MINUTES AND REPORT OF THE COMMUNITY, EVENTS & CULTURE COMMITTEE HELD ON

* Councillor Marshall - Chair
* Councillor PMA Rivers – Vice Chair
* Councillor Heagin
0 Councillor Williams
0 Councillor S Downey – Substitute - Cllr PS Rivers
* Councillor Crowe

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

359.291026
MINUTES

The Minutes of the Meeting held on Thursday 29 October 2026 were signed by the Chair as a correct record.

360.291026
APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

361.291026
DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Councillor Crowe declared an other registerable interest in Agenda Item 9 – Grant application for Godalming Junior School on the grounds that she has a grandchild at the school. Cllr Crowe did not take part in the debate or vote on this application.

Councillor Heagin declared an other registerable interest in Agenda Item 15 – Gertrude Jekyll Statue, on the grounds that she is part of the Gertrude Jekyll Commemorative Statue Committee and did not vote on this agenda item.

Councillor PMA Rivers declared an other registerable interest in Agenda Item 15 – Gertrude Jekyll Statue, on the grounds that she is part of the Gertrude Jekyll Commemorative Statue Committee and did not vote on this agenda item.

362.291026
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.

363.291026
QUESTIONS BY MEMBERS

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

364.291026
WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein (copy attached to record minutes).

365.291026

BUDGET MONITORING

Members received the budget monitoring report to 15 October 2026 and noted the detailed explanations provided in respect of the Committee's cost centres and nominal codes. Members noted that income and expenditure remain broadly in line with budget expectations for the current stage of the financial year and raised no concerns or issues.

366.291026

MOTION ON NOTICE

Proposer: Cllr Heagin, Seconder: Cllr Marshall

Members were asked to consider the motion and, if minded, to resolve to approve the implementation of the motion as set out at points a. and b. in the motion.

Motion

It is proposed that, jointly with Henry Smith Charities, the Council will:
a. Contact all junior schools to establish the extent to which they offer residential trips for their pupils and what, if any, financial support is offered to families who struggle to meet the costs involved.
b. Evaluate the viability of offering funding in a way that is equitable for all primary school pupils who might otherwise be denied a valuable opportunity to build confidence and learn new skills.

Background

Members noted that, at this stage, the exercise was intended to be an information-gathering exercise only and did not commit the Council to any new scheme or structure. Following debate, Members resolved to approve the motion and requested the Chief Executive Officer to action parts a. and b. of the motion by contacting the five state primary schools within the parish.

367.291026

APPLICATIONS FOR GRANT AID

Information:	£
26/2027 Council Community Fund Allocation	26,100.00
Allocations this year to date	20,058.80
Community Fund Balance	6041.20
Council Community Fund applications this meeting	2720.00
Balance unallocated if applications agreed	3321.20

Members to consider the following Community Grant requests. Supporting papers, where applicable, to be tabled at the meeting. Previous grants shown cover the period from 2019.

Ockford Park Community Garden Group

Sponsor: Cllr Kiehl, Cllr Follows.

£1,500 was requested towards the cost of improvements to the Ockford Park Community Garden to support community use, accessibility, biodiversity and volunteer activity.

Members considered the application and resolved to defer it to the February meeting of the Committee. Members wished to hear directly from the group, as it was a new organisation with which Members did not yet have sufficient familiarity, and requested the Chief Executive Officer to invite the applicant to attend so that the Committee could gain a better understanding of the group's aims and objectives, together with its structure and proposed activity.

Godalming Junior School

a. Godalming Junior School – Sayers Croft Residential Trip, Year 4

Sponsors: Cllr PMA Rivers & Cllr Adam

£720 was requested towards the cost of supporting eight children/families for the Year 4 residential trip to Sayers Croft Outdoor Learning Centre, Ewhurst in June 2027.

Members considered the application and resolved to award £720 towards the cost of the Year 4 residential trip.

b. Godalming Junior School – UKSA Residential Trip, Year 6

Sponsors: Cllr PS Rivers & Cllr Heagin

£2,000 was requested towards the cost of supporting ten children/families for the Year 6 residential trip to UKSA, Isle of Wight, in September 2027.

Members considered the application and resolved to award £2,000 towards the cost of the Year 6 residential trip.

Godalming Town Football Club

Sponsor: Cllr Adam & Cllr PS Rivers

£2,500 was requested towards the first phase of improvements to the club's facilities. Members supported the club and its role in the community. However, having been advised by the Chief Executive Officer that a separate Neighbourhood CIL application had been received on the day of the meeting seeking support for a project to replace the roof and ceiling of the clubhouse, Members considered it prudent that if those works are required, they should be completed before any new furnishings are procured and agreed to defer consideration of this application until the outcome of the Neighbourhood CIL application was known.

Mary How Trust

Sponsor: Cllr Ed Holliday and Cllr Peter Martin

£967 was requested towards the cost of a blood pressure monitor for the Mary How Trust's new health screening clinic at The Wharf, Lower Eashing.

Members considered the application but were unable to support it at this stage, as they felt the application did not yet demonstrate a sufficiently direct or immediate benefit to residents of Godalming to justify an award.

368.291026

EVENTS 2026 UPDATE

Members thanked the Community & Communications Officer for the report covering events over the previous quarter and noted the success and importance of those events for both residents and the economic vibrancy of the town. Members noted the success of the town's newest event, Godalming Fringe, and the organisers' wish to develop the event further next year. Members expressed their support for this and asked Officers to encourage the organisers to consider using venues outside the town centre, including in the Farncombe area.

Members also noted that arrangements for the November and Christmas period events are in hand. In reviewing the calendar of events for 2027, Members noted that Busbridge Open Gardens would next be held in 2028 rather than 2027.

Classic Car Show

Members noted the success of the Classic Car Show and the evidence that the event continues to attract footfall into the town beyond the end of the show and into the early evening, with attendant benefits for local hospitality venues and restaurants. Members thanked the organisers for acknowledging the support provided by the Council and agreed that "partnership event" more accurately describes the arrangement. Members therefore resolved that the Classic Car Show should become a partnership event, with the event promoters retaining responsibility for the booking arrangements and on-the-day management, the Council's role being fully acknowledged in the promotion of the event, with GTC providing event insurance.

369.291026

CHOIRBLAST 2026

Members noted that following investigations into the feasibility of extending Choirblast to cover the full weekend Friday-Sunday in 2027/28, the organisers have determined that they would not be able to successfully put all the required plans in place for 2027/28 and therefore it will remain from Friday afternoon to Saturday evening. However, they have expressed an intention to expand in 2028/29. Members were informed that arrangements are in place to ensure that a music performance will be held on the bandstand on Sunday 13 June 2027.

370.291026

FEES AND CHARGES

Members RESOLVED to agree the Market Fees and Charges shown below effective from 1st January 2027.

Godalming Town Council Markets - Fees & Charges From January 2027		
Spring Festival Market		
High Street Standard (39 Pitches)	High Street Catering (5 pitches)	Church Street/Upper High Street (19 Pitches)
£100 (£95)	£115 (£110)	£50 (£45)
Christmas Festival Market		
High Street Standard (39 Pitches)	High Street Catering (5 pitches)	Church Street/Upper High Street (19 Pitches)
£125 (£120)	£145 (£143)	£60

Specialist Markets	Third Party organised markets	
£12 per pitch		
Friday Market	Max 10 Pitches	
£20 per pitch		
Farncombe Station Market	17 pitches	
£20 (£15)		

371.291026

MUSEUM REPORT AND MUSEUM LIAISON GROUP

Members thanked the Museum Curator for her report and noted the activities and events, together with the positive attendance figures, over the previous quarter. Members also noted the plans for the next quarter.

Cllr Heagin provided the background to the meetings held with representatives of Godalming Museum Trust on 4 and 23 September. Cllr Heagin explained that the Museum Liaison Group had originally been formed in 2023 to help strengthen the relationship between the Council and the Trust and to support the Curator as part of the Museum accreditation process. Members noted that the Group had provided a useful mechanism for resolving matters requiring both organisations to work through their own governance processes and that, as a result, together with the hard work of museum staff and the Curator in particular, Arts Council England accreditation had been achieved on the first attempt.

Members further noted that, once that work had been completed and during the Curator's maternity leave, the Liaison Group had naturally ceased to meet, with much of the accreditation follow-up work and the associated recommendations for continued improvement and future re-accreditation remaining in abeyance during that period. On her return, it was felt that the benefit of the open dialogue provided by the Liaison Group had been missed and should be re-established.

Members noted the informal meeting held on 4 September to discuss expectations of support between the Council and the Trust, and the respective areas of responsibility, particularly the distinction between curatorial responsibilities, day-to-day museum operations and administrative tasks relating to the Trust's activities. Members also noted the meeting held on 23 September to explore future staffing arrangements following the Curator's resignation to take up a new post, and with the pending retirement of the Museum Support Manager. Members wished the Curator well and thanked her for the experience, skill and dedication she had shown to Godalming Museum.

Members were informed that, in conjunction with the Curator, the Museum Support Manager, the Chair of Staffing and the Chief Executive Officer, a paper had been considered setting out a range of options for the future staffing structure and how those options would fit within the available budget provision. Members noted that recruitment of a new Curator had already commenced and that the Staffing Committee would consider the future of the Museum Support arrangements, including the possibility of a financial contribution from the Trust to provide additional administrative support.

Members noted the benefit of the Liaison Group in providing a responsive mechanism for managing issues of joint interest to the Council and the Trust and resolved that the Museum Liaison Group be re-established, noting that it is an advisory group only. On the proposal of Cllr Marshall, seconded by Cllr PS Rivers, it was further resolved that Cllr Heagin and Cllr Crowe, together with the Chief Executive Officer, be appointed as the Committee's

representatives on the re-formed Museum Liaison Group and report back to the Committee as appropriate.

Members also noted the report regarding future staffing structure and arrangements at the Museum and that the Staffing Committee would manage this process.

372.291026

DRAFT BUDGET 2027-28

Members considered the draft budget proposal for the Committee and noted that, in accordance with the Council's governance arrangements, Service Committees make recommendations in respect of their own service areas, with the Management Committee then co-ordinating the overall budget position across all committees before making a recommendation to Full Council.

Members noted the report and the draft budget and also noted the update from the Chief Executive Officer that agreement had been reached for a contribution towards the provision of the portable cabin at Broadwater Park. Members agreed that the sum set against the grants nominal code should be increased by £1,800 to reflect the additional income. On that basis, Members resolved to recommend the Committee's budget proposal to the Management Committee (copy attached to the record minutes).

Members also considered whether to recommend that the Management Committee approve funding to support extracurricular residential trips for children in receipt of Free School Meals. Members felt that a provision of £5,000 should be recommended, with £1,800 of this to come from the increased provision in the grants fund and a further £2,000 from the existing grants budget, which reflects the previous level of support from the community grants fund. Members considered that, if affordability allowed within the overall Town Council budget, the Management Committee should increase the proposed grants budget by an additional £1,200 to provide the recommended £5,000 allocation.

In considering provision for additional toilet provision, Members acknowledged the wider economic benefit of ChoirBLAST to the town, whilst also recognising that the popularity of the event places considerable strain on existing town centre toilet provision, as a significant number of visitors migrate from the event field and other ChoirBLAST venues into the town centre. Members considered that additional provision by way of a temporary toilet trailer would help to ease this pressure and improve the visitor experience. However, Members felt that the principal beneficiaries of the increased visitor presence are the town centre businesses and hospitality venues and requested that the Chief Executive Officer write to the Godalming Business Improvement District board to seek support towards funding this requirement.

373.291026

GERTRUDE JEKYLL STATUE

Members considered the proposal from the Gertrude Jekyll Commemorative Statue Committee and RESOLVED that Godalming Town Council:

a. Note the proposal from the Gertrude Jekyll Commemorative Statue Committee (GJCSC) to commission a statue of Gertrude Jekyll in Godalming;
b. Support, in principle, the use of the Manorial Pound at the Borough Road entrance to Phillips Memorial Park as the preferred location for the statue, subject to all necessary consents;
c. Seeks from Waverley Borough Council a licence to occupy the site for a minimum period of 24 years, subject to planning permission and any other required approvals; and
d. Instructs officers to progress the matter through the appropriate governance channels.

374.291026

UK TOWN OF CULTURE

Members received the report updating them on the outcome of Godalming Town Council's Expression of Interest to the UK Town of Culture competition. Members noted that, although the Council had not been shortlisted to proceed to the next stage, the bid had generated several ideas and opportunities which could potentially be progressed outside the competition process.

Members noted that initial discussions with Waverley Borough Council had suggested that many of the aspirations within the bid would require external funding if they were to be delivered in full. Members considered that the exercise should therefore not be viewed as a failure, but rather as an opportunity to identify which elements of the original vision might be capable of delivery through smaller-scale funding, partnership working, volunteer support or phased implementation over time.

Members RESOLVED to undertake a scoping exercise through the Committee work programme to identify the principal themes and projects emerging from the original bid, and to consider whether any could be progressed separately, together with possible funding sources and delivery partners. Members further RESOLVED that, following that scoping exercise, a more detailed phased proposal should be brought forward identifying which projects could be pursued in the short, medium and longer term.

375.291026

DATE OF NEXT MEETING

The next meeting of the Community, Events & Culture Committee is scheduled to be held in the Oglethorpe Room on Thursday, 4 February 2026 at 7.30pm or at the conclusion of the preceding Audit & Governance Committee, whichever is later.

376.291026

ANNOUNCEMENTS

There were no announcements.

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) insert agenda item number 19 & 20 by reason of the confidential nature of the business to be transacted i.e commercial-in confidence.

377.291026

SUMMER FOOD FESTIVAL

Members considered a confidential officer's report relating to the Summer Food Festival and RESOLVED that the CEO should write to the current event sponsors regarding the future organisation arrangements for the event.

378.291026

COMMUNITY BANKING HUB

Members received a confidential oral report from the CEO relating to the proposed Community Banking Hub and RESOLVED that the CEO works with the banking hub providers to ensure a banking hub is made available within Godalming as proposed in the report.

106 Festivals, Markets & Events

		2027/28 Budget	2026/27 Budget	2027/28 Variance	Comments
Income					
1301	Premise Hire Charges	1,800	-	1,800	k4k
1303	Other Customer/Client Receipts	18,772	18,772	-	Festival & Friday & Farncombe Market
1304	Donations	3,233	3,233	-	fireworks & Floral G
	Total Income	**23,805**	**22,005**	1,800	
Expenses					
4001	Salaries		3,795	- 3,795	removed and added to cost centre 301 payroll
4002	Employer's NIC		569	- 569	removed and added to cost centre 301 payroll
4003	Employer's Superannuation		672	- 672	removed and added to cost centre 301 payroll
4162	Waste Removal	1,000	1,100	- 100	
4301	Equipment	3,192	3,192	-	Safety Barriers, signage, PA, fencing & lighting, fireworks set up
4303	Materials	-	-	-	
4304	Catering & Hospitality	640	460	180	incl SSEIB & God Run+LOTY
4306	Printing	530	330	200	fireworks & Christmas
4313	Professional Fees - Other	5,550	4,350	1,200	Festival Road Closure Traffic Management + Staycation entertainment & activities + £1200 new roadclosure fees
4327	Publicity Advertising	5,042	5,042	-	Hertigae Open Weekend Magazine Programme, Staycatiuon Programe & Festival adverts.
4341	Grants	87,032	3,500	83,532	£26100Community Grants with uplift 2% (SLA's £45,500) + 5620 Kit4kids cabin +£7,500 Choirblast
4343	Licensing / PRS	760	760	-	WBC Land Licence ,The Burys Premises Licence, PRS the Burys
4900	Miscellaneous Expenses	2,100	2,100	-	Includes SSEIB entrance fee
	Total Expenses	**105,846**	**25,870**	79,976	
	Net Income / Expenditure	**- 82,041**	**- 3,865**	**78,176**	

108 Christmas Lights

		2027/28 Budget	2026/27 Budget	2027/28 Variance
Income				
1303	Other Customer/Client Receipts	17,208	-	17,208
	Total Income	**17,208**	**-**	17,208
Expenses				
4001	Salaries	3,163	-	3,163
4002	Employer's NIC	474	-	474
4003	Employer's Superannuation	616	-	616
4301	Equipment	2,321	-	2,321
4306	Printing	330	-	330
4313	Professional Fees - Other	53,500	51,030	2,470 Inc Storage and electrician +5%
4327	Publicity Advertising	5,042	-	5,042
4341	Grants	2,917	-	2,917
4900	Miscellaneous Expenses	2,100	-	2,100
	Total Expenses	**70,463**	**51,030**	19,433
	Net Income / Expenditure	**- 53,255**	**- 51,030**	**2,225**

206 Bandstand

		2027/28 Budget	2026/27 Budget	2027/28 Variance	Comments
Income					
	Total Income	**-**	**-**	-	
Expenses					
4102	Property Maintenance	600	600	-	
4111	Energy Costs	250	250	-	
4343	Licensing / PRS	500	500	-	
4900	Miscellaneous Expenses	1,718	-	1,718	
	Total Expenses	**3,068**	**1,350**	1,718	
	Net Income / Expenditure	**- 3,068**	**- 1,350**	**1,718**	

207 Godalming Museum

		2027/28 Budget	2026/27 Budget	2027/28 Variance	Comments
Income					
1302	Rents	8,804	8,804	-	Lease rent
1303	Other Customer/Client Receipts	2,200	2,200	-	insurance premium recharge
	Total Income	**11,004**	**11,004**	-	
Expenses					
4001	Salaries	81,255	77,277	3,978	3% inflationary pay award
4002	Employer's NIC	9,188	8,592	596	3% inflationary pay award
4003	Employer's Superannuation	13,488	10,821	2,667	3% inflationary pay award
4011	Staff Training	1,000	1,000	-	
4102	Property Maintenance	3,000	3,000	-	
4103	Maintenance Contracts	900	1,356	- 456	Fire Extinguishers/Emergency Light Insp
4121	Rents	3,000	3,224	- 224	
4202	Car Allowances	480	60	420	Increased outreach
4313	Professional Fees - Other	780	-	780	DBS checks
4315	Insurance	2,200	2,200	-	Insurance premium rechared against nominal 1303
4325	Computers	4,951	3,800	1,151	Monthly IT & Cyber Support and Annual Licences
	Total Expenses	**120,854**	**111,330**	9,524	
	Net Income / Expenditure	**- 109,850**	**- 100,326**	**9,524**	