ockford & Aarons Hill Hub, where the Valuation Office Agency upheld the Council's challenge, reducing the rateable value from £32,000 to £1,775 – saving approximately £15,000 per annum.

Members received progress reports on the restoration of The Pepperpot, noting that the major structural elements have been completed and approving to recommend to Full Council an additional £100,000 from the Land & Property Reserve to enable completion of the tourelle reconstruction. The project is expected to conclude in early 2026. See agenda item 9.

The Committee also received detailed updates on Local Government Reorganisation (LGR) and Community Asset Transfers (CATs). While Government has confirmed that Godalming will fall within the proposed *West Surrey Unitary Authority*, work continues with Waverley Borough Council to complete Tranche 1–3 asset transfers, including ongoing partnership discussions around Holloway Hill Recreation Ground and associated Section 106 funding.

Members agreed a new combined Customer Complaints Policy & Procedure, replacing two outdated documents, and approved administrative updates to the Council's Safeguarding Policy. See agenda item 10.

Finally, Members resolved to support, in principle, a £2,000 budget provision in 2026/27 to assist the Joigny and Mayen Twinning Associations in their joint civic visit programme.

7.2 Environment & Planning Committee – Cllr Kiehl (Chair)

The Environment & Planning Committee has met on 28 August, 18 September, 9 October, and 30 October 2025.

The Committee considered and commented on a range of planning applications, including strong objections to the proposed dwelling at Huxley Close and to the Thornbrook House redevelopment on Catteshall Lane, both deemed overdevelopments contrary to local and national planning policy. Conversely, the Committee supported the Marks & Spencer proposals for Woolsack Way, recognising the commercial benefits to the town while pressing for improved traffic management and parking measures.

Members noted progress by Surrey County Council on the Natalie Way public right of way investigation, to which Godalming Town Council continues to provide administrative support.

A revised and consolidated Community Infrastructure Levy (CIL) Policy, Guidance & Application Form was approved for recommendation to Full Council, alongside a temporary

moratorium on new CIL awards until October 2026, with a £25,000 contingency for exceptional community projects. See agenda item 11.

E&P is pleased to report to Full Council further success in the 2025 South & South-East in Bloom competition, with Eashing and Nightingale Cemeteries each receiving Gold Awards and the Youth Service's Wellbeing Garden achieving a Gold on its first entry. Thanks were formally recorded to the Grounds & Facilities Team, Youth Service, and volunteers for their achievements.

7.3 Staffing Committee – Cllr Heagin (Chair)

The Staffing Committee met on 4 September 2025.

Members completed several significant recruitment exercises, confirming the appointment of Irena Hearfield as Finance Manager (commenced 20 October) and Sarah Nash as Deputy Chief Officer (commencing 1 December). The Committee also reviewed staff returning from maternity leave, long-term sickness, and sabbatical, and confirmed interim cover arrangements.

Policy housekeeping included withdrawal of the outdated *Lone & Flexible Working Policy* and *Guide to Term-Time Contracts*, and recommendation of a new Recruitment of Ex-Offenders Policy for adoption by Full Council. See agenda item 12.

Overall, staffing levels are stable, with positive progress on succession planning and team development.

7.4 Audit Committee – Cllr Thomson (Chair)

The Audit Committee met on 11 September 2025.

The Audit committee received the Interim Internal Audit Report from Mulberry & Co. Full Council to note there were *no recommendations* contained in the report, confirming that the Council's internal controls remain robust. The Committee approved revised payroll control procedures following the outsourcing of payroll to an external provider and reaffirmed the Council's budgetary control arrangements.

The next interim audit is scheduled for 9 January 2026, with reporting to the February meeting. The Committee continues to provide assurance to Full Council on the adequacy of governance, financial management, and risk control frameworks.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	11 September 2025
Environment & Planning	28 August 2025 18 September 2025 9 October 2025
Policy & Management Committee	28 August 2025 18 September 2025
Staffing Committee	4 September 2025

9. **THE PEPPERPOT RESTORATION PROJECT – ADDITIONAL FUNDING ALLOCATION – ITEM FOR DECISION**

Recommendation:

That Full Council approves the allocation of an additional £100,000 from the Land & Property Reserve to the Pepperpot Restoration Project to meet the costs of the works to the stair tourelle and associated professional fees

At its meeting held on 30 September 2025, the Policy & Management Committee received an update on the ongoing restoration works to The Pepperpot and noted the significant progress achieved in addressing both cosmetic and structural issues identified during the project.

Major elements of the restoration have now been completed, including:

- structural timber repairs to the Clock Box;
- replacement of copper cladding;
- restoration of specialist joinery and the historic clock; and
- completion of main render and undercroft repairs.

The main scaffolding is expected to have been removed by the date of this Full Council meeting, with a smaller scaffold retained around the stair tourelle to enable the final structural works.

Further investigations of the stair tourelle revealed extensive dry rot and previous unsound historic repairs, requiring complete replacement of the timber frame and associated structural works. The total project cost is now estimated at £418,299, representing an additional funding requirement of £100,000.

The Committee resolved to recommend that Full Council approve the additional funding provision from reserves.

In accordance with the Council's Financial Regulations, Full Council approval is required for:

- expenditure exceeding £50,000, and
- use of reserves, in this case the Land & Property Reserve.

The works to the stair tourelle are essential to ensure the long-term structural integrity of The Pepperpot and the safety of the building. Failure to undertake the replacement works would risk further deterioration and potential loss of historic fabric.

The additional funding requirement arises from unforeseen conditions uncovered once the original structure was exposed.

Funding from the Land & Property Reserve will maintain the project's momentum and enable completion without delay. The reserve remains at a sustainable level following this allocation and will be replenished through planned future contributions.

10. **CUSTOMER COMPLAINTS POLICY & PROCEDURE – CONSOLIDATION INTO A SINGLE DOCUMENT – ITEM FOR DECISION**

Recommendation:

That Full Council adopts the Customer Complaints Policy & Procedure as recommended by the Policy & Management Committee, and that the legacy "How to Make a Complaint" and "How to Handle a Complaint" documents be formally withdrawn.

At its meeting held on 18 September 2025, The Policy & Management Committee considered proposals to replace the Council's existing two complaints documents ("How to Make a Complaint" and "How to Handle a Complaint") with a single, consolidated Customer Complaints Policy & Procedure.

The Committee resolved to recommend to Full Council that the consolidated Customer Complaints Policy & Procedure be adopted.

The new policy (attached for the information of Members) aims to:

- provide a single, authoritative source for both the public and Officers, ensuring consistent timeframes and processes;
- set out clear roles, responsibilities, and escalation routes, including Member oversight at Stage 2;
- embed commitments on equality, accessibility, and data protection; and
- supersede the legacy "How to Make a Complaint" and "How to Handle a Complaint" procedures.

Members noted that the consolidated policy reduces duplication, improves transparency, aligns with good practice guidance, and will be subject to review after 12 months.

11. COMMUNITY INFRASTRUCTURE LEVY (CIL) – POLICY CONSOLIDATION AND TEMPORARY MORATORIUM ON NEIGHBOURHOOD CIL AWARDS – ITEM FOR DECISION

Recommendation:

That Full Council resolves to agree to:

- a. adopt the consolidated document titled Community Infrastructure Levy (CIL) Policy, Guidance & Application Form;
- b. implement a temporary moratorium on Neighbourhood CIL awards until after the October 2026 contribution from Waverley Borough Council is received; and
- c. approve a revised process allowing CIL submissions to be received and validated throughout the year, with validated applications to be considered collectively at the November 2026 meeting of the Environment & Planning Committee.

At its meeting held on 30 October 2025, the Environment & Planning Committee considered a report proposing the consolidation of the CIL Policy and Funding Application Form Guide and the CIL Funding Application Form into a single, comprehensive document titled Community Infrastructure Levy (CIL) Policy, Guidance & Application Form, together with the introduction of a temporary moratorium on the award of Neighbourhood CIL funding to allow funds to be replenished.

The Environment & Planning Committee supported the proposed consolidation and moratorium, noting that the combined policy would simplify the CIL framework, provide a single authoritative reference for applicants and Officers, and improve transparency and consistency in decision-making.

Following discussion, the Committee agreed the recommendations set out in the report, with the following additional provisions:

1. Planning applications and any other pre-commencement conditions associated with an award must be met in full before any CIL funds are released.
2. Applicants must provide proof of tenure, the acceptable length and type of which will be determined by Members when considering each application.
3. While agreeing to a moratorium on CIL awards until at least October 2026, Members agreed to set aside a contingency sum of £25,000 for potential allocation in exceptional

cases of urgent community need, provided all existing CIL eligibility criteria continue to be met.

Members also delegated authority to the Chief Executive Officer to incorporate any minor amendments or clarifications necessary to finalise the consolidated document prior to submission for formal adoption by Full Council – amended document attached for the information of Members).

Notes:

The consolidation of CIL policies and forms will improve administrative efficiency and ensure clarity for both applicants and Officers. The temporary moratorium provides an opportunity for the Council's Neighbourhood CIL fund to recover, safeguarding its capacity to support future community infrastructure projects. The contingency provision of £25,000 maintains flexibility to respond to exceptional cases of genuine community urgency while retaining proper governance control.

Background Papers:

Report to Environment & Planning Committee, 30 October 2025 – *Community Infrastructure Levy (CIL) – Policy Consolidation and Temporary Moratorium on Neighbourhood CIL Awards*.

12. **RECRUITMENT OF EX-OFFENDERS POLICY – ITEM FOR DECISION**

Recommendation:

Full Council to resolve to agree to adopt the revised Recruitment of Ex-Offenders document as recommended by the Staffing Committee, thereby replacing the following existing policies:

- [Recruitment of Ex-Offenders Policy](#)
- [Recruitment of Ex-Offenders Policy Statement](#)

Full Council to consider the recommendation from the Staffing Committee meeting held on 4 September 2025 regarding the Draft Recruitment of Ex-Offenders document.

At its meeting on 4 September 2025, the Staffing Committee reviewed the proposed **Draft Recruitment of Ex-Offenders** document (attached for the information of Members). The Committee noted that the draft merged the existing Recruitment of Ex-Offenders Policy and Recruitment of Ex-Offenders Policy Statement into a single consolidated document.

The new revision removes duplication, ensures consistency, and retains all substantive elements of the current policy framework.

Following minor amendments, the Staffing Committee resolved to recommend that Full Council adopt the revised Recruitment of Ex-Offenders document to replace the two existing separate documents.

13. **APPROVAL OF VARIABLE DIRECT DEBITS – ITEM FOR DECISION**

Members to note that British Gas is the energy provider for the Ockford & Aarons Hill Hub, as such, to bring this building in line with other community centres, Members are requested to **resolve to authorise** the RFO add British Gas to the list of suppliers paid by variable direct debit. For information the list of current suppliers paid by variable direct debit agreed at Annual Council on 15 May 2025 is attached for the information of Members.

14. SCHEDULE OF MEETINGS – ITEM FOR DECISION

Recommendation:

Members to resolve to approve the Schedule of Meetings for the Local Government year 2026/27.

Members to review and approve the Schedule of Meetings for the Local Government Year 2026/27 (attached for the information of Members).

15. POLITICAL PROPORTIONALITY OF COMMITTEES – INTERIM ARRANGEMENTS PENDING BY-ELECTION

Recommendation

That the Council resolves to:

- i. **Note the current political composition of the Council following a change of political allegiance;**
- ii. **Note the by-election to be held on 25 November 2025;**
- iii. **Agree that current committee memberships remain unchanged until the by-election result is known; and**
- iv. **Authorise the Chief Executive Officer to recalculate political proportionality and invite nominations to committees following the by-election, to achieve political balance in accordance with the 1990 Regulations.**

Background

Since the last meeting of the Council, a change of political allegiance has altered the composition of the Council, which now stands as follows:

Political Group	Members
Liberal Democrat	10
Green	3
Labour	2
Conservative	2
Vacancy	1
Total	18

The vacancy will be filled by a by-election to be held on 25 November 2025.

Under the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, the Council must ensure that its committees are constituted in proportion to the political composition of the Council.

Current Position

The current political balance gives the Liberal Democrat Group overall control of the Council. The existing committee allocations (Policy & Management, Environment & Planning, Audit, and Staffing) were proportionate prior to the recent change of allegiance.

While it is feasible to calculate the allocation now, the by-election later in November may alter the balance again. Recalculating and appointing now, then revising again within weeks, would be inefficient and potentially confusing for Members and the public.

Proposed Approach

To maintain compliance with the Regulations while avoiding unnecessary disruption, it is proposed that:

- the current committee memberships remain in place until after the by-election on 25 November 2025.
- following the declaration of the by-election result, the Chief Executive Officer be authorised to:
 - recalculate the political proportionality;
 - invite Group Leaders to make nominations to committees reflecting the revised political balance; and
 - report the outcome to the next available meeting of Full Council for ratification.

Legal and Governance Implications

The approach proposed ensures the Council remains compliant with the 1989 Act and associated Regulations. The delegation enables timely adjustment without the need for an additional meeting between 13 and 25 November.

16. CITIZENS ADVICE SOUTH-WEST SURREY – Q3 REPORT

Members to receive the Q3 report (attached for the information of Members) from Citizens Advice South-West Surrey submitted in accord with the extant SLA agreement. Members may also be interested in the latest Annual report from CASWS, which can be found on the [Charity Commission's website](#)

17. AUTHORISATION OF THE CHIEF EXECUTIVE OFFICER

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

18. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 11 December 2025 at 6.30pm.

19. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 20 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

20. STAFFING MATTERS

Members to receive an update from the Chair of the Staffing Committee on staffing matters.

CUSTOMER COMPLAINTS POLICY & PROCEDURE

1. Purpose & Scope

This policy sets out:

- how residents, customers and partners can make a complaint; and
- how the Council will receive, handle, respond to and learn from complaints.

2. What is a Complaint?

For our purposes, a complaint is any expression of dissatisfaction about the standard of the Council's service, actions, or lack of action—particularly where a problem has not been remedied to the individual's satisfaction.

Examples include: poor service; failure to provide an agreed service; failure to respond to a request; concerns that the Council has exceeded its powers; unacceptable Officer conduct; failure to follow an agreed procedure; maladministration (delay, muddle, bias or confusion).

Not covered: requests for a service; requests for information or an explanation of policy; complaints about Councillors; complaints made more than 12 months after the event unless there are exceptional reasons; complaints about services delivered by another local authority. (Complaints about councillors must be sent to Waverley Borough Council's Monitoring Officer.)

Third-party complaints: We accept complaints via a representative where appropriate (e.g., a funeral director for a recently bereaved person), subject to data protection.

3. Our Principles

We aim for a process that is:

- accessible (website/leaflet; phone, email, letter or in person);
- simple (few clear stages);
- speedy (tight, publicised deadlines);
- fair and confidential;
- effective (addressing all points and providing appropriate remedies); and
- informative (we monitor, report and learn).

4. Roles & Responsibilities

- All Officers: recognise and log complaints, give their name, and handle Stage 1 where it relates to their service.
- Support Services Executive: maintains the confidential complaints log.
- CEO (Proper Officer): oversees handling, authorises certain remedies (Section 7), reports annually to Members.

5. How to Make a Complaint (Public Information)

- a. Talk to the Officer you've been dealing with. Explain what went wrong, how it affected you, and what you want us to do to put it right. Many issues can be resolved quickly at this point.
- b. If you remain dissatisfied, write to the CEO. We will acknowledge within 5 working days and aim to provide a full response within 10 working days. If we cannot meet that timeframe, we will write by day 10 to explain why and give a timetable.

- c. If still dissatisfied (or if your complaint concerns the CEO), write to the Chair of the Policy & Management Committee. We will acknowledge within 5 working days and provide a full response within 30 working days.

Contact Details

Chief Executive Officer, Godalming Town Council, 107–109 High Street, Godalming GU7 1AQ
Tel: 01483 523575 | Email: townclerk@godalming-tc.gov.uk | Web: www.godalming-tc.gov.uk

Complaints About Councillors

Monitoring Officer, Waverley Borough Council, The Burys, Godalming GU7 1HR | Tel: 01483 523333.

6. How we Handle Complaints (Officer Guidance)

- Receiving complaints: Recognise complaints made by phone, email, letter, or in person. Capture the service/matter complained of and the remedy sought. Officers must give their name. Pass details to the relevant service and/or CEO promptly.
- **Acknowledgement & response times:**
 - Acknowledge within 5 working days.
 - Provide a full response within 10 working days wherever possible.
 - If not possible, issue a holding update on day 10 with a timetable.
- Who responds: The officer responsible for the service responds at Stage 1, noting the complainant's right to ask the CEO to handle it. Responses must explain what went wrong (if anything) or why the complaint isn't upheld, and signpost Stage 2 rights.
- Recording: Log every complaint in the confidential complaints file. The Support Services Executive records dates for receipt, acknowledgement, and response.

7. Remedies

Where a complaint is upheld, the aim is to put the complainant as far as possible into the position they would have been in had things not gone wrong. Consider:

- a. providing the service sought;
- b. changing procedures to prevent recurrence and assuring the complainant;
- c. a written and/or personal apology (a modest goodwill gesture may be appropriate);
- d. replacement of damaged items;
- e. reimbursement of specific financial loss.

Remedies (a)–(b) may be delivered by Officers within their normal powers.

Remedies (c)–(e) require authorisation by the CEO (or Deputy Chief Officer in their absence) and must be reported to the relevant committee. The Council has no specific policy for financial compensation for time/trouble, distress or inconvenience; any such payment is at the discretion of the relevant Committee.

8. Stage 2 Review (Member Oversight)

If matters cannot be resolved by Officers—or where there is a legitimate reason Officers should not handle the case—the complaint passes to the Chair of the Policy & Management Committee, who decides whether the full Committee, the Chair of Staffing or the Staffing Committee, or another route is appropriate. If a Committee considers a complaint, it will do so in confidential session (the complainant may attend with a companion) and should aim to consider it at the next meeting.

9. Confidentiality & Data Protection

The complaints file is kept confidential and personal data is shared only where lawful and necessary to investigate and resolve the complaint.

10. Monitoring, Learning & Reporting

The Support Services Executive monitors complaints and key dates. The Town Clerk reports annually, in summary, to the Policy & Management Committee. Significant complaints are reported as they arise—particularly where a Committee authorisation is required for the remedy.

11. Equality Of Access

We will make reasonable adjustments so complainants can access the procedure (including accepting third-party representatives where appropriate).

12. Review & Approval

This consolidated policy supersedes the separate “How to Make a Complaint” and “How to Handle a Complaint” documents once adopted by Full Council. (Insert approval date and minute reference on adoption.)



Community Infrastructure Levy (CIL) Policy, Guidance & Application Form Godalming Town Council

Part A – Policy and Guidance

1. Introduction

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and implemented on 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of that development.

Godalming Town Council (GTC) receives 25% of CIL funds collected by WBC from development within the Godalming parish area. These funds are available to spend on local projects that address the demands development places on the area.

In accordance with the CIL Regulations, the local proportion of CIL should be used for:

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

The definition of infrastructure is broad and includes (but is not limited to):

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

GTC encourages potential applicants to discuss ideas with the Town Clerk before submitting a formal application.

2. CIL Policy

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, where applicable, sponsoring applications.

Funds must be spent within five years of receipt, though GTC may choose to accumulate funds to support larger or strategic projects.

The level of available CIL receipts will depend on the rate of local development and cannot be considered a continuous funding stream.

All final decisions for approval and disbursement of CIL funds must be made by **Full Council**.

3. **Who Can Apply**

Applications may be submitted by:

- Godalming Town Council Committees; or
- External not-for-profit organisations, including statutory infrastructure providers, community groups, schools, and registered charities.

Membership organisations must demonstrate wider community benefit. Facilities funded through CIL should be accessible to a range of people within the community.

Note: If an external organisation has been granted CIL funds for a project, it may not apply for further CIL funding (for any project) until twelve months have elapsed since the previous award.

4. **What Is Not Eligible**

The following will not normally be funded:

- Projects completed prior to submitting an application
- Ongoing revenue or running costs
- Routine maintenance or repair
- Projects promoting or benefiting political parties or causes
- Projects conflicting with existing Town Council policies
- Recoverable VAT

In some cases, it may be determined that alternative funding sources are more appropriate.

5. **What a Project Should Demonstrate**

Projects should clearly demonstrate:

- How they address the impacts created by new development
- A wider community benefit, not limited to the applicant organisation
- A clear and deliverable plan with sound governance
- The ability to attract additional resources (match funding or partnership support)

CIL should be considered **funding of last resort**, and applicants must show that other potential funding sources have been explored first.

6. **Application and Assessment Process**

Applications should be submitted via email to: **office@godalming-tc.gov.uk**

The process is as follows:

1. Applications are validated by a panel consisting of three nominated councillors and the Town Clerk.
2. Validated applications are considered by the Environment & Planning Committee.
3. Approved applications are then forwarded to Full Council for final decision and prioritisation against available funds.

Meeting dates for consideration of CIL applications by Environment & Planning Committee are published on the Council's website: www.godalming-tc.gov.uk.

Where a project is also applying for **Strategic CIL** from Waverley Borough Council, GTC will accept an initial application using WBC's CIL form to avoid duplication.

7. Guidance on Completing the Application Form

Below is guidance to assist applicants completing the CIL Funding Application Form:

Questions 1–3: Applicant and main contact details. Each participating organisation must sign the declaration section.

Questions 4–5: Type and legal status of organisation. If registered as a charity, provide the registration number. Confirm whether VAT can be reclaimed, failure to declare this will invalidate an application.

Question 6: Location of project (full address and postcode).

Question 7: Project summary – description, purpose, and community benefit.

Questions 8–12:

- Project cost breakdown and sources of funding.
- Indicate other contributions or match funding sought.
- Declare any previous CIL or grant awards from GTC or WBC.

Questions 13–14:

- Explain how the project meets infrastructure needs arising from development.
- Provide community support evidence (letters or endorsements).
- Projects aligning with the following local priorities are encouraged:
 - Transport improvements (roads, cycling, pedestrian safety)
 - Open space and recreational improvements
 - Youth provision
 - Biodiversity enhancement
 - Community facilities
 - Flood and drainage works

Questions 15–16:

- Demonstrate deliverability within 24 months of approval.
- Explain long-term sustainability and revenue funding arrangements.

Questions 17–19:

- Non-public sector applicants must provide the latest audited accounts (including reserves).
- State whether planning permission is required and whether it is secured.

8. Supporting Information and Post-Approval Process

- Applications must include or later provide competitive quotes for the works proposed.
- Following approval, written confirmation will be required agreeing to reimburse GTC if the project does not proceed.
- No funds will be released until such confirmation is received.
- Planning approval and any other pre-commencement conditions associated with an award must be met in full before any CIL funds are released.
- Applicants must provide proof of tenure (Freehold/Lease or licence to occupy), the acceptable length and type of which will be determined by Members when considering each application.
- Projects must commence within 24 months of Full Council approval.
- Applicants must hold a bank account in the organisation's name.

The CIL award covers capital expenditure only. GTC will not assume ongoing maintenance or operational responsibilities.

9. Publicity and Acknowledgement

Recipients must acknowledge Godalming Town Council's support in any publicity or signage relating to the project.

GTC reserves the right to use project images or descriptions for public information or promotional purposes.

The assessment process is competitive, and not all applications will be funded. There is no right of appeal.



Supporting Our Community

CIL FUNDING APPLICATION FORM

1. Applicant organisation	
2. Name and position of main contact	
3. Applicant contact details (phone no, email and address)	
4. Type of organisation If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

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		
Any other Local authority contribution eg EBC and/or SCC		
Third party contribution		
Total cost		

10. Detail of additional sources of funding available

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

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

13. How does the project help address the demands of development in the area. What evidence is there to support this?

14. What evidence is there of support from the community	
15. Proposed timescales for the project	
16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	
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	
18. Do you need planning permission to carry out the works?	
19. If planning permission is required is it in place to carry out the works? If so, please provide the application number	

Section E: Declaration

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

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

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

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

Signed: _____

Organisation: _____

Date: _____

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

Signed: _____

Organisation: _____

Date: _____

RECRUITMENT OF EX-OFFENDERS

1. Policy Statement

As an organisation assessing applicants' suitability for positions of trust, which may fall within the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Godalming Town Council uses criminal record checks processed through the Disclosure & Barring Service (DBS). The Council complies fully with the DBS Code of Practice and the Home Office Revised Code of Practice for Disclosure and Barring Service Registered Persons (November 2015) pursuant to section 122(2) of the Police Act 1997.

Godalming Town Council undertakes to treat all applicants fairly and not to discriminate unfairly against any subject of a DBS application or criminal record check on the basis of a conviction or other information revealed.

2. Commitment to Fairness and Equality

The Council is committed to the fair treatment of its staff, potential staff, and service users, regardless of:

- race (including colour, nationality, and ethnic or national origins)
- Sex
- gender reassignment
- religion or belief
- sexual orientation
- responsibilities for dependents
- age
- physical/mental disability
- physical characteristics
- offending background.

The Council actively promotes equality of opportunity for all with the right mix of talent, skills, and potential. It welcomes applications from a wide range of candidates, including those with criminal records. All candidates are selected for interview based on their skills, qualifications, and experience.

3. Disclosure and Barring Service (DBS)

- A DBS application is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- Where a criminal record check is required, all application forms, job adverts, recruitment briefs, and discussions will clearly indicate that a DBS check will be requested in the event of an offer of employment.
- The Council can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about and that are not protected.
- Unless the nature of the position allows otherwise, only "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked about.

4. Handling of Information

- Applicants are encouraged to provide details of their criminal record at an early stage of the recruitment process.
- Information is only seen by those who need to see it as part of the recruitment process.
- An open and measured discussion will always take place regarding any offences or other matters relevant to the position. Failure to reveal information directly relevant to the position could lead to withdrawal of an offer of employment.
- The Council undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing any conditional offer of employment.

5. Training and Support

The Council will ensure that:

- appropriate professional support is provided for the recruitment process to assess the relevance and circumstances of offences; and
- those involved in recruitment receive guidance and training on the relevant legislation relating to the employment of ex-offenders, including the Rehabilitation of Offenders Act 1974.

6. DBS Code of Practice

Every subject of a DBS check will be made aware of the existence of the DBS Code of Practice, and a copy will be made available on request.

7. General Principle

Having a criminal record will not necessarily bar an individual from working with the Council. This will depend upon the nature of the position and the circumstances and background of the offences.

24. APPROVAL OF VARIABLE DIRECT DEBITS

Schedule of Direct Debit Instructions for the Town Council's Current Account

Supplier	Frequency	What's it for?
Citation	Monthly	Health & Safety system
Waverley BC	Biannually	Rates for BWPYC
Everflow	Monthly	Water BWPYC, Allotments, WNCC & NS and CC Toilets
Fuel Genie	Monthly	Fuel Costs
HSBC Commercial Card	Monthly	Ad hoc purchases
Information Commissioner's Office	Annually	Data Protection Registration
O2	Monthly	Mobile Phones
Public Works Loan Board	Biannually per loan	Loan Repayments for WNCC & GTC Office
Sage Software Ltd	Monthly	Payroll system
Smartest Energy	Monthly	Electricity - Office, BWPYC, WNCC, PP, NS and CC Toilets, O&AH Hub Gas – WNCC & BWPYC & O&AH Hub
HMRC	Monthly	Employers' National Insurance

GODALMING TOWN COUNCIL

SCHEDULE OF MEETINGS 2026/27

<u>MAY 2026</u>				Bkd
7	ELECTION (Shadow Unitary Authority)			
14	Full Council	6.30PM	Council Chamber	
21	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	✓
28	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.00PM** 7.20PM** 7.20PM**	Council Chamber Council Chamber Council Chamber Mayor's Parlour	
<u>JUNE 2026</u>				
4	Full Council (Annual Accounts) Environment & Planning Policy & Management	6.30PM 6.45PM** 7.00PM**	Council Chamber	
25	Environment & Planning	6.30PM	Council Chamber	
28	CIVIC SERVICE	10.30AM	Venue to be Confirmed	
<u>JULY 2026</u>				
9	Staffing Audit	6.30PM 7.00PM**	The Pepperpot 107-109 High Street	
16	Environment & Planning Policy & Management (Grants)	6.30PM 7.00PM**	Council Chamber	
23	Full Council	6.30PM	Council Chamber	
<u>AUGUST 2026</u>				
6	Environment & Planning	6.30PM	Council Chamber	
27	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
<u>SEPTEMBER 2026</u>				
3	Full Council Staffing	6.30PM 7.00PM**	Council Chamber	
10	Audit	6.30PM	107-109	
17	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	

Items in blue indicate an amendment from the original schedule

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

Adopted –

FC/MeetingSchedule26-27

<u>OCTOBER 2026</u>				
8	Environment & Planning	6.30PM	Council Chamber	
29	Environment & Planning Policy & Management (Grants)	6.30PM 7.00PM**	Council Chamber	
<u>NOVEMBER 2026</u>				
8	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	
12	Full Council Staffing	6.30PM 7.00PM**	Council Chamber	
19	Environment & Planning Policy & Management (Budget)	6.30PM 7.00PM**	Council Chamber	
<u>DECEMBER 2026</u>				
10	Full Council (Precept) Environment & Planning	6.30PM 7.00PM**	Council Chamber	
<u>JANUARY 2027</u>				
7	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
28	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
<u>FEBRUARY 2027</u>				
4	Audit (Internal Audit Recommendation)	6.30PM	107-109	
11	Full Council (Approval of Int. Audit Rec) Staffing	6.30PM 7.00PM**	Council Chamber	
18	Environment & Planning Policy & Management (Grants)	6.30PM 7.00PM**	Council Chamber	
<u>MARCH 2027</u> (Maundy Thursday – 25 March 2027/Easter Monday – 29 March 2027)				
11	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
18	ANNUAL TOWN MEETING	7.00PM	Council Chamber/MP	✓
<u>APRIL 2027</u>				
8	Environment & Planning	6.30PM	Council Chamber	
15	Audit (Review System of Internal Control) Staffing	6.30PM 7.00PM**	107-109 Pepperpot	
22	Environment & Planning Policy & Management (SLAs & GAiK)	6.30PM 7.00PM**	Council Chamber	
29	Full Council	6.30PM	Council Chamber	

Items in blue indicate an amendment from the original schedule

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

Adopted –

FC/MeetingSchedule26-27

MAY 2027

6	ELECTION (Local)			
13	Councillor Induction Event	7.00PM	Wilfrid Noyce Centre	
20	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	✓
27	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.00PM** 7.20PM** 7.20PM**	Council Chamber Council Chamber Council Chamber Mayor's Parlour	

JUNE 2027

3	Full Council (Annual Accounts) Environment & Planning Policy & Management	6.30PM 6:45PM 7.00PM**	Council Chamber	
24	Environment & Planning	6.30PM	Council Chamber	

FESTIVALS:

Spring Festival (1st Saturday in April)
Summer Festival (1st ~~Sunday~~ Saturday in July)
Staycation (1st complete week in August)
Christmas Festival (Last Saturday in November)

Event	Date
2026	
Spring Festival	Saturday, 4 April 2026
Annual Council/Mayor Making	Thursday, 21 May 2026
Godalming Run	Sunday, 17 May 2026 - tbc
Town Show	Saturday, 6 June 2026
Farncombe Market	Saturday, 13 June 2026 - tbc
ChoirBLAST	Saturday, 13 June 2026 - tbc
Bury's Live formerly Beer Festival	Friday, 19 & Saturday, 20 June 2026 - tbc
Summer Food Festival	Saturday, 4 July 2026 - tbc
Staycation	Saturday, 1-Sunday, 9 August 2026
Farncombe Market	Saturday, 12 September 2026 - tbc
Heritage Weekend	Saturday, 12-Sunday, 13 September 2025 - tbc
Town Fireworks	Friday, 6 November 2026 - tbc
Remembrance Sunday	Sunday, 8 November 2026
Christmas Lights Switch-on	Sunday, 22 November 2026
Christmas Festival Market	Saturday, 28 November 2026
Farncombe Christmas Lights Switch-on	Friday, 4 December 2026
Farncombe Christmas Market	Saturday, 5 December 2026

Events in red are organised by Godalming Town Council

Items in blue indicate an amendment from the original schedule

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

Adopted –

FC/MeetingSchedule26-27

Citizens Advice South West Surrey

Report for Godalming Town Council Q3 2024-25

Clients engaged by Citizens Advice South West Surrey

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	85	214	192
Godalming Central and Ockford	59	178	116
Godalming Farncombe and Catteshall	64	168	158
Godalming Holloway	14	50	44
Group 1 Total	222	610	510
Milford + Witley	60	159	117
Bramley + Wonersh	42	148	123
Elstead + Peperharow	15	72	50
Group 2 Total	117	379	290
Grand Total	339	988	800

Clients engaged by the Citizens Advice Network as a whole -

This captures the number of residents in Godalming who are helped by CASWS as well as other areas of the Citizens Advice Network, e.g. our Surrey Adviceline and the National Adviceline.

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	96	284	304
Godalming Central and Ockford	68	205	180
Godalming Farncombe and Catteshall	71	202	223
Godalming Holloway	17	57	53
Group 1 Total	252	748	760
Milford + Witley	77	192	181
Bramley + Wonersh	66	207	292
Elstead + Peperharow	19	90	67
Group 2 Total	162	489	540
Grand Total	414	1,237	1,300

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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