

**MINUTES AND REPORT OF THE COMMUNITY, EVENTS & CULTURE COMMITTEE
HELD ON THURSDAY 16 JULY 2026**

- * Councillor Cllr Marshall - Chair
- * Councillor Cllr PMA Rivers – Vice Chair
- * Councillor Cllr Heagin
- * Councillor Cllr Williams
- * Councillor Cllr S Downey

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

150.160726
MINUTES

This was the first meeting of the newly formed Community, Events & Culture Committee, as such there were no minutes to approve.

151.160726
APOLOGIES FOR ABSENCE

There were no apologies for absence.

152.160726
ELECTION OF COMMITTEE VICE-CHAIR

On the proposal of Cllr Heagin, Seconded by Cllr Williams, Members approved to elect Cllr PMA Rivers as the Vice-Chair of the Committee.

153.160726
DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor PMA Rivers declared an other registerable interest in Agenda Item 10, Grant Application for St Johns Church on the grounds that she is a member of the church congregation. Cllr Rivers did not take part in debate or vote on this item.

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Councillor Rivers declared an other registerable interest in Agenda Item 10, Grant Application for Gertrude Jekyll Commemorative Statue on the grounds that she is a member of the organising group. Cllr Rivers did not take part in debate or vote on this item.

Councillor Heagin declared an other registerable interest in Agenda Item 10, Grant Application for Gertrude Jekyll Commemorative Statue on the grounds that she is a member of the organising group. Cllr Rivers did not take part in debate or vote on this item.

154.160726
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.

155.160726

QUESTIONS BY MEMBERS

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

156.160726

COMMITTEE MEMBER'S BRIEF

Members received and noted the briefing paper on the role of the Community, Events & Culture Committee within the Council's new Committee structure.

157.160726

WORK PROGRAMME

Members considered the Committee's Work Programme and noted the items therein and made no additions or amendments (copy attached to record minutes).

158.160726

BUDGET MONITORING

Members noted the budget monitoring report to 7 July 2026 (detailed report attached to record minutes) and raised no concerns.

159.160726

APPLICATIONS FOR GRANT AID

26/2027 Council Community Fund Allocation	26,100.00
Allocations this year to date	8,360.00
Community Fund Balance	17,740.00
Council Community Fund awarded this meeting	11,698.80
Balance unallocated	6041.20

Community Grants

Members considered the following applications for grant aid – the summary of the application and the decision is given below.

a. St Johns Church Farncombe

Sponsor: Cllr Follows, Cllr Thomson.

Proposed by Cllr Williams, Seconded by Cllr Downey, £1,948.80 was awarded towards the cost of foldable chairs and storage trolley for use in the St Johns Hall to replace the damaged and ageing furniture.

b. Godalming Amateur Swimming Club

Sponsor: Cllr PMA Rivers, Cllr Thomson

Proposed by Cllr PMA Rivers, Seconded by Cllr Downey, £2,500 was awarded towards the purchase of two race standard starting blocks at a cost of £3,357.

c. Godalming Museum Trust

Sponsor: Cllr Marshall, Cllr Heagin

Proposed by Cllr Heagin, Seconded by Cllr Williams £1,500 is being requested towards the cost of re-printing 500 copies of *A Short History of Godalming*.

d. Mission Adventure Community CIC

Sponsors: Cllr Follows, Cllr Weightman

Proposed by Cllr Heagin, Seconded by Cllr Williams £2,500 was awarded to support infrastructure improvements to further the goals of Mission Adventure Community CIC with a total project cost of £5,354.67:

- The purchase and installation of a weatherproof outdoor storage shed to safely store nursery and SEND equipment. – Cost £3,998.67
- The purchase of lightweight folding furniture to reduce physical strain on staff and improve operational efficiency. 3 x tables £564, 12 x chairs £792.

In making the award, Members agreed that funding is conditional on confirmation from the applicant that the balance required to fund the full project is available and that procurement will be complete by 31 December 2026. Funding to be released on submission of appropriate invoices. If the condition is not met by that date the applicant is to re-apply for funding with a revised procurement plan.

e. St Edmund's Catholic Primary School (St Edmund's) PSA

Sponsors: Cllr Martin, Cllr Heagin

Proposed by Cllr Heagin, Seconded by Cllr Williams £1,500 was awarded towards the provision of robust, weather-resistant educational play structures and sensory equipment designed to replace current degraded facilities and equipment that is no longer fit for use in supporting educational play for reception year pupils.

In making the award, Members agreed that funding is conditional on confirmation from the St Edmund's PSA that the PSA will match fund the Community Grant.

f. Papaya Parents Talk

Sponsors: Cllr Martin, Cllr Weightman

£1,500 was requested to enable primary and secondary schools in Godalming the opportunity to host a PAPAYA parent talk to raise awareness in the Godalming Community about the risks and harms associated with social media technology and our children. The grant would allow for 10 talks across Godalming at £150 each (for state schools). Each talk being 75 minutes plus 15 minutes Q&A.

Following recent announcement on the use of social media for under 16, Members expressed concerns as to whether individual talks within each school is the most efficient use of resource.

On the proposal of Cllr Downey and seconded by Cllr Williams, Members agreed not to make an award and instructed the CEO to engage with the applicant to see if they wished to submit a revised application that addressed Members concerns.

g. Challengers

Sponsor: Cllr Holliday, Cllr Crowe

Proposed by Cllr Rivers, Seconded by Cllr Downey, £1,250 was awarded to support a day of play for five disabled children at Challengers Guildford Playscheme.

h. Go Godalming – Godalming In-Bloom

Sponsor: Cllr Paul Rivers, Cllr Crowe

£750 was requested to complete the 2026 Godalming In-Bloom programme and launch the 2027 programme.

Members noted that the sum requested was a 50% increase in the level of grant requested to support the 2024 event. Members felt the increase level of requested community grant funded was not justified within the application papers and therefore, on the proposal of Cllr Heagin, Seconded by Cllr Williams, Members agreed to an award of £500.

i. Gertrude Jekyll Commemorative Statue Committee

Sponsors: Cllr Crowe, Cllr Thomson

£1,000 was requested to support the preparatory work to be undertaken by a residents committee to enable the launch of a major fundraising appeal for the commissioning and installation of a public statue of Gertrude Jekyll (1843-1932).

On the proposal of Cllr Marshall, seconded by Cllr Downey, it was agreed that this application was better suited for consideration by the management Committee as an emerging project, as such no award was made.

The CEO was requested to seek additional information from the Commemorative Statue Committee to bring forward a suitable proposal to the September meeting of the management Committee.

160.160726

EVENTS 2026 UPDATE

Members received the updated 2026 Events Calendar and report of events over the previous quarter along with information on the progress of forthcoming events.

Additionally, members received a report from the Community & Communications Officer on a request made to GTC for non-financial support for a Godalming Fringe Day on 27 September.

Members noted that the 2026 Fringe Day was aimed at being a pilot to explore whether a full Fringe Festival would be viable for future years. On the basis that there is not financial risk to GTC. Members agreed that, within existing time and resource, the Community & Communications Officer may provide local knowledge input to the event organisers, along with support in promoting and publicising the event.

161.160726

CHOIRBLAST 2026

Members received the report of the Chief Executive following the debrief with the ChoirBLAST organisers held on 7 July, together with an Early Indicative Economic Impact Assessment.

Members noted the success of the 2026 event, which could reasonably be presented as having generated between £150,000 and £525,000 of additional local economic activity, with a central planning assumption of around £300,000. The economic impact assessment to be refined once confirmed footfall and dwell time data is made available.

In noting the success of the 2026 event, Members also noted the challenges identified. In particular the pressure placed on the town's toilet facilities. Members recognised that events such as ChoirBLAST are not confined to the principal event areas, including The Burys, Phillips Memorial Park and Library Green, but also generate significant additional footfall across the town centre. This additional activity places increased demands on infrastructure which is ordinarily designed to accommodate normal levels of use.

Members noted that ChoirBLAST creates footfall beyond the peak capacity of certain infrastructure, including the town's public conveniences, and that in supporting ChoirBLAST 2027 the Council would also need to consider supporting infrastructure beyond the event sites themselves.

Members noted the increased level of financial support requested and agreed that this would be considered in October as part of the committee's budget process. Members further noted that any final agreement on funding would be in principle only, subject to confirmation through adoption of the 2027/28 budget by Full Council in December.

Members considered that extending ChoirBLAST by an additional day to include the Sunday could help to relieve pressure by spreading attendance over a longer period.

In relation to the Bandstand, Members noted the importance of the Music in the Park Sunday afternoon concerts. However, they considered that making the Bandstand available to ChoirBLAST on Sunday 13 June 2027 was consistent with previous arrangements, including the use of the Bandstand by Staycation Live on the first Sunday in August.

As Staycation Live is no longer part of the town's event calendar, and given that more than six months' advance notice could be provided, Members resolved to agree that the Bandstand be made available to ChoirBLAST for Sunday 13 June 2027 and that it is not used for a Music in the Park concert on that day.

The CEO was requested to relay the decision to relevant stakeholders.

162.160726

THE PHILIPS MEMORIAL PARK – GERTRUDE JEKYLL STATUE

Members received a briefing regarding the formation of a residents group whose aim is to provide for a statue of Gertrude Jekyll in the town. Members were informed that the group is seeking to rekindle previous attempts to have a commemorative statue of Gertrude Jekyll installed in the town. Members were informed that the museum holds a maquette (small-scale 3D model of a future statue commission) of Miss Jekyll.

Members were informed that it was felt that the Manorial Pound in the Phillips Memorial Park would be the most suitable location, especially as there are historic records of Miss Jekyll working on the planting of the Phillips Memorial Cloisters, which was designed in partnership between her and Lutyens.

Members agree that the CEO should contact Waverley Borough Council to enquire whether the Pound (which was previously owned by GTC) could be gifted to GTC or alternatively permanent permission or a licence agreement of some sort could be agreed with GTC to permit the installation of a statue in this location.

163.160726

MUSEUM REPORT

Members received noted the report from the Museum Curator on the Museum's events and activities covering the previous quarter and plans for the next quarter.

Additionally, Members received a report from Cllr Heagin on the Godalming Museum Trust AGM which was held on Wednesday 8 July

164.160726

ROAD CLOSURES 2027

Members noted with regret that a fee of £195 has been introduced for the required licence to enact a road closure for Town Centre events.

Members noted that in addition to road closure applications for GTC events, the Council has also previously undertaken the application process for non-council events such as The Town Show parade, the Scouts and Guides St Georges Day Parade, as well as the artisan and craft markets.

Members will consider whether GTC should fund future applications for non-council events as part of the committee's budget setting process.

165.160726

FARNCOMBE WEST SIGNAL BOX – COMMEMORATION PLAQUE

In receiving a request for GTC to support the installation of a commemorative information board setting out an image and brief history of the Farncombe West Signal Box, Member reflected on the 128 years of continued operation of the Farncombe West signal box before it was finally closed and demolished in November 2025.

Members noted that whilst GTC could support the production of a suitable information board, permission for installing the sign at the site of the former Farncombe West Signal Box would need to be given by Network Rail or its successor organisation. As such, Members Resolved that:

- a. Offices should liaise with Network Rail through its Community Rail Network Partnership and connections to gain approval for the installation of a heritage information board at the site of the former Farncombe West Signal Box.
- b. If approval received, on the basis that any criteria or caveats imposed on such approval can be reasonable met, Officers are to work with interested parties to confirm design of an appropriate information board.
- c. On agreement of the design, Officers to commission and arrange installation of an appropriate information board, at a cost up to £1,000.
- d. Costs to be funded from within existing revenue budget.

166.160726

DATE OF NEXT MEETING

The next meeting of the Community, Events & Culture Committee (Budget) is scheduled to be held in the Oglethorpe Room on Thursday, 29 October 2026 at 7.00pm or at the conclusion of the preceding Audit & Governance Committee, whichever is later.

167.160726

ANNOUNCEMENTS

There were no announcements.

8. COMMUNITY, EVENTS & CULTURE COMMITTEE – WORK PROGRAMME

TASK	When	COMMENT
Budget Monitoring	Each Meeting	Action - RFO
Review of events	Each Meeting	Community & Communications Officer/Operations and Compliance Officer – debrief on events in previous quarter, planning updates on future events
Museum Report	Each Meeting	Museum Curator – review of Museum events and activities over previous quarter, outline of events and activities on future events and activities
Consideration of future GTC funded events - Longcast	Annually – Meeting One (July)	Community & Communications Officer – consideration of any proposed new events, 12–18-month long cast
Budget Setting	Annually – Meeting Two (October)	Proposed budget requirements to be considered by Management Committee in November – Action - RFO
Review of 12 Month Event Calander	Annually – Meeting Two (October)	Community & Communications Officer – events Calander covering 12 months January to December of year ahead.
Review of staffing capacity	Annually – Meeting Three (February)	Report any proposed amendments to Staffing Committee for September Review – Action CEO/DCEO
Social Media activity report	Annually – Meeting Three (February)	Community & Communications Officer – Social media statistics for previous 12 month period
Consideration of future GTC funded events	Annually – Meeting Four (April)	Community & Communications Officer – consideration of any proposed new events, 12-18 month long cast
Strategic Risk Assessment	Annually – Meeting Four (April)	Chair/CEO assessment of Community, Events and Culture committee areas against corporate plan objectives

POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Community Events Support Policy		April 2024	April 2028
Community Engagement Strategy		May 2025	April 2029
Museum Management Agreement 2024-2029		December 2024	July 2029

07/07/2026 08:30

Godalming Town Council - Community Events & Culture Committee Report

Detailed Income & Expenditure by Phased Budget Heading 07/07/2026

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	% Spent
101 Head Office Costs									
4341 Grants	6439	0	(6,439)	8360	45000	36640	71600	63240	11.7%
106 Festivals, Markets & Events									
1303 Other customer/client receipts	540	889	349	2644	6218	3574	18772		14.1%
1304 Donations	215	0	(215)	330	1233	903	3233		10.2%
Festivals, Markets & Events :- Income	755	889	134	2974	7451	4477	22005		13.5%
4001 Salaries	0	0	0	0	1897	1897	3795	3795	0.0%
4002 Employer's NIC	0	0	0	0	285	285	569	569	0.0%
4003 Employer's Superannuation	0	0	0	0	336	336	672	672	0.0%
4162 Waste Removal	0	400	400	225	700	475	1100	875	20.4%
4301 Equipment	0	0	0	0	250	250	3192	3192	0.0%
4304 Catering & Hospitality	0	180	180	55	340	285	460	405	12.0%
4306 Printing	0	0	0	0	0	0	330	330	0.0%
4313 Professional Fees - Other	0	0	0	1730	1984	254	4350	2620	39.8%
4327 Publicity Advertising	590	420	(170)	1737	1260	(477)	5042	3305	34.5%
4341 Grants	(3,500)	0	3500	0	0	0	0	0	0.0%
4343 Licensing/PRS	208	0	(208)	208	160	(48)	760	552	27.4%
4900 Miscellaneous Expenses	0	167	167	315	497	182	2000	1685	15.7%
Festivals, Markets & Events :- Indirect Expenditure	(2,702)	1167	3869	4269	7709	3440	22270	18001	19.2%
Net Income over Expenditure	3457	(278)	(3,735)	(1,296)	(258)	1038	(265)		
108 Christmas Lights									
4313 Professional Fees - Other	0	0	0	0	0	0	51030	51030	0.0%
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	51030	51030	0.0%
Net Expenditure	0	0	0	0	0	0	(51,030)		

203 The Square									
1302 Rents	2543	1050	(1,493)	2565	3150	585	12600		20.4%
1303 Other customer/client receipts	(2,093)	0	2093	0	2020	2020	2020		0.0%
The Square :- Income	449	1050	601	2565	5170	2605	14620		17.5%
4315 Insurance	(2,093)	0	2093	0	2020	2020	2020	2020	0.0%
The Square :- Indirect Expenditure	(2,093)	0	2093	0	2020	2020	2020	2020	0.0%
Net Income over Expenditure	2543	1050	(1,493)	2565	3150	585	12600		
206 Bandstand									
4102 Property Maintenance	0	50	50	0	150	150	600	600	0.0%
4111 Energy Costs	0	0	0	0	0	0	250	250	0.0%
4343 Licensing/PRS	0	0	0	70	500	430	500	430	14.0%
Bandstand :- Indirect Expenditure	0	50	50	70	650	580	1350	1280	5.2%
Net Expenditure	0	(50)	(50)	(70)	(650)	(580)	(1,350)		
207 Godalming Museum									
1302 Rents	2201	0	(2,201)	2201	2201	0	8804		25.0%
1303 Other customer/client receipts	1774	0	(1,774)	1774	0	(1,774)	2200		80.6%
Godalming Museum :- Income	3975	0	(3,975)	3975	2201	(1,774)	11004		36.1%
4001 Salaries	6275	6439	164	17414	19317	1903	77277	59863	22.5%
4002 Employer's NIC	691	716	25	1924	2148	224	8592	6668	22.4%
4003 Employer's Superannuation	823	901	78	1843	2703	860	10821	8978	17.0%
4011 Staff Training	0	0	0	308	1000	693	1000	693	30.8%
4102 Property Maintenance	310	250	(60)	1134	750	(384)	3000	1866	37.8%
4103 Maintenance Contracts	198	113	(85)	198	339	141	1356	1158	14.6%
4121 Rents	0	0	0	1478	3224	1747	3224	1747	45.8%
4202 Car Allowances	0	5	5	0	15	15	60	60	0.0%
4313 Professional Fees - Other	60	0	(60)	131	0	(131)	0	(131)	0.0%
4315 Insurance	0	0	0	1774	2200	426	2200	426	80.6%
4325 Computing	299	316	17	1712	956	(756)	3800	2088	45.1%
Godalming Museum :- Indirect Expenditure	8655	8740	85	27914	32652	4738	111330	83416	25.1%
Net Income over Expenditure	(4,681)	(8,740)	(4,059)	(23,940)	(30,451)	(6,511)	(100,326)		