

## GODALMING TOWN COUNCIL

Tel: 01483 523575  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Website: [www.godalming-tc.gov.uk](http://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, 12 FEBRUARY 2026 at 6.30pm.

*Andy Jeffery*

DATED this 6<sup>th</sup> day of February 2026.

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](mailto:office@godalming-tc.gov.uk)

**ANNOUNCEMENT: Due to the sudden and unexpected passing of Pete Harris on Sunday, 1 February we will have no Sergeant-at-Mace officiating at this Full Council meeting.**

The meeting will be preceded by prayer with the Rev'd Chris Lion, Rector of Godalming Minster 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.

Tribute to be read by the Mayor.

### A G E N D A

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Extraordinary Meeting of the Council held on the 8 January 2026.

2. APOLOGIES

TO RECEIVE apologies for absence.

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

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

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting,

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

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

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

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

**Audit Committee – Cllr Thomson**

The Audit Committee has met once since the last meeting of Full Council.

The Committee continued its role in providing assurance over the Council's governance, financial controls and risk management arrangements.

Members received the interim report from the Council's Internal Auditor, Mulberry Local Authority Services Ltd, and were pleased to note a *clean* outcome with no recommendations or actions raised at this stage of the year.

Routine oversight was undertaken, including review of the current bank reconciliation, and Members approved the Council's Financial Risk Assessment as an accurate reflection of the Council's current position.

The Committee also considered the Council's arrangements in respect of AGAR Assertion 10 (Digital and Data Compliance) and agreed that the Council is well placed to provide a positive assurance response when approving the Annual Governance Statement.

Two recommendations from the meeting are being presented elsewhere on the agenda as separate decision items: the updated IT Policy and the proposed re-appointment of the Internal Auditor.

**Environment & Planning Committee – Cllr Keihl**

The Environment & Planning Committee has met twice since the last meeting of Full Council, on 8 January and 29 January 2026.

The Committee continued its core role in considering planning matters affecting the town. Members reviewed the full schedule of planning applications received from the Local Planning Authority and raised no formal observations on the applications considered.

Members also considered Waverley Borough Council's consultation on the Draft Godalming Navigations Conservation Area Appraisal, supporting the enhancement of the conservation area and agreeing the Town Council's response. Min No 486-25 delegated authority to the Deputy Chief Officer and the Committee Chair to agree the final wording of the committee's response for the Godalming Navigation Consultation Area Appraisal before submitting to WBC. The agreed response is attached for the information of Members.

Members also noted the forthcoming Surrey County Council engagement on local street improvements in Farncombe, with consultation events taking place during February.

**Policy & Management Committee – Cllr Follows**

The Policy & Management Committee has met twice since the last meeting of Full Council, on 8 January and 29 January 2026.

The Committee continued its routine oversight of the Council’s financial and operational management. Members reviewed the schedules of payments and receipts for the period, with all expenditure confirmed as in line with the agreed budget or prior resolutions.

Members considered a number of governance and compliance matters, including approval of key GDPR policy documents – see agenda item 11, and agreement to commission an updated accessibility assessment of the Town Council’s website.

The Committee also undertook financial planning work in relation to the May 2027 Town Council elections, noting the potential scale of costs and agreeing further review of reserves and correspondence with relevant authorities.

Members received updates on Local Government Reorganisation and Community Asset Transfers, including progress on the first tranche of transfers currently in conveyancing, and agreed further steps to maintain momentum on key local assets.

Finally, the Committee continued its review of the Council’s committee structure and governance arrangements, agreeing a set of principles and options to be developed for Member consideration.

**Staffing Committee – Cllr Heagin**

The Staffing Committee has met once since the last meeting of Full Council, at an Extraordinary Meeting held on 18 December 2025.

In exempt session, Members considered post-maternity leave staffing arrangements. The Committee approved a flexible working request, subject to the formal amendment of the employee’s particulars of employment.

Members also agreed to the creation of a new part-time Education & Outreach Officer post.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Environment & Planning	27 November 2025
	11 December 2025
	8 January 2026
Policy & Management Committee	27 November 2025
	8 January 2026

9. IT, CYBER SECURITY & ACCEPTABLE USE POLICY

**Recommendation**  
**That Full Council adopts the updated IT, Cyber Security & Acceptable Use Policy, as reviewed and recommended by the Audit Committee on 5 February 2026.**

At its meeting on 5 February 2026 (Min No 516 refers), the Audit Committee considered an updated IT, Cyber Security & Acceptable Use Policy for adoption by Full Council (attached for the information of Members).

The Policy has been drafted in line with the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide 2025, using the recommended Parish Council IT Policy template as a basis for good practice and audit compliance. The policy supports the Council's internal control framework and is required to meet the expectations of Assertion 10 – Digital and Data Compliance within the Annual Governance and Accountability Return (AGAR).

### **Key Policy Provisions**

The updated Policy provides guidance and controls relating to:

- acceptable use of Council IT equipment and systems;
- password security and multi-factor authentication;
- email communications and phishing awareness;
- data storage, retention, backups and secure disposal;
- remote working expectations and personal device requirements; and
- incident reporting, monitoring, and enforcement.

## 10. APPOINTMENT OF INTERNAL AUDITOR

**Recommendation: Following review by the Audit Committee, it is recommended that Full Council resolves to:**

- **Re-appoint Mulberry & Co Local Authority Services Ltd as the Council's Internal Auditor for the financial years 2026/27 to 2028/29 inclusive;**
- **Authorise the Chief Executive Officer issue of a new Letter of Engagement;**
- **Instruct that as a condition of engagement Mulberry & Co Local Authority Services Ltd are to allocate a different auditor than that nominated under the previous letter of engagement.**

Godalming Town Council is required to maintain an effective system of internal audit as part of its governance and financial control framework. The appointment of the Internal Auditor is a matter reserved for Full Council, with the Audit Committee providing recommendation.

The Audit Committee considered this matter at its meeting on 5 February 2026 and resolved to recommend to Full Council that Mulberry & Co be re-appointed for the three-year period, with authority delegated to the CEO to issue the Letter of Engagement (Min No 518 refers) and that align with good practice and avoid overfamiliarity that a different auditor is to be nominated than nominated under the previous letter of engagement..

## 11. POLICY DOCUMENT REVIEW

### **Recommendation**

**That Full Council adopts the GDPR policies listed below, as reviewed and recommended by the Policy & Management Committee on 8 January 2026.**

At its meeting on 8 January 2026, Policy & Management committee reviewed the policy documents listed below and resolved to recommend adoption by Full Council.

[GDPR-Removable Media Policy](#)

[GDPR-Subject Access Policy](#)

[GDPR-Privacy Notice – General](#)

[GDPR-Privacy Notice – Staff, Councillors & Volunteers](#)

[GDPR-Document Retention Policy](#)

[GDPR-Information Data Protection Policy](#)

## 12. YOUTH SERVICE ANNUAL REPORT

### **Recommendation**

#### **That Members note the Youth Service Annual Report for the period January–December 2025.**

Members to receive the Youth Service Annual Report (attached for the information of Members), which provides an overview of a year of substantial growth and meaningful delivery.

The Youth Service now supports 491 registered young people and recorded over 10,000 attendances across centre-based sessions, outreach work and holiday programmes during 2025.

Key highlights include record-breaking participation in after-school drop-ins, the continued success of evening group provision, and the expansion of outreach sessions in Ockford Ridge and the town centre. The report also sets out priorities for 2026, ensuring that provision continues to adapt to evolving needs and reaches young people who are not currently engaged in other support.

Members are encouraged to read the full report in detail, which demonstrates the real-life impact of the Youth Service on individual young people.

## 13. UK TOWN OF CULTURE 2028 – EXPRESSION OF INTEREST

### **Recommendations**

#### **That Members:**

- i. **Note the launch of the UK Town of Culture 2028 competition.**
- ii. **Consider whether the Council wishes to proceed with a submission.**
- iii. **If minded to proceed, authorise the Chief Executive Officer to remove the confidential designation and share the draft EOI with local groups and organisations to determine the level of community support.**
- iv. **Request that the outcome of engagement be reported back to the Policy & Management Committee on 12 March 2026, ahead of a final decision by Full Council.**
- v. **Full Council to delegate Policy & Management Committee to determine whether to proceed to submit the EOI following consideration of the engagement feedback.**

### **Purpose of Report**

To provide Members with an overview of the newly launched UK Town of Culture 2028 competition and to seek an initial decision on whether the Town Council wishes to proceed with submitting an Expression of Interest (EOI).

The draft EOI has been prepared by the Chief Executive Officer and is attached confidentially at this stage.

### **Background**

The Government has launched the first ever UK Town of Culture competition, building on the success of the UK City of Culture programme. The competition is open to towns of all sizes and aims to support a vibrant cultural programme that:

- showcases local identity and heritage;
- brings communities together;
- encourages investment and pride in place; and
- expands access to arts and culture.

An expert panel chaired by Sir Phil Redmond will assess bids. Shortlisted towns will receive £60,000 to develop a full application. Final winners will receive up to £3 million. The deadline for submission of Expressions of Interest is 31 March 2026.

### **Godalming Expression of Interest**

A draft EOI has been completed for Godalming, setting out a vision for culture as civic infrastructure, combining heritage with innovation and community-led delivery.

The draft includes:

- Godalming Town Council as the accountable body;
- a proposed delivery partnership board (“Godalming 28”);
- themes of inclusion, empowerment and accessibility;
- potential cultural and creative-technology strands; and
- initial partnership ideas with local groups and organisations.

Confidential EOI document attached for the information of Members.

### **Confidentiality**

At this stage, the EOI is being shared with Members only, as the Chief Executive Officer wishes first to determine whether the Council supports proceeding further.

If Council agrees to continue, authority is sought for the CEO to share the EOI with local organisations and community partners to test support and secure buy-in.

### **Financial Implications**

There is no financial commitment at this stage, other than existing Officer time in preparing the draft EOI and undertaking initial engagement work.

Should the bid progress to shortlist stage, the Council would receive a development grant of £60,000 to support the preparation of a full application.

Any future financial implications would be reported back to Members before commitments are made.

### **Next Steps and Governance**

If Members support proceeding:

- The CEO will engage local cultural, voluntary and community organisations.
- Feedback and evidence of community support will be brought back to:
  - Policy & Management Committee – 12 March 2026.
- To meet submission deadlines, Full Council is asked to delegate authority to approve submission of the final EOI, based on the level of community buy-in received, to the Policy & Management Committee.
- Final submission deadline: 31 March 2026.

## **14. LGR & COMMUNITY ASSET TRANSFERS – UPDATE**

### **Recommendations**

**Members are asked to resolve to:**

- i. **Approve the Local Government Reorganisation (LGR) residents’ leaflet for printing and distribution.**
- ii. **Note the oral update from the Chair of the LGR Working Group regarding the latest position on the remaining Tranche 1–3 Community Asset Transfer requests.**

At its meeting on 29 January 2026, the Policy & Management Committee considered the latest draft of the Town Council's residents' leaflet on Local Government Reorganisation (Min No 500-25 refers). Following discussion on minor points of syntax, Members agreed that the Chief Executive Officer should arrange for the approved text to be incorporated into the final leaflet design format.

The draft leaflet is attached for Members' consideration and remains exempt until formally approved. Subject to approval, printing and distribution will proceed to all residential postal points within the Parish of Godalming, with delivery scheduled to be completed by 27 March 2026.

In addition, Members will receive an oral update from the Chair of the LGR Working Group on the outcome of Waverley Borough Council Executive's consideration, at its meeting of 10 February 2026, of the remaining Tranche 1–3 Community Asset Transfer requests.

15. **MOTION ON NOTICE**

Proposer: Councillor Weightman. Seconder: Cllr PMA Rivers

**Recommendation**

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

**Background**

Godalming Town Council (GTC) recognises that the Local Government Reorganisation and the creation of the new unitary authority of West Surrey will likely increase the workload of GTC councillors, as a consequence of:

- the expansion of the responsibilities of GTC resulting from the increased number of assets for which the council holds responsibility; and
- the significant diminution of combined councillor representation at all tiers of local government within the parish of Godalming (from 29 to 22) on the vesting of the new unitary authority in May 2027.

**The Motion**

Accordingly, Godalming Town Council:

- considers that, after vesting in 2027, the number of councillors across the wards of Godalming Town Council will no longer be sufficient to serve the needs of residents; and
- instructs the Chief Executive Officer to ask Waverley Borough Council to initiate a Community Governance Review to consider increasing the number of councillors representing each of the individual wards on GTC.

**Explanatory Note:**

A Community Governance Review (CGR) is a statutory process, provided for under the Local Government and Public Involvement in Health Act 2007, which enables a principal council to review parish governance arrangements, including the number of councillors and warding arrangements.

GTC does not have the legal power to undertake a CGR itself. Any such review must be initiated and conducted by the relevant principal council. At present, this is Waverley Borough Council. Following Local Government Reorganisation in May 2027, this responsibility will transfer to the new West Surrey Unitary Authority.

The Town Council may, however, formally request that the principal council undertakes a CGR and would be a statutory consultee in the event that a review is carried out.

If a CGR were agreed by the principal council, it would involve the publication of terms of reference, public consultation, and consideration of draft and final recommendations. Any changes to town council electoral arrangements, including councillor numbers, could only take effect at the next ordinary elections.

The motion, if approved, would authorise the Chief Executive Officer to write to Waverley Borough Council requesting that it considers undertaking a CGR in respect of the number of councillors representing the wards of Godalming Town Council. Approval of the motion would not guarantee that a review would be undertaken, nor would it predetermine the outcome of any such review.

16. CITIZENS ADVICE SOUTH-WEST SURREY – Q3 2025/26 REPORT

Members to receive the Q3 2025/26 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, 14 May 2026 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 any outstanding staffing matters.



# GODALMING TOWN COUNCIL



Chief Executive Officer: Andy Jeffery MSc MCGI

Tel: 01483 523575

E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

3 February 2026

Planning Specialists  
Waverley Borough Council  
The Burys  
Godalming  
Surrey  
GU7 1HR

Dear Heritage Team

**Re: Waverley Borough Council Consultation – Draft Godalming Navigations Conservation Area Appraisal document**

Godalming Town Council (GTC) welcomes the opportunity to respond to Waverley Borough Council's (WBC) consultation on the Godalming Navigations Conservation Area Appraisal (CAA). GTC is pleased to offer strong support for the appraisal and wishes to highlight the following points as justification for its endorsement:

**1. Heritage and Character**

Protecting Godalming's historic environment and ensuring that development enhances the town's unique character is a key priority of the Godalming & Farncombe Neighbourhood Plan (GoFarNP). GTC Members are pleased that the appraisal identifies and promotes the protection of heritage assets, including both listed buildings and those of local merit, and welcomes the recommendation for the Council to take a proactive role in identifying and protecting these assets, working in partnership with local groups. GTC Members note that a project has already been set up to identify, review and adopt additional BLMs, however it is hoped that this will be led by the WBC Conservation Officer, who would be able to provide the required guidance and expertise.

**2. Environmental Quality and Biodiversity**

The sensitive natural environment of Godalming, especially the River Wey and its associated green spaces, is of great importance to the community. The appraisal's emphasis on the river corridor, open spaces, and biodiversity and the recommended actions to maintain and enhance these features for the benefit of current and future generations align with GTC's environmental stewardship objectives.

**3. Community Engagement and Partnership**

GTC is committed to working in partnership and engaging the community in decision-making. The appraisal's encouragement of collaboration with local organisations and its emphasis on public consultation for planning and environmental improvements are strongly supported.

**4. Economic Vitality and Tourism**

Enhancing the vitality of the town centre and supporting the local economy are central to the GoFarNP. GTC endorses the appraisal's recommended actions to maintain and enhance the public realm and visitor experience in the conservation area, which in turn will support tourism and the local economy.

## **5. Waverley Design Awards**

As WBC is approaching its last year, GTC requests that WBC holds a final Design Awards, and passes over the procedures and method statements to equip GTC with the necessary information to manage future Design Awards, if so desired.

GTC welcomes the enhancement of this conservation area and wishes to remain engaged throughout the process. GTC Members look forward to continuing to work closely with WBC and other partners to ensure the Godalming Navigations Conservation Area remains a vibrant, sustainable, and cherished asset for future generations.

Yours faithfully

Andy Jeffery  
Chief Executive Officer

## **IT, CYBER SECURITY & ACCEPTABLE USE POLICY**

**This policy should be read in conjunction with the linked policies listed below:**

- Code of Conduct
- Disciplinary Procedure & Rules
- Equality & Diversity Policy
- Data Protection Policy
- Social Media Policy

### **1. PURPOSE**

The purpose of this policy is to ensure that the Council's information, systems and digital services are used securely, lawfully and sensibly, while supporting efficient day-to-day working.

The Council uses both remote server and cloud-based systems to store and manage information. These systems are critical to service delivery and must be protected from loss, misuse and unauthorised access.

### **2. SCOPE**

This policy applies to:

- all employees, councillors, volunteers and contractors;
- anyone using Council information, systems or equipment; and
- all locations, including remote and home working.

It applies regardless of whether Council systems are accessed using Council-owned or approved personal devices.

### **3. SYSTEMS COVERED BY THIS POLICY**

This policy covers all Council digital systems, including but not limited to:

- Microsoft 365 (Outlook, SharePoint, OneDrive, Teams);
- any remote or hosted servers used by the Council;
- email, internet access and cloud services;
- Council-owned computers, laptops, tablets and mobile phones; and
- approved personal devices used to access Council systems.

### **4. ROLES AND RESPONSIBILITIES**

#### **4.1 The Council**

The Council owns all data created, received or stored in connection with Council business.

#### **4.2 Chief Executive Officer**

The CEO has overall responsibility for:

- information security and acceptable use;
- ensuring this policy is implemented and reviewed; and
- liaison with the Council's external IT support provider.

#### **4.3 External IT support provider**

The Council's appointed IT provider is responsible for:

- technical management of systems;
- security monitoring and updates; and
- supporting incident response and recovery.

#### **4.4 Users**

All users are responsible for:

- using Council systems appropriately;
- protecting access credentials and devices; and
- reporting security concerns or incidents immediately.

### **5. ACCEPTABLE USE**

Council IT systems are provided primarily for Council business. Limited personal use is permitted provided that it:

- is reasonable and occasional;
- does not interfere with work;
- is lawful and appropriate; and
- does not risk the security or reputation of the Council.

All use of Council systems must comply with this policy and the Council's other policies, including the Code of Conduct and Data Protection Policy.

Users must not misuse IT facilities in any way that brings the Council into disrepute, causes offence, disrupts operations or jeopardises security.

### **6. MICROSOFT 365, SHAREPOINT AND RECORDS**

As the Council transitions to SharePoint it will become the Council's primary document and records store.

- Council documents must not be stored permanently on local drives or personal devices.
- OneDrive may be used for working files but is not a long-term records store.
- Teams messages and files relating to Council business are Council records.
- Access to files is controlled by permissions, not by copying or downloading unnecessarily.

Users must not create unofficial systems or workarounds that bypass these controls.

### **7. DATA MANAGEMENT, BACKUPS AND SECURE DISPOSAL**

All sensitive or confidential Council information must be stored and transmitted securely using approved systems and methods.

The Council's systems are backed up regularly through approved arrangements with its IT provider.

Where information is no longer required, secure disposal or deletion methods must be followed in line with the Council's Retention and Data Protection Policies.

## **8. EMAIL COMMUNICATIONS**

Council email accounts are for official communication and must be used professionally and respectfully.

Users must:

- avoid sending sensitive or confidential information by email unless it is encrypted;
- exercise caution with attachments and links to prevent phishing or malware;
- verify unusual requests for payment, passwords or information before responding.

Emails should be treated as permanent records and may be subject to disclosure under GDPR or Freedom of Information legislation.

## **9. SECURITY AND ACCESS**

- Each user must have a unique account.
- Passwords must not be shared.
- Multi-factor authentication must be used where available.
- Devices must be locked when unattended.
- Software may only be installed or approved by the Council's IT provider.

Deliberate unauthorised access to systems or data may be a criminal offence.

## **10. REMOTE WORKING AND PERSONAL DEVICES**

Remote access is permitted where approved by the Council.

Where personal devices are used:

- devices must be password protected;
- automatic locking must be enabled;
- Council data must only be accessed via approved applications; and
- Council data must not be stored locally unless authorised.

Lost, stolen or compromised devices must be reported immediately.

## **11. NETWORK AND INTERNET USE**

Council internet access must be used responsibly for official purposes.

Users must not:

- download unauthorised or copyrighted material;
- attempt to bypass security controls;
- introduce malware or unapproved software.

## **12. MONITORING AND PRIVACY**

Council IT systems are monitored to:

- maintain security;
- ensure compliance with policies; and
- support business continuity.

Users should have no expectation of privacy when using Council systems. Monitoring will be lawful, proportionate and for legitimate purposes only.

### **13. RETENTION AND ARCHIVING**

Council emails and electronic records must be retained and archived in accordance with:

- the Council's Retention Policy;
- GDPR requirements; and
- Freedom of Information obligations.

Users should not keep unnecessary emails or duplicate records.

### **14. INCIDENT REPORTING**

All users must report any actual or suspected security incidents without delay, including:

- lost or stolen devices;
- suspected phishing or suspicious emails;
- accidental disclosure of information; and
- unauthorised access to systems.

Incidents should be reported to the Chief Executive Officer, who will coordinate action with the IT provider and follow data breach procedures where required.

### **15. TRAINING AND AWARENESS**

The Council will provide periodic training and guidance to employees and councillors on:

- cyber security best practice;
- phishing awareness;
- safe use of Council systems; and
- data protection responsibilities.

All users are expected to engage with training provided.

### **16. MISUSE, BREACHES AND ENFORCEMENT**

Misuse includes, but is not limited to:

- accessing or distributing illegal or offensive material;
- circumventing security controls;
- introducing malware or unauthorised software;
- excessive personal use; and
- using systems in a way that brings the Council into disrepute.

Failure to comply with this policy may result in:

- withdrawal of system access;
- disciplinary action; and
- referral to external authorities where required.

### **17. CONTACTS**

For IT-related enquiries, assistance or incident reporting, users should contact:

- the Chief Executive Officer; or
- the Council's appointed external IT support provider.

### **13. REVIEW**

This policy will be reviewed annually, or sooner if required by changes in technology, legislation or working practices.



**Godalming**  
Town Council

Supporting Our Community

# ***Godalming*** ***youth*** ***th*** ***service***

---

## **ANNUAL REPORT**

---

January 2025 – December 2025

## SUMMARY

Throughout 2025, the Youth Service has grown substantially. The Youth Service continues to provide a wide range of activities and services for young people in Godalming, with its provision primarily but not solely based within four projects:

- After-School Drop-in
- Evening Groups
- Outreach Work (Off-Site)
- Holiday Activities

The report will share what our current provision consists of, before providing an overview of each of these areas of service delivery. Throughout this report, numerical data supplemented by qualitative data will be used to provide an insight into the performance of the youth service.

Previous reports have sought to give an overview of what youth work is, how data is captured and explore specifics in relation to the model of youth work in use by the Youth Service. For those wanting an overview of these themes, please consult previous Youth Service reports. This report does not cover staffing, finances and facilities. These themes are managed through other Town Council reports, committees and processes.

One of the elements most celebrated in previous reports has been case studies and anecdotes exploring the journey of individual young people. These are provided in a separate document, and you are encouraged to read these in tandem with this report, particularly as these case studies offer examples of the difference the Youth Service makes in the real lives of young people.



## CONTENTS

Summary .....	2
Contents .....	3
Youth Service Delivery .....	4
The Youth Service Programme – What Groups and Projects are provided? .....	4
How is the general youth service's performance? .....	5
After School Drop-in – Programme Overview .....	5
What is happening at drop-in sessions? .....	6
What issue-based work and types of support were provided? .....	6
Outlook for next year .....	8
Evening Groups.....	8
Girls' Group – Programme Overview .....	8
Outlook for next year .....	9
Boys' Group – Programme Overview.....	9
Outlook for next year .....	9
Juniors .....	10
Outreach Projects.....	11
School's Work Sessions .....	11
Mobile Vehicle Sessions.....	11
Ockford Community Hub Sessions .....	11
Outreach projects outlook for next year .....	12
Holiday Activities – Programme overview .....	12
Easter 2025.....	12
Summer 2025.....	13
Christmas 2025 .....	13
Conclusion .....	13

## YOUTH SERVICE DELIVERY

There are now 491 young people registered as members with our service, with 195 young people registering for the first time in 2025. These numbers do not include young people met through detached and outreach projects, or who have only attended holiday provision (which uses a different registration system).

The number of attendances at each of our sessions is as follows:

Service Area	Total Session Attendances
<b>Drop-In Sessions Total</b>	4,823
<b>Evening Session Total</b>	1,730
<b>Club4/HAF Programmes</b>	470
<b>Half-Term Programmes</b>	100
<b>Ockford Sessions Total</b>	77
<b>Mobile Project Total</b>	2,797
<b>Home Schooled Group</b>	97
<b>Overall Youth Session Total</b>	10,094

This means that the overall footfall for centre-based sessions is 7123 attendances, and for outreach projects it is 2971 attendances.

As in previous reports, the caveat is given that high numbers do not necessarily constitute meaningful youth work. Some projects with lower attendees may be so because those attending have specific needs that need unique support to engage effectively.

### The Youth Service Programme – What Groups and Projects are provided?

The current Godalming Youth Service programme consists of the following projects during term-time:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Early afternoon session</b>	<b>1:30 - 2:30</b> Leadership Team Meeting	<b>1:45 - 2:45</b> Home Educated Young People	<b>12:00 - 1:00</b> Broadwater School Lunchtime	<b>12:00 - 1:00</b> Broadwater School Lunchtime	<b>1:30 - 2:30</b> Detached Session (Location tbc)
<b>3:00 - 5:00</b>	<b>Drop-In - Games and Challenges Theme</b>	<b>Drop-in - Music Theme</b>	<b>Drop-In - Year 9+ Only in Youth Room</b>	<b>Drop-In - Team Games Theme</b>	<b>Drop-In - Friday Chillzone</b>
<b>4:00 - 5:00</b>		<b>Ockford Hub Session - Year 6 + 7</b>		<b>Mobile Vehicle - Town Centre Session</b>	<b>Ockford Hub Session - Year 7</b>
<b>Evening Theme 6:00 - 8:00</b>	<b>Girls' Group</b>	<b>Boys' Group</b>	<b>Juniors 5:45 - 6:45 - Group One 7:15 - 8:15 - Group Two</b>	<b>Steering Group</b>	<b>One-Off Special Events</b>

**After-School Drop-Ins:** Every weekday during term time, drop-in is available between 3:00pm – 5:00pm. Each day involves different themes and activities providing light, informal social education.

There is also the opportunity for young people to receive direct support and guidance from youth workers.

**Evening sessions:** Our current evening group programmes consist of a dedicated night for Girls and Boys. We have two small groups that meet on Wednesday evenings, and a Youth Committee.

**Home Educated Group (Third Space):** Every Tuesday afternoon, we provide a group for young people who are not currently attending school, whether this be due to being home-educated or in alternative provision.

**Ockford & Aaron's Hill Hub Sessions:** There are two sessions per week provided at the Ockford and Aaron's Hill Community Hub, both aimed at young people newly beginning secondary school.

**Broadwater School Lunch Time Sessions:** Our staff visit Broadwater school during lunchtimes twice per week. This enhances the youth service's outreach and connection with students.

**Mobile Sessions:** We have a weekly mobile session in Godalming Town Centre, where young people can visit for a chat after school, take part in positive activities and receive information, advice and guidance.

This programme changes completely during school holidays and makes way for an expansive holiday programme which will be addressed separately. Half-term weeks have tended to include a smaller offer, normally consisting of two-three days of activities.

#### How is the youth service's performance in general terms?

We are pleased to report a year of varied, meaningful frontline delivery and high numerical engagement, successfully maintaining consistent participation across our primary areas of service. Crucially, we have achieved significant engagement with a diverse cohort of young people, including those with complex and considerable needs.

Key successes this year include the successful execution of the five-week Summer Programme, record-high drop-in attendance, the establishment of new external youth groups at the Ockford & Aaron's Hill Hub, and sustained growth and positive engagement within our evening groups.

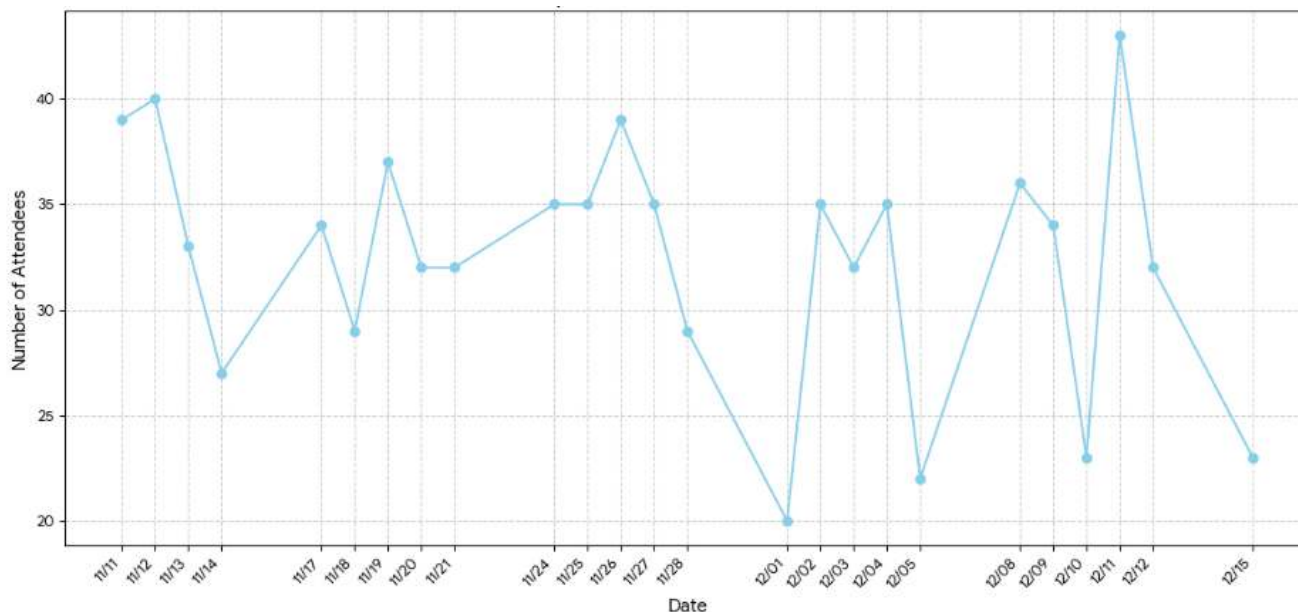
Despite these accomplishments, it is important to remember that young people's needs are always evolving, and the Youth Service cannot afford to become static to finding new ways of identifying and responding to these needs. The remainder of this report will provide a comprehensive overview of each area of service delivery and our planned outlook for the coming year.

#### **AFTER SCHOOL DROP-IN – PROGRAMME OVERVIEW**

Between 1 January and 19 December 2025, Broadwater Youth Centre recorded 4,823 attendances across 147 sessions. During last year, this number was 3191; this is a substantial increase. During the standard school term, the programme maintains a consistent daily average of 35 attendees, with a slight reduction to 25 during seasonal periods such as GCSE examinations, work experience, and challenge weeks.

To benchmark these results, data was compared with impact reports from comparable after-school projects across the south-east. This analysis reveals that compared with other providers offering a similar number of sessions, Broadwater Youth Centre consistently engages three to four times more young people than similar projects in the region. This is true even in towns with considerably higher population than Godalming.

When looking more closely at attendance data, it is important to recognise that occasional fluctuations—both quiet and busy—often occur without an immediate or obvious explanation. This can be seen when viewing the most recent attendance figures between 11 November and 12 December 2025.



An initial glance at the data might suggest that the low attendance on **1 December** is a cause for concern. However, closer inspection reveals that even on this 'lowest' day, **20 young people** were still present; furthermore, this dip coincided with the onset of the seasonal cold and flu period. Conversely, the peak of 43 attendees on 12 December occurred without any specific change in programming to drive higher engagement.

Notably, the data shows no identifiable trend or specific day of the week that consistently performs higher or lower than others. These ebbs and flows appear to be dictated by external factors rather than internal delivery. Ultimately, the most significant data points are the consistency of overall attendance and the high volume of registered members, both of which demonstrate a sustained and reliable demand for the service.

#### What is happening at drop-in sessions?

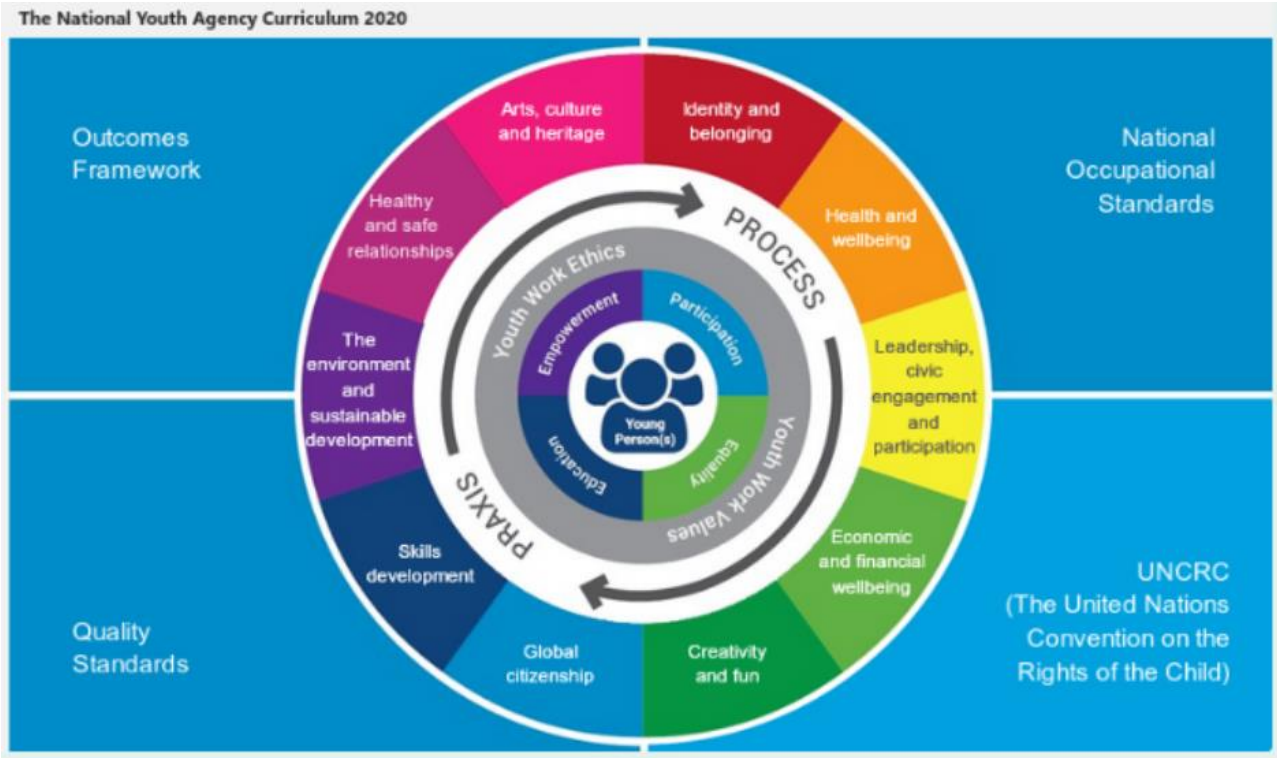
Attendance at our drop-in surged this year, with afternoon sessions routinely hitting over 40 young people in September. Despite these numerical pressures creating high-demand conditions, our team maintained a highly positive and engaging environment. Doing so was maintained through continuing to facilitate popular creative activities like painting, drawing, and active games (e.g., football and the well-received 'Wheel of Fortune' pool setup). There was a resurgence in Music Room engagement (including guitar workshops, DJing and singing), and an updated Chill Corner also provided a decompression space. Crucially, staff provided consistent emotional support and guidance on school life, personal issues, and skill development, resulting in young people trusting the staff as a reliable resource for ongoing, regular support.

However, the numerical increase this term created some significant operational pressures. Maintaining safe supervisory ratios proved difficult, and our usual 1:10 ratio was tricky to maintain. Consequently, we were forced to implement a strict one-in, one-out system on several occasions to ensure safe practice, whilst looking for ad-hoc solutions that would allow us to increase capacity.

#### What issue-based work and types of support were provided?

The after-school drop-in explored a myriad of different issues throughout 2025, drawing on activities such as music, circus skills, miniature painting and more as methods to involve young people in

informal education. In terms of providing a summary of these, the National Youth Agency’s curriculum is a useful tool. An overview of this curriculum can be found in previous annual reports. I have also included three case studies related to drop-in sessions in the appendix document.



Within drop-in sessions this year, the curriculum points below were met with the following regularity:

Curriculum point	Count
Identity and Belonging	147
Health and Wellbeing	147
Creativity and Fun	147
Skills Development	147
Arts, Culture and Heritage	135
Healthy and Safe Relationships	123
Economic and Financial Wellbeing	102
Leadership, Civic Engagement and Participation	77
Global Citizenship	60
The Environment and Sustainable Development	48

Based on the distribution of these themes, we can draw the following conclusions regarding which social issues are primarily being met within the drop-in.

The data shows absolute consistency in meeting areas related to Identity, Health, Creativity, and Skills. These four themes seem to be the "bread and butter" of a standard drop-in. This suggests that regardless of the specific activity (whether it's Music, Painting, or Sports), staff are successfully using young people's interests and their rapport with them to weave developmental opportunities into every interaction.

The high frequency of Arts, Culture and Heritage (135) and Healthy and Safe Relationships (123) indicates that drop-in is not just a "place to doss or a social club", but rather an environment

significantly focusing on emotional intelligence and cultural capital. The relationship-building aspect is particularly vital given the complex needs of young people, many of whom have barriers to participating in mainstream activities.

Notably, *Global Citizenship* and *The Environment and Sustainable Development* appear less frequently. This is because these topics represent specific workshops or intentional "challenge weeks" rather than daily background themes. In the coming year, a new project to convert the back of the youth centre into a habitat for nature will address more effectively address environmental education, and the service is beginning to explore how to meet Global Citizenship targets elsewhere in its provision.

The consistent presence of Economic and Financial Wellbeing (102) and Leadership (77) aligns our strategy to create a "*more chilled, mature space*" for over 13s in the New Year. The prominence of these gives us insight into what to develop further in the coming year as we seek to ensure equity of access across all year groups.

### Outlook for next year

The after-school drop-in now enters its third year. It continues to be a successful project, but the needs of young people are evolving and shifting with passing years. Young people's social world and the sub-culture they inhabit is never static, meaning adaptation is always necessary to engage young people effectively.

To address capacity and ensure inclusivity, we are implementing a change to Wednesday afternoons. We will be dedicating this session exclusively to young people aged 13+ and those preferring a quieter environment. The current high volume of attendees in regular drop-ins can create an overwhelming and noisy atmosphere, which can deter two key groups; those who are more mature and seek a calmer space, and those of a quieter disposition or with complex needs who require a less stimulating setting.

By intentionally segmenting our offering, we anticipate significantly increasing our reach to engage a greater number of 'unique' young people, simultaneously fostering deeper participation from those who have previously struggled to access or benefit from our full-capacity sessions.

## **EVENING GROUPS – PROGRAMME OVERVIEW**

During 2025, there were 1,730 attendances at evening groups. Godalming Youth Service's evening groups aim to provide a smaller, more curated environment for young people who benefit from participating in smaller-scale group work. The aim is not to achieve high numbers, but rather to ensure that all of those attending, benefit.

Against this backdrop, 1,730 attendees is high and exceeded expectations. To interpret this data and identify metrics for assessing how the evening groups are performing, it is helpful to give some context. The majority of Godalming Youth Service's groups are 'closed' or 'invite-only' groups, meaning that only named members can attend.

These figures evidence long-term and consistent attendance from individuals, who have chosen to remain part of groups for a long time, a credit to the staff team for maintaining such diverse activities. It is particularly notable that the evening groups are continuing to involve sixth formers, some of whom have been with us for over three years.

### Girls' Group – Overview

Girls' Group continues to draw significant and regular attendance and is highly valued by those attending. There continues to be a myriad of significant social and emotional issues addressed within

this group, and it has been an important session since the Youth Service's inception. It has proven to be a safe, enriching haven for young women with pastoral needs, but also continued to feel fun.

Throughout 2025, the Girls' Group sessions were driven by strong engagement in both meaningful discussion and fun activities. The group showed good knowledge and insight during deep conversations on topics like sexuality, religion, college, and personal relationships, often leading to valuable debate. Socially, the group provided a supportive, relaxed environment for chilling, sharing personal updates (e.g., dates, college life, health concerns), and participating in team games like Telestrations and fun improv/scenario acting, reinforcing a light-hearted yet constructive atmosphere.

A significant aspect of the group is that there are numerous young women attending who are not attending mainstream education or training, sometimes due to complex personal factors and/or individual circumstances and needs. The group has proven to be a place where all young women, regardless of background, can support, learn and grow together.

#### *Outlook for next year*

The vision for Girls' Night in 2026 is to maintain its focused, closed-group structure as this ensures the group content remains highly responsive to global news and the specific interests of its members. Building on recent successes, discreet written feedback tools will be used more as these uncover deeper perspectives that verbal conversation alone might miss. A new project for the year to come is for the girls to design their own promotional posters to define the group's identity. Doing so will directly influence how we encourage attendance from peers and ensure that we continue to draw in more young women who can benefit from this group.

#### Boys' Group – Overview

In previous years, Boys' Night sometimes felt a little chaotic. Throughout 2025, Boys' night developed into a more coherent group, fostering a strong sense of community and trust through consistent, enjoyable engagement. Attendance improved due to planned activities that were responsive to young people's interests, including sports, gaming, and relevant discussions. The presence of consistent youth worker guidance elicited positive engagement and continued commitment to the group.

The group's work-based aspect explores social issues relevant to young men, ranging from managing emotional regulation and behaviour, right through to basic self-care such as grooming and hygiene. The group has also proven to be inclusive and welcoming, including integrating young people with significant additional needs and disabilities.

Maintaining the effectiveness of this session relies on implementing a consistent and structured format with clear boundaries set early, especially regarding behaviour. There are a handful of sessions where this has become more difficult to maintain as young people have attended who present more challenging behaviour. When this happens, it undermines the positive group work that happens.

#### *Outlook for next year*

For open conversations about personal issues to thrive and for this group to be a safe space, a careful group balance needs to be maintained. There is a small group of boys who will need a more targeted approach, including using behaviour contracts and regular monitoring to encourage more positive engagement. These same young people will be offered other opportunities for support in the New Year, including through some new specialised sessions we are developing.

## Juniors' Overview

The Juniors' programmes were originally conceived as a project to specifically support young people's transition into secondary school and there are two sessions provided on a single evening, each attended by different school year groups. The young people participating have undergone unforeseen, unique journeys which are outlined below. This has led to both groups becoming something special which exceeds our initial intended outcomes and expectations. The way each group functions is outlined below.

### *Group One - Year 7 and 8 Session*

The first Juniors' group consists of young people in school years 7 and 8. There are many young people in attendance who have additional needs and an inclusive environment is a necessity to enable them to participate fully.

Elements that are integral to successfully doing so in this group are the creation of a low-stimulus, inclusive environment where young people feel safe exploring complex topics such as gender and past trauma. Attendees had provided feedback that they specifically value the "quiet community" feel, noting that the smaller group size makes it a preferred alternative to busier environments, including our after-school drop-in which has very high attendances.

The use of fidget toys and a "Feelings Board" has proven highly effective in helping members manage emotional dysregulation. A further significant part of this group is that they agreed to a total phase-out of mobile phone usage during sessions, with young people handing in their phones on arrival. Doing so demonstrates a high level of trust in staff, with members opting for face-to-face connections over digital distraction.

The major emphasis this year is that the group asked to help the year group below settle into secondary school, opening their group to new members in school year 7. Doing so meant this group became a combined Year 7 and Year 8 group, with those in year 9 mentoring and welcoming these new young people into the youth service and assisting their transition into secondary school. The successful integration of the Year 7 cohort has been a key achievement and a distinctive piece of youth leadership.

### *Group Two - Year 9 Session*

The Year 8 session's' young people started together in 2023 as a Year 6 group, joining in the term before they moved up to secondary school. Their group has proven so beneficial to participants that the same group has been retained after two years. Because of the positive dynamics, this will now become a Year 9 group in September.

The group serves as a protective factor for highly vulnerable young people with complex additional needs. This session has evolved into a non-judgmental sanctuary where members feel safe discussing private lives, relationships, and emotions without fear of embarrassment.

For many, this group is their only opportunity to maintain friendships with peers from different schools, effectively preventing social isolation and "tech addiction". Members describe the club as an essential "escape" that "gets them through the week," providing an emotional outlet and social connection that they cannot find elsewhere.

The model of journeying with this group from Year 7 right through to Year 9 is very positive. In an ideal world, similar groups would be established in every school year group so that this could become a new model and focus for our evening group work, journeying and supporting young people through their secondary school journey from induction right through to completing their GCSEs.



## **OUTREACH PROJECTS – PROGRAMME OVERVIEW**

Our outreach projects cover multiple areas of our work, primarily sessions facilitated away from the Broadwater Youth Centre, Mobile Vehicle Sessions and School's Work.

### School's Work Sessions

Our youth workers visit the playground at Broadwater School twice a week. This provides a fantastic link between the school and the youth service. Young people have been known to see our staff at school, remark that they are anticipating a difficult afternoon, have their youth worker offer a pep talk to '...get through this afternoon, avoid getting in any trouble and we'll catch up at drop-in'. Young people have expressed how this simple informal coaching is hugely important to them, helping them to get through any challenges they face that day, some of which can feel insurmountable to them.

Additional significant benefits are that these sessions have led to increased youth club attendance, most significantly by young people who might not otherwise be willing to give the youth service a try.

### Mobile Vehicle Sessions

The UK Shared Prosperity Funding (UKSPF) that was used to fund the creation of the Mobile project ended in 2025, meaning any work outside the Godalming Town Council parish area also finished completely.

Since the UKSPF ended, Mobile Sessions based at Ockford Ridge and Aaron's Hill Skatepark were maintained, with sessions there twice a week. The area was chosen due to a high population, along with the area being geographically distanced from Farncombe.

As winter set in, mobile sessions became unviable as young people wouldn't be out in the cold. The focus shifted to facilitating sessions at the Ockford & Aaron's Hill Hub, which seemed to lead to more concrete outcomes and solid rapport built with young people. One of the limitations of the Hub is size, but the group there has achieved some outstanding outcomes with young people who are not involved in any other youth provision.

In terms of future Mobile sessions, in October 2025 we completed some consultation work in Godalming Town Centre. We met young people who were not known to us and asked them what they felt would be most beneficial to youth in Godalming. Dominant suggestions were:

- somewhere to go for coffee or a hot chocolate after school;
- evening events for under 18s, such as a youth night club; and
- more competitions in alternative sports such as BMXing.

What this process also did was establish that there is a group of young people in Godalming in the afternoons during term-time who want to take part in youth work that aren't accessing the youth service/centre.

Consequently, a new town centre mobile session has started which has elicited high interest despite being in its infancy and beginning during the winter. We will be developing these sessions further in the year to come, recognising that Farncombe and those young people attending the youth centre are already well served.

### Ockford & Aaron's Hill Hub Sessions

Each week, we now provide two sessions at the Ockford & Aaron's Hill Hub. These groups are aimed at young people at the beginning of secondary school.

The first group has been established in close partnership with the local primary school, who send us those pupils in school year 6 that they think would most benefit from being part of our youth provision.

The second group, relatively recently established, grew out of our long-term mobile vehicle sessions at the skate park. We have worked in this area for approximately two years and have built up a good rapport with local children. As the winter set in, mobile vehicle sessions ceased being viable as young people do not attend when it is excessively wet or cold. However, our service's relationship to many of the same young people was restricted to hellos and games in the park. To enhance their participation, we are now running a small, targeted session for these youth who are not involved with our service in any capacity.

#### Outreach projects outlook for next year

There are multiple new sessions planned for 2026, many of which respond to the consultation work we completed with young people in the town centre in October of this year.

Firstly, the town centre Mobile sessions are already proving to be a success. These will be invested in and developed further, particularly as they are reaching young people who are completely separate to the youth centre cohort.

Secondly, the Youth Service is exploring external venue options for an open-access Thursday evening group based outside Farncombe and aimed at reaching those not currently accessing youth provision. The steering group at Broadwater Youth Centre has expressed an openness to supporting and co-developing a youth club aimed at engaging different young people from other parts of Godalming.

Thirdly, the Youth Service is exploring an additional Friday lunch time mobile session, primarily aimed at reaching college students.

### **HOLIDAY ACTIVITIES – PROGRAMME OVERVIEW**

This year, our holiday activities were of a larger scale than any previous year. There were two weeks of activities during Easter, five weeks of summer activities, and a week over Christmas.

- Easter HAF – 124 Attendances
- Summer HAF – 271 Attendances
- Christmas HAF – 75 attendances

The schedule implemented for each of the holiday periods is shown below:

#### Easter 2025

During the Easter holidays, the Youth Service provided two weeks of activities:

<b>Easter 2025</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week One</b>	Monday 7 April - Laser Quest at the youth centre	Tuesday 8 April - Doughnutting (inc. minibus travel)	Wednesday 9 April - Creative Chaos	Thursday 10 April - Bowling	Friday 11 April - Easter Drop-in, with scavenger hunt
<b>Week Two</b>	Monday 14 April - Photography and youth drop-in	Tuesday 15 April - Doughnutting (from Ockford Hub. inc. minibus travel)	Wednesday 16 April - Ice Skating (from Ockford Hub inc. minibus travel)	Thursday 17 April - Group walk at Newlands Corner	Good Friday

## Summer 2025

The five-week Summer programme consisted of the following activities:

<b>Summer 2025</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>28 July - 1 August</b>	Game-Fest at Youth Centre	Bowling Trip	Hayling Island Day Trip	Street Art Workshop	Music Workshop
<b>4 August - 8 August</b>	No Session - Staff Training	Ninja Warrior Trip	Virtual Reality	Nerf Guns and Sumo Suits	Board Games and Mario Kart
<b>11 August - 15 August</b>	Minecraft Themed Day	Water Park Trip	Croquet Club Trip	Pickleball Trip	Comic book creation, Anime, Comic-Con
<b>18 August - 22 August</b>	Creative Arts at Youth Centre	Angling Trip	Climbing Trip	Nature walk and Photography at Newlands Corner Trip	No session - Youth Service Shutdown
<b>25 August - 29 August</b>	BANK HOLIDAY	Centre-based, Mario Kart Mayhem!	Escape Rooms Trip	Funfair & BBQ experience	No session - Youth Service Shutdown

## Christmas 2025

The Christmas holiday programme was held over four days:

<b>Christmas 2025</b>	<b>Friday 19 December</b>	<b>Saturday 20 December</b>	<b>Monday 22 December</b>	<b>Tuesday 23 December</b>
<b>Theme</b>	Christmas Dinner	Festive Gaming	Roller disco at the Youth Centre	Go-Karting Trip

We received excellent feedback from parents who were incredibly thankful for the variety and quality of the provision. One parent even shared that the service is "an essential community asset" that has truly changed the summer for their child and many others. The case studies are rich with stories of how these opportunities have enriched young people's wellbeing and widened participation.

## **CONCLUSION**

This report is intentionally shorter than previous reports. An attempt has been made to remain succinct whilst also:

- providing enough context for readers to understand each project;
- providing signposting to additional resources for those wishing to know more; and
- allowing the numerical data, case studies and brief analysis to speak for themselves.

From a numerical perspective and based on comments from parents and young people, this year has been exceptional for the Youth Service. However, delivery of this scale and quality continuously challenges resources, both physical and staffing.

Tom Manning  
Head of Youth Service  
Godalming Town Council

# GODALMING TOWN COUNCIL

Chief Executive Officer: Andy Jeffery

Tel: 01483 523575

Fax: 01483 523077

E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)



107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

13 February 2026

Sent via Email: [pedro.wrobel@waverley.gov.uk](mailto:pedro.wrobel@waverley.gov.uk)

Mr Pedro Wrobel  
Chief Executive  
Waverley Borough Council

Dear Pedro

## **REQUEST FOR COMMUNITY GOVERNANCE REVIEW – GODALMING TOWN COUNCIL**

On behalf of Godalming Town Council, I am writing to request that Waverley Borough Council considers undertaking a Community Governance Review in respect of the electoral arrangements of Godalming Town Council, specifically the number of councillors representing each of its wards.

At its meeting on 12 February 2026, Godalming Town Council resolved to make this request in light of the anticipated impact of Local Government Reorganisation and the creation of the new unitary authority. Members considered that the vesting of the new arrangements in May 2027 is likely to result in increased responsibilities and workloads at town council level, alongside a reduction in overall elected representation within the parish across all tiers of local government.

The Town Council recognises that the statutory power to initiate and conduct a Community Governance Review rests with Waverley Borough Council and that the decision whether to undertake such a review, and the scope of any review, are matters entirely for the Borough Council to determine. The Town Council further recognises that any review would be subject to statutory consultation and that any changes arising could only take effect at the next ordinary town council elections.

This request is made to invite the Borough Council to consider whether a Community Governance Review would be appropriate, either in advance of or in connection with the forthcoming Local Government Reorganisation, in order to ensure that parish governance arrangements continue to support effective and convenient local government and reflect the interests of the local community.

Should the Borough Council agree to consider this matter further, the Town Council would, of course, engage constructively with any review process and provide such information or assistance as may be required.

Yours sincerely

A handwritten signature in black ink, appearing to be 'AJ', written over a large, faint, diagonal watermark that reads 'DRAFT'.

Andrew Jeffery  
Chief Executive Officer

**Citizens Advice South West Surrey**  
**Report for Godalming Town Council Q3 2025-26**

**Clients engaged by Citizens Advice South West Surrey**

<b>Ward</b>	<b>Clients</b>	<b>Activities</b>	<b>Issues</b>
Godalming Binscombe and Charterhouse	75	257	218
Godalming Central and Ockford	60	267	231
Godalming Farncombe and Catteshall	43	116	159
Godalming Holloway	17	41	44
<b>Group 1 Total</b>	<b>195</b>	<b>681</b>	<b>652</b>
Milford + Witley	33	113	100
Bramley + Wonersh	49	153	184
Elstead + Peperharow	12	46	44
<b>Group 2 Total</b>	<b>94</b>	<b>312</b>	<b>328</b>
<b>Grand Total</b>	<b>289</b>	<b>993</b>	<b>980</b>

**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.

<b>Ward</b>	<b>Clients</b>	<b>Activities</b>	<b>Issues</b>
Godalming Binscombe and Charterhouse	90	331	355
Godalming Central and Ockford	72	326	291
Godalming Farncombe and Catteshall	56	150	260
Godalming Holloway	26	58	68
<b>Group 1 Total</b>	<b>244</b>	<b>865</b>	<b>974</b>
Milford + Witley	48	152	165
Bramley + Wonersh	65	234	264
Elstead + Peperharow	18	81	69
<b>Group 2 Total</b>	<b>131</b>	<b>467</b>	<b>498</b>
<b>Grand Total</b>	<b>375</b>	<b>1332</b>	<b>1472</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.