

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT
5 July 2019

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 11 July 2019 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Follows – Chair
Councillor Williams – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor PS Rivers
Councillor Rosoman	Councillor Steel
Councillor Stubbs	Councillor Wardell
Councillor Welland	

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the extraordinary meeting held on 19 June 2019, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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 Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

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

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

Recommendation – Members to resolve to agree that the Chair should sign the schedule of accounts paid.

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

7. BUDGET MONITORING – ITEM FOR NOTE

Members to consider a budget monitoring report 31 May 2019 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	3,031 u/s	0
Civic Expenses	1,374 u/s	0
Town Promotion	1,208 u/s	0
Staycation	304 o/s	0
Festivals & Markets	2,972 u/s	3,000 u/s
Christmas Lights	12,000 u/s	0
Fireworks Night	0 u/s	0
Neighbourhood Plan	590 o/s	0
BWP Community Centre	2,594 o/s	0
Pepperpot	713 o/s	0
The Square	1,488 u/s	0
Allotments	507 u/s	0
Wilfrid Noyce Community Centre	1,206 u/s	0
Bandstand	272 u/s	0
Godalming Museum	301 o/s	0
Land & Property Other	2,035 o/s	0
TOTAL	17,522 u/s	0

The monitoring report shows a current variance of £17,522 underspend against budget.

- The Head Office underspend is a result of timing issues – Grants are currently £3k under budget but it is likely that the full budget will be used by year end.
- Civic Expenses is underspent in the area of Member's training.
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses.

- Christmas Lights – a new contract has been negotiated and the new contractor does not require a deposit. This is a timing issue only.
- Broadwater Community Centre – includes £3k spent to date on the construction of the compound (£4.3k approved 24 May 2018, Min No 42-18 refers).
- Land & Property Other – includes £2.9k for the completion of the Farncombe toilet renovations started last financial year (£7.4k approved 7 March 2019, Min No 377-18 refers). The transfer from the Emerging Projects reserve will be done on the project's completion.

8. COMMITTEE WORK PROGRAMME – ITEM FOR NOTE

The Committee's work programme is attached for the information of Members.

9. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Recommendation – Members to consider the applications for Grant Aid Support and to resolve to approve those applications the Committee wishes to support.

Information:

	£
2019/2020 Grants Budget	60,000.00
Allocations this year to date	43,550.00
Balance available for allocation	<u>16,450.00</u>
2019/20 General Grant Fund Allocation	22,000.00
Allocations this year to date	10,100.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	1,850.00
Balance unallocated if applications agreed	<u>10,050.00</u>
2019/20 SLA Fund Allocation	33,000.00
Allocations this year to date	33,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	<u>0.00</u>
2019/20 Council Community Fund Allocation	5,000.00
Allocations this year to date	450.00
Council Community Fund applications this meeting	1,000.00
Balance unallocated if applications agreed	<u>3,550.00</u>
 Total balance unallocated if applications agreed	 <u>13,600.00</u>

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Applications for General Grant Fund Support

Aquila Explorer Scout Unit – Godalming District Scout Council

£500 is applied for to help Aquila Explorer Scout Unit to sponsor two of its Explorer Scouts to represent Surrey Scouts at the 2019 World Jamboree in the USA. 70,000 Explorer Scouts from across the world will be attending this summer and our two Explorers will form part of the British contingent. They will make good ambassadors.

Previous Grants: None

The Brigitte Trust

£500 is applied for to assist with training and support costs to enable our five clients in Godalming to be appropriately helped. (Copies of The Brigitte Trust's Memorandum of

Association and Report of the Trustees and Financial Statements will be tabled at the meeting – should Members wish to review them before the meeting, they are available in the office.)
Previous Grants: None

The Cellar Café

£850 is applied for to assist with the funding for at least one coach trip to the coast for Cellar customers and their families and any individuals who cannot afford a holiday or day out, to include a simple meal like fish and chips and ice cream.

Previous Grants: £775 in 2006, £750 in 2007 and 2008, £800 in 2009, 2010, 2011, 2012, 2013, 2014, 2015, £825 in 2016, 2017 and 2018.

Applications for Council Community Funding

Godalming Branch of Extinction Rebellion

£500 is applied for to assist with community planting at various public locations within Godalming. Details of the first location which it is anticipated to be planted in August 2019 is attached for the information of Members. (Funds to be held by Godalming Town Council and expenditure agreed with Officers.)

Previous Grants: None

Godalming Scouts & Guides Headquarters, The Burys

£500 is applied for to assist the Godalming Scouts & Guide Headquarters toward unexpected costs for licence fees incurred to enable the undertaking of improvements to create an outdoor learning space the Scouts & Guides HQ, The Burys. Application by email request from Mr Michael O'Sullivan, Scout Ambassador for Godalming District Scouts.

Previous Grants: £234 in 2011, £700 & £435 in 2012.

10. PLANNING MATTERS

Neighbourhood Plan – ITEM FOR NOTE

Members to note the result of the Godalming & Farncombe Neighbourhood Plan referendum, which is due to be announced on Tuesday, 9 July.

Consultation on the Affordable Housing Supplementary Planning Document – ITEM FOR DECISION

Recommendation – Members to submit their comments and observations on the Affordable Housing Supplementary Planning Document to the Town Clerk by 4pm, 18 July for further consideration by Full Council on 25 July.

Waverley Borough Council has informed Godalming Town Council that the Borough's Affordable Housing Supplementary Planning Document (SPD) is subject to public consultation for a six-week period from **Monday 1 July to 11.59pm on Monday 12 August 2019** and that as part of that process it is seeking the Town Council's views.

The Affordable Housing Supplementary Planning Document (SPD) sets out the Council's guidance on the securing of planning obligations and affordable housing from new development within the borough. Its purpose is to provide all parties with clarity and guidance on when, how and what affordable housing the Council expects on new developments. It has been prepared to support the Waverley Borough Council Local Plan Part 1: Strategic Policies and Sites (LPP1) which was adopted by the Council on 20 February 2018.

The Affordable Housing SPD and supporting documentation are available to view on the Waverley Borough Council website at www.waverley.gov.uk/housingSPD.

Members are asked whether they wish this Council to make a submission to the consultation, if they wish to do so, it is suggested that Members provide their comments or observations on the Affordable Housing SPD to the Town Clerk no later than 4pm on Thursday 18 July, in order for Members' comments to be collated for presentation and consideration for approval by Full Council on 25 July.

Article 4 Direction – ITEM FOR DECISION

Recommendation – If Members are minded to continue to support an application for an Article 4 Direction Order for Godalming, it is recommended that one of their number is nominate as the Lead Member for this action.

Members will be aware of the issues surrounding the discussions between Godalming Town Council and the Local Planning Authority regarding the suitability of the Beacon's Hill Article 4 Direction Order pilot scheme as an indicator for the effectiveness or otherwise, of an Article 4 Direction Order to provide greater local decision making in the level of Change of Use permitted for existing office/employment accommodation in Godalming.

Having provided an impact report and covering letter to Waverley Borough Council (WBC), the Town Clerk has received the reply set out below along with a copy of the evidence statement produced in support of the Beacons Hill application. In order to establish how GTC might meet the evidence threshold required by WBC to make an Article 4 Direction Order application, the Town Clerk has requested a meeting with WBC's Planning Policy Manager.

Members can find the report on the *Impact of Permitted Development Rights on Godalming Office Market* and supporting letter by accessing visiting:

<https://godalming-tc.gov.uk/agendas-and-minutes-2019/#March2019>

and accessing the Policy & Management Committee Agenda papers Part 1 and Part 2.

In the response from WBC Planning Policy Manager dated 11 June 2019 it was stated that:

- Waverley Borough Council will monitor the number of applications for changes of use covered by the Direction and the outcome of these applications compared with the situation prior to the Article 4 Direction.
- Whilst there are clearly differences between an Article 4 Direction in Beacon Hill and in Godalming, the reason why the WBC originally started with this pilot Article 4 Direction was to be able to assess how effective it would be.
- Whilst we appreciate the potential benefits of an Article 4 Direction, as we have discussed, it is important that if the decision is to make an Article 4 Direction, it is fully justified. This is particularly important as it will result in the need for a planning application and the scrutiny of proposals where there is currently none under the legislation.
- It is important to also consider the following context regarding Article 4 Directions restricting office to residential change of use in the main settlements. In 2013, when the permitted development right for the above change of use was introduced, all councils were given the opportunity to apply to the Government for areas within their jurisdiction to be exempt from such permitted development. Waverley applied for the areas within Godalming, Farnham, Haslemere and Cranleigh town centre boundaries to be exempt, but the application was not successful.
- Given that Waverley must notify the Secretary of State of the making of an Article 4 Direction, and that the Secretary of State has the power to make a direction cancelling or

modifying an Article 4 Direction at any time, it is important that Waverley has the evidence to support the making of an Article 4 Direction in Godalming.

- In relation to the Article 4 Direction that you propose, it is important that we have evidence of the current need for offices in the town, given that an Article 4 Direction itself will not prevent the change of use, but would instead require that a full planning application is made, which would then be considered against the Local Plan policies. The relevant policy in Local Plan Part 1 is EE2 and supporting text in paragraph 10.33.
- If an applicant can show through the mechanisms set out in paragraph 10.33 that there is no need for that office space and therefore there is no prospect of the site or building being used or reused for these purposes, the proposal would not be inconsistent with Policy EE2. I should add that Policy EE2 also says that where there is an identified need for new homes, the Council will normally approve applications for a change to residential use....subject to there being no strong economic reasons why such a development would be inappropriate.
- any action to remove permitted development rights needs to be robustly justified.

11. MOTIONS ON NOTICE – ITEM FOR DECISION

Motion A – Proposer, Councillor Cosser

Recommendation: Members to consider Motion A and if agreed, resolve to approve the implementation of the motion as set out in the motion.

The Motion:

The Policy & Management Committee, having noted that next year will be the 75th Anniversary of VE day and that the Queen's Pageant Master has written to all Town and Parish Councils encouraging them to become involved in the celebrations, requests the Town Clerk, following consultation with other appropriate local organisations and groups, to bring forward to a future meeting of this Committee proposals for celebration of the anniversary in Godalming.

Note from Town Clerk:

Although the salutation in the letter is to 'Dear parish and town council' the distribution has not been to individual councils but was issued through local associations on 2 May and was brought to this Council's attention on 14 May. The letter from the Pageant Master is attached for the information of Members.

Motion B – Proposer, Councillor Duce

Recommendation: If Members resolve to support Motion B, it is recommended the Town Clerk writes to the Head of Commercial Services at Waverley Borough Council, who has responsibility for Leisure and Parks & Countryside, to express GTC's support for a Godalming Park Run and to identify where the Town Council might be able to provide assistance or support, and for the response to be brought to this committee for further consideration.

The Motion:

Godalming Town Council supports the idea of a Parkrun in the town and using its best endeavours alongside the Parkrun organisers, Waverley Borough Council and other key stakeholders to achieve this.

12. FOOTPATH AND FENCING – CHURCH STREET TO MOSS LANE – ITEM FOR DECISION

Recommendation:

- 1. Members to determine whether they wish to conduct fence replacement works along the length of The Bury's allotment footpath to enable resurfacing works by SCC Highways of the Church Street/Moss Lane link footpath.**
- 2. If the Committee approves the fence replacement works, it is recommended that, subject to availability for required start date, Members resolve to agree the appointment of Contractor B.**

Members will be aware of the poor condition of the footpath that links Church Street with Moss Lane and which passes The Bury's Allotments. This route is a gateway entry into the town used daily by many residents. Following a survey of this pathway by Surrey County Council Highways and with the support of the County Councillor for Godalming North, a proposal has been put forward by SCC to resurface this pathway along its length between its starting point adjacent to the Parish Church and a point approximately 10 meters past the end of The Bury's Allotments towards the pathway leading to the children's playground in the Phillips Memorial Park.

To be able to resurface this pathway a proper formed edge will need to be established along the length of The Bury's Allotments. In order to do so the fencing running along The Bury's Allotment and parallel to the footpath will need to be removed, the edge formed and the fencing reinstated. The County Council's contractors require this work to be completed prior to the resurfacing work. As owners of the fence it is for the Town Council to carry out this part of the work.

The existing fence is in poor condition which has been repaired many times. Whilst it is possible to replace the existing fence with like for like wooden posts and chain link fencing, as a gateway entrance to the town, and in order to match the fencing surrounding the bowling green and children's play areas, thus providing continuity within the Phillips Memorial Park and conservation area, quotes have been sought for appropriately sized bow top fencing along the length of the allotment facing the footpath, with replacement chain link fencing along the length running from The Bury's footpath, behind the playground and to the boundary allotment hedge in the Phillips Memorial Park (a location map will be tabled at the meeting).

Replacement of this fence has been anticipated and provision has been made in the Land and Other Property Reserves to do so, the Land & Property Reserve currently has a balance of £39,101. The Facilities Supervisor contacted a number of local contractors in order to obtain competitive prices, although only two submitted quotes. These quotes, marked up as Contractor A and Contractor B will be tabled at the meeting for the information of Members. Both contractors are known to the Council and are equally capable of carrying out the required fencing works with a £67 difference between the like for like quotes which range from £10,405 and £10,472. As such on a like for like basis it is suggested that the deciding factor between the contractors is ability to carry out the works prior to SCC preferred start date. A secondary issue being the ability to conduct additional works other than the fencing works required to progress the project.

13. DOCUMENT REVIEW – PRESS STRATEGY FOR THE TOWN COUNCIL – ITEM FOR DECISION

Recommendation – Members to resolve to agree changes to the Press Strategy for the Town Council document and to recommend the amended document for adoption by the Full Council.

In July 2009, Godalming Town Council adopted a document called Press Strategy For The Town Council. Officers have reviewed this document and have proposed a number of amendments to reflect changes of procedures since 2009. A tracked copy version of the document is attached for the information of Members.

14. GODALMING FIREWORKS – ITEM FOR DECISION

Recommendation – Members to resolve to approve the event budget for Godalming Fireworks 2019.

Staff are progressing preparation for Godalming Fireworks 2019, with this year’s theme being ‘Music from The Big Top’.

The budget for the event is attached for Members’ approval.

15. COMMUNITY CENTRE OCCUPANCY PERFORMANCE MONITORING – ITEM FOR NOTE

Centre	Hours Booked Q1 2019/20 (1/4 – 30/6)	% Used	Hours Booked Previous 12 Months	% Used	% Change from Previous Report
Broadwater					
- Large Hall	508.75	43.01%	1916.50	40.39%	-2.12%
- Small Hall	295.25	24.96%	1251.58	26.38%	-0.8%
Pepperpot					
- Undercroft	454.50	38.42%	1311.50	27.64%	+5.08%
- Upper Room	220.00	18.60%	588.75	12.41%	+1.57%
Wilfrid Noyce					
- Caudle Hall	738.17	62.40%	3082.18	64.96%	+3.9%
- Wyatt Room	385.92	32.62%	1611.83	33.97%	-6.02%
- Oglethorpe Room	251.50	21.26%	1142.50	24.08%	-1.55%

Notes: 1. Year to Date figures 01 July 2018 – 30 June 2019.

The financial performance of Community Centres is done as part of Budget Monitoring

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK’S COMMUNITY CENTRE MANAGEMENT COMMITTEE – ITEM FOR NOTE

Due to no meetings having been held, this report will be deferred until later in the year.

17. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

18. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 5 September 2019 at 7.00 pm in the Council Chamber.

19. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5102	Contrib. to Other Provisions	0	0	0	12,479	12,479	0	12,479	0
	Head Office Costs :- Expenditure	0	0	0	12,479	12,479	0	12,479	0
4001	Salaries	14,872	15,025	153	29,773	30,050	277	180,300	150,527
4002	Employer's NIC	1,550	1,561	11	3,117	3,122	5	18,732	15,615
4003	Employer's Superannuation	2,542	2,508	-34	5,106	5,016	-90	30,096	24,990
4005	Agency Staff & Contractors	0	0	0	16	0	-16	18,384	18,368
4011	Staff Training	0	250	250	0	500	500	3,000	3,000
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	50	50	0	100	100	600	600
4102	Property Maintenance	0	20	20	0	40	40	240	240
4103	Maintenance Contracts	0	0	0	0	750	750	750	750
4121	Rents	0	0	0	0	0	0	15,620	15,620
4163	Domestic Supplies	0	10	10	1	20	19	120	119
4202	Car Allowances	24	80	56	100	160	60	1,000	900
4301	Equipment	0	0	0	0	0	0	500	500
4304	Catering & Hospitality	66	20	-46	84	40	-44	240	156
4305	Clothes, Uniform & Laundry	0	0	0	0	0	0	200	200
4306	Printing	151	165	14	610	330	-280	2,000	1,390
4307	Stationery	689	340	-349	1,092	680	-412	4,090	2,998
4311	Professional Fees - Legal	439	0	-439	882	0	-882	0	-882

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4312 Professional Fees - Surveyors	1,700	0	-1,700	1,700	0	-1,700	0		-1,700
4313 Professional Fees - Other	1,958	830	-1,128	1,969	1,660	-309	10,000		8,031
4314 Audit Fees	0	0	0	0	255	255	3,300		3,300
4315 Insurance	0	0	0	8,192	8,236	44	8,236		44
4321 Bank Charges	43	30	-13	70	60	-10	360		290
4322 Postage	0	160	160	0	320	320	1,960		1,960
4323 Telephones	107	85	-22	327	170	-157	2,000		1,673
4325 Computing	429	600	171	858	1,200	343	8,240		7,383
4326 Website	45	50	5	90	100	10	1,000		910
4327 Publicity Advertising	392	0	-392	392	0	-392	0		-392
4331 Newsletter	1,100	0	-1,100	1,100	0	-1,100	4,400		3,300
4341 Grants	6,550	5,000	-1,550	6,550	10,000	3,450	60,000		53,450
4342 Subscriptions	57	0	-57	3,488	5,000	1,512	5,500		2,012
4401 Payments to Godalming JBC	0	0	0	27,418	27,479	61	54,958		27,540
4900 Miscellaneous Expenses	2	165	164	2	330	329	2,000		1,999
6000 Debt Charges - Principal	3,532	3,532	0	3,532	3,532	0	26,136		22,604
6001 Debt Charges - Interest	3,809	3,810	1	3,809	3,810	1	33,620		29,811
Head Office Costs :- Expenditure	40,057	34,291	-5,766	100,277	102,960	2,683	499,082	0	398,805
1001 Precept	0	0	0	321,889	321,889	0	643,778		
1202 Grants - WBC	0	0	0	7,060	7,479	-419	7,479		
1303 Other customer/client receipts	0	0	0	62	0	62	0		
1401 Interest Received	705	0	705	705	0	705	1,200		
1501 Recharges to Godalming JBC	0	0	0	14,840	14,840	0	29,680		
Head Office Costs :- Income	705	0	705	344,556	344,208	348	682,137		
Net Expenditure over Income	39,352	34,291	-5,061	-231,800	-228,769	3,031	-170,576		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
102 Civic Expenses									
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0
Civic Expenses :- Expenditure	0	0	0	6,000	6,000	0	6,000	0	0
4102 Property Maintenance	0	0	0	45	0	-45	0		-45
4304 Catering & Hospitality	23	40	17	179	80	-99	500		321
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	1,000		1,000
4306 Printing	0	0	0	126	0	-126	800		674
4313 Professional Fees - Other	350	0	-350	395	0	-395	0		-395
4325 Computing	350	200	-150	350	400	50	2,400		2,050
4327 Publicity Advertising	0	0	0	142	0	-142	0		-142
4332 Mayor's Expenses	1,048	700	-348	821	1,400	579	8,500		7,679
4334 Members' Training	420	100	-320	420	2,200	1,780	3,200		2,780
4900 Miscellaneous Expenses	0	50	50	340	100	-240	600		260
Civic Expenses :- Expenditure	2,192	1,090	-1,102	2,818	4,180	1,362	17,000	0	14,182
1303 Other customer/client receipts	12	0	12	12	0	12	0		
Civic Expenses :- Income	12	0	12	12	0	12	0		
Net Expenditure over Income	2,180	1,090	-1,090	8,806	10,180	1,374	23,000		
104 Town Promotion									
4005 Agency Staff & Contractors	866	0	-866	882	0	-882	0		-882
4102 Property Maintenance	41	0	-41	41	0	-41	0		-41

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4162 Waste Removal	264	0	-264	264	0	-264	0		-264
4171 Grounds Maintenance Costs	129	2,900	2,771	460	2,900	2,440	5,300		4,840
4203 Other Transport Costs	557	120	-437	557	240	-317	1,400		843
4301 Equipment	312	415	103	312	830	518	5,000		4,688
4327 Publicity Advertising	268	0	-268	268	0	-268	0		-268
4900 Miscellaneous Expenses	0	0	0	110	0	-110	0		-110
Town Promotion :- Expenditure	2,438	3,435	997	2,894	3,970	1,076	11,700	0	8,806
1303 Other customer/client receipts	3,132	3,000	132	3,132	3,000	132	3,000		
Town Promotion :- Income	3,132	3,000	132	3,132	3,000	132	3,000		
Net Expenditure over Income	-694	435	1,129	-238	970	1,208	8,700		
105 Staycation									
4001 Salaries	0	0	0	0	0	0	152		152
4002 Employer's NIC	0	0	0	0	0	0	15		15
4005 Agency Staff & Contractors	0	0	0	0	0	0	225		225
4162 Waste Removal	0	0	0	0	0	0	750		750
4203 Other Transport Costs	0	0	0	0	0	0	90		90
4301 Equipment	0	0	0	0	0	0	180		180
4304 Catering & Hospitality	0	0	0	304	0	-304	0		-304
4313 Professional Fees - Other	0	0	0	0	0	0	600		600
4327 Publicity Advertising	0	0	0	0	0	0	3,700		3,700
4900 Miscellaneous Expenses	0	0	0	0	0	0	100		100
Staycation :- Expenditure	0	0	0	304	0	-304	5,812	0	5,508

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1303 Other customer/client receipts	0	0	0	0	0	0	320		
Staycation :- Income	0	0	0	0	0	0	320		
Net Expenditure over Income	0	0	0	304	0	-304	5,492		
<u>106 Festivals & Markets</u>									
4001 Salaries	75	200	125	544	815	271	2,585		2,041
4002 Employer's NIC	7	20	13	53	97	44	297		244
4003 Employer's Superannuation	0	0	0	46	71	25	171		125
4005 Agency Staff & Contractors	0	0	0	0	512	512	1,024		1,024
4162 Waste Removal	0	0	0	220	250	30	600		380
4203 Other Transport Costs	0	0	0	4	200	196	400		396
4301 Equipment	0	0	0	140	0	-140	510		370
4304 Catering & Hospitality	57	0	-57	57	60	3	180		123
4306 Printing	0	0	0	0	0	0	530		530
4313 Professional Fees - Other	0	0	0	350	900	550	2,100		1,750
4327 Publicity Advertising	180	0	-180	1,620	1,750	130	4,380		2,760
4343 Licensing/PRS	0	0	0	0	110	110	220		220
4900 Miscellaneous Expenses	9	0	-9	10	200	190	1,000		990
Festivals & Markets :- Expenditure	329	220	-109	3,046	4,965	1,919	13,997	0	10,951
1303 Other customer/client receipts	325	250	75	6,753	5,700	1,053	14,200		
Festivals & Markets :- Income	325	250	75	6,753	5,700	1,053	14,200		
Net Expenditure over Income	4	-30	-34	-3,707	-735	2,972	-203		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
108 Christmas Lights									
5001	Transfers from Reserves	0	0	0	0	0	-3,680		-3,680
	Christmas Lights :- Expenditure	0	0	0	0	0	-3,680	0	-3,680
4313	Professional Fees - Other	0	0	0	12,000	12,000	45,880		45,880
	Christmas Lights :- Expenditure	0	0	0	12,000	12,000	45,880	0	45,880
1304	Donations	0	0	0	0	0	3,200		
	Christmas Lights :- Income	0	0	0	0	0	3,200		
	Net Expenditure over Income	0	0	0	12,000	12,000	39,000		
109 Fireworks Night									
4001	Salaries	0	0	0	0	0	610		610
4005	Agency Staff & Contractors	0	0	0	0	0	1,400		1,400
4162	Waste Removal	0	0	0	0	0	100		100
4203	Other Transport Costs	0	0	0	0	0	320		320
4301	Equipment	0	0	0	0	0	1,500		1,500
4313	Professional Fees - Other	0	0	0	2,000	2,000	6,800		4,800
4327	Publicity Advertising	0	0	0	0	0	2,200		2,200
4343	Licensing/PRS	0	0	0	0	0	260		260
4900	Miscellaneous Expenses	0	0	0	0	0	500		500
	Fireworks Night :- Expenditure	0	0	0	2,000	2,000	13,690	0	11,690

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1303 Other customer/client receipts	0	0	0	0	0	0	10,800		
Fireworks Night :- Income	0	0	0	0	0	0	10,800		
Net Expenditure over Income	0	0	0	2,000	2,000	0	2,890		
<u>111 Neighbourhood Plan</u>									
4327 Publicity Advertising	590	0	-590	590	0	-590	0		-590
Neighbourhood Plan :- Expenditure	590	0	-590	590	0	-590	0	0	-590
Net Expenditure over Income	590	0	-590	590	0	-590	0		
<u>201 BWP Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
BWP Community Centre :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff & Contractors	1,296	0	-1,296	1,296	0	-1,296	0		-1,296
4102 Property Maintenance	116	300	184	116	600	484	4,000		3,884
4103 Maintenance Contracts	119	35	-84	119	70	-49	420		301
4111 Energy Costs	223	290	67	821	580	-241	3,480		2,659
4131 Rates	0	0	0	1,326	1,352	26	1,352		26
4141 Water Services	33	40	7	63	80	17	480		417
4161 Cleaning	25	25	0	25	50	25	8,100		8,075
4162 Waste Removal	72	65	-7	129	130	1	780		651
4163 Domestic Supplies	6	10	4	6	20	14	120		114

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4171	Grounds Maintenance Costs	0	124	124	0	248	248	1,488		1,488
4203	Other Transport Costs	30	0	-30	30	0	-30	0		-30
4301	Equipment	1,374	50	-1,324	1,374	100	-1,274	600		-774
4323	Telephones	26	30	4	52	60	8	360		308
4324	Broadband	38	40	2	76	80	4	480		404
4343	Licensing/PRS	0	0	0	0	0	0	300		300
	BWP Community Centre :- Expenditure	3,356	1,009	-2,347	5,433	3,370	-2,063	21,960	0	16,527
1301	Premises Hire Charges	3,133	4,000	-867	5,169	5,700	-531	29,000		
	BWP Community Centre :- Income	3,133	4,000	-867	5,169	5,700	-531	29,000		
	Net Expenditure over Income	224	-2,991	-3,215	2,764	170	-2,594	-4,540		
	202 Pepperpot									
5101	Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
	Pepperpot :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005	Agency Staff & Contractors	16	0	-16	176	0	-176	0		-176
4102	Property Maintenance	0	125	125	176	250	74	1,500		1,324
4103	Maintenance Contracts	1,120	85	-1,035	1,120	170	-950	1,020		-100
4111	Energy Costs	54	100	46	150	200	50	1,200		1,050
4131	Rates	0	0	0	675	670	-5	670		-5
4161	Cleaning	24	25	1	48	50	2	1,860		1,812
4301	Equipment	45	0	-45	45	0	-45	600		555
4323	Telephones	26	54	28	51	108	57	648		597

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4324	Broadband	1	38	37	-35	76	111	456		491
4325	Computing	0	0	0	200	0	-200	0		-200
4327	Publicity Advertising	0	0	0	590	0	-590	0		-590
4343	Licensing/PRS	0	0	0	0	0	0	70		70
	Pepperpot :- Expenditure	1,286	427	-859	3,197	1,524	-1,673	8,024	0	4,827
1301	Premises Hire Charges	1,557	700	857	2,361	1,400	961	8,400		
	Pepperpot :- Income	1,557	700	857	2,361	1,400	961	8,400		
	Net Expenditure over Income	-271	-273	-2	3,337	2,624	-713	2,124		
	203 The Square									
4181	Premises Insurance	0	0	0	0	0	0	1,830		1,830
4315	Insurance	1,512	0	-1,512	1,512	0	-1,512	0		-1,512
	The Square :- Expenditure	1,512	0	-1,512	1,512	0	-1,512	1,830	0	318
1302	Rents	3,000	0	3,000	3,000	0	3,000	12,000		
1303	Other customer/client receipts	0	0	0	0	0	0	1,830		
	The Square :- Income	3,000	0	3,000	3,000	0	3,000	13,830		
	Net Expenditure over Income	-1,488	0	1,488	-1,488	0	1,488	-12,000		
	204 Allotments									
4141	Water Services	1	5	4	3	10	7	60		57

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4171 Grounds Maintenance Costs	0	250	250	0	500	500	3,000		3,000
Allotments :- Expenditure	<u>1</u>	<u>255</u>	<u>254</u>	<u>3</u>	<u>510</u>	<u>507</u>	<u>3,060</u>	<u>0</u>	<u>3,057</u>
1302 Rents	0	0	0	0	0	0	2,300		
Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,300</u>		
Net Expenditure over Income	<u>1</u>	<u>255</u>	<u>254</u>	<u>3</u>	<u>510</u>	<u>507</u>	<u>760</u>		
<u>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
5102 Contrib. to Other Provisions	0	0	0	0	0	0	2,083		2,083
Wilfrid Noyce Community Centre :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>4,583</u>	<u>0</u>	<u>2,083</u>
4001 Salaries	212	212	0	423	424	1	2,544		2,121
4003 Employer's Superannuation	0	36	36	0	72	72	438		438
4005 Agency Staff & Contractors	208	0	-208	208	0	-208	0		-208
4102 Property Maintenance	0	400	400	269	800	531	5,000		4,731
4103 Maintenance Contracts	158	570	412	511	1,140	629	6,840		6,329
4111 Energy Costs	380	440	60	1,156	880	-276	5,280		4,124
4121 Rents	0	0	0	30	0	-30	250		220
4131 Rates	0	0	0	4,566	4,600	34	4,600		34
4141 Water Services	8	75	67	121	150	29	900		779
4161 Cleaning	25	25	0	50	50	0	13,300		13,250
4162 Waste Removal	191	152	-39	345	304	-41	1,824		1,479
4163 Domestic Supplies	0	50	50	0	100	100	600		600

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4301 Equipment	48	300	252	1,075	600	-475	4,000		2,925
4304 Catering & Hospitality	10	0	-10	10	0	-10	0		-10
4313 Professional Fees - Other	0	0	0	0	830	830	3,000		3,000
4323 Telephones	26	26	0	165	52	-113	541		376
4324 Broadband	26	26	0	51	164	113	536		485
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	0	100	100	0	200	200	1,200		1,200
Wilfrid Noyce Community Centre :- Expenditure	1,292	2,412	1,120	8,981	10,366	1,385	51,203	0	42,222
1301 Premises Hire Charges	5,179	4,500	679	8,821	9,000	-179	54,000		
1303 Other customer/client receipts	0	0	0	0	0	0	2,083		
Wilfrid Noyce Community Centre :- Income	5,179	4,500	679	8,821	9,000	-179	56,083		
Net Expenditure over Income	-3,887	-2,088	1,799	2,660	3,866	1,206	-297		
206 Bandstand									
4102 Property Maintenance	0	83	83	0	166	166	1,000		1,000
4343 Licensing/PRS	0	100	100	0	100	100	100		100
Bandstand :- Expenditure	0	183	183	0	266	266	1,100	0	1,100
1301 Premises Hire Charges	435	630	-196	435	630	-196	630		
1302 Rents	202	0	202	202	0	202	0		
Bandstand :- Income	636	630	6	636	630	6	630		
Net Expenditure over Income	-636	-447	189	-636	-364	272	470		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
207 Godalming Museum									
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0
Godalming Museum :- Expenditure	0	0	0	53,000	53,000	0	53,000	0	0
4001 Salaries	3,588	3,586	-2	7,177	7,172	-5	43,032		35,855
4002 Employer's NIC	316	300	-16	631	600	-31	3,600		2,969
4003 Employer's Superannuation	599	584	-15	1,199	1,168	-31	7,008		5,809
4005 Agency Staff & Contractors	48	0	-48	48	0	-48	0		-48
4011 Staff Training	0	0	0	0	0	0	1,000		1,000
4102 Property Maintenance	79	200	121	235	400	165	2,500		2,265
4103 Maintenance Contracts	79	0	-79	79	0	-79	0		-79
4202 Car Allowances	0	0	0	0	0	0	320		320
4307 Stationery	0	25	25	0	50	50	300		300
4313 Professional Fees - Other	0	0	0	183	0	-183	0		-183
4315 Insurance	0	0	0	0	0	0	5,700		5,700
4323 Telephones	0	25	25	0	50	50	300		300
4325 Computing	265	170	-95	530	340	-190	2,050		1,521
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000
4900 Miscellaneous Expenses	0	0	0	60	0	-60	0		-60
Godalming Museum :- Expenditure	4,974	4,890	-84	10,142	9,780	-362	68,810	0	58,668
1302 Rents	0	0	0	1,706	1,706	0	6,824		
1303 Other customer/client receipts	0	0	0	26,800	26,740	60	53,960		
Godalming Museum :- Income	0	0	0	28,506	28,446	60	60,784		
Net Expenditure over Income	4,974	4,890	-84	34,635	34,334	-301	61,026		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Month No : 2

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
208 Land & Property - Other									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Land & Property - Other :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff & Contractors	1,296	0	-1,296	436	0	-436	0		-436
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560
4102 Property Maintenance	2,123	325	-1,798	2,921	650	-2,271	3,900		979
4103 Maintenance Contracts	0	100	100	0	200	200	1,200		1,200
4111 Energy Costs	87	65	-22	225	130	-95	780		555
4131 Rates	0	0	0	3,609	3,634	25	3,634		25
4141 Water Services	701	270	-431	994	540	-454	3,240		2,246
4151 Fixtures & Fittings	0	0	0	0	250	250	1,000		1,000
4161 Cleaning	0	0	0	0	0	0	16,540		16,540
4171 Grounds Maintenance Costs	0	650	650	0	1,300	1,300	8,000		8,000
4203 Other Transport Costs	70	0	-70	120	0	-120	0		-120
4301 Equipment	100	0	-100	435	0	-435	0		-435
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,800		1,800
Land & Property - Other :- Expenditure	4,377	1,410	-2,967	8,739	6,704	-2,035	41,654	0	32,915
Net Expenditure over Income	4,377	1,410	-2,967	11,239	9,204	-2,035	44,154		
Policy & Management Expenditure	62,403	49,622	-12,781	231,414	244,074	12,660	884,684	0	653,270
Income	17,678	13,080	4,598	402,946	398,084	4,862	884,684		
Net Expenditure over Income	44,725	36,542	-8,183	-171,532	-154,010	17,522	0		

Godalming Town Council
Reserve Balances 2019/20

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2020 £
Movement in Reserves to March 31 2020 (Actual)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	263,033					263,033
Sub-total unallocated reserves	263,033					263,033
Earmarked Reserves						
2 Election Expenses Fund	21,602		6,000			27,602 <small>Min 309-18 FC 10 Jan 2019</small>
3 Emerging Projects	43,300		12,479	-7,400		48,379 <small>Min 309-18 FC 10 Jan 2019; Min 377-18 P&M 7 Mar 2019 £7.4k</small>
4 WW1 Memorial	750					750
5 Caudle Memorial Fund	23,800					23,800
6 Godalming Museum	59,880		53,000			112,880 <small>Min 309-18 FC 10 Jan 2019</small>
7 Land & Property Maintenance	29,101		10,000			39,101 <small>Min 309-18 FC 10 Jan 2019</small>
8 IT Reserve	5,000					5,000
9 Christmas Lights	8,788					8,788
10 Festival Surplus	2,897					2,897
11 Staycation	335					335
12 Neighbourhood Plan	1,730					1,730
14 Farncombe Initiative	3,201					3,201
15 Wilfrid Noyce Key Deposits	80					80
18 Mayor's Charity	2,749					2,749
Sub- total Earmarked Reserves	203,212					277,291
Balances	466,245	0	81,479	-7,400	0	540,324

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. Item on this Agenda	Quarterly	July 2019
FARNCOMBE INITIATIVE	Cllr PMA Rivers	274-13	New Chair appointed (Min No 43-19)	Bi-annual	28 Nov 2019
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Piling works have been completed, pumping stations and fitting out works progressing Works are expected to be completed July 2019	N/A	Mid 2019
FIREWORKS	Town Clerk	173-16	Members agreed to support an event in 2019 (Min No 264-18). Item on this Agenda	Annual	1 November 2019
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18).	2 yearly	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	N/A	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Two yearly	May 2020
OUTSIDE WORKS & MAINTENANCE SERVICES	Town Clerk	142-19	Agreed by Committee Min No 44-19 implementation progressing		Sept 2019
ANNUAL SAFETY REPORT	Town Clerk	N/A	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2020
MUSEUM FIRE ESCAPE	Town Clerk	219-18	Submission of Planning Application. Planning application approved – Tender Specification to be determined.		Oct 2019

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	Town Clerk	297-18	<p>GTC website compliance with the regulations:</p> <ul style="list-style-type: none"> • Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website www.godalming-tc.gov.uk; • the cost of an accessibility audit and the proposed funding cost centre be brought to this Committee for authorisation prior to any work being undertaken; and • the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations <p>Support Services Executive has undertaken training on Website accessibility and is working through GTC website to resolve issues</p>	<p>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	23 Sep 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Fairtrade Steering Group	Cllr Wardell		Report expected 22 May 2019	22/05/19	
Farncombe Day Centre	Cllr Hullah		Report expected 22 May 2019	22/05/19	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report expected 11 July 2019	11/07/19	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 5 September 2019	05/09/19	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 17 October 2019	17/10/19	
Waverley Citizens' Advice	Cllr Steel		Report expected 17 October 2019	17/10/19	
Sport Godalming	Cllr Adam		Report expected 29 November 2019	29/11/19	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 29 November 2019	29/11/19	
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 12 December 2019	12/12/19	
Holloway Hill Sports Association	Cllr Martin		Report expected 12 December 2019	12/12/19	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 16 January 2020	16/01/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 16 January 2020	16/01/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Godalming Together CIC	Cllr Welland		Report expected 5 March 2020	05/03/20	
SALC	Cllr Cosser		Report expected 5 March 2020	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report expected 9 April 2020	09/04/20	
District Scout Council	TBC		Report expected 9 April 2020	09/04/20	
Godalming Park Run Group	Cllr Duce		Report expected (TBC)	TBC	
Fairtrade Steering Group	Cllr Wardell		Report expected (TBC)	TBC	
Farncombe Day Centre	Cllr Hullah		Report expected (TBC)	TBC	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Mayor's Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019
Spring Festival	Saturday, 6 April 2019
Farmers' Market	Saturday, 27 April 2019
St John's Spring Fair	Saturday, 4 May 2019 (TBC)
Annual Council/Mayor Making	Thursday, 16 May 2019
Godalming Run	Sunday, 19 May 2019
Farmers' Market	Saturday, 25 May 2019
Town Show	Saturday, 1 June 2019
Farmers' Market	Saturday, 29 June 2019
Summer Food Festival	Sunday, 7 July 2019
Farmers' Market	Saturday, 27 July 2019
Staycation	Saturday, 3–Sunday, 11 August 2019
Farmers' Market	Saturday, 31 August 2019
Farmers' Market	Saturday, 28 September 2019
Farmers' Market	Saturday, 26 October 2019
Fireworks	Friday, 1 November 2019
Remembrance Sunday	Sunday, 10 November 2019
Christmas Festival & Light Switch-On	Saturday, 30 November 2019
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 14 December 2019
Pancake Races	Tuesday, 25 February 2020
Farmers' Market	Saturday, 28 March 2020
Spring Festival – Spring into Godalming	Saturday, 4 April 2020

GODALMING TOWN COUNCIL

RECEIVED
05 JUN 2019

Application for Grant Aid

1. Name of Voluntary Organisation Aquila Explorer Scout Unit - Godalming District Scout Council
2. Contact Name, Address and Telephone Number Esther Wildschul
Chalvington Row, Little Wotton, Witley, Godalming, Surrey GU8 5QJ.
07748708703

3. Details of Organisation; is it

- a) A Charity? Godalming District Scout Council - No: 305704
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? To train/develop young people's learning knowledge & skills to enable them to achieve their full physical, intellectual, social and spiritual potentials as individuals and members of the local Godalming community and national and international communities
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

No - we only collect subscriptions from participants

6. Please state size of membership and annual subscription levels of Organisation. _____

We have approximately 20 members and an annual subscription

7. Please enclose the following information as applicable to your Organisation:- of about £200.00
- a) Constitution or aims Provision of scouting in line with guidance provided by the Scout Association
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year (included)
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

Aquila Explorers were part of Godalming district but have in the last few months taken charge of their own finances (Draft budget included)
We enable explorers to attain their Duke of Edinburgh awards, we run a Young leaders program which involves Young People aged 14-18 volunteering with other sections of the district, They are the scout leaders of the future and would provide an amazing role model to other young people. They also volunteer with community projects in retirement homes, coping, river bank litter picking as well as remembrance service & all other scouting activities.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details. To help Aquila ESU sponsor 2 of our Explorer Scouts, Matilda Osborne (15) and Jacob August (17) to represent Surrey Scouts at 2019 World Tamboree in the USA. 20,000 Explorer Scouts from across the world will be attending this summer and our two Explorers will form part of the British contingent. They will make good ambassadors.

b) Specify

- Total Estimated Cost	£ 6900.00
- Amount already available	£ 4500.00
- Amount expected to be available at commencement	£ 6900.00
- Dates scheduled to commence and finish	

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:- NO

Body	Amount Applied For	Amount Received

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 500.00

b) Whether you have received a previous grant from the Town Council

- Amount £ N/A
- Date
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

At the Tamboree in Canada and the USA, Nati & Jacob will be ambassadors for UK Scouting, Surrey Scouts and Godalming District. They have been giving lectures to interested parties in the local community about international Scouting. They have been conducting fund raising activities at local community events and promote the ideals of Scouting and raise *

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed E. W. / Schubert Date 2/06/2019

Capacity in which signed District Explorer Scout Commissioner (Godalming)

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

* awareness of the good things that young people can achieve as members of the Scout association.

Explorer Calculation of Scout Hut Rent

SSPP 60 Scouts
Explorers 20 Scouts
Thus Explorers 25% of Hut operating costs.

Basic Operating Costs

Insurance/Water	1200
Maintenance	1400
Logs	100
Camping Equipment	<u>100</u>
	2800

Explorer Share @ 25% 700

Rental Per Qtr 175

Explorer Draft Budget 2019-20

Subs - 20 Explorers 2400

Capitation/Leader Ins	1050
Rent	700
Weekly Troop Costs	375
Uniform/Sundries	100
Electric Meter	<u>50</u>
	2275

Surplus 125

Potential Income from Gift Aid 480

Potential Surplus 605

GODALMING TOWN COUNCIL

Application for Grant Aid

RECEIVED
21 JUN 2019

1. Name of Voluntary Organisation THE BRIGITTE TRUST
2. Contact Name, Address and Telephone Number INGRID WALKER, 316
HIGH STREET, DORKING RH4 1QX

3. Details of Organisation; is it

- a) A Charity?
b) A Trust?
c) A Private Limited Company?
d) Affiliated to any National Body?
e) Any other official registration?

4. What are the aims and objectives of the Organisation? TO PROVIDE EMOTIONAL
SUPPORT AND PRACTICAL HELP TO INDIVIDUALS & THEIR
FAMILIES FACING A LIFE-THREATENING DIAGNOSIS.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
NO.

6. Please state size of membership and annual subscription levels of Organisation. EACH
YEAR OUR 99 VOLUNTEERS HELP AROUND 160 PEOPLE. FIVE LIVE
IN GODALMING.

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims ✓
b) Copy of accounts (these will not be required for a new organisation) ✓
c) Copy of budget for current financial year ✓
d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TRAINING & SUPPORT COSTS TO ENABLE OUR FIVE CLIENTS IN GODALMING TO BE APPROPRIATELY HELPED.

- b) Specify
- Total Estimated Cost £2150 PER ANNUM
 - Amount already available £
 - Amount expected to be available at commencement £
 - Dates scheduled to commence and finish OUR WORK IS ONGOING

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
CLLR PETER MARTIN	£500	
CLLR PENNY RIVERS	£500	

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £500

b) Whether you have received a previous grant from the Town Council

- Amount £
- Date N/A
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

YOUR DONATION WILL ENABLE THE CONTINUATION OF OUR SERVICE IN GODALMING, WHERE OUR VOLUNTEER-LED SUPPORT CURRENTLY REDUCES ISOLATION & LONELINESS FOR FIVE INDIVIDUALS & THEIR FAMILIES FACING A LIFE-THREATENING DIAGNOSIS.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed I. Waller Date 19/06/19

Capacity in which signed CHARITY ADMINISTRATOR

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.



RECEIVED
21 JUN 2019

19 June 2019

Dear Sirs,

I am pleased to write on behalf of The Brigitte Trust, to request a grant of £500 towards our work in Godalming reducing isolation and loneliness for people facing a terminal diagnosis. Your donation will enable the continuation of our home-visiting service across the town, where we currently provide weekly emotional support and practical help for five individuals and their families, along with the listening ear of an independent non-judgemental person to share fears and thoughts at this difficult time.

The Brigitte Trust

Established in 1984, The Brigitte Trust offers free emotional support and practical help at home to people and their families facing a life-threatening illness.

We strive to alleviate isolation and loneliness by providing a listening ear, practical help and much-needed respite for carers. Over 80 per cent of our clients have cancer and around five per cent have had a stroke or neurological problem. 86 per cent are over the age of 65 and 57 per cent live alone.

The loneliness of diagnosis

Many clients come to the Trust feeling lonely and isolated, with no one to share their deepest worries. This may be because they do not have anyone close to them, but more often it is because they do not wish to burden their loved ones with their thoughts at this difficult time. As one of our clients recently said: *"I can be completely honest in what I say to my volunteer, more so than with a friend."*

For some, mobility and pain management can restrict their ability to leave the house. For others, speech difficulties, falls and exhaustion can cause social embarrassment and this, coupled with a declining physical ability to leave the home unaided, often leads to isolation.

The isolation of caring

We know that caring for a loved one with a life-threatening illness can be both physically and emotionally challenging. Therefore our volunteers not only provide help to the person with the diagnosis but also their carer, crucially giving respite and some much-needed time to themselves.

This is vital. Carers UK reports a 'silent epidemic' of loneliness affecting people providing support to ill, older or disabled loved ones, with eight out of ten carers saying they have felt lonely or isolated as a result of their caring duties.

The Jo Cox Commission on Loneliness reiterates the danger of this isolation, reporting that carers who feel lonely or isolated are almost twice as likely to report worsened mental and physical health

compared to those who are not. Alongside a lack of understanding from others, carers most frequently ascribed loneliness or isolation to a lack of time or money to socialise and the difficulty of leaving the house due to caring commitments.

We therefore crucially enable carers to have some time to themselves each week: *"The volunteers were a great asset to both Pat (she loved their visits) and they gave me some much-needed time to do something for myself."*

A listening ear, practical help and respite for carers

Without exception, all of our clients have a life-threatening diagnosis and many have a situation at home where they themselves are already a carer for a spouse or other dependent, increasing the desperate need for our service.

Clients can self-refer to our service, though the majority are referred from health professionals working in the community, hospices and acute hospitals. Our service may be accessed from the time of diagnosis, during a course of treatment or surgery, where support is needed to sustain the caring role, and towards the end of life. We also offer bereavement support for up to three months to the family.

Following an initial assessment visit, we match the client with a volunteer who provides regular weekly visits for as long as is required. Recent research by Healthwatch reported that many carers only start seeking help when already approaching a point of crisis and that *"on average people wait two months between contacting the local authority and actually being able to access services."* Often the result is that the person being cared for suffers, sometimes ending up in hospital or a care home. This can limit their independence and greatly impact their quality of life. We believe, one of our unique strengths is that we respond to all referrals within 48 hours, and that approximately 90 per cent of referrals to our service are allocated a volunteer within two weeks.

After undergoing full DBS checks and intensive initial training, our volunteers provide a range of support, at the request of the client. They may:

- Provide emotional support and a listening ear to worries
- Sit with a family member whilst a carer takes a break
- Help the client get their affairs in order
- Collect children from school
- Provide bereavement support to the family

Our volunteers provide regular weekly visits lasting three hours, for as long as is required. The same volunteer sees the same client each week, ensuring continuity of service and meaning clients feel reassured by the stability of being support by the same volunteer throughout their illness.

Feedback from our clients

Feedback from our clients is overwhelmingly positive, with 97 per cent reporting that our service is excellent and that they would recommend our work to others: *"It has been invaluable having someone to speak to about my issues that understands. Also having an independent pair of ears to sound off my concerns has been great."*

Finances

We rely entirely on the generosity of our supporters to continue our work.



"Simon"

"Simon" is 45 years old and lives with his wife and their three-year old son. He has advanced MS and has been told his prognosis is now poor. He is in a motorised wheelchair during the day and is hoisted in and out of bed which is set up in his living room. He is under the care of a local hospice and was planning a family holiday to "Center Parcs" in the summer but was recently very shocked when his health care team advised him to bring this forward to May.

Simon was referred to us by the hospice and we started our support at the beginning of March. We placed a male volunteer, who visits Simon once a week for up to three hours. Simon was quickly able to share with his volunteer how his wife was very tearful and emotional and that he did not feel he could share his thoughts and feelings with her or ask her to help him put in place those things that were important to him in preparation of his death.

Simon asked our volunteer to help him make an appointment with a solicitor so he could make his Will. He also asked our volunteer to help him make a memory box for his three-year son as he knows his son will not remember him as he is so young. The volunteer has sourced some lovely memory book journals and will help him do this.

Our volunteer enables the client to leave the house each week safely in his wheelchair with someone with him and to have someone he can open up to and have frank conversations. This also gives his wife valuable respite time to take their son out, as he is still too young to attend school.

Our volunteer is now an important source of support in different ways for both Simon and his wife.



“Geoffrey and Edith”

“Geoffrey” has terminal brain tumours and his wife “Edith” has MS.

Geoffrey has for a long time been the main carer for his wife and it was Geoffrey who drove and was able to give the couple the mobility they needed and to undertake the day to day tasks at home such as cooking and cleaning.

We went to see Geoffrey in November after receiving a referral from the local hospice. At this time Geoffrey was able to walk if somewhat unsteadily around the house, make a cup of tea for me and communicate his situation to me even though at this point in time he was experiencing some partial paralysis down the left side and had slightly slurred speech.

A carer was now coming in to help with his wife twice a day but he was having no assistance himself and he was struggling as he was not able to receive any help from his wife. We were able to confirm a volunteer that same day and she was able to make contact with them the following day.

Since November, Geoffrey has declined rapidly; he is now unable to walk, is bed bound most of the time, has no speech and is doubly incontinent.

The same volunteer has been with Geoffrey since the beginning, initially providing transport and company to go shopping, trips to the doctors, accompanying him to the solicitors, haircuts and general errands. Over this period of time they have established different ways of communicating and the volunteer and client have developed a good working relationship. The volunteer has also been able to help him and write some very personal letters that he trusted her with to his family for them to read after his death. This is something he did not want to ask someone close to him to have to do.

As Geoffrey deteriorates further the volunteer has decided it would be of greater benefit to him if she visited him twice a week for 1.5 hours each time instead of a three hour visit once a week. The volunteer has been a very important link between Geoffrey and the health professionals as he has felt embarrassed and awkward at telling different visiting health professionals some concerns he has had but he has asked the volunteer to convey some of these.

Edith has, at times, had trouble fully understanding the severity of her husband’s condition and again the volunteer has been with her in emergency meetings with the GP, the local hospice and social services. It is obviously of great concern to both Geoffrey and Edith as to what will happen to her when he dies.

When we reviewed this placement recently, Geoffrey told us that he did not know how he would have coped without his volunteer. The difference the volunteer has made to this family is immeasurable.

budget

Training Manager pension	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	168
Room Hire	140	140	140	140	140	140	140	140	140	140	140	140	140	140	140	140	140	1,680
Total operational costs	4,212	4,212	4,328	4,828	4,890	4,890	5,071	5,239	5,239	5,239	5,239	5,239	5,239	5,239	5,239	5,239	59,374	
Promotions and fundraising costs																		
Salary	909	909	909	909	909	909	1,707	1,707	1,707	1,707	1,707	1,707	1,707	1,707	1,707	1,707	17,403	
Grants fundraising	1,020	1,360	1,360	1,360	1,360	1,360	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	13,940	
Literature/re-design	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	2,100	
Fundraising expenses (events)	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	300	
PR expenses	60	60	60	60	60	60	100	100	100	100	100	100	100	100	100	100	1,000	
Total promotions and fundraising costs	2,064	2,404	2,404	2,404	2,404	2,404	2,902	2,902	2,902	2,902	2,902	2,902	2,902	2,902	2,902	3,402	34,743	
Premises costs																		
Rent	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	12,480	
Rent contribution (sub-letting office space)																		
Rates	63	63	63	63	63	63	63	63	63	63	63	63	63	63	63	63	756	
Building Maint	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1,200	
Gas and electric	222	222	222	222	222	222	222	222	222	222	222	222	222	222	222	222	2,664	
Water rates	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	360	
Utilities contribution (from tenant)																		
Office Cleaning	148	148	148	148	148	148	148	148	148	148	148	148	148	148	148	148	1,846	
Building Insurance	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	1,500	
Legal	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	
Total premises costs	1,073	1,073	1,073	1,073	1,108	1,073	773	1,073	1,073	1,073	1,108	1,073	1,073	1,073	1,073	1,073	12,646	
Administration costs																		
Administrator salary and oncosts	1,114	1,114	1,114	1,114	1,142	1,142	1,142	1,299	1,299	1,299	1,299	1,299	1,299	1,299	1,299	1,299	14,379	
Administrator pension	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	144	
Book Keeping	168	168	168	168	168	168	168	168	168	168	168	168	168	168	168	168	2,016	
Payroll	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	600	
Audit	146	146	146	146	146	146	146	146	146	146	146	146	146	146	146	146	1,750	
Telephones	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	2,040	
Stationery	292	292	292	292	292	292	292	292	292	292	292	292	292	292	292	292	3,500	
Office Equipment/IT equipment	313	313	313	313	313	313	313	313	313	313	313	313	313	313	313	313	3,750	
Postage	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	600	
Sundries	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	55	660	
Bank Charges	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	90	
Pub. Lia. & Dir. Ins.	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	1,440	
Staff recruitment	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	1,200	
Admin Expenses	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	960	
Total administration costs	2,977	2,577	2,977	2,577	2,604	2,604	2,604	3,162	2,762	2,762	2,762	2,762	2,762	2,762	2,762	2,762	33,129	
Depreciation																		
Total depreciation	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	300	
TOTAL EXPENDITURE	10,350	11,999	12,515	12,615	12,740	14,952	13,309	15,085	14,435	13,970	15,935	14,435	13,935	14,435	13,935	14,435	160,343	

JUN 11

RECEIVED
11 JUN 2019

GODALMING TOWN COUNCIL

Application for Grant Aid

part of
The Warehouse
Christian Trust.

1. Name of Voluntary Organisation THE CELLAR CAFE

2. Contact Name, Address and Telephone Number RAY BROWN
8 ASHSTEAD LANE GODALMING GUTTISZ
01483 428006

3. Details of Organisation; is it

- a) A Charity? No. 277631
- b) ~~A Trust?~~
- c) ~~A Private Limited Company?~~
- d) ~~Affiliated to any National Body?~~
- e) ~~Any other official registration?~~

4. What are the aims and objectives of the Organisation? see attached

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

yes-see attached

6. Please state size of membership and annual subscription levels of Organisation. N/A

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)
Incorporated in Accounts.

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

see attached

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

see attached for a) and b)

- b) Specify
- Total Estimated Cost £
 - Amount already available £
 - Amount expected to be available at commencement £
 - Dates scheduled to commence and finish

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:- no

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 850


b) Whether you have received a previous grant from the Town Council

- Amount £ 825
- Date JULY 2018
- Project CELLAR DAY TRIPS

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

see attached

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed  Date 11.6.19

Capacity in which signed TREASURER / TRUSTEE

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

GODALMING TOWN COUNCIL

Application for Grant Aid – The Cellar Café

4. What are the aims and objectives of the Organisation?

The Cellar café is open to everyone in the area and aims to provide a safe, affordable and friendly meeting place particularly for vulnerable and disadvantaged people. It caters particularly for the needs of those with mental health problems, learning difficulties and the lonely, vulnerable or emotionally stressed. The Cellar gets referrals from the CAB, local medical practices, Rethink, the Meath and local churches, with a view to providing cheap food and drink, emergency food parcels and occasional help with accommodation and clothing.

5 Apart from general fund raising does the Organisation obtain revenue from any direct trading activity?

Yes – The Cellar is open 6 days a week, providing reasonably priced drinks, light meals, cakes and ice cream. Because the prices are kept low, the café runs at a loss and covering funds are raised through various sources and the budget is monitored monthly.

8 If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

The Café operates as detailed above, and in addition some staff have been trained as 'listeners' for those who want to talk in a quiet place which is available upstairs. This room is also made available for counsellors free of charge to help those who need more specific help.

During 2018 ice creams, drinks and snacks continued to be sold at the Godalming Bandstand concerts and funds were raised from a concert held at the Wilfred Noyce, a garden party and the making of wreaths. The demand/need for food parcels continues to increase and was provided for families as well as patients at Farnham Road hospital and Busbridge Halfway House. 2019 is the 40th anniversary of the establishment of The Cellar and a Church service is planned for the 7th July at the Parish church followed by a picnic later in the day.

9 a) For what specific project are you now seeking financial assistance from the Town Council.

For at least one trip by coach to the coast for Cellar customers and their families and any individuals who cannot afford a holiday or day out, to include a simple meal like fish and chips and ice cream.

b) Specify	Total Estimated Cost	£900
	Amount available	£50
	Amount expected to be available at commencement - £900	
	Dates scheduled to commence and finish – August 2019	

12 What benefits do you anticipate will be derived by the Godalming Community from your project?

The historic day trips are for those who attend a welcome relief from the constrictions of their normal daily lives and provide a sense of belonging and that someone cares for them. It enables the party to socialise, make new friends, gain confidence and self-esteem, so that they can hopefully participate with more confidence in their daily lives.

The objects of The Cellar Café as stated in the Constitution adopted at trustees meeting of Wednesday 9.11.2011

- To provide a safe and relaxed café within which to serve the needs of the local populace and visitors to Godalming
- To provide a warm welcome and to serve food and non-alcoholic beverages at affordable prices
- To give customers time and space to share any problems or difficulties with Cellar staff or volunteers and to treat the information with due respect and confidentiality
- To welcome all-comers irrespective of age, gender, ethnicity, means and orientation, and to be socially inclusive without prejudice
- To be especially alert to the needs of the poor, and mentally ill, the marginalised, and those suffering from special needs or handicap, and offering pastoral support as deemed appropriate
- To offer a safe haven for all-comers especially young people and children and to promote healthy and non-addictive life style and behaviour in addition to giving comfort and hope
- To act as a servant community to the local churches, doctors' surgeries, and other caring agencies, providing an ecumenical "family", united and acting as a referral point for those in need
- To provide a quiet room for rest and reflection for both staff and volunteers and for those frequenting the Cellar café

Reviewed and still considered relevant.

W. G. Trustee 1/12/2018.

Warehouse Christian Trust
Report and Financial Statements
Year ended: 31 December 2018

Charity no: 277631

Contents	Page
Legal and Administrative Information	1
Report of the Trustees	2
Report of the Independent Examiner	3
Statement of Financial Activities	4
Balance Sheet	5
Notes Forming Part of the Financial Statements	6 - 9

Reference and Administration Information

Chairman: Dr C Jagger

Trustees: J Beale (resigned 10 October 2018)
K Benny (resigned 10 October 2018)
R Brown
J Collins (resigned 18 July 2018)
S Crowther
G Gammell
V Gillman
S Godwin
N Harris
D Hart
V Hicks
V Hinde (resigned 10 October 2018)
J Hindley
S Marshall
A Oakden (appointed 23 January 2019)
D Oakden (appointed 23 January 2019)
K Powell
P Powell

Address: 42 High Street
Godalming
GU7 1DY

Registered Charity number: 277631

Independent examiner: A J Bennewith
FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Report of the Trustees for the Year ended 31 December 2018

The trustees present their report with the financial statements of the charity for the year ended 31 December 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Reference and Administration

Legal and reference information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's governing document, and the Charities SORP (FRS 102), Accounting and Reporting by Charities.

Structure, Governance and Management

- The charity is controlled by the trustees.
- The trustees consider that there are sufficient reserves. Any possible risks have been considered and taken into account in future budgets.
- All trustees are appointed when necessary and are given sufficient training on appointment.

Reserves policy and risk management

The Warehouse Christian Trust's operations are divided into two separate parts: The Cellar and Skillway.

With regard to The Cellar, during the year the trustees continued to try and maximise income from as many different sources as possible, but in spite of these efforts a small deficit of £3,227 resulted for the year to December 2018, but covering funds were held in the Bank account. The Trustees are well aware of the situation and will look to reverse the trend in the forthcoming twelve months.

Skillway continues with its pioneering work regarding the support and training of disadvantaged young people. This part of the Trust aims to carry reserves equivalent to approximately two terms' running costs, which is felt essential to ensure the continuity of the service for the young people who attend, but with the current financial difficulties facing many Charities, that reserve is being slowly eroded.

Objectives and Activities

The short and long term objectives are for The Cellar to remain a focal point of serving presence and love, with an openness to receive all those who are lonely or distressed, and for Skillway to provide manual skills training for disadvantaged young people in a variety of craft and technical skills, together with exceptional pastoral support.

The Charity is aware of its dependency on the goodwill and support of a large number of volunteers and thanks all those who have helped during the year.

Both The Cellar and Skillway are grateful to the local Churches for their support and to the many altruistic individual benefactors, several of whom make regular monthly contributions, gift-aided. This predictable income is most welcomed and very gratefully received. There is an opportunity to enhance the number of such regular donors in 2019 as MyDonate are closing down and new platforms for online donations are being set up.

The Cellar would like to gratefully acknowledge the tremendous support in the form of grants/donations from: Community Foundation for Surrey, Waitrose, The Hamamelis Trust, Godalming Town Council, Loseley Christian Trust, Godalming Round Table, Godalming Golo and The Erica Leonard Trust.

Skillway would also like to express its sincere thanks to private donors, and to those who contribute online or by Standing Order. Skillway counts itself to be blessed to have received a donation from the Chalice Community Fund through the good auspices of the Community Foundation for Surrey. Other generous donations have been received from: The Dan Eley Foundation, The 29th May Charitable Trust, The Coleman Trust, a family Trust, Surrey County Council through Cllr Penny Rivers and also from two generous individuals. We express our sincere thanks to these donors and to those who were instrumental in the decision-making process.

The David Williamson Trust, the Geoff Herrington Foundation and one individual have each made significant donations to support specific students so that they may benefit from at least one year at Skillway. We are immensely grateful to them and offer our thanks on behalf of the students who have benefitted.

Skillway staff and volunteers have again helped to promote fund raising, including entering the local Rotary Cyclathon, and we thank the various organisers for their support. We thank individual Trustees, and the many dedicated Volunteer Tutors who give so freely of their time and expertise, and applaud the small number of superb staff who all contribute so much, because they believe wholeheartedly in Skillway's aims and objectives.

Financial Review

For The Cellar, efforts continue to be made to look for new income streams to ensure as far as possible the costs of running the Café etc can be covered. For 2019 we are recruiting some new Trustees who may have fresh ideas for fundraising, but the situation will be regularly reviewed at Finance and Trustee meetings.

Skillway is aware that its financial situation continues to fluctuate, but is grateful that it manages to remain optimistic about the future, especially in the light of new volunteers and new Trustees supporting the activities and the strategic planning.

Plans for Future Periods

The charity intends to continue to carry out the objectives for the foreseeable future. There are sufficient reserves to allow this to be done and the Trustees do not see any reason why the charity would not be able to fulfil its role.

On behalf of the trustees:

R Brown

Date: 25 March 2019

Report of the Independent Examiner

Independent examiner's report to the trustees of Warehouse Christian Trust

I report to the charity trustees on my examination of the accounts of the Warehouse Christian Trust for the year ended 31 December 2018.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Date: 28 March 2019

Statement of Financial Activities
for the Year Ended 31 December 2018

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Incoming resources:					
Voluntary income:					
Grants and donations		95,293	-	95,293	105,448
Fundraising		4,817	-	4,817	3,837
Social outreach income		2,595	-	2,595	3,357
Tax refunded		7,015	-	7,015	2,772
Activities for generating funds:					
Cellar takings		25,086	-	25,086	27,241
Skillway school subsidy		38,147	-	38,147	26,875
Investment activity:					
Interest received		13	-	13	15
Total incoming resources		<u>172,966</u>	<u>-</u>	<u>172,966</u>	<u>169,545</u>
Resources expended:					
Charitable activity:					
Cellar expenditure	2	75,092	-	75,092	69,874
Skillway expenditure	3	107,123	2,333	109,456	100,999
Total resources expended		<u>182,215</u>	<u>2,333</u>	<u>184,548</u>	<u>170,873</u>
Net incoming/(outgoing) resources		(9,249)	(2,333)	(11,582)	(1,328)
Total funds brought forward		61,579	11,666	73,245	74,573
Total funds carried forward		<u>£ 52,330</u>	<u>£ 9,333</u>	<u>£ 61,663</u>	<u>£ 73,245</u>

Balance Sheet as at 31 December 2018

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Fixed assets	5	6,415	9,333	15,748	19,711
Current assets:					
Stock		276	-	276	260
Debtors and prepayments	9	11,163	-	11,163	8,544
Cash at bank and in hand		36,515	-	36,515	45,102
		<u>47,954</u>	<u>-</u>	<u>47,954</u>	<u>53,906</u>
Creditors: amounts falling due within one year	10	(2,027)	-	(2,027)	(360)
Net current assets		<u>45,927</u>	<u>-</u>	<u>45,927</u>	<u>53,546</u>
Total assets less current liabilities		52,342	9,333	61,675	73,257
Net assets		<u>£ 52,342</u>	<u>£ 9,333</u>	<u>£ 61,675</u>	<u>£ 73,257</u>
Funds					
Unrestricted funds				52,330	61,578
Restricted funds				9,333	11,667
Trustees' deposits				61,663	73,245
				12	12
Total funds				<u>£ 61,675</u>	<u>£ 73,257</u>

On behalf of the trustees:

R Brown

Date: 25 March 2019

Notes Forming Part of the Financial Statements
for the Year Ended 31 December 2018

1 Principal accounting policies

a. Accounting convention

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing the accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

b. Incoming resources

Voluntary income is received in cash by way of donations and is included in full in the statement of financial activities as soon as it is received. Tax reclaimable in respect of gifts and donations is included in the same period as the underlying donations to which it relates.

c. Resources expended

Items of expenditure are included in the Statement of Financial Activities on an accruals basis.

d. Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: equipment: 25% on reducing balance, workshop: 20% on reducing balance.

e. Taxation

The charity is exempt from tax on its charitable activities.

f. Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Warehouse Christian Trust

2	<u>The Cellar</u>	Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	2018	2017
		£	£	£	£
	Incoming resources				
	Sales	25,086	-	25,086	27,241
	Donations received	39,220	-	39,220	40,429
	Fundraising	3,121	-	3,121	3,291
	Social outreach income	2,595	-	2,595	3,357
	Tax refunds	1,843	-	1,843	2,772
	Interest received	-	-	-	-
		<u>71,865</u>	<u>-</u>	<u>71,865</u>	<u>77,090</u>
	Resources expended				
	Cost of sales				
	Opening stock	260	-	260	280
	Purchases	16,780	-	16,780	18,585
	Closing stock	(276)	-	(276)	(260)
		<u>16,764</u>	<u>-</u>	<u>16,764</u>	<u>18,605</u>
	Light and heat	1,105	-	1,105	1,410
	Licence fees	498	-	498	359
	Rent, rates and insurance	15,727	-	15,727	12,137
	Shop items and equipment	1,650	-	1,650	1,425
	Telephone, post & stationery	726	-	726	849
	Wages	30,904	-	30,904	26,450
	Social outreach expenditure	3,681	-	3,681	3,921
	Property maintenance	3,520	-	3,520	2,815
	Equipment depreciation	106	-	106	106
	Fund raising	-	-	-	432
	Sundry expenses	231	-	231	1,185
	Share of Independent Examiner's fee	180	-	180	180
	Total Cellar expenses	<u>75,092</u>	<u>-</u>	<u>75,092</u>	<u>69,874</u>
	Net surplus/(deficit)	<u>£(3,227)</u>	<u>£ -</u>	<u>£(3,227)</u>	<u>£7,216</u>
	3 Skillway				
	Incoming resources				
	Grants and donations	58,073	-	58,073	65,020
	Fundraising	1,696	-	1,696	546
	School subsidy	38,147	-	38,147	26,875
	Tax refunds	5,172	-	5,172	-
	Interest received	13	-	13	15
	Total incoming resources	<u>101,101</u>	<u>-</u>	<u>101,101</u>	<u>92,456</u>
	Resources expended				
	Advertising and publicity	559	-	559	231
	Bank charges	122	-	122	150
	Heat and light	1,608	-	1,608	1,500
	Insurance	1,372	-	1,372	1,510
	Training/inspections	535	-	535	-
	Office expenses	3,052	-	3,052	3,410
	Rent and rates	5,949	-	5,949	7,548
	Sundry	412	-	412	-
	Telephone	664	-	664	626
	Travel	1,870	-	1,870	1,212
	Wages	81,677	-	81,677	74,136
	Workshop depreciation	305	-	305	382
	Mezzanine depreciation	1,106	2,333	3,439	4,299
	Go Karts depreciation	112	-	112	141
	Fund raising	95	-	95	180
	Workshop materials and tools	7,505	-	7,505	5,494
	Share of Independent Examiner's fee	180	-	180	180
	Total Skillway expenses	<u>107,123</u>	<u>2,333</u>	<u>109,456</u>	<u>100,999</u>
	Net surplus/(deficit)	<u>£(6,022)</u>	<u>£(2,333)</u>	<u>£(8,355)</u>	<u>£(8,543)</u>

7 Staff costs

The average monthly number of employees during the year was as follows:

	2018 £	2017 £
Administration	<u>8</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

8 Funds

	Unrestricted Funds £	Restricted Funds: Cellar £	Skillway £	Total £
At 1 January 2018	61,579	-	11,666	73,245
Incoming resources	172,966	-	-	172,966
Resources expended	(182,215)	-	(2,333)	(184,548)
At 31 December 2018	<u>£52,330</u>	<u>£ -</u>	<u>£9,333</u>	<u>£61,663</u>

Restricted funds held by Skillway relate to donations received in respect of the new Mezzanine floor installed at The Old Chapel.

9 Debtors and prepayments

	2018 £	2017 £
Debtors	5,872	-
Prepayments	5,291	8,544
	<u>£ 11,163</u>	<u>£ 8,544</u>

10 Creditors and accruals

	2018 £	2017 £
Accruals	<u>£ 2,027</u>	<u>£ 360</u>

11 Related party disclosures

The charity is controlled by the trustees.

During the year £600 (2017: £600) was paid to one of the trustees, Ray Brown, for services unrelated to his role as a trustee.

Cellar Budget

2019	31st March 2019				at		2018		2017		2016		2015	
	Actual	Budget	2019	2019	Actual	2018	Actual	2018	Actual	2017	Actual	2016	Actual	2015
INCOME														
Cellar Sales	25,000	27,000	25,011	27,000	3,665	3,665	3,665	3,665	26,590	26,702	26,702	26,702	25,000	
Donations	39,702	41,000	40,765	41,000	19,284	19,284	19,284	19,284	40,532	37,457	37,457	37,457	39,702	
Social Action	2,850	3,500	2,595	3,500	300	300	300	300	3,357	2,703	2,703	2,703	2,850	
Fundraising	8,905	4,000	3,121	4,000	0	0	0	0	3,291	6,627	6,627	6,627	8,905	
Skillway ***	-7,301	0	-3,468	0	-5,092	0	-5,092	0	-3,134	-6,952	-6,952	-6,952	-7,301	
Interest/loan/su									4,346	5,000	5,000	5,000		
Sub total	69,156	75,500	68,025	75,500	23,157	14,000	23,157	14,000	74,982	71,537	71,537	71,537	69,156	
Dep a/c & Gift Aid	3,983	2,000	1,843	2,000	5,172	2,000	5,172	2,000	2,772	4,503	4,503	4,503	3,983	
Total	73,139	77,500	69,868	77,500	28,329	14,000	28,329	14,000	77,754	76,040	76,040	76,040	73,139	
EXPENDITURE														
Wages	26,390	31,500	30,981	31,500	8,595	7,500	8,595	7,500	26,450	26,997	26,997	26,997	26,390	
Costs of Sales	17,804	17,500	16,780	17,500	2,173	4,000	2,173	4,000	18,585	19,720	19,720	19,720	17,804	
Rent & Rates	15,289	16,000	15,763	16,000	3,717	4,000	3,717	4,000	15,731	15,281	15,281	15,281	15,289	
Insurance	1,477	1,300	1,105	1,300	785	500	785	500	1,410	1,436	1,436	1,436	1,477	
Light & Heat	2,335	3,000	3,520	3,000	8,460	750	8,460	750	2,815	2,259	2,259	2,259	2,335	
Property Maintenance	2,242	1,500	1,650	1,500	924	500	924	500	1,425	1,188	1,188	1,188	2,242	
Equipment														
Fees, licences, audit, sundry	1,647	1,000	909	1,000	520	250	520	250	3,314	1,634	1,634	1,634	1,647	
Telephone & post	910	600	579	600	123	150	123	150	718	456	456	456	910	
Stationery	158	200	147	200	54	50	54	50	121	221	221	221	158	
Travel	76	0	0	0	0	0	0	0	0	0	0	0	76	
Fundraising	4,620	500	0	500	20	100	20	100	432	4,620	4,620	4,620	4,620	
Social Action	4,643	4,000	3,681	4,000	360	500	360	500	3,921	4,887	4,887	4,887	4,643	
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	72,972	77,100	75,115	77,100	25,731	18,300	25,731	18,300	74,923	78,699	78,699	78,699	72,972	
Surplus/(Deficit)	167	-2,659	-5,247	400	2,597	-4,300	2,597	-4,300	2,931	-2,659	-2,659	-2,659	167	

***WCT shared donations & transfers

Proposal for Godalming wildflower garden

Location: - Junction between Woolsack way and Flambard way in Godalming



Brief: -

With more than 40% of insect species in decline and a third endangered we aim to create a garden to raise awareness within the community and to educate on what steps residents can take to halt the alarming loss insect biodiversity which in turn causes the decline of many birds, reptiles, amphibians and fish that eat them.

Plan: -

A group of local volunteers with support from Godalming town council propose the following work to regenerate the proposed area: -

- Existing turf totalling approximately 90 m² to be stripped and removed from site
- Entire area to be mechanically rotorvated to a depth of 150mm whilst incorporation soil ameliorants for shrub planting areas. Area for Perennial wildflowers should be raked over ready for sowing
- Willow bee sculptures to be installed using a steel rod fixed into the ground at a depth of 300mm



- Areas to the rear of the garden and adjacent to the low wall are to be planted with native Bee, Butterfly and Bird friendly shrubs

Proposed shrub species include *Cornus sanguinea*, *Berberis darwinnii*, *Ceanothus*, *Cotoneaster conspicuus* 'Decorus' and *Pyracantha* - Firethorn

These shrubs will also serve as an attractive year-round screen to the contract car park behind.

The remainder of the area should be sown with a mixture of native perennial wildflower and grasses to provide further habitat for insect life

Benefits

- Plant diversity attracts insects and other invertebrates (including butterflies, bees, spiders and millipedes), birds and mammals

- Flowering species add a changing palate of colour to the urban environment throughout the seasons

- Active involvement of the local community in creating and managing the site encourages ownership values to be fostered

- Opportunities for education within the local community through press releases surrounding the project detailing the benefits to urban wildlife through sympathetic management of the town's green spaces.

- Plots of wildflower planting can change the feel of a setting, so that the creation of a wildflower meadow as part of an urban greenspace will bring a little piece of countryside into the Godalming town.

- Exposure of the gardens construction in the local media will allow us to highlight alternatives to spraying harmful chemicals and stimulate discussion on how residents can be more conscious of insect biodiversity





Dear parish and town council,

PARTICIPATION IN VE DAY 75

We have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in **VE Day 75** and look forward to receiving your registration on the VE Day 75 Website - www.veday75.org to enable us to keep in touch with you and update you on progress.

My warmest regards,



Bruno Peek LVO OBE OPR
Pageantmaster VE Day 75
Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
Website: www.veday75.org



FAO: Karen
Godalming Town Council

By email only

7th June 2019

Quotation Ref: JUN/14112 RB

Dear Karen,

1. To provide skilled labour and materials in order to erect a total of 21m in length of solid bar bow top railings to the allotment area. We have given you two prices below in either 1.5m high or 1.8m high. For both options railings will be erected on steel posts let into the ground to a depth of 60cm and concreted in in maximum 2.8m wide bays. Railings will be in powder coated black and secured using anti-tamper fixtures and fittings and will step with the ground level where necessary. Also, to allow for a single pedestrian gate measuring 1.2m wide and your existing fencing will be removed and recycled. Temporary fencing has been allowed for whilst works are undertaken. All areas to be left tidy.

Total at 1.5m high = £2,460.00 + VAT

Or

Total at 1.8m = £2,645.00 + VAT

2. To provide skilled labour and materials in order to erect a further 46.5m in length of bow top railings in powder coated black to the allotment area. Again, we have given you prices at 1.5m high and 1.8m high and allows for a single pedestrian gate at 1.2m wide all to the same specification as part 1 of our quote. We have also allowed for costings within this section for this to be undertaken in two separate visits with existing fencing removed allowing the foot paths work to be undertaken, we will then returning to install the railings on a second visit.

Total for 1.5m = £4,740.00 + VAT

Or

Total for 1.8m high = £5,150.00 + VAT

3. To provide skilled labour and materials in order to erect a total of 51m in length of 1.5m high green chain link fencing to the allotment area. Existing fencing will be removed and recycled, and new fencing will be erected along the same lines flowing with the ground level where necessary. Green chain link will be erected on green angle iron posts with straining struts concreted into the ground and then intermediate posts driven into the ground in 3m intervals. We will then tension green coated cables between these posts and attach our 1.5m high green chain link using galvanised clips.

RB FENCING LTD

83 SOUTH STREET, DORKING, SURREY, RH4 2JU

T: 01306 640 143 / 01483 414 745 E: INFO@RBFENCINGLTD.CO.UK w: WWW.RBFENCINGLTD.CO.UK

Vat Registration No. 861 4307 36 Company Registration No. 5295117



Total = £2,610.00 + VAT

Please note pricing is on the basis of two sections being done at different times. Should they be done together we can apply a discount to the overall pricing as discussed on the site visit.

All quotations with steel materials, pricing can only be held for 2 weeks at present due to volatile steel prices.

- If this quote is acceptable and you would like to proceed, please contact us in writing (by email or letter) specifying which parts of the quote you would like to accept and whether you would like to include waste removal. We will then contact you to discuss a possible start date.
- For customers that do not wish us to undertake waste removal, please note that all waste generated from our works will be left onsite and this is to include where applicable, all old fencing, excavated soil and concrete, vegetation and any packaging waste that arise from our work.
- We are members of two consumer services called 'Check A Trade' and 'Which? Trusted Traders'. Their websites are below and you can view up to date appraisals on our previous work.
- <http://www.checkatrade.com/RBFencingLtd/>
- <http://trustedtraders.which.co.uk/businesses/rb-fencing-ltd/>
- Please note that this is a quote and not an estimate and as such we guarantee to complete works as detailed within the above figure.

Assuring you of our best attention at all times.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Richardson', is written over a light green rectangular background.

Mark Richardson
RB Fencing Ltd

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Godalming November Event Budget 2019

THE BURYS

Income	Budget
Sponsorship - Chamber of Commerce	£1,250.00
Hot food concessions	£300.00
Fair (donation)	£700.00
Ticket sales Eventbrite (net fees)	£6,000.00
On Night Sales	£2,400.00
Round Table - Bar Pitch Fee	£300.00
Procession Torches sales (150)	£550.00
	£11,500.00
Expenses	
Fireworks	£5,000.00
Safety barriers/generator	£790.00
PA System	£600.00
SIA	£250.00
Staff Overtime	£450.00
Band	£0.00
Additional advertising	£650.00
Real Estate Advertising	£750.00
Banners	£830.00
Misc	£134.00
Radios	£187.50
Crown Court Car Park	£260.00
First Aid (St Johns)	£92.00
Torches	£363.00
Coloured Wrist bands	£195.00
	£10,551.50
 Income/expenditure	 £948.50

Note: budget assumes Outside Services Workforce is in place for this event