

GODALMING TOWN COUNCIL

Tel: 01483 523575
Fax: 01483 523077
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

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	