

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING

HELD ON WEDNESDAY 4 JUNE 2026

* Town Mayor (Cllr Kiehl)
0 Deputy Town Mayor (Cllr Crowe)

0 Councillor Adam	* Councillor Marshall
0 Councillor Crooks	* Councillor Martin
0 Councillor C Downey	* Councillor PMA Rivers
0 Councillor S Downey	* Councillor PS Rivers
0 Councillor Duce	* Councillor Steel
* Councillor Follows	* Councillor Thomson
* Councillor Heagin	* Councillor Weightman
* Councillor Holliday	* Councillor Williams

* Present # Absent & No Apology Received 0 Apology for Absence L Late

56.040626

MINUTES

The Minutes of the meeting of the Council held on 20 May 2026 were signed by the Mayor as a correct record.

57.040626

APOLOGIES

Apologies for absence were received and recorded as above.

58.040626

DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

59.040626

PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

60.040626

QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

61.040626

RECEIPT OF OFFICIAL ANNOUNCEMENTS

No Official Announcements, letters etc were received.

62.040626

RECEIPT OF COMMITTEE CHAIR'S REPORTS

The reports of the following Committees setting out decisions taken pursuant to delegated powers were RECEIVED.

Audit & Governance Committee 28 May 2026 – Cllr Thomson

Planning Committee 28 May 2026 – Cllr Marshall

63.040626

RECEIPT OF COMMITTEE MINUTES

Since the date of the last council meeting, there were no approved Committee minutes to be received

64.040626

REPORT OF THE INTERNAL AUDITOR

Members considered the report from the Audit Committee regarding the Final Internal Audit Report dated 8 May 2026 and Noted the auditors' comments and recommendations.

65.040626

ANNUAL GOVERNANCE STATEMENT

Members considered the Annual Governance Statement and the proposed answers to the questions posed by the Statement. (attached to record minutes).

Members approved that the Chair sign the Annual Governance Statement for the Financial Year Ended 31 March 2026 with agreed responses. (attached to record minutes).

66.040626

ACCOUNTING STATEMENTS 2025/26

Members considered the Town Council's Accounting Statements for the Financial Year Ended 31 March 2026.

Members approved that the Chair sign the Accounting Statements for the Financial Year ended 31 March 2026. (copy of Section 2 of the Annual Return is attached to record minutes).

67.040626

MOTION ON NOTICE

Proposer: Councillor Williams Second: Councillor Weightman

Recommendation:

Members to consider the Motion and if minded are requested to resolve to approve the implementation of the motion as set out at points a-g in the motion.

THE MOTION:

Requests for the Audit & Governance Committee to develop and recommend to Full Council a Sustainable and Ethical Investment Policy

Council is asked to note that the Audit Committee, when considering the Treasury & Investment Policy on 16 April 2026, discussed the statement that preference should be given to banking institutions with "strong ethical and sustainable practices", but acknowledged that

the Policy does not currently define those terms or establish objective criteria for assessing financial institutions and investments.

Council is asked to further note:

- the growing expectation that public bodies should align financial decision-making with recognised Environmental, Social and Governance (ESG) principles;
- the significant financial and climate-related risks associated with continued investment in and financing of fossil fuel expansion;
- the increasing availability of banking and investment providers able to demonstrate credible ethical, sustainable and net zero-aligned practices; and
- the importance of ensuring that the Council's treasury management arrangements are consistent with its wider environmental responsibilities and community values.

Members are asked to RESOLVE to agree to request for the Audit & Governance Committee to develop and recommend to Full Council a Sustainable and Ethical Investment Policy which:

- a. establishes clear, transparent and measurable ESG criteria for all banking, treasury management and investment decisions;
- b. prioritises financial institutions and investment vehicles able to demonstrate credible net zero commitments, robust climate transition plans and responsible stewardship practices;
- c. includes a presumption against the use of institutions or funds with significant direct involvement in fossil fuel extraction, expansion or financing, unless no practical and proportionate alternative exists;
- d. incorporates appropriate ethical screening principles relating to environmental harm, human rights abuses, arms manufacturing, tobacco and other activities considered inconsistent with the Council's values;
- e. ensures that ethical and sustainability considerations are balanced with the Council's statutory duties regarding security, liquidity and prudent financial management;
- f. provides arrangements for transparency, regular review and periodic reporting to Council on compliance with the Policy and the ESG performance of the Council's banking and investment arrangements; and
- g. considers relevant guidance and best practice from CIPFA, the Local Government Association and recognised responsible investment frameworks.

Draft proposals to be presented to Full Council within the current civic year.

Debate and Decision:

Cllr Williams (the proposer) and Cllr Weightman (the seconder) introduced the Motion and outlined its purpose: to request the Audit & Governance Committee develop and recommend to Full Council a Sustainable and Ethical Investment Policy establishing ESG criteria for the Council's banking, treasury and investment decisions.

Members who spoke in favour of the Motion highlighted the importance of aligning the Council's financial arrangements with environmental, social and governance principles and asked that any policy balance ethical aims with statutory duties of security, liquidity and prudent financial management.

Members who spoke against the Motion raised concerns about the need to ensure the Council's fiduciary responsibilities are met, potential practical difficulties in implementing mandatory exclusions, and the need for any changes to be evidence-based and consistent with existing treasury management obligations.

Following debate, a recorded vote was requested by Cllr Holliday, seconded by Cllr William and taken (see recorded vote and totals below). **The Motion was not carried.**

For	Against	Abstain
		Cllr Follows
	Cllr Heagin	
	Cllr Holliday	
		Cllr Kiehl
	Cllr Marshall	
	Cllr Martin	
	Cllr PMA Rivers	
	Cllr PS Rivers	
		Cllr Steel
	Cllr Thomson	
Cllr Weightman		
Cllr Williams		
2	7	3

68.040626

MOTION ON NOTICE

Proposer: Paul Follows

Seconder: Penny Rivers.

Recommendation: **Members to consider the Motion and if minded are requested to resolve to approve the implementation of the motion.**

THE MOTION:

Members are asked to **RESOLVE** to agree to cancel the extant temporary moratorium on the awarding of Neighbourhood CIL.

Background

At its meeting on 13 November 2025, Full Council agreed to place a temporary moratorium on the award of Neighbourhood CIL funding until after the anticipated receipt of further CIL contributions in October 2026 (Minute 355-25 refers). At that time, Members noted that anticipated funding requests were likely to exceed the level of funds then available. However, circumstances relating to a number of anticipated applications have since changed.

One anticipated applicant has now secured alternative funding, and the project is expected to be completed during the summer period. A second anticipated project has also secured match funding, reducing the potential Neighbourhood CIL request by approximately 50%. In addition, expenditure on a previously approved scheme was approximately 12% lower than originally anticipated.

During the same period, additional CIL contributions totalling £45,851.79 have been received, bringing the current available Neighbourhood CIL balance to £179,947.73.

Members are asked to note that, as the Council’s original decision was made more than seven months ago, this does not constitute a motion to rescind a previous Council decision.

Debate and Decision:

Cllr Follows (the proposer) and Cllr Penny Rivers (the seconder) introduced the Motion and outlined its purpose: to request Members resolve to agree to cancel the extant temporary moratorium on the awarding of Neighbourhood CIL.

Members spoke unanimously in favour of the Motion and voted to Resolve to cancel the temporary moratorium on the consideration and awarding of Neighbourhood CIL. **The Motion was carried**

69.040626

COMMUNITY ASSET TRANSFER - RESIDENTS CONSULTATION OUTCOMES

Members considered the report and survey data setting out the outcome of the recent resident consultation regarding potential Community Asset Transfers and on the proposal of Cllr Heagin, seconded by Cllr Martin RESOLVED to agree that GTC should continue to explore options for asset transfer of the Borough Hall and Holloway Hill Recreation Ground.

Following debate on the progress of current approved asset transfers, on the proposal of Cllr Marshall, seconded by Cllr Williams, Members RESOLVED that delegated authority be given to the Management Committee, based on advice and recommendation of the Asset Transfer Working Group, to determine whether the CEO of WBC should be invited to update the Council on the progress of asset transfers.

70.040626

REVIEW OF POLICY DOCUMENTS

Members considered amendments to the Community Infrastructure Levy (CIL) Policy, Guidance & Application Form, which aligned the policy to the governance structures agreed by Full Council on 20 May 2026 and RESOLVE the policy as amended be adopted.

71.040626

AUTHORISATION OF THE CHIEF EXECUTIVE OFFICER

The following resolution was passed nem con.

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.

72.040626

DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 17 September 2026 at 6.30pm in the Council Chamber.

73.040626

ANNOUNCEMENTS

Members were informed that a doodle poll would be sent to all Members to seek volunteers from councillors for upcoming Service area visits.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 9 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN-CONFIDENCE

74.040626

THE SQUARE

Members considered confidential report from the CEO relating to the Council's Freehold interest in The Square. Members RESOLVED that Council is content with current arrangements.

10. ANNUAL GOVERNANCE STATEMENT

The Audit Committee considered the Town Council's Annual Governance Statement for the Financial Year ended 31 March 2026 specifically considering the answers to the questions posed by the Annual Governance Statement. The proposed answers are shown below and are recommended to Full Council.

	Statement <i>Godalming Town Council</i>	Recommended Answer	Evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES	<p>Use RBS accounting software – Officers have received training on the use of it. The budget is monitored at each ordinary meeting of the Policy & Management Committee.</p> <p>Budgeting: FY 2025/26 Min Nos (P&M) 359-24 (draft budget proposal) & FC 378-24 (budget approved) FY 2026/27 Min No (P&M) 399-25 (revised estimate & draft Budget), (FC) 421-25 (budget approved)</p> <p>Budget Monitoring: Mon Nos (P&M) 36-25, 151,25, 230-25, 294-25, 333-25, 457-25, 571-25,608-25.</p> <p>Bank Reconciliations: Min Nos (Audit) 576-24, 107-25,271-25, 513-25</p>
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	<p>Standing Orders: Min No 22-25 Financial Regulations: Min Nos (Audit) 577-24 & (FC) 22-25. Treasury & investment Policy (Audit) 578-24, (FC) 22-25 Management of Debt (Audit) 579-24.</p> <p>Payment Authority: Min No (FC) 25-23 Corporate Credit Card: Credit Limit set to £10,000 and payment made by direct debit each month. Min No 178-23, with the Youth Service card having a limit of £2,000 Min No 334-24</p> <p>Financial Risk Assessment: Min No (Audit) 515-25</p> <p>Bank Mandate: Min No (FC) 177-23</p> <p>Salaries: Set as part of budgeting (refer Assertion 1).</p> <p>Pay award agreement refer Min Nos (P&M) 202-25.</p> <p>Internal Controls: Min Nos (Audit) 108-25, 109-25,110 -25, 111-25, 112-25, 272-25</p> <p>We maintain a fixed asset register of GTC owned assets.</p>

3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or manage its finances.	YES	General Power of Competence: Min No (FC) 16-23 Compliance with Laws, Regulations & Proper Practice: GTC has membership with multiple organisations who advise of changes in law, regulations & proper practice eg SALC, SLCC, NALC, Citation, Worknest
4	We provided a proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed outside the Town Council offices as per the Accounts & Audit Regulations. The notices are also displayed on our website. In addition, ad hoc queries during the year are addressed fully.
5	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments: Min Nos (Audit) 515-25, 516-25, 517-25, 518-25 Insurance: Min No (Audit) 575-24 and
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES	Internal Audit: Min Nos (Audit) 578-24, 274-25, 514-25. External Audit: Min Nos (FC) 250-25.
7	We took appropriate action on all matters raised in reports from internal and external audit.	YES	Internal Audit: Min Nos (Audit) 578-24, 274-25, & 514-25 External Audit: Min Nos (FC) 250-25
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; ear-marked reserves are used to provide for other potential commitments. There is no litigation in progress and no known potential litigation. There is nothing the Council is aware of that could have a financial impact that is not already included in the accounts.
9	(For local council only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	This Council manages no trust funds.
10	We have taken the necessary steps to meet the requirements of Assertion 10 – Digital and Data Compliance	YES	Minute (Audit) 517-25 GTC has taken steps for: <ul style="list-style-type: none"> • The provision of authority-domain email accounts; • completion of WCAG accessibility compliance checks;

			<ul style="list-style-type: none"> • scheduled re-assessment of accessibility; • review and re-adoption of GDPR policies; and • adoption of an updated IT Policy <p><u>IT Governance</u> - The Council has produced an updated IT, Cyber Security & Acceptable Use Policy, aligned with the SAPPP Practitioners' Guide template and reflecting modern working arrangements including Microsoft 365, SharePoint, remote working, and external IT support.</p> <p><u>Email Management</u> - every officer and councillor has a @godalming-tc.gov.uk email.</p> <p><u>Website Accessibility Compliance</u> - Godalming Town Council has reviewed and adopted appropriate GDPR governance arrangements, policies and procedures: Min No (P&M) 459-25, & (FC) 531-25.</p> <p><u>Publication and Transparency Requirements</u> – The Council continues to meet its publication duties under:</p> <ul style="list-style-type: none"> • the Freedom of Information Act 2000; • the Transparency Code for Smaller Authorities; and • Website Accessibility regulations
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Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Godalming Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

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

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

04/06/2026

and recorded as minute reference:

65.040626

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

Chair

T. Kelly

Clerk

[Signature]

www.godalming-tc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Godalming Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,282,810	1,805,845	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,147,744	1,236,391	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,235,284	499,433	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	703,206	855,617	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	77,703	77,703	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,079,084	1,340,479	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,805,845	1,267,870	<i>Total balances and reserves at the end of the year, must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,783,175	1,264,820	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,031,153	3,248,960	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1,314,761	1,279,153	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature]

Date

15/04/2026.

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

04/06/2026

as recorded in minute reference:

66. 040626.

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

[Signature]



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 Chief Executive Officer 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 will be made by the Management Committee, where awards are under £50,000, or by Full Council, where awards are £50,000 or more.

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. Officers validate applications against requirements of the Community Infrastructure Levy Regulations 2010 and the Council's Neighbourhood CIL policy
2. Validated applications are considered by the Management Committee.
3. The Management Committee will make the final decision on awards up to £50,000; applications of £50,000 or more, that are approved by the Management Committee, are forwarded to Full Council for final decision and prioritisation against available funds.

Meeting dates for consideration of CIL applications by Management 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 Management Committee or 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?

<p>14. What evidence is there of support from the community</p>	
<p>15. Proposed timescales for the project</p>	
<p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p>	
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p>	
<p>18. Do you need planning permission to carry out the works?</p>	
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p>	

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 Chief Executive Officer 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: _____