

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

6 April 2018

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, 12 APRIL 2018 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Reynolds – Chairman
Councillor K Walden – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Hunter
Councillor Noyce
Councillor Williams
Councillor Bolton
Councillor Purkiss
Councillor Follows

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Welland
Councillor Pinches
Councillor Gray
Councillor Wainwright

AGENDA

1. MINUTES

To approve as a correct record the minutes of the Extraordinary meeting held on the 22 March 2018, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. 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.

5. APPLICATIONS FOR GRANT AID

Information:	£
2018/2019 Grants Budget	58,000.00
Allocations this year to date	0.00
Balance available for allocation	58,000.00

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

2018/19 General Grant Fund Allocation	20,000.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	12,160.00
Balance unallocated if applications agreed	7,840.00
2018/19 SLA Fund Allocation	33,000.00
SLA Fund applications this meeting	33,000.00
Balance unallocated if applications agreed	0.00
2018/19 Council Community Fund Allocation	5,000.00
Council Community Fund applications this meeting	0.00
Balance unallocated if applications agreed	5,000.00
Total balance unallocated if applications agreed	<u>12,840.00</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

Farncombe Day Centre

£4,953 is applied for in total. £3,654 to assist with the funding of its minibus for the coming financial year, £781 to help provide monthly outings for users and £518 to help meet the costs of transporting users to four weekend events.

Previous Grants: £5,000 in 2016/17, £544 in 2013/14 and £465 in 1999/00.

Note: *The Articles of Association of the Farncombe Day Centre will be available for Members to view on the agendas page of the Town Council Website and will be tabled in the Council Chamber 30 minutes before the meeting. A confidential paper will be distributed to Members at the meeting.*

Kids Out

£500 is applied for to help fund Kids Out 2018; a “fun day” out and the opportunity to socialise to disadvantaged children.

Previous Grants: £500 in 2016/17

This application was originally considered in January 2018, Members requested the Town Clerk contact the applicant to inform them that, due to insufficient funds being available at that time, the Council has been unable to provide a grant. However, without prejudice, if the applicant so wishes the Council is willing to consider their application again in the next financial year.

St Peter & St Paul Parish Church

£2,925 is applied for to assist with the cost of providing a new audio system in the church.

Previous Grants: £2,250 in 2014/15.

Note: *The Minutes of the Annual Meeting of Parishioners & Annual Parochial Church Meeting for the Godalming Parochial Church Council will be available for Members to view on the agendas page of the Town Council Website and will be tabled in the Council Chamber 30 minutes before the meeting.*

Surrey Youth Focus

£1,500 is applied for to assist with the funding of a new project (Youth Social Action) which aims to inspire young people to take ownership of a problem in their local community and take action on it.

Previous Grants: None

This application was originally considered in January 2018, Members requested the Town Clerk contact the applicant to inform them that, due to insufficient funds being available at that time, the Council has been unable to provide a grant. However, without prejudice, if the applicant so wishes the Council is willing to consider their application again in the next financial year.

Note: *The Memorandum and Articles of Association of Surrey Youth Focus will be available for Members to view on the agendas page of the Town Council Website and will be tabled in the Council Chamber 30 minutes before the meeting.*

The Clockhouse

£2,000 is applied for to assist with the costs of replacing 3 fire/security doors.

Previous Grants: None

Note: *The Memorandum of Association of the The Clockhouse will be available for Members to view on the agendas page of the Town Council Website and will be tabled in the Council Chamber 30 minutes before the meeting.*

Godalming Cycle Campaign

£168 is "applied for" as grant aid in kind in the form of 2 hours use of the Pepperpot upper room once a month to facilitate meetings of the Godalming Cycle Campaign. Use of the Pepperpot £7 per hour x 2 x 12 = £168 per annum plus VAT.

If agreed, Members are requested to indicate whether the Godalming Cycle Campaign should be added to the approved list of organisations having free use of GTC facilities as grant aid in kind.

Members further to consider whether to renew Grant aid for five organisations that are regular users of the Town Council's premises. There are five requests for grant aid in kind in the form of free use of the Town Council's premises. There are no supporting grant applications for any of these items.

Farncombe & District Allotment Association

Grant aid in kind of £28 as an exemption from fees for the use of meeting rooms – 2 times per annum for 2 hours per meeting of the Allotment Association

Godalming & District Community First Responders

Grant aid in kind of £126 as an exemption from fees for the use of meeting rooms – 6 times per annum for 3 hours per meeting and training session of the Community Responders.

Go Godalming Association

Grant aid in kind of £42 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

Go Godalming Association

Grant aid in kind of £86 as an exemption from fees for the use of the Caudle Hall of 4 and 3 hours' hire respectively of the Caudle Hall to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards (usually held in October) and Godalming in Bloom for its annual prize-giving (usually held in July).

Applications for SLA Funding

Members to consider whether the applicants below are to be awarded support under the SLA process agreed by this Committee on 4 January 2018 (Minute No. 354-17 refers).

Members are requested to resolve to agree:

- The amount of grant to each of the applicants applying within the SLA fund.
- The duration of any funding agreement
- The conditions, if any, attached to the funding

Waverley Hoppa Community Transport

£5,000 is applied for to assist with providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and Haslemere and the surrounding villages, who do not qualify for free NHS transport. The service goes to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

Previous Grants: £1,000 in 2004/5, £5,000 in 2008/9, £5,000 in 2009/10, £5,000 in 2010/11, £5,000 in 2011/12, £5,000 in 2012/13, £5,000 in 2013/14, £5,000 in 2014/15 and £5,000 in 2015/16.

Officers recommend that any funding is conditional upon:

- Waverley Community Transport maintaining the provision of a dedicated Hospital Hoppa transport scheme operating 5 days per week, except public holidays within the GU7 area.
- For the duration of any funding agreement, Waverley Community Transport are required to report Hospital Hoppa usage by GU7 residents by the 31 March of each funding year.
- Waverley Community Transport is required, by the 31 March year, of the funding duration, to inform Godalming Town Council of its intention to continue the operation of the Hospital Hoppa transport over the following 12 Months (1 April – 31 March)
- Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Waverley Community Transport's annual reporting period, whilst maintaining the intent of these conditions.

Citizens Advice Waverley

£28,000 is applied for to assist with the provision of a locally available, independent, high quality advice services to Godalming residents.

Previous Grants: £2,283 in 1992/3, £2,841 in 1993/4, £3,370 in 1994/5, £4,024 in 1995/6, £5,671.56 in 1996/7, £6,001.40 in 1997/8, £6,152 in 1998/9, £6,358.31 in 1999/00, £6,500 in 2000/01, £18,300 in 2001/02 and 2002/03, £20,500 in 2003/04, £21,115 in 2005/05, £22,074 in 2005/06, £23,052 in 2006/07, £23,744 in 2007/08, £24,456 in 2008/09, £25,455 in 2009/10, £28,040 in 2010/11, £26,250 in 2011/12, 2012/13 and 2013/14, £28,000 in 2014/15, £30,000 in 2015/16 and £28,000 in 2016/17.

Officers recommend that any funding is conditional on:

- Citizen Advice Waverley maintaining a direct client contact advice provision within Godalming that provides 5 day per week access.
- For the duration of any funding agreement, Citizen Advice Waverley are required to report by the 31 October of each funding year on the number of in-person, and telephone advice contacts of GU7 residents.
- Citizen Advice Waverley is required, by the 31 March year, of the funding duration, to inform Godalming Town Council of its intention to continue direct client contact services in Godalming over the following 12 Months (1 April – 31 March)
- Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Citizen Advice Waverley annual reporting period, whilst maintaining the intent of these conditions.

6. COMMITTEE WORK PROGRAMME

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

7. PLANNING MATTERS

Members to consider planning applications as required by SO 96, xxi.

No referrals received.

8. EXTRAORDINARY TOWN MEETING

Members to receive an oral report relating to the Extraordinary Town Meeting held on 9 April 2018 and to agree such actions as Members may wish to take.

9. DIRECT DEBIT FOR COFFEE MACHINE

Members to authorise the RFO to set up a direct debit to pay for the coffee machine located in the Wilfrid Noyce Centre.

10. GDPR – POLICIES

Members to consider the following policies (attached for the information of Members) required for Godalming Town Council to comply with the requirements of the General Data Protection Regulations. If approved, Members are requested to recommend the policies for Adoption by Full Council.

- General Privacy Notice
- Councillors, Staff and Role Holders Privacy Notice
- Subject Access Policy, Procedures and Template Response Letters

11. GDPR – MEMBERS' EMAIL ADDRESSES

In order to be able to comply with the General Data Protection Regulations, it is recommended that Godalming Town Council provide all Members with a dedicated email address, hosted on the Council's remote server, for Members to use for Town Council business. The use of dedicated email addresses will ensure that the Council is able to facilitate Subject Access Requests in a timely manner, provide the required level of data security and ensure that the correct privacy notifications are used in email correspondence.

Emails to and from Members will function in the same way as using any other email provider, the fundamental difference being that, as is currently the case with staff's emails, they will be held on the Town Council's remote server. Members who are also Borough or County Council Members will already be using a dedicated Council email address and it is suggested that Godalming Town Council follows the same format i.e. firstname.surname@godalming-tc.gov.uk

The cost of provision and hosting of dedicated email accounts for all Members is £2,400 per annum, to be allocated against computing costs. Members to note that this is an unbudgeted item.

Members are requested to approve the provision of dedicated email accounts.

12. S106 FUNDS

Members to consider four applications for use of the wider Godalming S106 funding of £10,021.40 currently held by Waverley Borough Council.

- Bus shelter provision in Furze Lane - @ £6,000-£6,500
- Benches and planters at the junction of Long Gore and Green Lane - @ £2,500
- Installation of signage on both sides of each of Farncombe's level crossings to request motorists to turn off their engines whilst stationary - @ £1,200.

These applications require the approval of the Highways Authority. Initial scoping meetings have been held with positive outcomes. Subject to the issue of the appropriate licence, use of an approved highways contractor (GTC has an approved contractor for this type of work) it is envisaged these enhancements could be achieved during 2018.

A further application is from the Godalming Cycle Campaign, see letter attached for the information of Members. The campaign group are seeking funding in order to building a cycle and pedestrian path linking Marshall Road to Summers Road/Farncombe Street. This work is part of a wider ambition to create the Guildford to Godalming Greenway giving a safe off road cycle and pedestrian route from Farncombe and Binscombe through to Godalming High Street. It is hoped that in the long term this will see a considerable increase in residents cycling and walking in safety and peace instead of using their cars to get to the centre of Godalming, which will reduce congestion on the roads in Godalming. The cost of the works associated with the widening of this path could be between £10,000-£50,000 such are the unknowns at present.

Officers would suggest that in order to make a meaningful contribution to this project, all the currently available S106 monies would have to be allocated to it. Currently the status of a pre-existing agreement from 2006 for use of railway land to widen the path is still to be verified. As such Officers would recommend that if Members wished to support the Guildford to Godalming Greenway a number of actions are undertaken:

- Invite a representative of the campaign to present the detail of the Greenway to the council;
- If supported by Members, Officers to work with the campaign to create a business plan and infrastructure project proposal;
- Members to consider the outcomes and if approved adopt the creation of the Greenway as a Community Infrastructure Levy project.

Members to determine, which, if any of the above projects should be taken forward using the available S106 money.

Additionally, Members are asked to approve the delegation of allocating the S106 money specifically for use within the Farncombe area (currently standing at £4,330.89) for projects arising from the work of the Farncombe Initiative, to the Town Clerk in consultation with the Chairman of the Farncombe Initiative (a GTC appointee) and the Chairman of this Committee, the allocation to be reported to this Committee once agreed.

13. FAIRTRADE STATUS

At its Full Council meeting, held on the 24 November 2011 (Min No. 269-11 refers), Godalming Town Council affirmed that it is proud to support the Godalming's Fairtrade Town campaign and would demonstrate its support for that campaign by:

- using Fairtrade, tea, coffee and sugar in all meetings and offices;
- using other Fairtrade products where appropriate;
- promoting awareness of Fairtrade both internally and externally, wherever practically possible, through our website, communications, publications, public notices and signs;
- using our influence to urge local retailers to provide Fairtrade options for residents;

- using our influence to urge local business to offer Fairtrade options to their staff and promote the Fairtrade mark internally; and
- nominating a named council representative (currently Councillor Wheatley) to sit on the Fairtrade Town steering group and support ongoing work to promote Fairtrade.

Members are requested to resolve to renew Godalming Town Council's commitment to the continuance of Godalming's Fairtrade status, which was awarded in 2008 by the Fairtrade Foundation.

14. TOWN PROMOTION

As agreed at Minute No. 354-17, Heritage Open Days and the Godalming Town Run are events which may be funded from the Town's promotion budget. Officers have been working with the Godalming Trust and Sport Godalming to achieve savings in the provision of services required to stage these events. The cost to the Town Promotion budget being:

- Printing and advertising associated with the Heritage Open weekend, GTC to be invoiced directly for the provision of these services at a cost of £936;
- Race infrastructure – Road closure barriers, transport, course safety, water, radios, start and finishing gantry, pedestrian barriers, race timing of £1,000.

Members are requested to approve this expenditure.

15. THE SQUARE

Members to receive an oral report from the Town Clerk regarding The Square.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CYCLE FORUM

Members are asked to note a report from Councillor Purkiss on the Waverley Cycle Forum (report to be tabled/attached for the information of Members) an organisation on which Councillor Purkiss represents the Town Council.

17. COMMUNITY CENTRE MONITORING

Centre	Hours Booked Q4	% Used	Hours Booked YTD	% Used
<i>Broadwater</i>				
- Large Hall	576.33	49.26	1484.58	31.29
- Small Hall	390.08	33.34	869.75	18.33
<i>Pepperpot</i>				
- Undercroft	273.00	23.33	754.00	15.89
- Upper Room	133.75	11.43	539.50	11.37
<i>Wilfrid Noyce</i>				
- Caudle Hall	784.08	67.02	2777.53	58.54
- Wyatt Room	518.25	44.29	1478.73	31.16
- Oglethorpe Room	376.50	32.18	595.00	12.54

Note that the Year to Date figures are actually only from 1 July 2017, which was when the new Booking System came online. Also note that Oglethorpe Room wasn't available until 16 October and many regular users haven't come on board until January 2018.

The financial performance of Community Centres is done as part of Budget Monitoring (refer to Policy & Management Committee meeting on 22 March 2018 for latest data).

18. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters, discussed at this meeting, are to be publicised.

19. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 24 May 2018 at 7.00 pm in the Council Chamber.

20. ANNOUNCEMENTS

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

RECEIVED
RCM
28 MAR 2018

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation
Farncombe Day Centre Ltd¹, (independent charity 1175294, company number 10847748)

2. Contact Name, Address and Telephone Number
Alison Johnson, Chair, Executive Committee, or Annette Clarke, Centre Manager, Farncombe Day Centre, St Johns Street, Farncombe, GU7 3EH

*Tel 01483 426 685
email: farncombedaycentre@btinternet.com*

3. Details of Organisation; is it

- a) A Charity? *Yes, charitable company, limited by guarantee, charity number 1175294, company number 10847748*
- 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?

The Farncombe Day Centre aims to improve the quality of life of older people in the Farncombe and Godalming area in the following ways: (1) to encourage social inclusion by providing a welcoming and stimulating environment in which to meet and socialise; (2) to facilitate and promote better health (both physical and mental) of older people; and (3) to enable older people to be independent and enjoy life in their homes for as long as possible.

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

The Centre raises approximately 55% of its revenues through affordable user-charges for its services, including hot lunches, teas, coffees and snacks, minibus pick-up/return, hire charges for use of the premise, and assisted bathing.

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

The number of people (service users, volunteers, staff and supporters) associated with the Day Centre is approximately 130. There is no annual fee or subscription charge.

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

¹ As of 1 April, 2018, all the assets and liabilities of Age Concern Farncombe, the charity which has operated the Centre since the mid-1980s, will be transferred to a new charitable company Farncombe Day Centre Limited and Age Concern Farncombe will cease to exist. This change will not make any difference as to how the Day Centre is managed and operated.

- a) Constitution or aims ✓ *Articles of Association for Farncombe Day Centre Ltd*
- 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)

The latest available Report and Accounts is to the year ending 31 March 2017. We will supply a copy of Report and Accounts for the year to 31 March 2018 when they become available in summer 2018.

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 main activities of the Centre in 2017 were the continuing provision of services and social activities for older people in the Farncombe and Godalming area. Demand for the Centre's services remained strong. The number of people coming to the Centre for a hot two-course lunch averaged 125 people/week in 2017. Demand for the Centre's minibus also remained strong, with approximately 50% of the people coming for lunch daily using the Centre's minibus. In addition, more of the people using the minibus require the taillift to get on and off the bus.

In early 2017, the Centre completed its plans to refurbish and update the Centre's facilities and premises, with the completion of the kitchen and servery refurbishment. The Godalming Town Council generously provided a grant of £5,000 to help finance this project.

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

The Centre is seeking funds to help meet the 2018-19 annual costs of providing its minibus service to pick-up and return people to their homes, thereby enabling less mobile, frail, potentially housebound and isolated older people to access the Centre's services and to socialise, which in turn helps reduce loneliness. As the older population, especially the frail elderly, of Surrey is expected to increase, there is, and will be, continuing demand for the Centre's minibus.

The Centre partially funds its minibus through users fees (£4.40/day as of 1 April 2018), reviewed annually. However as Farncombe is one of the poorest areas in the borough, our user charge needs to be affordable to those on limited pension incomes. The Centre also raises grant funding to help offset the minibus costs and for the calendar year 2018, it has received a grant of £10,000 from the Community Foundation for Surrey.

The table below sets out the estimated costs and income of the Centre's minibus for 2018-2019.

Farncombe Day Centre Minibus Costs- Income for 2018-19	
Costs:	£
Wages (two part-time drivers @£9.90/hr)	14,213
Vehicle leasing @ £714.92/month	8,579
Operating costs (insurance, diesel, repairs)	3,295
Total costs	26,087
Income:	
Minibus fares	12,433
Community Foundation for Surrey grant	10,000
Total income	22,433
Grant request for estimated deficit	3,654

As well as using the minibus daily to pick-up and return from their homes to/from the Centre, it is also used to provide to provide a monthly outing for users to a local garden centre or place of interest. The annual cost of using the Centre minibus for the monthly outings, set in the table below, is £1,321. These costs are comprised of the additional hours worked by the Centre minibus drivers and Care Assistants and running costs. It is essential to have a Care Assistant accompany users on the minibus to ensure their safety and to provide assistance for those who are less mobile and/or have sight or learning difficulties. These costs are partially offset by the average £5/ person charge/outing. On average the Centre takes 9 people per outing on its minibus, so this raises about £540. Hence the net cost of the outings is £781.

Each year the Centre also uses its minibus to provide transport for users to attend four special weekend events organised at the Centre, such as the summer tea, Christmas fair and occasional Sunday lunches.

Most of the people who use the minibus on such occasions are those who live alone and do not have family living in the area to provide transport. In addition, many of these people are on limited income and so, to date, the Centre has not charged them for this minibus service. The costs of using the minibus for such occasions are estimated to be £518 per annum, which include the additional hours worked by the minibus driver and Care Assistant and vehicle operating costs.

The estimated costs of the outings and weekend events for 2018-19 is set out in the table below:

Farncombe Day Centre Outing and Weekend Events Costs	
12 Monthly Outings to local places of interest:	£
Costs	
Driver's additional hours (5 hrs/outing)	594
Care Assistant additional hours (5 hrs/outing)	575
Vehicle operating costs	152
Total costs of 12 outings	1,321
Income (£5 charge * 9 users/outing)	540
Net cost for grant request	781
Four weekend events eg summer tea, Christmas fair, sunday lunches*	
Driver's additional hours (6 hrs/event)	238
Care Assistant additional hours (6 hrs/event)	230
Vehicle operating costs	51
Costs for grant request	518
Grant request for outings + weekend events	1,058
* To date the Centre has not charged people for using the minibus on these occasions, as most of those using this service are on limited incomes.	

Hence the Centre is asking for a total grant of £4,953 for 2018-19, comprised as follows:

- £3,654 deficit on its annual minibus operations,
- £781 to help provide monthly outings for users
- £518 to help meet the costs of transporting users to four weekend events.

b) Specify - Total Estimated: of which *Please see tables above*
Amount already available

Amount expected to be available at commencement £
(estimated minibus revenue)

Dates scheduled to commence and finish *April 2018 – March 2019*

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
<i>Community Foundation for Surrey</i>	<i>£10,000</i>	<i>£10,000</i>

Any shortfall in funding is to be met from the Centre's reserves.

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

a) Amount £ 4,953.00

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

- Amount	£ 5,000
- Date	June 2016
- Project	Kitchen and servery refurbishment

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

Having a minibus to pick-up and return people to and from their homes is an important part of what the Centre does as it enables those with less mobility, and potentially housebound and socially isolated, to get out, to socialise, to access services, including a hot lunch, hairdressing, chiropody, assisted bathing, and to go to the local shops. Being able to socialise with others, share a meal or cup of tea with friends and participate in an activity can boost a person's sense of wellbeing and enhance their independence. In addition, the Centre provides a safe environment where people with limited mobility or sight/hearing feel safe moving about, thereby helping them to stay as physically active as possible.

Enabling frail and less mobile older people to come to the Centre for a day provides respite for carers, often a spouse, and families.

More broadly, the Centre staff, and its volunteers, provide a 'safeguarding or watching role' with respect to older people, especially those living alone, in the community. Centre staff are able to notice changes in a person's health and wellbeing, that may not be apparent to a spousal carer or family, as the older person concerned does not want to 'worry' the carer or family.

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

Signed Alison Johnson Date 28.03.2018

Capacity in which signed Chair, Executive Committee

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.

Please state who the cheque should be made payable to should your application be successful

Farncombe Day Centre Ltd

Charity Registration No. 801089

AGE CONCERN FARNCOMBE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

AGE CONCERN FARNCOMBE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A Johnson (Chairman) Mr N Chambers (Treasurer) Ms S Ayre (Acting Secretary) Mr I Greig Ms E Baker Ms G Loveluck Dr W Hislop	(Appointed 21 July 2016)
Secretary (Acting)	Ms S Ayre	
Charity number	801089	
Principal address	Farncombe Day Centre St John's Street Farncombe Godalming Surrey GU7 3EJ	
Independent examiner	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF	
Bankers	Co-operative Bank PLC - Manchester 1 Balloon Street Manchester M60 4EP Lloyds Bank PLC - Godalming 49 High Street Godalming Surrey GU7 1AT Santander - Bootle Bootle Merseyside L30 4GB	

AGE CONCERN FARNCOMBE

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AGE CONCERN FARNCOMBE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's [governing document], the Charities Act 2011 and "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)"

Objectives and activities

The Trustees operate a day and social centre for those living in the Farncombe and Godalming area. The Centre is open every weekday throughout the year. The service provided is aimed at those over the age of 50 with the objective of providing a nutritious mid-day meal at a reasonable price, adjusted annually in line with inflation, offering company and entertainment, and providing additional services, such as assisted bathing, chiropody, hairdressing etc. Many users would be unable to attend the Centre without transport, so the Charity operates a minibus, which for a substantially subsidised price, provides individual door to door transport. The minibus is equipped with a tail lift to accommodate wheelchairs and those who cannot use stairs.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Achievements and performance

Demand for the Day Centre's services remained strong in 2016-17. The number of people coming to the Day Centre for lunch was slightly lower than in the previous year, while demand for both the Day Centre's minibus and assisted bathing services remained strong.

Generous donations from individuals and community organisations, such as GOLO and Farncombe and Binscombe Good Neighbours, and successful local fundraising, such as the summer fete, have helped to ensure that many extras for the benefit of users have continued to be provided. This included the variety of social activities and outings, which are greatly enjoyed by users.

The Day Centre staff are very dedicated, and they are assisted by supportive and kind volunteers. It is truly a team effort, for which the Trustees and users are very grateful. The Trustees are very appreciative of the services provided by our volunteers, who number about 50 and between them provide some 115 hours of work each week. The cost of providing paid staff to carry out these essential duties would be considerable. Along with many other charitable organisations, we continue to have some difficulty in recruiting volunteers.

In addition to providing financial support for the Day Centre through the partnership, Waverley Borough Council has been most generous in providing and maintaining the Day Centre premises, at a small service fee, to the Charity in 2015-16. Discussions with the Council to change in this situation in with the introduction of a formal lease and new financial arrangements for the use of the premises continued in 2016-17 (delayed from 2015-16). The Trustees are very cognisant that this could have a significant impact on the Charity's financial viability and are actively working with the Council representatives to ensure an outcome which enables the Charity to continue to provide its essential services to older people of Farncombe and Godalming.

In 2016-17, the Charity completed its plans to refurbish and update the Day Centre's facilities and premises. The three projects undertaken were funded primarily from grants and donations raised by the Trustees for these purposes. The first project was hairdressing salon refurbishment funded through donations from local solicitors and private donations. The second project was the redesign of the Day Centre garden to make it more accessible and usable for older people in the community, financed with grant support from Waverley Borough Council, the Pargiter Trust, the Cyrus Fund, Surrey County Council Councillor's fund, GOLO and local donations. The third and largest project was the refurbishment of the kitchen and servery area, which was financed through grant support from Surrey County Council's Community Improvement Fund of £27,500, Waverley Borough Council of £20,000, Godalming Town Council of £5,000, Co-operative Local Community Fund of £2,792 and the generous support of local community organisations and individuals.

AGE CONCERN FARNCOMBE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Financial review

The Charity operates independently and generated 53% of its 2016-17 unrestricted income from user charges for lunches, snacks and minibus pick-up/return, premises hire and other services.

The Charity is supported by Waverley Borough Council both by direct funding and the provision of premises. In accordance with a 3-year Service Level Agreement (SLA) signed in January 2015, direct grant funding from the Council was £54,000 in 2016-17, accounting for a third of the Charity's running costs in 2016-17. The Trustees appreciate that working together with Waverley Borough Council in the context of this SLA enables the Day Centre to continue to provide its services to the local community for the duration of the agreement.

In 2016-17, the Day Centre received increased grant funding of £12,821 from the Voluntary Grants Panel, administering funds provided by Waverley Borough Council and Surrey County Council Adult Social Care Directorate. This grant funding enables the Day Centre to employ two care assistants, who provide for vital support the increasing number of Day Centre users with higher needs. In addition, the Charity appreciates the generous grant funding of the Community Foundation for Surrey of £13,691 from the Pargiter Trust Fund. The money was to support the running of the Day Centre's daily minibus service for the less mobile and more isolated in the community. In the year to 31 March 2017, £8,707 has been credited to income, with the remainder being credited the previous year. In addition, a grant of £10,000 was received from The Henry Smith Charity, of which £2,500 was credited in 2016/17 and £7,500 carried forward to 2017/18.

The Charity holds a general reserve built up over a number of years; which as of 31 March 2017 was seven months of running costs. This cushion for contingencies means that the Charity can only continue if it is able to generate a greater level of donations or income from its activities. However, the need to generate income has to be balanced with the need to provide services at an affordable price for users of the Day Centre, many of whom come from the poorest parts of the Waverley Borough. The Charity has set aside sufficient funds to meet its contractual obligations of the minibus leasing agreement. The Trustees have given very full consideration to alternative methods of transporting Day Centre users both to the Day Centre and for organised outings and have concluded that leasing is the most cost effective option available to ensure the Day Centre continues to operate effectively and meet the needs of its user community.

The Charity's financial accounts for 2016-17 show significantly higher income and expenditure figures mainly because of the three refurbishment projects undertaken during the year.

Risk Management

The Trustees prepare a formal Budget each year which enables them to identify significant factors and risks that Farncombe Day Centre is likely to face in the coming period. In addition, the Trustees review regularly the main operational risks to ensure the smooth functioning of its activities. The Trustees have identified and reviewed the risks to which the Charity is exposed and have appropriate controls in place to provide reasonable assurance against fraud and error.

Plans for the future

The Trustees continue to work to ensure the Day Centre is a valued community asset within the financial strictures under which they operate. This will of necessity involve a continuing review of the services that are offered and the charges that are made, together with continuing efforts to expand the number of users of the Centre. In addition, the Trustees will continue to seek to diversify the Charity's funding sources.

AGE CONCERN FARNCOMBE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Structure, governance and management

The Charity is controlled by its governing document, a constitution adopted 25 February 1988 as amended 15 February 1989, 9 November 1992, 13 June 1995, 17 July 2008 and 24 July 2014 and constitutes an unincorporated charity. Age Concern Farncombe has a Board of Trustees. Trustees are appointed by the Charity at its Annual Meeting. The Trustees undertake the management function with meetings being held monthly which are attended by the Manager to whom day to day management is delegated within defined terms of reference.

The trustees who served during the year were:

Ms A Johnson (Chairman)

Mr N Chambers (Treasurer)

Ms S Ayre (Acting Secretary)

Mr I Greig

Ms E Baker

Ms G Loveluck

Miss A Nethercott

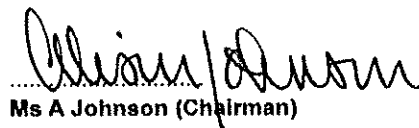
(Resigned 21 July 2016)

Dr W Hislop

(Appointed 21 July 2016)

Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack, including the constitution and previous minutes of Trustee meetings. To gain an understanding of the Day Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Day Centre prior to attending Board meetings as an observer. If the Trustees and the applicant mutually agree, the applicant is elected at the subsequent AGM.

The trustees' report was approved by the Board of Trustees.



Ms A Johnson (Chairman)

Trustee

Dated: 13.07.2017

AGE CONCERN FARNCOMBE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF AGE CONCERN FARNCOMBE

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 5 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared accounts in accordance with Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has not been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Frances Wilde FCCA DChA

Warner Wilde
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 15 July 2017

AGE CONCERN FARNCOMBE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<u>Income and endowments from:</u>					
Donations and legacies	3	57,221	86,381	143,602	84,517
Charitable activities	4	76,332	-	76,332	78,918
Investments	5	180	-	180	280
Other income	6	298	-	298	1,488
Total income and endowments		134,031	86,381	220,412	165,203
<u>Expenditure on:</u>					
Charitable activities	7	143,541	70,904	214,445	154,168
Net (expenditure)/income for the year/ Net movement in funds		(9,510)	15,477	5,967	11,035
Fund balances at 1 April 2016		106,561	5,839	112,400	101,365
Fund balances at 31 March 2017		97,051	21,316	118,367	112,400

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

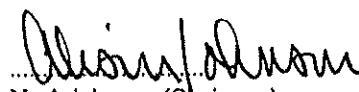
AGE CONCERN FARNCOMBE

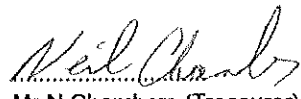
BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	11		34,977		5,933
Current assets					
Debtors	13	2,710		3,149	
Cash at bank and in hand		97,320		115,832	
		<u>100,030</u>		<u>118,981</u>	
Creditors: amounts falling due within one year	14	<u>(16,640)</u>		<u>(12,514)</u>	
Net current assets			<u>83,390</u>		<u>106,467</u>
Total assets less current liabilities			<u>118,367</u>		<u>112,400</u>
Income funds					
Restricted funds	17		21,316		5,839
Unrestricted funds			97,051		106,561
			<u>118,367</u>		<u>112,400</u>

The accounts were approved by the Trustees on 13.07.2017.


Ms A Johnson (Chairman)
Trustee


Mr N Chambers (Treasurer)
Trustee

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

Charity information

Age Concern Farncombe is an unincorporated charity.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2017 are the first accounts of Age Concern Farncombe prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	20% straight line
--------------------------------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at the recoverable amount.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Debt instruments are subsequently carried at amount payable.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amount payable.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	3,221	2,000	5,221	6,380
Grants receivable	54,000	84,381	138,381	78,137
	<u>57,221</u>	<u>86,381</u>	<u>143,602</u>	<u>84,517</u>
For the year ended 31 March 2016	<u>60,380</u>	<u>24,137</u>		<u>84,517</u>
Grants receivable for core activities				
Waverley Borough Council	54,000	36,812	90,812	64,321
Community Foundation for Surrey	-	12,569	12,569	12,604
Surrey County Council	-	27,500	27,500	1,212
Godalming Town Council	-	5,000	5,000	-
Henry Smith Charity	-	2,500	2,500	-
	<u>54,000</u>	<u>84,381</u>	<u>138,381</u>	<u>78,137</u>

Deferred income

The Henry Smith Charity Grant was £10,000 in total. £7,500 has been deferred to 2018 and is shown within creditors.

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

4 Charitable activities

	Day Centre General £	Day Centre Catering £	Transportation Minibus £	Total 2017 £	Total 2016 £
Sales within charitable activities	17,494	40,946	12,556	70,996	72,897
Charitable rental income	5,336	-	-	5,336	6,021
	<u>22,830</u>	<u>40,946</u>	<u>12,556</u>	<u>76,332</u>	<u>78,918</u>

5 Investments

	2017 £	2016 £
Interest receivable	<u>180</u>	<u>280</u>

6 Other income

	2017 £	2016 £
Other income	<u>298</u>	<u>1,488</u>

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

7 Charitable activities

	Day Centre General £	Day Centre Catering £	Transport Minibus £	Total 2017 £	Total 2016 £
Staff costs	61,015	25,255	13,764	100,034	95,865
Depreciation and impairment	441	1,392	-	1,833	1,823
Catering purchases	-	17,730	-	17,730	19,281
Hairdressing and baths	729	-	-	729	493
Printing, stationery and telephone	2,346	-	-	2,346	1,419
Cleaning materials	1,309	-	-	1,309	893
Social activities	6,403	-	-	6,403	7,384
Repairs and renewals	57,383	-	-	57,383	1,955
Premises service fee	1,300	-	-	1,300	1,485
Minibus costs -other	-	-	2,745	2,745	2,937
Minibus lease	-	-	6,718	6,718	6,917
	<u>130,926</u>	<u>44,377</u>	<u>23,227</u>	<u>198,530</u>	<u>140,452</u>
Share of support costs (see note 8)	8,028	-	-	8,028	5,812
Share of governance costs (see note 8)	7,887	-	-	7,887	7,904
	<u>146,841</u>	<u>44,377</u>	<u>23,227</u>	<u>214,445</u>	<u>154,168</u>
Analysis by fund					
Unrestricted funds	87,855	43,666	12,020	143,541	
Restricted funds	58,986	711	11,207	70,904	
	<u>146,841</u>	<u>44,377</u>	<u>23,227</u>	<u>214,445</u>	
For the year ended 31 March 2016					
Unrestricted funds	71,515	44,675	14,213		130,403
Restricted funds	13,071	840	9,854		23,765
	<u>84,586</u>	<u>45,515</u>	<u>24,067</u>		<u>154,168</u>

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

8 Support costs

	Support costs	Governance costs	2017	2016
	£	£	£	£
Staff costs	-	6,991	6,991	7,014
Recruitment	965	-	965	429
Insurance	1,728	-	1,728	1,650
Miscellaneous	2,721	-	2,721	1,786
IT costs	813	-	813	665
Training	1,104	-	1,104	762
Payroll Bureau costs	487	-	487	520
Advertising	210	-	210	-
Independent Examiners fees	-	896	896	890
	<u>8,028</u>	<u>7,887</u>	<u>15,915</u>	<u>13,716</u>
Analysed between Charitable activities	<u>8,028</u>	<u>7,887</u>	<u>15,915</u>	<u>13,716</u>

Governance costs includes payments to the Independent Examiners of £890 (2016: £870).

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, or were reimbursed expenses.

10 Employees

Number of employees

The average monthly number employees during the year was:

	2017	2016
	Number	Number
	10	10
	<u>10</u>	<u>10</u>
Employment costs	2017	2016
	£	£
Wages and salaries	105,500	100,626
Social security costs	1,465	2,253
Other pension costs	60	-
	<u>107,025</u>	<u>102,879</u>

The ten (2016: ten) staff are comprised of two (2016: two) full time and eight (2016: eight) part time posts.

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

11 Tangible fixed assets

	Fixtures, fittings & equipment
	£
Cost	
At 1 April 2016	12,181
Additions	30,877
At 31 March 2017	<u>43,058</u>
Depreciation and impairment	
At 1 April 2016	6,248
Depreciation charged in the year	1,833
At 31 March 2017	<u>8,081</u>
Carrying amount	
At 31 March 2017	<u>34,977</u>
At 31 March 2016	<u>5,933</u>

Fixed asset additions includes £30,386 in respect of the kitchen refurbishment. This was not fully operational at the year end so no depreciation has been charged against the asset.

12 Financial instruments

	2017	2016
	£	£
Carrying amount of financial liabilities		
Measured at amount payable	<u>6,844</u>	<u>134</u>

13 Debtors

	2017	2016
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	<u>2,710</u>	<u>3,149</u>

AGE CONCERN FARNCOMBE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

14 Creditors: amounts falling due within one year

	Notes	2017 £	2016 £
Other taxation and social security		1,230	1,566
Deferred income	15	7,500	9,757
Trade creditors		6,844	134
Accruals and deferred income		1,066	1,057
		<u>16,640</u>	<u>12,514</u>

15 Deferred income

	2017 £	2016 £
Other deferred income	<u>7,500</u>	<u>9,757</u>

16 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 March 2017 £
	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	
Minibus costs	-	11,207	(11,207)	-
Freezers and Fridges	2,120	-	(711)	1,409
Elsley Trust	2,507	-	-	2,507
VGP (care assistant)	-	12,812	(12,812)	-
SCC - garden project	1,212	7,862	(9,074)	-
Kitchen refurbishment	-	54,500	(37,100)	17,400
	<u>5,839</u>	<u>86,381</u>	<u>(70,904)</u>	<u>21,316</u>

AGE CONCERN FARNCOMBE

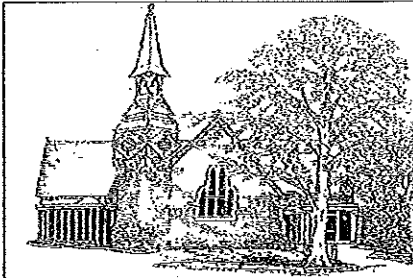
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

18 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2017 are represented by:			
Tangible assets	16,168	18,809	34,977
Current assets/(liabilities)	80,883	2,507	83,390
	<u>97,051</u>	<u>21,316</u>	<u>118,367</u>

19 Related party transactions

There were no disclosable related party transactions during the year (2016- none).



Age Concern Farncombe

Farncombe Day Centre
St Johns Street, Farncombe
Godalming, Surrey GU7 3EJ

Tel: 01483 426685

Email: farncombedaycentre@btinternet.com

Website:

<http://farncombedaycentre.org.uk/wp/home/>

Registered charity No 801089

4 December 2017

Mr Andy Jeffery
Acting Town Clerk
Godalming Town Council
Municipal Buildings, Bridge Street
Godalming
GU7 1HT

Dear Mr Jeffery

Earlier this year Godalming Town Council generously provided Farncombe Day Centre with a £3,000 grant to help meet the costs of the Centre's minibus in 2017/18. In recognition of the Town Council's support, we will be putting the Town Council logo on Centre's minibus so those in the community are aware of the Town Council's support for the work we do.

As you will undoubtedly appreciate, the Centre is currently seeking grant funding for its minibus for the coming financial year. So far, we have successfully raised grant financing of £10,000 from the Community Foundation for Surrey. However we still have a projected funding deficit of £3,012, as set out in the attached Funding Request document.

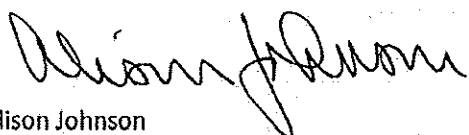
In addition, the Centre uses its minibus monthly to provide outings for users to local places of interest and for four Centre organised weekend events/year, such as the summer tea, Christmas fair and the occasional Sunday lunch. The outings are greatly appreciated by users as a chance to have a day out with a difference. Users also appreciate the occasional weekend events as for many older people living alone, weekends can be a lonely few days.

Hence the Centre is seeking grant funding of £1,049 to help us cover the additional costs of providing regular monthly minibus outings and transport for occasional weekend events. In particular, these costs include additional staffing costs of the minibus driver and one of the Centre's Cafe Assistants, accompanying users on the outing and to/from the occasional events for their safety and security. The details of these costs are provided in the attached Funding Request document.

Supported
by
Waverley
BOROUGH COUNCIL

In total, the Farncombe Day Centre is seeking £4,061 in grant funding to support the minibus service it provides to older people in the Godalming and Farncombe community. We would very much appreciate it if the Godalming Town Council is able to help us to continue our work.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Johnson', written in a cursive style.

Alison Johnson
Chair, Executive Committee

Funding Request to Godalming Town Council – December 2017

The Farncombe Day Centre runs its own minibus to pick-up and return people to their homes, thereby enabling less mobile, frail, potentially housebound and isolated older people to access the Centre's services and to socialise, which in turn helps reduce loneliness. As the older population, especially the frail elderly, of Surrey is expected to increase, there is and will be continuing demand for the Centre's minibus. In the first six months of this year, demand for the Centre's minibus increased by 4.5%.

1. Minibus operating costs

The Centre partially funds its minibus through users fees (currently £4.10/day), reviewed annually. However as Farncombe is one of the poorest areas in the borough, our user charge needs to be affordable to those on limited pension incomes. The Centre also raises grant funding to help offset the minibus costs and for the calendar year 2018, it has received a grant of £10,000 from the Community Foundation for Surrey.

The Centre leases its minibus, which has taillift for those who cannot manage steps or require wheelchair access, at an estimated cost of £8,579 per annum. The other costs include the wages of two part-time drivers and vehicle operating costs, as shown in the table below.

Farncombe Day Centre Minibus Costs- Income for 2018-19	
Costs:	£
Wages (two part-time drivers @£9.80/hr)	14,021
Vehicle leasing @ £714.92/month	8,579
Operating costs (insurance, diesel, repairs)	2,968
Total costs	25,568
Income:	
Minibus fares (£4.10 currently)	12,556
Community Foundation for Surrey grant	10,000
Total income	22,556
Estimated deficit	3,012

The net deficit, for which grant funding, is still required is £3,102.

2. Funding for minibus outings and weekend events

As well as using the minibus daily to pick-up and return from their homes to/from the Centre, it is also used to provide to provide a monthly outing for users to a local garden centre or place of interest. The annual cost of using the Centre minibus for the monthly outings, set in the table below, are £1,295. These costs are comprised of the additional hours worked by the Centre minibus drivers and Care Assistants and running costs. It is essential to have a Care Assistant accompany users on the minibus to ensure their safety and to provide assistance for those who are less mobile and/or have sight or learning difficulties. These costs are partially offset by the average £5/ person charge /outing. On average the Centre takes 9 people per outing on its minibus, so this raises about £540. Hence the net cost of the outings is £755.

Farncombe Day Centre Outing and Weekend Events Costs	
12 Monthly Outings to local places of interest:	£
Costs	
Driver's additional hours (5 hrs/outing)	588
Care Assistant additional hours (5 hrs/outing)	570
Vehicle operating costs	137
Total costs of 12 outings	1,295
Income (£5 charge * 9 users/outing)	540
Net cost for grant request	755
Four weekend events eg summer tea, Christmas fair, Sunday lunches*	
Driver's additional hours (6 hrs/event)	235
Care Assistant additional hours (6 hrs/event)	228
Vehicle operating costs	46
Costs for grant request	509
Grant request for outings + weekend events	1,049
* To date the Centre has not charged people for using the minibus on these occasions, as most of those using this service are on limited incomes.	

Each year the Centre also uses its minibus to provide transport for users to attend four special weekend events organised at the Centre, such as the summer tea, Christmas fair and occasional Sunday lunches.

Most of the people who use the minibus on such occasions are those who live alone and do not have family living in the area to provide transport. In addition, many of these people are on limited income and so, to date, the Centre has not charged them for this minibus service. The costs of using the minibus for such occasions are estimated to be £509 per annum, which include the additional hours worked by the minibus driver and Care Assistant and vehicle operating costs.

3. Grant request

In total the Farncombe Day Centre is seeking £4,061 in grant funding to support the minibus service it provides to older people in the Godalming and Farncombe community.

Farncombe Day Centre
Executive Committee
December 4, 2018

RECEIVED
22 NOV 2017

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation KIDS OUT.

2. Contact Name, Address and Telephone Number
01483 420451
A. M. LUSCOMBE
HOLMEFIELD
HURTMORE ROAD
GODALMING
SURREY
GU7 2RB

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 A
FREE DAYS ENTERTAINMENT AND FOOD FOR CHILDREN
WITH ARE DISADVANTAGED AGE 6-12. CAREAS / TEACHERS INCLUDED

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.

IF LOCAL RITARY CLUBS PROVIDE £850 PER YEAR EACH.

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.

KIDS OUT 2018 - Providing a "fun day" out and the opportunity to socialise to disadvantaged children

- b) Specify
- Total Estimated Cost £ 14 150
 - Amount already available £ 9 000
 - Amount expected to be available at commencement £ 14 000
 - Dates scheduled to commence and finish ~~14~~ June 13th - June 13th 2018

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
Farnham North	£ 500	—
Yateley E & Bladewater	£ 250	250
The Byfleet	£ 250	—

further see below

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

a) Amount £ 500

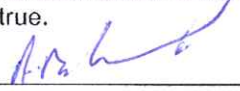
- b) Whether you have received a previous grant from the Town Council

- Amount £ 500
- Date 14th June 2017
- Project KIDS OUT 2017

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

For the children of the Godalming schools invited, a "fun day out" and opportunities for socialisation

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

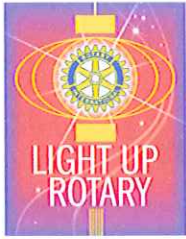
Signed  Date 18/11/17

Capacity in which signed COMMITTEE CHAIRMAN

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.

Waverley and E. Villages	£ 500	—
Farnham Mayor	£ 1000	—
Bushmoor Mayor	£ 500	—



Godalming Woolsack Rotary



RIBI. 1770 - District 1250 - Registered Charity Number 1079545

KidsOut Day Out - Wednesday, 13th June 2018

(Children+ ??)

GREEN OAK Primary School

Franklyn Road, Godalming, Surrey. GU7 2LD. [01483 422924](tel:01483422924)

HEAD Mrs Leftley

SENCO Jill Mills <jill.mills@green-oak.surrey.sch.uk>

Gosden House School

A Special School for Children with Complex Learning Difficulties.

Horsham Road, Bramley, Nr Guildford, Surrey, GU5 0AH. 01483 892008

Our contact Katy Gidley Email kgidley@gosden-house.surrey.sch.uk

Years 5 and 6

20/8 C

Godalming Junior School. 10/? C

Junior Community School. **Age range: 7 – 11**

Hallam Road, Meadow, Godalming, Surrey, GU7 3HJ. 01483 421597

Mrs Rachel Trinder Email senco@godalming-junior.surrey.sch.uk

Loseley Fields Primary School

Contact Tanya Brown

Green Lane, Godalming, Surrey. GU7 3TB 01483 416477

Tanya Brown <tanyabrown@loseleyfields.surrey.sch.uk>

info@loseleyfields.surrey.sch.uk

Ages 7 – 11,

13/3 C

Meetings: Mondays at 7:30 pm for 8 pm except Bank Holidays

Usual venue: The West Surrey Golf Club, Eton Green, Surrey, GU8 5AF

Website: www.woolsack.org.uk

(Check meeting details on website)

E-mail: contact@woolsack.org.uk

Moss Lane School

Moss Lane, Godalming, Surrey, GU7 1EF

01483 417214

Infant Community School. **Age range:** 4 – 7

15/ ? C

Headteacher: Mrs V E Abbott

Contact Dawn. senco@moss-lane.surrey.sch.uk (07432689825)

St Dominic's School is a well-known and highly regarded special needs school in Surrey, which has achieved Autism Accreditation.

Hambledon, Godalming, Surrey GU8 4DX
01428 684693

Niki Wilson | Assistant Head of Education
St Dominic's School
nwilson@stdominicsschool.org.uk

Trip Organizer

Emma Jones <ejones@stdominicsschool.org.uk>

24 pupils aged 7 – 11 24? C

Unsted Park School provides **specialist education** for boys and girls aged 7 to 19 with **Asperger's Syndrome, higher functioning autism** and associated disorders.

Unsted Park School and Sixth Form
Munstead Heath, Godalming, Surrey
GU7 1UW

Phone: 01483 892 061

12/5 C

Fax: 01483 898 858

Tom Milson
Deputy Head Teacher
Unsted Park School

(TomMilson@priorygroup.com
TraceyWhite@priorygroup.com (Head))
FrancescaArocas<
FrancescaArocas@priorygroup.com>

Priory Education Service

Meetings: Mondays at 7:30 pm for 8 pm except Bank Holidays

Usual venue: The West Surrey Golf Club, Enton Green, Surrey, GU8 5AF

Website: www.woolsack.org.uk

(Check meeting details on website)

E-mail: contact@woolsack.org.uk

Kids Out Account - Income										Kids Out Account - Expenditure									
Date	Ref	Description	Panto	Club payment	Other Donations	Misc	Total	Date	Ref	Description	Field	Entertainers	Clothing	Panto	Misc	Total			
4/11/16	93	Farnborough	100.00				100.00	19/9/16	695	DD Marquees	300.00					300.00			
4/11/16	93	Aldershot	100.00				100.00	20/9/16	697	rushmoor services minibus		22.98				22.98			
4/11/16	93	Farnham Weyside	100.00				100.00	30/9/16	698	balloon race		45.00				45.00			
4/11/16	93	Woking District	100.00				100.00	10/11/16	700	panto			450.00		450.00				
2/12/16	94	Farnham	100.00				100.00	3/12/16	702	panto			150.00		150.00				
2/12/16	94	Ash & Black	100.00	800.00			900.00	30/12/16	703	maynes (2016 event)				580.00	680.00				
2/12/16	94	surplus from event				563.00	563.00	4/2/17	704	odurret badge holders	30.60				30.60				
22/12/16	95	Fleet	100.00	850.00			950.00	23/2/17	705	ms wristbands	29.80				29.80				
13/1/17	96	Woking	100.00	850.00			950.00	30/3/17	706	puxley balloon	89.00				89.00				
16/1/17	bt	iwall hcc		250.00			250.00	30/3/17	709	animal touch		200.00			200.00				
19/1/17	bt	TAG		2,000.00			2,000.00	13/04/17	710	ms pat test	12.60				12.60				
31/1/17	bt	Surrey cc		250.00			250.00	11/05/17	711	express t shirts	1,541.80				1,541.80				
2/2/17	bt	HCC		250.00			250.00	12/5/17	712	odurret badge holders	101.40				101.40				
2/2/17	bt	Godalming Council		500.00			500.00	12/5/17	713	express t shirts baseball hats adult					78.00				
10/2/17	bt	HCC		500.00			500.00	15/5/17	714	hogs back brewery					78.00				
14/2/17	bt	Godalming Woodsack		850.00			850.00	15/5/17	715	msmailes sacks labels string					12.60				
20/2/17	bt	Surrey cc		850.00			850.00	28/5/17	716	exp t shirts adult		400.00			400.00				
21/2/17	bt	Woking District		850.00			850.00	14/6/17	717	VAZ LEISURE (BOUNCY CASTLE)	34.40				34.40				
28/2/17	bt	HCC		726.00			726.00	14/6/17	718	BRIEN PLAYER (DISCO)					426.60				
2/3/17	bt	Surrey CC		500.00			500.00	14/6/17	719	MAYNES LEISURE (KIDDIES RIDES)					680.00				
5/3/17	98	Farnborough		850.00			850.00	14/6/17	720	LORNA RAHONIA (Lucky Dip)		61.77			61.77				
5/3/17	98	Farnham		850.00			850.00	14/6/17	721	GR LEE PEARSE (MR MAGIC)		220.00			220.00				
7/3/17	bt	Farnham weyside		450.00			450.00	14/6/17	722	B YOUNG (FAIRGROUND)		1,850.00			1,850.00				
8/3/17	bt	Farnham weyside		400.00			400.00	14/6/17	723	WINCHESTER MODEL & ENGINEERS		300.00			300.00				
20/4/17	99	Aldershot		850.00			850.00	14/6/17	724	MR R CHERLEY (UNCLE CHARLIE)		300.00			300.00				
25/4/17	100	Rushmoor		850.00			850.00	14/6/17	725	FLEET RC (bbq etc)		1,097.45			1,097.45				
25/4/17	100	woking dis trust fund		500.00			500.00	23/6/17	726	Restaurant at Forest Lodge				2,444.60	2,444.60				
22/6/17	101	BBQ			238.61		238.61	23/6/17	727	cash for council	30.00				30.00				
22/6/17	101	Sch collection			15.06		15.06	23/6/17	728	Park Hire Services Helium		160.00			160.00				
27/6/17	102	Aldershot RC	50.00				50.00	23/6/17	730	Tony Fresco				599.20	599.20				
6/7/17	bt	Godalming Woodsack	50.00				50.00	23/6/17	731	St Johns Ambulance	172.00				172.00				
28/7/17	103	Farnborough	50.00				50.00	23/6/17	732	Harpers Grp PA/Radios	180.00				180.00				
4/8/17	104	Refund balloon Race prizes			15.00		15.00	23/6/17	733	VOID					0.00				
14/8/17	105	Donation from Kids Out			861.00		861.00	23/6/17	734	Animal Touch (deposit for 2018)		200.00			200.00				
							0.00	23/6/17	735	Tricia Sch transport		225.00			225.00				
							0.00	26/6/17	736	Farn DD for Marquees	300.00				300.00				
							0.00	26/6/17	737	P Blows Bin men	30.00				30.00				
							0.00	29/6/17	738	K Harris squash,coffee etc				81.87	81.87				
							0.00	27/7/17	739	T Dunkley Petrol		26.19			26.19				
							0.00	27/7/17	740	mkayil milk				21.00	21.00				
							0.00	27/7/17	741	kharris sweets				13.79	13.79				
							0.00	1/8/17	742	M Smaites Balloon Race Prizes				45.00	45.00				
							17,668.67				1,309.80	5,664.22	274.17	2,233.60	600.00	14,057.85			
			950.00	9,300.00	5,726.00	1,692.67	17,668.67									14,057.85			
							17,668.67												
		Bank Reconciliation																	
		Opening Balance					13,013.13												
		Expenditure to date					£14,057.85												
		Income to date					£17,668.67												
		Unpresented Cheq					-£575.02												
		Closing Balance					£16,048.93												

* NOTE 2.
FOOD COST INCREASED FOR 2018 AS REFERRED TO VAN A.F.C.D.

NOTE 1
CREDIT OF £950
RENTS TO THE XMAS PANTS NOT (KID) OUT DAY.

RECEIVED
26 MAR 2018

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation St Peter & St Paul Church, Godalming Parish
2. Contact Name, Address and Telephone Number William Bryans, Parish Churchwarden
Holton Cottage, 1 Ormonde Road, Godalming, GU7 2EU
-

3. Details of Organisation; is it

- a) A Charity? Yes
- 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 be a witness to the good news of Christ in the town of Godalming through active involvement with the community in service, cultural activities and charitable work

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

Yes

The Church receives some income from the sale of guide books & pamphlets for those visiting the church, and we also receive some income from the hire of the church hall (the Octagon).

Details for 2017 are:

- Guide book sales: £ 350
- Hire of hall: £9,600

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

In 2017, there were 251 on the electoral roll.
The average regular monthly donation is £51.

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.

In 2017 we installed a new hot water and heating boiler in the church hall to enable the hall and kitchen to be used for community events (e.g. the summer bandstand concerts, the Godalming Community Gospel Choir, the Brownies, the Godalming Music Festival, etc.) and to allow us to hire it out to private organisations and individuals.

Also in 2017 we replaced the lighting in the choir area and installed new electrical points to allow free standing multi-coloured lights to be used for concerts and other functions.

In 2016 we refurbished all the chandelier lights to improve the brightness and quality of the lighting and to replace the old bulbs and fittings with LEDs.

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

Although we installed new speakers in 2014, courtesy of a large donation from The Friends of St Peter & St Paul, the sound system itself is in desperate need of upgrading. Not only will the sound mixer and processor be replaced, but a new digital control panel will be installed at the rear of the church. A new radio microphone system will also be installed to work with our existing Sennheiser microphones. The system will be able to be controlled either from the rear of the church or via i-pads and i-phones.

b) Specify	- Total Estimated Cost	£4,500
	- Amount already available	£1,125
	- Amount expected to be available at commencement	£1,575
	Dates scheduled to commence and finish:	May 2018

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

We intend to apply for some funding (£450) from The Friends of St Peter & St Paul, and the remainder of the cost will come from Parish savings (£1,125).

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

a) Amount £2,925

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

- Amount £2,250
- Date 2014
- Project Lighting of the war memorial in the church

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

The installation of a modern sound system providing clarity and fidelity of sound reproduction will not only benefit the many residents who currently use the church as a community performance space (e.g. for concerts and recitals), but it will allow the widening of the range of performances and events that would be able to be held in Godalming's largest audience space.

In particular, as the central point of Godalming's Remembrance events, an enhanced sound system would benefit the Town Council's remembrance events, especially in this the 100th commemorative year, providing a more engaging experience for the many young people who attend this major town event.

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



Signed:

Date: 23rd March, 2018.

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.

THE PAROCHIAL CHURCH COUNCIL O

General Fund Accounts (unrestricted)

BUDGET 2018

2018

Income	PCC Budget months
Tax recoverable planned giving	52,000
Envelopes - tax recoverable	7,000
Tax recovered	14,000
Envelopes - non tax recoverable	10,000
Sunday Collections	6,000
Donations	2,000
MLF contribution	38,000
Wall safe	0
Church and hall hire	9,000
Wedding/funeral fees	4,000
Other Income	10,000
Total	152,000

Expenditure

Outward giving	
Parish Share	93,000
Clergy expenses	2,000
Church running costs	
Upkeep of services	9,000
Fabric Fund contribution	0
Remuneration and HMRC	29,000
Publicity/Mission (including CTIG)	1,000
Administration	10,000
Insurance	7,000
Bank Charges	200
Total	151,200
Surplus/-Deficit - Year to date	800



Control what you hear
and see, in a naturally
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Warwick House
Monument Way West
Woking, Surrey
GU21 5EN

M +44 (0)7831 137635
T +44 (0)1483 715300
E info@soundanalysts.co.uk
www.soundanalysts.co.uk

William Bryans
Church of St. Peter & St. Paul
Church Street
Godalming
Surrey
GU7 1ER

5th February 2018

PROPOSED SOUND SYSTEM UPGRADE AT CHURCH OF ST. PETER & ST. PAUL GODALMING

Dear William

Following my site visit a couple of weeks ago, we have pleasure in submitting a proposal and quotation for recommended improvements to the sound system.

PROJECT OVERVIEW

The proposed work focuses on upgrading the control side of the system from analogue to digital and tidying up the equipment, containment and wiring in the corridor leading to the vestry.

SOUND CONTROL MIXER/PROCESSOR

There have been considerable advances in the way church sound systems can be controlled. Digital mixer/processors are now commonplace in large and small systems and offer many advantages over their analogue predecessors. We've recently installed several systems in churches of the type outlined below. The key benefits that a digital system will bring to your church are summarised as follows:

- Improved sound quality
- Simplification of day to day operation with fewer end-user accessible controls
- Control of sound levels from within the Nave without the physical movement of equipment
- Programmable set-up parameters with an optional 'power on' default
- Easy connection of contemporary devices such as iPods, Laptops etc.

At the heart of the system, we've specified a Yamaha MTX3 digital mixer that has 8 x microphone inputs and 2 x line inputs. This is the equivalent of the Soundcraft Spirit mixer you currently have.

Within the MTX3 there's a host of features that are pre-programmed by us during installation. These include the tonal characteristics of individual microphone channels (EQ), levels being sent to amplifiers and the loop system and more complex features such as automatic muting of channels that aren't in use.

The programmable features of the MTX will enable us to finely tune/optimize the performance of the system within the Sanctuary space, far more so than your existing system will allow. There are no user controls on the processor but we have the option of setting a default at switch-on so the system always powers up in a known state.



Your existing radio microphones, lectern & pulpit microphones will connect directly to the MTX3 and any available spare inputs will connect to the plug-in points either side of the platform.

User access to the volume of individual microphones is via a Digital Control Panel, an example of which is shown below. This unit connects to the processor via a single CAT5 cable and can be located anywhere within the Nave. The functions of the panel are also pre-programmed and the unit features an LED display with easy access to all microphones and playback sources.



The Yamaha MTX system also offers remote control from an iPad via a local Wifi router that we install as standard. This gives the user the flexibility of controlling microphones levels unobtrusively from anywhere within the church. Any adjustments made remotely on an iPad are emulated on the Control Panel and vice versa.

CONNECTION OF EXTERNAL DEVICES

The ability to easily connect devices such as phones, iPods or Laptops to the sound system is now an essential requirement in many churches. We'll install a standard connection point next to the Digital Control Panel. This enables anyone to use a device without the risk of them disturbing key settings of the system.

CONTAINMENT & INFRASTRUCTURE WIRING

The wooden equipment cabinet in the corridor leading to the vestry will be replaced with a standard rack mount cabinet. This will allow proper mounting of your existing radio receivers, amplifiers and the new processor. We will incorporate a new power distribution unit at the rear that will replace the assortment of extension blocks currently in use.

Where possible we will rationalise the signal wiring and remove legacy cabling. Your existing system has a significant number of cable terminations at the rear that were necessary for locating the mixer in the Nave.

The Sennheiser radio receivers will be racked side by side and a pair of extension aerials will be located in the main body of the Nave. If you decide in the future to add additional radio systems then the same aerials can serve up to four receivers with the appropriate distribution amplifier.

We've included a headset microphone that's compatible with your existing Sennheiser radio systems. There's the option (not included) to use the Sennheiser MKE-2 microphone capsule. Although it's substantially more expensive than the standard capsules you currently have, there's a significant difference in audio quality and mechanical handling noise.

MISCELLANEOUS ITEMS

Pricing

All itemised prices exclude VAT and are subject to manufacturer's pricing, E&OE. Prices are valid for 60 days from the date of this quotation.

Warranty

The installation includes on-site warranty for 1 year for all newly supplied items

Payment Terms

A 50% deposit is required following your instructions to proceed. The balance will be due 14 days from the date of completion.

Insurances

A copy of our insurance schedule can be supplied if required.

Electrical Supplies

There are no additional mains supply outlets scheduled for this installation.

Delivery/Installation

We estimate we could commence installation approximately 3 weeks from acceptance of order.

All services are supplied in accordance with our terms and conditions. References can be supplied on request.

We hope this proposal meets your requirements. Please don't hesitate to contact us if there are any immediate queries.

Yours sincerely

Andy Callin
Director



Sound Analysts Ltd

E: andy@soundanalysts.co.uk
T: 01483 715300
M: 07831 137635
W: www.soundanalysts.co.uk

**ANNUAL REPORT
AND
ACCOUNTS
OF THE
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
GODALMING**

Year ended 31st December 2016

Charity Number: 1132327

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING

Reference and administrative information

Correspondence and administrative address:

Incumbent:

Vacant
The Rectory
Westbrook Road
Godalming
GU7 1ET

Members of the Parochial Church Council during the year were: Rev'd Canon Mervyn Roberts (Chairman), Rev'd Robbie Harvie, William Bryans, Edwin Powlesland; June Davies, Malcolm Smith (Deanery representatives); Andrew Bolton, Alan Bott, Caroline Bott, Mark Brain, Stephen Cooles, Janet Davies, Helen Goatley, Cathy Gordon Smith, Tony Gordon Smith, John Graham, Gillian Martin, Sandy Netley, Jacky Tickner (elected representatives)

In addition the following trustees resigned during the year: tba

Advisors

Bankers:

CAF Bank Ltd	Lloyds Bank PLC
25 Kings Hill Avenue	49 High Street
West Malling	Godalming
Kent	Surrey
ME19 4JQ	GU7 1AU

Independent Examiner:

Chamberlains Chartered Accountants
Elm House, Tanshire Park, Shackleford Road
Elstead, Godalming
Surrey GU8 6LB

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

Legal Status and Objects

The PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING (the PCC) forms part of the Diocese of Guildford and has responsibility for Godalming. Responsibility for the Parish Church of St Peter & St Paul is delegated by the PCC to the District Church Council (DCC) and the PCC also delegates responsibility for St Mark's Church to the St Mark's District Church Council. The PCC has the responsibility of co-operating with the Rector and Vicar in promoting the whole mission of the church, pastoral, evangelistic, social and ecumenical within the ecclesiastical parish.

The PCC are also the Managing Trustees of a separate charity known as the Thackeray Turner Trust (Registered number 262552). The Trust owns the barn in Charterhouse Road which is used by the Ss Peter & Paul Scout Group. There are no funds associated with this Trust and the building is insured and maintained by the scout group.

Annual Report

The PCC presents its annual report for the year ended 31 December 2016, together with the accounts for the year.

The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Statement of Recommended Practice "Accounting and Reporting for Charities" (SORP 2005) issued by the Charity Commission, the Charities (Accounts and Reports) Regulations 2005 and the Church Accounting Regulations 2006.

Structure, Governance and Management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC registered with the Charities Commission in 2009 as a Charity, in accordance with the Charities Act 2011.

PCC appointments are made by election at the APCM. The process of appointment is set out by the Church Representation Rules. The Churchwardens are ex-officio members of the PCC and are elected at the Annual Parish Meeting. The PCC members hold responsibilities including health and safety, child protection and other legal obligations.

The PCC constitution includes the embodiment of a Standing Committee, whose responsibilities are to exercise any necessary PCC business between meetings. The Standing committee constituted membership is: Rector, Churchwardens, Treasurer, Secretary plus one elected member of the PCC.

All PCC committees are re-elected / ratified at the first PCC meeting of the newly elected body and have delegated power to conduct their divisional business. The scope and boundaries of delegated powers to these committees is currently under review (continuing from work begun in previous years).

Risk management

The PCC recognises its responsibility for managing risk and ensuring best practice and conformity to legal obligations in many areas of church life, including health and safety, discrimination and child protection. A formal child protection has been adopted, and a child protection officer appointed, in accordance with diocesan guidelines. The PCC ensures that relevant health and safety and employment law requirements are adhered to in all church buildings and by all church organisations.

Churchwardens' Report - Spring 2017

As might be expected during an Interregnum, it has been a particularly difficult year. Although Mervyn did not officially leave until August, he withdrew from much of Parish life after last year's APCM, and then had periods of holiday, including extended leave from the end of July. He and Sue have settled into their new house in Rugby, and are enjoying living close to Vicki and her growing family.

Obviously without a Rector, it has put increased pressure on Robbie, our Treasurer and the Wardens. We are particularly grateful for all the support we have received, notably from the PCC, and Clive Potter, our Area Dean. We are also grateful to the assistance we receive from visiting Clergy, and special thanks are extended to Andy Spencer, David Hobden, David Standing and Busbridge church. We also recognise all those who have just continued with their activities as normal, including Karen Milton, John Graham, Helen Roche and all those who assist with Octots, the cleaners, the flower arrangers, the servers and sidespersons and the pastoral assistants. In addition, Rhys must be singled out for special mention.

However, undoubtedly a massive share of the burden has fallen on Sarah in the church office. She has taken on the extra roles and responsibilities without complaint and her efficiency has meant that services continue, candles are ordered and returns are completed and sent to the Diocese. In particular, she has been of comfort and support to those seeking to arrange funerals and memorial services.

Other burdens have also arisen, and these include reduced income, vandalism, lack of choir lighting, frustrating faculty processes and continued pressures on the fabric of both churches as well as the Scout Hut.

But in the midst of all this there have been some notable positives. The roof of St Mark's has been repaired at long last, although the building continues to show its age. The Tudor font is now in situ on a new oak plinth, and our Tower Captain has had success in securing both permission and funding for new bells for St Peter & St Paul: these are due to be cast in May. In July, we welcomed Matthew Greenfield as our Music Director, and with the continued support of John Belcher we've seen and heard the choir rise to the challenge. Training has also continued, and we now have two Worship Leaders and two Clergy in training.

The end of the Interregnum is now in sight, although we still have no starting date. This will be recommended by the Diocesan Appointments Committee this week, but we expect the starting date to be early September. We look forward to welcoming Reverend Jane Vlach but at the same time we keep All Saints, Witley, very much in our minds as she prepares to leave them. In the meantime, we continue to need the support and assistance we enjoy currently during this difficult time.

William Bryans & Eddie Powlesland, Parish Churchwardens

Statement of Responsibilities of the members of the PCC

Under the Church Accounting Regulations 2006 and the Charities Act 2011, the Parochial Church Council (PCC) is required to prepare financial statements for each financial year, which give a true and fair view of the state of the financial position of the PCC at the end of the year, and of its financial activities during the year (unless the PCC is entitled to prepare financial statements on a payment and receipt basis). In preparing those financial statements, the members of the PCC are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting policies have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that this basis applies.

The members of the PCC are responsible for keeping proper accounting records, which disclose and ascertain with reasonable accuracy at any time the financial position of the PCC and to enable them to ensure that the financial statements comply with the Church Accounting Regulations 2006 and The Charities Act 2011. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection for fraud and other irregularities.

Financial review

Total receipts on restricted and unrestricted funds were £231,295 (2015 – £227,651) as detailed in the financial statements. Of this, the spending on clergy resources was £93,858 (2015 - £106,454) paid as our "Parish share" to the diocese. Upkeep of fabric and the maintenance of worship was £57,380 (2015 - £15,821), and administrative costs, office costs plus administrator salary totalled £55,098 (2015 - £53,694).

The balance in the General Fund including the Community Centre carried forward at the end of 2016 is a surplus of £13,752.

Reserves and Investment Policies

The PCC aims to meet diocesan guidelines and aims to have a minimum of three months expenditure in unrestricted reserves. Money available to the Fabric Fund is kept in reserve to cover the substantial maintenance which an old Grade 1 listed building incurs from normal day to day wear and tear. In addition some money has been set aside for the eventual rebuilding of the Octagon annex of the church. The PCC relies on the on-going support of members of the congregation. The PCC hopes that the planned Stewardship campaign will bring an increase in planned giving.

It is PCC policy to invest our funds balances with the CBF Church of England Deposit Fund and Charities Aid Foundation, CAF.

Approved by the Financial sub-committee of the PCC on 14th July 2017.

Signed on their behalf by William Bryans (Churchwarden).

Date 14 July 2017

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING

Independent Examiner's report for the year ended 31 December 2016

We report on the financial statements of the Parochial Church Council of the ecclesiastical parish of Godalming ("the PCC") for the year ended 31 December 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes, and in accordance with the accounting policies which are set out on pages 7 to 12.

This report is made solely to the PCC as a body, in accordance with the Church Accounting Regulations 2006 ("the Regulations"), Section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the PCC those matters we are required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the PCC as a body, for our work as independent examiners, for this report, or for the opinions we have formed.

Respective Responsibilities of the PCC and Examiner

As the members of the PCC you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144(2) of the 2011 Act. It is our responsibility to examine the accounts under section 145 of the 2011 Act, to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and to state whether particular matters have come to our attention.

Basis of Independent Examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by a charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as members of the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with our examination, no matter has come to our attention:

- which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the account records have not been met; or
- to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Paul Chamberlain MA (Oxon), FCA, DChA
Chamberlains Chartered Accountants
Elm House, Tanshire Park, Shackleford Road
Elstead, Godalming, Surrey GU8 6LB

Date:

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016

	Unrestricted £	2016 Restricted £	TOTAL £	2015 TOTAL £
<u>INCOMING RESOURCES</u>				
<u>Incoming resources from donors</u>				
Planned giving - gift aid	60,356	2,820	63,176	61,087
Unplanned giving - tax recoverable	5,475	0	5,475	11,743
Income tax recoverable on gifts	16,885	1,081	17,966	22,103
Planned giving - non tax recoverable	227	0	227	1,284
Collections	6,118	1,550	7,668	11,410
Donations	8,812	8,578	17,390	40,701
Sundries	0	0	0	261
	97,873	14,029	111,902	148,589
<u>Other voluntary incoming resources</u>				
Legacies		83,225	83,225	39,000
Moss Lane Fund	1,000		1,000	0
	1,000	83,225	84,225	39,000
<u>Income from charitable and ancillary trading</u>				
Fetes and other fundraising events	472	2,110	2,582	2,503
Parish magazine, books, etc	406	547	953	2,836
Church hall lettings	23,323	0	23,323	26,366
Fees received	7,831	0	7,831	7,836
	32,032	2,657	34,689	39,541
<u>Income from investments</u>				
Dividends and interest	108	371	479	521
	131,013	100,282	231,295	227,651
<u>RESOURCES USED</u>				
<u>Grants - Missionary and charitable giving</u>				
Outward Giving	6	0	0	780
	0	0	0	780
<u>Directly relating to the work of the church</u>				
Ministry: Parish share payable		68,858	25,000	93,858
Clergy expenses		915	0	915
Lay salaries and honoraria	10	33,016	12,447	45,463
Church running expenses		13,073	1,501	14,574
Church maintenance		2,829	54,551	57,380
Magazine and Publicity Costs		960	0	960
Church hall running expenses		0	0	4,018
Community Centre construction, equipment, etc.		0	0	0
Ministry and Mission (Childrens groups)		0	0	2,000
		119,651	93,499	213,150
		119,651	93,499	213,150
<u>Fundraising and publicity</u>				
Costs of fetes and other fund-raising		278	50	328
Churches Together in Godalming		0	0	970
		278	50	328
		278	50	328
<u>Church management and administration</u>				
Printing, postage, stationery and copying		9,009	0	9,009
Insurance and Bank Charges		6,833	0	6,833
		15,842	0	15,842
		15,842	0	15,842
TOTAL RESOURCES USED	135,771	93,549	229,320	208,192
NET INCOMING/(OUTGOING) RESOURCES	(4,758)	6,733	1,975	19,459
TRANSFERS BETWEEN FUNDS			0	0
NET MOVEMENT IN FUNDS	(4,758)	6,733	1,975	19,459
BALANCES BROUGHT FORWARD AT 1st January	18,510	129,514	148,024	128,565
BALANCES CARRIED FORWARD AT 31st December	13,752	136,247	149,999	148,024

None of the Parochial Church Council's activities were acquired or discontinued during the above financial period.
There were no recognised gains or losses other than the net movement of funds for the financial periods shown above.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING

BALANCE SHEET AT 31 DECEMBER 2016

		2016		TOTAL	2015
	Note	Unrestricted	Restricted	TOTAL	TOTAL
		£	£	£	£
<u>FIXED ASSETS</u>					
Investments	2			0	0
<u>CURRENT ASSETS</u>					
Debtors	7	17,157	0	17,157	5,781
Inter-fund balances		(47,885)	47,885	0	(1)
Short term deposits		37,912	86,938	124,850	107,960
Cash at bank and in hand		7,168	1,422	8,590	34,884
<u>TOTAL CURRENT ASSETS</u>		<u>14,352</u>	<u>136,245</u>	<u>150,597</u>	<u>148,624</u>
<u>CREDITORS - amounts falling due within one year</u>					
Prepayments and Accruals	8	0	0	0	0
<u>NET CURRENT ASSETS</u>		14,352	136,245	150,597	148,624
<u>CREDITORS - amounts falling due after one year</u>					
	9	(600)	0	(600)	(600)
<u>NET (LIABILITIES) / ASSETS</u>		<u>13,752</u>	<u>136,245</u>	<u>149,997</u>	<u>148,024</u>
<u>REPRESENTED BY:</u>					
General fund - unrestricted		13,752	0	13,752	18,510
General fund - restricted		0	71,701	71,701	58,506
<u>Other specific restricted funds:</u>					
Fabric fund - General		0	55,527	55,527	62,318
Fabric fund - Organ		0	9,018	9,018	8,690
		<u>13,752</u>	<u>136,246</u>	<u>149,998</u>	<u>148,024</u>

The notes on pages 10 to 13 form part of these financial statements.

The financial statements on pages 8 to 13 were approved by the Parochial Church Council on 26th April 2017

Chairman William Bryans (Churchwarden)

Treasurer Andrew Bolton

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice, SORP 2005. The financial statements have been prepared under the historical cost convention, except for the valuation of investment assets at market value.

Fixed Assets

Consecrated and beneficed property is excluded from the accounts by s.10(2) (a) and (c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA.

Minor assets are written off in the year of acquisition. Other fixed assets are depreciated in accordance with their expected useful lives. However, no fixed assets are currently recognised within these accounts.

The PCC has no leased equipment.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The restricted funds within the General Fund are comprised of donations from:-

- The Moss Lane Fund (a separate charitable Trust which makes grants for educational or ecclesiastical purposes within the Parish of Godalming)
- The Curate's Fund set up during 2006 to enable the Parish to employ a curate as a Family Liaison Minister in addition to the non-stipendiary work as curate of the parish
- Various collections taken in church during the year for specific purposes
- Fabric Fund - for the purpose of maintenance and enhancement of the church fabric and related activities. A sub-fund is the Organ Fund

The PCC designated money from the General fund to the Fabric fund as part of the prudent policy of setting money aside for the future maintenance of the church buildings. St Peter & St Paul assists St Mark's with its day to day running costs and the latter's part of the Parish Share. The PCC accounts include the Community Centre accounts, the PCC control the Centre.

Incoming resources

- Collections and covenants are accounted for when received.
- Income tax recoverable on covenants and gift aid donations is included when claimable.
- Income from investments, including interest received, is accounted for when due.

Legacies

Legacies are included when the PCC has been notified of an impending distribution.

Outgoing grants

The PCC delegates responsibility to the DCCs for the approval of grants to outside bodies. Grants are accounted for when approved.

2 INVESTMENTS

Investments are valued at market value as at 31st December. Any gain or loss is taken to the Statement of Financial Activities on an unrealised basis.

3 MOSS LANE FUND

The Moss Lane Fund is a Trust separate from the Church of St Peter and St Paul, Godalming. The Trust owns the freehold of Moss Lane School, for which it receives rent. The income is available at the discretion of the Trustees, of whom the Rector is one, for ecclesiastical or educational purposes within the parish of Godalming.

4 FINANCIAL COMMITMENTS

The PCC is responsible for maintaining the church buildings. The PCC has a commitment to re-cast the bells of St Peter and St Paul. Money held in restricted funds for this purpose is £33,000.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

5 ANALYSIS OF STATEMENT OF FINANCIAL ACTIVITIES OF THE FABRIC FUND AND OTHER RESTRICTED FUNDS

	2016							2015	
	Curate's Fund £	Church Army £	Other Restricted Funds £	Music £	Comm Centre £	Fabric Fund £	Organ Fund £	TOTAL £	TOTAL £
<u>INCOMING RESOURCES</u>									
<u>Incoming resources from donors</u>									
Planned giving - covenants & gift aid	170					2,650		2,820	3,425
Income tax recoverable						993	88	1,081	1,980
Collections							1,550	1,550	3,085
Donations						1,723		1,723	30,987
	170	0	0	0	0	5,366	1,638	7,174	39,477
<u>Other voluntary incoming resources</u>									
Bells			43,225					43,225	0
Moss Lane Fund - Ecclesiastical			40,000					40,000	38,000
	0	0	83,225	0	0	0	0	83,225	38,000
<u>Income from charitable and ancillary trading</u>									
Fetes and other fundraising events						2,110		2,110	2,115
Parish magazine, books, etc						547		547	891
Church hall lettings					6,947			6,947	0
Fees								0	0
	0	0	0	0	6,947	2,657	0	9,604	3,006
<u>Income from investments</u>									
Dividends and interest						279		279	423
	170	0	83,225	0	6,947	8,302	1,638	100,282	80,906
<u>RESOURCES USED</u>									
<u>Grants - Missionary and charitable giving</u>									
Outward Giving								0	580
	0	0	0	0	0	0	0	0	580
<u>Directly relating to the work of the church</u>									
Parish share payable			25,000					25,000	30,000
Salary and expenses	1,287		4,301					5,588	19,102
Church running expenses				191	31,420		1,310	32,921	3,419
Church maintenance			14,947			15,093		30,040	6,188
Ministry and Mission (Childrens groups)								0	2,000
	1,287	0	44,248	191	31,420	15,093	1,310	93,549	60,709
<u>Fundraising and publicity</u>									
Costs of other fetes and fundraising								0	99
	0	0	0	0	0	0	0	0	99
	1,287	0	44,248	191	31,420	15,093	1,310	93,549	61,388
<u>NET INCOMING/(OUTGOING) RESOURCES</u>									
	(1,117)		38,977	(191)	(24,473)	(6,791)	328	6,733	19,518
<u>TRANSFERS BETWEEN FUNDS</u>									
								0	0
<u>NET MOVEMENT IN FUNDS</u>									
	(1,117)		38,977	(191)	(24,473)	(6,791)	328	6,733	19,518
<u>BALANCES BROUGHT FORWARD AT 1st January</u>									
	1,117	0	9,360	1,798	46,231	62,318	8,690	129,514	109,996
<u>BALANCES CARRIED FORWARD AT 31st December</u>									
	0	0	48,337	1,607	21,758	55,527	9,018	136,247	129,514

Note

Other restricted funds includes Moss Lane Fund money received and spent on behalf of both churches, money collected for the repair of St Mark's church roof and money donated to charities who participated in the Christmas Tree Festival.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GODALMING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

6 GRANTS - MISSIONARY AND CHARITABLE

	General Fund		General Fund	
	Unrestricted	Restricted	Unrestricted	Restricted
	2016	2016	2015	2015
	£	£	£	£
Third Age			200	
NAS Linden				53
Conquest				53
F & Binscombe				53
Prostate				53
Hydestyle				53
Farncombe day centre				53
NAS Old mill				53
Katie Piper foundation				53
Meath home				53
RSCH				53
NAS Horizons				53
	<u>0</u>	<u>0</u>	<u>200</u>	<u>580</u>

7 DEBTORS

HM Revenue & Customs	17,157		5,781	
	<u>17,157</u>	<u>0</u>	<u>5,781</u>	<u>0</u>

8 CREDITORS: Amounts due within one year

Accruals, deferred income and sundry				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

9 CREDITORS: Amounts due after one year

Tall ships	600		600	
	<u>600</u>		<u>600</u>	

10 LAY SALARIES AND HONORARIA

	General Fund		General Fund	
	Unrestricted	Restricted	Unrestricted	Restricted
	2016	2016	2015	2015
	£	£	£	£
Unrestricted includes	33,016		31,855	
Church Administration and Secretarial Assistance				
Octagon Cleaning				
Organist				
Verger				
Restricted includes:		12,447		19,102
Church Administration and Secretarial Assistance				
TTT Youth Workers				
Curate				

11 TRANSACTIONS WITH MEMBERS, STAFF AND CONNECTED PERSONS

During the year there were an average of 4 employees (2015 - 4). The full time equivalents were 2 (2015 - 2). The salaries costs in note 11 include total social security costs of £0 (2015 - £0). None received more than £60,000.

The public liability insurance, in circumstances where the incumbent churchwardens and PCC are insured, extends to personal liability of individual members of the PCC and its employees.

Apart from the clergy expenses in the Statement of Financial Activities, no member was paid any benefit, and there were no transactions in which any member or connected person had a material interest. Two clergy received £915 in expenses.



Control what you hear
and see, in a naturally
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E info@soundanalysts.co.uk
www.soundanalysts.co.uk

QUOTATION

SITE: St.Peter & St.Paul, Godalming
DESCRIPTION: Sound System Upgrade
QUOTE REF: 18107
DATE: 5th February 2018

Description	Qty	Unit Price	Line Total
DIGITAL MIXER/PROCESSOR			
Yamaha MTX3 Matrix/Processor	1	1,436.00	1,436.00
Yamaha Digital Control Panel - MCP1 incl PoE Adaptor	1	566.00	566.00
TP Link Wireless Router	1	45.00	45.00
TOTAL THIS SECTION			2,047.00
RADIO MICROPHONE SYSTEM ANCILLARY COMPONENTS			
Sennheiser GA3 Rackmount Kit	1	39.00	39.00
Passive Antenna Combiner	1	150.00	150.00
Sennheiser A1031U Omnidirectional Antenna & Fixing Kit	2	124.00	248.00
Monocore Headworn Microphone	1	61.00	61.00
TOTAL THIS SECTION			498.00
MISCELLANEOUS			
Cable, Connectors & Fixings Pack	1	180.00	180.00
Radial iPod/Laptop Interface Unit	1	98.00	98.00
Metal Rack Cabinet with Lockable Door & Internal Power Distribution	1	345.00	345.00
TOTAL THIS SECTION			623.00
HARDWARE INSTALLATION, TEST & COMMISSIONING			
Installation Engineer x 2 for 2 Days	2	290.00	580.00
TOTAL THIS SECTION			580.00
		Total - Net	£3,748.00
		VAT @ 20%	£749.60
		Total incl VAT	£4,497.60

All prices valid for 60 Days E&OE

GODALMING TOWN COUNCIL

REC'D 18 DEC 2017

Application for Grant Aid

1. Name of Voluntary Organisation SURREY YOUTH FOCUS

2. Contact Name, Address and Telephone Number CAROLINE MARTIN
ASTOLAT, CONIERS WAY, NEW INN LANE, BURPHAM
GUILD FORD GU4 7HL

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? COMPANY LIMITED BY GUARANTEE

4. What are the aims and objectives of the Organisation? TO SIGNIFICANTLY IMPROVE
THE LIVES OF YOUNG PEOPLE WITHIN SURREY. WE INNOVATE, BROKER
AND COLLABORATE ON PROJECTS TO ADDRESS THESE NEEDS

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

WE RECEIVE GRANT AND CONSULTANCY INCOME TO UNDERTAKE
THESE PROJECTS

6. Please state size of membership and annual subscription levels of Organisation. 60

YOUTH FOCUSED ORGANISATIONS ARE MEMBERS PAYING FEES OF £60-£500

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.

IN ANNUAL REPORT

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

PLEASE ^{SEE} ATTACHED SHEET

- b) Specify
- Total Estimated Cost £ 3 785.0
 - Amount already available £
 - Amount expected to be available at commencement £
 - Dates scheduled to commence and finish 1/1/18 to 30/6/18

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
SCC MEMBER ALLOWANCE	£1000.0	04777AMPING
HAYLEMER TOWN COUNCIL	BALANCE	1

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

a) Amount £ 1500

- 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?

PLEASE SEE ATTACHED SHEET

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

Signed DN Halliwell Date 14/12/2017

Capacity in which signed FINANCE MANAGER

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.

Andy Jeffery

From: Andy Jeffery
Sent: 15 December 2017 16:20
To: 'David'; stef.reynolds@gmail.com
Cc: David Halliwell; Su Freeman
Subject: RE: FW: Application for Grant Aid from Surrey Youth Focus

Hi David

Many thanks for your responses they are most helpful, the application will be taken to the next grants meeting to be held on 18 January 2018. We will of course inform you of the council's decision as soon as possible after the meeting.

regards

Andy Jeffery
Acting Town Clerk
Godalming Town Council
01483 523112



www.twitter.com/godalmingtc
www.facebook.com/godalmingtc
www.instagram.com/godalmingtowncouncil

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorised. Any views or opinions expressed in this e-mail may be solely those of the author and are not necessarily those of Godalming Town Council.

From: David [mailto:david@thehalliwellfamily.co.uk]
Sent: 15 December 2017 15:02
To: Andy Jeffery <operations@godalming-tc.gov.uk>; stef.reynolds@gmail.com
Cc: David Halliwell <david.halliwell@surreyyouthfocus.org.uk>; Su Freeman <Su.Freeman@surreyyouthfocus.org.uk>
Subject: Re: FW: Application for Grant Aid from Surrey Youth Focus

David Halliwell
07817 327245

Hello Andy

I am not in at work until after the New Year now but picked up your very rapid response and will try to reply. Su Freeman (copied) who is the moving spirit behind our Youth Social Action work may be able to give you more detail next week. My responses are in red against each of your queries.

Hi David

Thank you for your application, just a few questions to inform councillors.

Firstly what is the implementation time scale, this is fairly important as I'm sure you will understand we do receive more applications than available funding and as we get towards year end the available funds are even more limited. Our proposed timescale for making all the arrangements and conducting the actual Youth Soup event are in the first 6 months of next year. As stated in the request we have money promised from Haslemere Town and are very hopeful of money from Cllr Martin's SCC member allowance (he has said £1, 000 but obviously this need to go through the relevant process - we have submitted the forms). Receipt/confirmation of money is one factor affecting timing, the other is the arrangements to get school and youth groups involved where we need to work these organisations so that the Youth Soup can be built into their busy timetables. We think we can probably do it at the end of the school Spring term or the start or end of the summer term though the former would be better, Our experience (gained from running a half dozen of such events over the last year) is that it all ways takes longer to make the arrangements than one might like - hence the somewhat flexible proposed timescales.

Other questions are:

What is the USP of Surrey Youth Focus which isn't already provided by other agencies (Surrey Family Services, Waverley Borough Council, Schools, Other youth groups such as Scouts, Church Projects, DofE etc) within the Godalming area. We don't believe that any other organisation provides the collaborative service that we do. Each on their own undertakes and delivers valuable services but we specialise in enabling people to work together. Surrey Youth Focus is a member organisation (many of the Youth groups that you mention are members) and we are able to bring together these (and other) organisations so that our projects deliver the maximum benefit. This is recognised by many authorities including Surrey County Council who cover some of our costs via a (continuing) grant - one of the very few left in the county. Just to be clear, a Youth Soup is an event where groups of young people (from schools, youth clubs etc.) put together their own ideas for projects in social action e.g. to improve their local communities. We facilitate, organise, make arrangements, support and monitor, but we do not tell them what to do - the ideas come from them.

What is the typical age range of those who engage with SYF on this type of scheme. Youth Social action and Youth Soups typical engages with the 12-18 age range. The majority of attendees are 13-16.

Do you have an evidence base from existing agencies, Surrey Police, SCC or WBC that there is a need for this particular type of engagement within the Godalming area. We know from survey evidence that Youth Social action in Surrey is less than the country average and that more young people would participate if given the opportunity. We did a recent piece of work for the Police and Crime Commissioner which showed (from a survey of 2000) that young people wanted to be more involved in activities that benefited their communities. This was across the county though inhabitants of Waverley borough were very well represented in this. Generally, we have the support of SCC, the Police and most of the local borough councillors in facilitating Youth Social Action.

Of those who typically engage within this type of scheme what are the percentage of disadvantaged/difficult to reach youngsters who engage in the project. This can depend upon region as one of the issues for these groups is actually having access to and being able to participate in Youth Social Action (issues such as parental approval to attend a Youth Soup - some parents sadly just can't be bothered/are unable to respond to such requests). At our recent Farnham Soup we have one such group from Sandy Hills where these sorts of issues were very prevalent despite the children being very keen to participate. In these circumstances we try to work with the group to overcome the obstacles as best we can. The Seed funding, whilst only £20 a group, can make a big difference.