

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

6 July 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 JULY 2018 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Reynolds – Chairman
Councillor A Bott – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Hunter
Councillor Noyce
Councillor Pinches
Councillor Gray
Councillor Purkiss
Councillor Follows

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Welland
Councillor Bolton
Councillor Walden
Councillor Wainwright

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 24 May 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.

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

5. APPLICATIONS FOR GRANT AID

Information:	£
2018/2019 Grants Budget	58,000.00
Allocations this year to date	13,328.00
Balance available for allocation	44,672.00
<hr/>	
2018/19 General Grant Fund Allocation	20,000.00
Allocations this year to date	13,328.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	5,825.00
Balance unallocated if applications agreed	847.00
<hr/>	
2018/19 SLA Fund Allocation	33,000.00
Allocations this year to date	33,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	0.00
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2018/19 Council Community Fund Allocation	5,000.00
Allocations this year to date	590.00
Council Community Fund applications this meeting	0.00
Balance unallocated if applications agreed	4,410.00
<hr/>	
Total balance unallocated if applications agreed	<u>5,257.00</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

The Cellar Café

£825 is applied for to provide one or two trips (depending on numbers) by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out, including a simple meal such as fish and chips and ice cream.

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

Conservatoire Concerts (Tilford Bach Society)

£700 is applied for to assist with the costs of a one-day musical festival dedicated to JS Bach on the 1 December 2018, where around 20 musicians are expected to participate.

Previous Grants: None

Godalming Good Neighbours

£3,500 is applied for to assist with the setting up of the Godalming Good Neighbour Scheme for the Godalming area ie. the cost of booking meeting rooms to promote and enrol voluntary members, photocopying for recruitment/training and DBS checks, publicity and training, postage, public liability insurance, stationery and a launch event.

Previous Grants: None

Safe Drive Stay Alive

£500 is applied for to assist with running the Safe Drive Stay Alive performances, which is a road safety initiative that aims to highlight to all young people their responsibilities whilst being in a car – as a driver or passenger – as well as the consequences should these responsibilities not be taken seriously.

Previous Grants: None

Waverley Borough Council

£300 is applied for to assist with the costs of a free fun Skate event in Godalming for young people aged 7-18 years where they can participate in a morning workshop of skating/bmx and scootering and learning tips from the pros. This will be followed by an afternoon of practising skills and applying them in an all-inclusive competition. Professional riders will organise and judge the three disciplines by age and ability. The day will end with a Prizegiving.

Previous Grants: £200 & £150 in 1993, £200 in 1994, 1995, 1996, 1997 and 1998, £500 in 2000, £50 in 2004, £162.05 & £500 & £300 in 2006, £500 & £3,500 in 2008, £500 in 2009, £1,387.24 & £500 in 2010, £2,000 in 2015 and £300 in 2016.

6. PLANNING MATTERS

The Town & Country Planning (General Permitted Development) (England) Order 2015 Section 4(1)

Letter to and response from Mrs Elizabeth Sims, Head of Planning at Waverley Borough Council (copies attached for the information of Members).

Wharf Street Godalming

Although not a direct planning issue, Members will wish to be made aware of Surrey County Council's intention to repair the carriage way on Wharf Street, Godalming.

Wharf Street is the only access into both Bridge Street and the High Street, as such, apart from Church Street which can be used to access the upper High Street, it carries all the traffic into the Primary Retail Area. Members will be well aware of the poor condition of this road, including the sinking of the carriageway at its junction with Flambard Way (caused by the fact that all buses and larger vehicles use the same angle of approach as they turn into the road from the Milford direction). Members will also be familiar with the unacceptable condition of the cobbles at the entry and exit of the speed table located half way down the road, as well as the associated drainage issues, which results in large puddles of standing water at this location. Additionally, issues exist at the speed table where Wharf Street enters the High Street, again because the same angle of approach has to be used by buses and larger vehicles.

Members will remember the difficulties experienced by retailers when the repairs were conducted to the High Street and the challenges of the alternative traffic management plan. So as to avoid these issues and in order for Surrey County Council to be able to repair the carriageway within the available funds, Surrey's intention is to re-lay Wharf Street as a tarmac carriageway (although probably retaining the red paviour top of the speed table). Members will wish to note that the speed tables will be retained in the same location. The outline plan is that the required works would be planned as overnight works and all being well, would not affect daytime access into the Primary Retail Area. The alternative, which Surrey are unable to fund at present, would require a minimum closure of 14 days of this important road.

7. COMMITTEE WORK PROGRAMME

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

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

9. BUDGET MONITORING

Members to consider a budget monitoring report 30 June 2018 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	1,857 o/s	0
Civic Expenses	253 u/s	2,000 o/s
Town Promotion	7,134 o/s	0
Staycation	0 o/s	0
Festivals & Markets	757 u/s	0
Christmas Lights	38 u/s	0
Fireworks Night	657 u/s	0
Neighbourhood Plan	741 o/s	0
BWP Community Centre	2,016 u/s	0
Pepperpot	1,288 u/s	0
The Square	0 o/s	0
Allotments	483 o/s	0
Wilfrid Noyce Community Centre	3,449 u/s	0
Bandstand	741 u/s	0
Godalming Museum	419 u/s	0
Land & Property Other	3,928 u/s	0
TOTAL	3,330 u/s	2,000 o/s

Members to note that the monitoring report shows a current variance of £3,330 underspent against budget.

Members to note the following:

£5,000 of this underspend relates to Insurance, where the Council entered into a new contract at a much better rate.

Members already advised of the pressure against our Professional Fees budget of £10,000 for the year (Min No 32-18 refers).

There is also some pressure against our computing budget due to the addition of Councillor Emails (cost of £2,400 per annum, Min No 496-17 refers). We have also increased our workstations by three computers in the last nine months, and whilst the operational costs were incorporated into our budget, Officers are advising that we also increase our support contract hours by one hour a month at a cost of £70 pcm.

Town Promotion overspend is in relation to Floral Godalming. The Council has an earmarked reserve of £8,000 to cover this cost, but the actual transfer will not be done until later in the year when total costs have been determined.

10. WAVERLEY BOROUGH COUNCIL SERVICES RECHARGE

Members to consider a report from the Town Clerk (attached for the information of Members) concerning the basis of calculating the recharge for services provided by Waverley Borough Council to Godalming Town Council and the arrangements between Godalming Town Council and Waverley Borough Council under the terms of Article 23 of the Local Authorities (England)(Property Etc.) Order 1973.

Members are requested to resolve to agree the recommendations contained in the report.

11. INVESTMENT STRATEGY

Members to consider the Investment Strategy set out by RFO (attached for the information of Members).

Members are requested to resolve to approve the Investment Strategy for adoption by the Full Council.

12. COMMUNITY CENTRE MONITORING

Centre	Hours Booked Q1 2018	% Used	Hours Booked Previous 12 Months	% Used	% Change from Previous Report
<i>Broadwater</i>					
- Large Hall	521.83	44.11%	1980.92	41.75	+10.46%
- Small Hall	364.75	30.83	1225.92	25.83	+7.5%
<i>Pepperpot</i>					
- Undercroft	285.25	24.11	983.25	20.72	+4.83
- Upper Room	131.50	11.12	592	12.48	+1.11
<i>Wilfrid Noyce</i>					
- Caudle Hall	660.58	55.84	3420.12	72.08	+13.54
- Wyatt Room	407.75	34.47	1881.48	39.65	+8.49
- Oglethorpe Room	402.50	34.02	987.50	20.81	+8.27

Notes:

1. Year to Date figures 1 July 2017 – 30 June 2018.
2. Oglethorpe Room became available on 16 October although most regular users didn't start until January 2018.

The financial performance of Community Centres is done as part of Budget Monitoring (refer to Agenda Item 9 for latest data).

13. WILFRID NOYCE DEFECT RECTIFICATION – UPDATE

Members to receive an oral update from the Town Clerk on the outstanding rectification of a latent defect at the Wilfrid Noyce Community Centre.

14. OUTSIDE WORKS & MAINTENANCE SERVICES

Members to consider a report from the Town Clerk (attached for the information of Members) concerning the employment of Outside Works & Maintenance Services Operatives.

Members are requested to resolve to agree the required decisions set out in the report.

15. BUSINESS IMPROVEMENT DISTRICTS

On 12 June, along with the President of the Godalming and District Chamber of Commerce and other Godalming business owners, the Town Clerk attended a presentation on Business Improvement Districts (BID) organised by Waverley Borough Council's Economic Development Department.

Members are requested to consider a report from the Town Clerk relating to Business Improvement Districts and the recommendations contained within the report (copy of report attached for the information of Members).

16. GODALMING WEEKLY COMMUNITY MARKET

On the 16 March 2018, Councillor Bolton put forward a Motion on Notice to this Committee relating to the provision of a weekly market in Godalming.

Members resolved to support the motion and agreed the use of staffing resource to explore potential options and for the Town Clerk to submit a report to this Committee on how this Council might be able to secure the future of the Godalming weekly community market. Members expressed a wish that Officers explore innovative ideas and do not restrict the report to the existing market format.

Members are asked to consider the attached report and to agree the recommendations contained in the report.

17. REVIEW OF STANDING ORDERS

It is good practice to review the Council's Standing Orders annually, which this Council last did in March 2018. However, subsequent to that review, the National Association of Local Council's (NALC) has re-issued Model Standing Orders.

NALC's new model standing orders incorporate or reference the requirements of new legislation that has been introduced since the last model standing orders were published in 2013 and clarifies some Standing Orders from previous versions.

The RFO has undertaken an administrative and comparison review between Godalming Town Council's Standing Orders adopted 22 March 2018 and the new NALC Standing Orders. A number of amendments are proposed, which are detailed in the report attached for the information of Members. The comparison review has not raised any issues which have not already been addressed by this Council, ie. management of information and data protection regulation requirements. Nor has it raised any issues that substantially alter the substance or context of the Standing Orders adopted by the Council in March 2018.

Should Members be aware of any other incorrect cross references or changes that are required, this would be a good time to draw them to the Committee's attention.

Members are asked to consider the amendments proposed, Officers' recommendations (contained in the third column) relating to the proposed amendments, and any others identified in the meeting and to recommend amended Standing Orders to Full Council for adoption.

18. GODALMING REMEMBERS 1918 – REMEMBRANCE BADGES

At the eleventh hour of the eleventh day of the eleventh month of two thousand and eighteen, Godalming Town Council, along with its community will commemorate the centenary of the armistice which ended the First World War.

As Members will know, the commemorative name plaques will also be dedicated on that day, which will mean all known service personnel from Godalming who died in a 20th century conflict will, for the first time, be commemorated at a single location.

As part of the 100 year commemorations some Members have expressed a wish for something to mark this occasion. Having sought ideas from Members, staff and those involved in the organisation of the Remembrance Day parade, the possibility of a Godalming Remembers 1918 badge (image attached for the information of Members). The proposal would be to present those participating in the 100th anniversary Remembrance Day Parade with a badge.

Historic numbers suggest that 500 badges would be required and it is suggested that they are distributed first to any veterans and participating children with the remaining badges being distributed on a pro-rata basis to the other adults in the parade.

The Services Support Executive who leads on the organisation of Civic events has sought two quotes, with British (Birmingham) commemorative badge & button manufacturing companies. The first received quote being £2,110 for 500 badges (£3,035 for 750).

With a lead time of 12 weeks from receipt of order, If Members approve the purchase of the Godalming remembrance badge, it is requested that Members approve expenditure against the emerging projects fund up to £2,110 or £3,035 if Members wish to approve the higher number, with the order to be placed with the lowest quoting company.

19. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARKS COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members are asked to note a report from Councillor Pinches on the St Marks Community Centre Management Committee (report to be tabled for the information of Members) an organisation on which Councillor Pinches represents the Town Council.

20. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members are asked to note a report from Councillor Gray on the Farncombe Day Centre (report attached for the information of Members) an organisation on which Councillor Gray represents the Town Council.

21. THE SQUARE

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

22. COMMUNICATIONS ARISING FROM THIS MEETING

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

23. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 6 September 2018 at 7.00 pm in the Council Chamber.

24. ANNOUNCEMENTS

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

Town Clerk: Andy Jeffery MSC MCGI

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Municipal Buildings
Bridge Street
Godalming
Surrey
GU7 1HT

5 June 2018

Mrs Elizabeth Sims
Head of Planning
Waverley Borough Council
The Council Offices
The Burys
Godalming
GU7 1HR

Dear Mrs Sims

Re: The Town and Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1)

At the meeting of Godalming Town Council's Policy & Management Committee meeting held on Thursday, 24 May 2018, Councillors highlighted their concerns regarding the loss of employment space, especially office space, within Godalming that has occurred under permitted development rights. Councillors consider that change of use from offices to dwelling houses is detrimental to the overall vitality of the town and in particular its primary retail area. Councillors believe that proposals for such change of use should be subject to application to the Local Planning Authority so that, by utilising the local planning system, full consideration may be given to the wider implications for the community. Specifically, Councillors consider that no further change of use from office space to dwelling houses should take place within the main employment area adjacent to the town centre and the railway station without such proposals being subjected to proper scrutiny and consideration by the local authority, as such:

Godalming Town Council requests that Waverley Borough Council, as the Planning Authority for Godalming, issues an Article 4 Direction under The Town & Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1) to prevent a change of use under Schedule 2, Part 3 (Change of Use) Class O – Offices to Dwelling houses of the Act for the area listed below, on the grounds that it is expedient that development should not be carried out unless permission is granted for it on an application.

Area encompassing Station Road, Station Approach and Mill Lane, Godalming

Godalming Town Council further request that Waverley Borough Council as the Planning Authority issue the Article 4(1) directions under Schedule 3 of the Act - Procedures for Article Directions – paragraph 2 - Procedure for article 4(1) directions, with immediate effect.

If you require further information or clarification please do not hesitate to contact me.

Yours sincerely



Andrew Jeffery
Town Clerk

Town Clerk

From: Town Clerk
Sent: 25 June 2018 09:39
To: 'Elizabeth.sims@waverley.gov.uk'
Cc: 'Matthew.Ellis@waverley.gov.uk'
Subject: RE: Godalming TC Request for Article 4 Direction for the area encompassing Station Road, Station Approach and Mill Lane, Godalming.

Dear Elizabeth

Thank you for your response regarding Godalming Town Council's request for Article 4 Directive. I will of course inform my Members of the current pilot at Beacon's Hill, which it is to be hoped is a positive outcome in order to ensure that an appropriate balance of employment land and housing supply can be achieved which can help to ensure the continuing economic vitality and vibrancy of the Primary retail area.

Regards

Andy

Andy Jeffery

Town Clerk

Tel: 01483 523575

Email: townclerk@godalming-tc.gov.uk



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From: Elizabeth Sims [<mailto:Elizabeth.Sims@waverley.gov.uk>]

Sent: 22 June 2018 17:32

To: Lynne Purnell <office@godalming-tc.gov.uk>

Cc: Matthew Ellis <Matthew.Ellis@waverley.gov.uk>

Subject: Godalming TC Request for Article 4 Direction for the area encompassing Station Road, Station Approach and Mill Lane, Godalming.

Dear Mr Jeffery

Thank you for your letter to me dated 5th June 2018 requesting the making of an Article 4 Direction for the above area. I apologise for the delay in replying.

I think that you are aware that a report on making Article 4 Directions within the Borough was considered by the Council's Joint Planning Committee on 16th May 2018.

This report , I think, does helpfully set out the legal and procedural context for the making of such Directions.

Importantly, I empathise with the concern of many of our community and indeed, Godalming Town Council, regarding the loss of commercial uses to residential use through the use of permitted development rights.

However, these rights have been put in place by Government to reflect the pro housing and growth agenda and make use of opportunities to contribute to the supply of dwellings. A case to remove such rights would be in broad tension with that national policy driver and therefore in order to be able to confidently and effectively defend any subsequent planning decisions to resist the loss of these commercial uses on appeal, the evidence base for making these Directions must be robust .

As you will see, the Joint Planning Committee agreed that a non-immediate Article 4 direction should be made for an area located around the centre of Beacon Hill, near Hindhead. This will allow the Council to assess the success of Article 4 directions in protecting the vitality and viability of a commercial area so that it can consequently consider whether Article 4 Directions should be made for other locations in the Borough.

I have recorded Godalming Town Council's request for an Article 4 Direction for the above area and therefore when Waverley Borough Council considers whether additional directions should be made, the area can be considered.

Once the pilot Direction on Beacon Hill has been made and its effect monitored, we will write again to you and update you on the position and timescales.

I hope this helps clarify the position.

Yours sincerely

Kind regards,
Elizabeth.

Elizabeth Sims
Head of Planning Services
Waverley Borough Council
Tel: 01483-523193
www.waverley.gov.uk

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7. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	Requirement	Due date
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. Item on this agenda	Quarterly	12 July 2018
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Reports expected at approximately six-monthly intervals.	Bi-annual	18 October 2018
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Full Council signed a Memorandum of Understanding with other agencies and created a £25,000 earmarked reserve for a future Flood Alleviation scheme and, contribution of land. Flood Group meets 20 July	N/A	Construction Due to begin mid 2018
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Report received October 2017 – Communications Officer’s Post established 1 Feb 2017. Comms Officer to submit draft Comms strategy/policy document to Comms Working Group.		October 2018
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	Tenancy at Will for public toilets signed and toilets re-opened on 15 November. Solicitors appointed for completion of lease(s). Lease received and returned as not reflecting agreed Terms	N/A	
WW1 2018 (INC GODALMING WAR MEMORIAL)	Town Clerk	46-16	Order placed with mason for new memorial plaques. Remembrance Day programme agreed by Mayoralty Committee. Details to be worked up by Support Services Executive.		11/11/2018
FIREWORKS	Town Clerk	173-16	Preparations for 2018 event underway.	Annual	12 July 2018
CONDITION OF TREES IN THE TOWN COUNCIL’S OWNERSHIP	Town Clerk	414-16	Next report due Nov 2018	2 yearly	Nov 2018
INVESTMENT STRATEGY	RFO	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy. Item on this agenda.		12 July 2018

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	N/A	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	25/05/17	25/05/19
ENGAGEMENT OF INTERNAL AUDIT	RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17.	Annual	Jan 2019
BUSINESS PLAN WORKING GROUP	Town Clerk	328-17	Group on 4 April anticipated report to P&M on 24 May 2018. Sent for adoption by Full Council for 19 July		
ASSET WORKING GROUP	Town Clerk		Group to meet by 31 July 2018		May 2019
INTERNAL REFURBISHMENT OF THE PEPPERPOT	Town Clerk	41-18	Specification has been established seeking quotes		April 2019
REPRESENTATION ON EXTERNAL BODIES REPORTS:					
				Required Date	Revised Date
Waverley Cycle Forum	Cllr Purkiss		Report expected 12 April 2018 – Deferred to a later meeting	12/04/18	11/04/19
District Scout Council	Cllr Wheatley		Report provided	24/05/18	
Fairtrade Steering Group	Cllr Wheatley		Report provided	24/05/18	
St Mark's Community Centre Management Committee	Cllr Pinches		Report expected 12 July 2018 – Deferred from 30/11/17	12/07/18	
Farncombe Day Centre	Cllr Gray		Report expected 12 July 2018	12/07/18	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Sport Godalming	Cllr P Martin		Report expected 6 September 2018	06/09/18	
Godalming/Joigny Friendship Association	Cllr Hunter		Report expected 6 September 2018	06/09/18	
Godalming/Mayen Association	Town Mayor		Report expected 18 October 2018	18/10/18	
Waverley Citizens' Advice	Cllr S Bott		Report expected 18 October 2018	18/10/18	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton		Report expected 29 November 2018	29/11/18	
Godalming & District Chamber of Commerce	Cllr Wainwright		Report expected 29 November 2018	29/11/18	
Go Godalming Association	Cllr Gordon-Smith		Report expected 20 December 2018	20/12/18	
Holloway Hill Sports Association	Cllr T Martin		Report expected 20 December 2018	20/12/18	
Godalming Museum Trust	Cllr Gordon-Smith		Report expected 17 January 2019	17/01/19	
St Mark's Community Initiative Group	Cllr Bolton		Report expected 17 January 2019	17/01/19	
Godalming Together CIC	Cllr Purkiss		Report expected 7 March 2019	07/01/19	
SALC	Cllr Cosser		Report expected 7 March 2019	07/01/19	
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019 – Deferred from 12/04/18	11/04/19	
District Scout Council	Cllr Wheatley		Report expected 11 April 2019	11/04/19	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Fairtrade Steering Group	Cllr Wheatley		Report expected 23 May 2019	23/05/19	
Farncombe Day Centre	Cllr Gray		Report expected 23 May 2019	23/05/19	

Key Dates for Members' Information (Town Events etc.)

Event	Date
Annual Town Meeting	Thursday, 19 April 2018
Farmers' Market	Saturday, 28 April 2018
St John's Spring Fair	Saturday, 5 May 2018
Annual Council/Mayor Making	Thursday, 10 May 2018
Godalming Run	Sunday, 13 May 2018
Farmers' Market	Saturday, 26 May 2018
Town Show & Carnival	Saturday, 2 June 2018
Mayor's Civic Service	Sunday, 24 June 2018
Farmers' Market	Saturday, 30 June 2018
Summer Food Festival	Saturday, 7 July 2018
Farmers' Market	Saturday, 28 July 2018
Staycation	Saturday, 4–Sunday, 12 August 2018
Farmers' Market	Saturday, 25 August 2018
Farmers' Market	Saturday, 29 September 2018
Farmers' Market	Saturday, 27 October 2018
Godalming Fireworks	Friday, 2 November 2018
Remembrance Sunday	Sunday, 11 November 2018
Christmas Festival & Light Switch-On	Saturday, 24 November 2018
Blessing of the Crib and Carol Service	Saturday, 8 December 2018
Mayor's Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5102	Contrib. to Other Provisions	0	0	0	9,970	8,970	-1,000	8,970	-1,000
	Head Office Costs :- Expenditure	0	0	0	9,970	8,970	-1,000	8,970	0
4001	Salaries	14,080	14,652	572	42,296	43,956	1,660	175,824	133,528
4002	Employer's NIC	1,458	1,530	72	4,387	4,590	203	18,360	13,973
4003	Employer's Superannuation	2,483	2,475	-8	7,467	7,385	-82	29,660	22,193
4005	Agency Staff	0	0	0	50	0	-50	0	-50
4011	Staff Training	0	250	250	80	750	670	3,000	2,920
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	1,536	1,536	58	4,608	4,550	18,642	18,584
4101	Repair/Alteration of Buildings	0	0	0	0	0	0	750	750
4102	Property Maintenance	0	0	0	15	0	-15	0	-15
4103	Maintenance Contracts	0	0	0	732	0	-732	0	-732
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	53	0	-53	53	0	-53	0	-53
4163	Domestic Supplies	6	4	-2	8	12	4	50	42
4202	Car Allowances	30	80	50	-6	240	246	1,000	1,006
4203	Other Transport Costs	0	0	0	2	0	-2	0	-2
4301	Equipment	0	0	0	219	0	-219	500	281
4304	Catering	16	16	0	63	48	-15	200	137
4305	Clothes, Uniform & Laundry	0	0	0	0	0	0	200	200

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4306 Printing	61	200	139	456	600	144	2,400		1,944
4307 Stationery	125	235	110	1,052	705	-347	2,820		1,768
4311 Professional Fees - Legal	0	0	0	1,641	0	-1,641	0		-1,641
4312 Professional Fees - Surveyors	0	0	0	2,860	0	-2,860	0		-2,860
4313 Professional Fees - Other	4,510	830	-3,680	6,930	2,490	-4,440	10,000		3,070
4314 Audit Fees	0	0	0	255	500	246	3,300		3,046
4315 Insurance	0	0	0	7,996	8,715	719	8,715		719
4321 Bank Charges	24	60	36	73	180	107	720		647
4322 Postage	0	130	130	-120	390	510	1,560		1,680
4323 Telephones	318	265	-53	557	415	-142	1,660		1,103
4325 Computing	1,438	665	-773	3,358	1,995	-1,363	8,000		4,642
4326 Website	110	0	-110	186	0	-186	2,000		1,814
4331 Newsletter	0	1,100	1,100	1,100	1,100	0	4,400		3,300
4341 Grants	4,067	0	-4,067	16,470	14,500	-1,970	58,000		41,530
4342 Subscriptions	414	200	-214	3,809	4,200	391	6,000		2,191
4401 Payments to Godalming JBC	0	0	0	30,532	30,848	316	61,696		31,164
4900 Miscellaneous Expenses	396	0	-396	396	500	104	2,000		1,604
6000 Debt Charges - Principal	4,535	4,536	1	7,976	7,978	2	21,250		13,274
6001 Debt Charges - Interest	6,711	6,712	1	10,612	10,612	0	31,220		20,608
Head Office Costs :- Expenditure	40,834	35,476	-5,358	151,563	147,317	-4,246	488,427	0	336,864
1001 Precept	0	0	0	311,103	311,103	-1	622,205		
1202 Grants - WBC	0	0	0	8,310	8,310	0	8,310		
1303 Other customer/client receipts	0	0	0	3,251	0	3,251	0		
1401 Interest Received	0	0	0	313	175	138	0		

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1501 Recharges to Godalming JBC	0	0	0	13,750	13,750	0	27,500		
Head Office Costs :- Income	0	0	0	336,727	333,338	3,389	658,015		
Net Expenditure over Income	40,834	35,476	-5,358	-175,194	-177,051	-1,857	-160,618		
<u>102 Civic Expenses</u>									
5001 Transfers from Reserves	-4,100	0	4,100	-4,100	0	4,100	0		4,100
5102 Contrib. to Other Provisions	0	0	0	12,000	12,000	0	12,000		0
Civic Expenses :- Expenditure	-4,100	0	4,100	7,900	12,000	4,100	12,000	0	4,100
4001 Salaries	0	0	0	250	0	-250	0		-250
4304 Catering	0	0	0	35	0	-35	0		-35
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	1,000		1,000
4306 Printing	0	67	67	0	201	201	804		804
4313 Professional Fees - Other	4,089	0	-4,089	4,134	0	-4,134	0		-4,134
4325 Computing	200	0	-200	400	0	-400	0		-400
4327 Publicity Advertising	0	0	0	98	0	-98	0		-98
4332 Mayor's Expenses	632	0	-632	1,362	2,000	638	8,080		6,718
4333 Members' Expenses	0	100	100	0	300	300	1,200		1,200
4334 Members' Training	0	0	0	120	0	-120	0		-120
4900 Miscellaneous Expenses	0	50	50	100	150	50	600		500
Civic Expenses :- Expenditure	4,921	217	-4,704	6,498	2,651	-3,847	11,684	0	5,186
Net Expenditure over Income	821	217	-604	14,398	14,651	253	23,684		

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
104 Town Promotion									
5001	Transfers from Reserves	0	0	0	-12,734	0	12,734	0	12,734
	Town Promotion :- Expenditure	0	0	0	-12,734	0	12,734	0	12,734
4005	Agency Staff	1,150	0	-1,150	1,600	0	-1,600	0	-1,600
4171	Grounds Maintenance Costs	1,754	0	-1,754	1,754	0	-1,754	0	-1,754
4203	Other Transport Costs	0	0	0	299	0	-299	0	-299
4301	Equipment	736	415	-321	1,223	1,245	22	5,000	3,777
4304	Catering	0	0	0	117	0	-117	0	-117
4313	Professional Fees - Other	0	0	0	15,520	0	-15,520	0	-15,520
4900	Miscellaneous Expenses	525	0	-525	600	0	-600	0	-600
	Town Promotion :- Expenditure	4,165	415	-3,750	21,113	1,245	-19,868	5,000	0
	Net Expenditure over Income	4,165	415	-3,750	8,379	1,245	-7,134	5,000	
105 Staycation									
4005	Agency Staff	0	0	0	0	0	0	150	150
4203	Other Transport Costs	0	0	0	0	0	0	200	200
4313	Professional Fees - Other	0	0	0	0	0	0	800	800
4327	Publicity Advertising	3,300	3,300	0	3,300	3,300	0	3,800	500
4900	Miscellaneous Expenses	0	0	0	0	0	0	260	260
	Staycation :- Expenditure	3,300	3,300	0	3,300	3,300	0	5,210	0
	Net Expenditure over Income	3,300	3,300	0	3,300	3,300	0	5,210	

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	
106 Festivals & Markets										
4001	Salaries	200	200	0	644	600	-44	1,600	956	
4002	Employer's NIC	20	20	0	59	60	1	160	101	
4005	Agency Staff	0	0	0	120	1,070	950	2,140	2,020	
4162	Waste Removal	0	0	0	216	250	34	600	384	
4203	Other Transport Costs	0	0	0	0	200	200	500	500	
4301	Equipment	0	0	0	0	0	0	510	510	
4304	Catering	0	0	0	45	60	15	180	135	
4306	Printing	0	0	0	0	0	0	530	530	
4313	Professional Fees - Other	0	0	0	645	1,050	405	2,250	1,605	
4327	Publicity Advertising	0	0	0	1,748	1,040	-708	3,670	1,922	
4343	Licensing/PRS	0	0	0	220	155	-65	310	90	
4900	Miscellaneous Expenses	536	0	-536	656	500	-156	1,000	344	
	Festivals & Markets :- Expenditure	756	220	-536	4,353	4,985	632	13,450	0	9,097
1303	Other customer/client receipts	250	250	0	4,845	5,950	-1,105	14,200		
1304	Donations	0	0	0	1,230	0	1,230	0		
	Festivals & Markets :- Income	250	250	0	6,075	5,950	125	14,200		
	Net Expenditure over Income	506	-30	-536	-1,722	-965	757	-750		
108 Christmas Lights										
5001	Transfers from Reserves	0	0	0	0	0	0	-3,680	-3,680	
	Christmas Lights :- Expenditure	0	0	0	0	0	0	-3,680	0	-3,680

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313 Professional Fees - Other	0	0	0	11,962	12,000	38	45,880		33,918
Christmas Lights :- Expenditure	0	0	0	11,962	12,000	38	45,880	0	33,918
1304 Donations	0	0	0	0	0	0	3,200		
Christmas Lights :- Income	0	0	0	0	0	0	3,200		
Net Expenditure over Income	0	0	0	11,962	12,000	38	39,000		
<u>109 Fireworks Night</u>									
4001 Salaries	0	0	0	0	0	0	250		250
4005 Agency Staff	0	0	0	0	0	0	1,200		1,200
4162 Waste Removal	0	0	0	0	0	0	100		100
4203 Other Transport Costs	0	0	0	0	0	0	260		260
4301 Equipment	0	0	0	363	0	-363	500		137
4306 Printing	0	0	0	0	0	0	220		220
4313 Professional Fees - Other	0	0	0	2,000	2,000	0	6,150		4,150
4315 Insurance	0	0	0	0	1,020	1,020	1,020		1,020
4327 Publicity Advertising	0	0	0	0	0	0	1,525		1,525
4343 Licensing/PRS	0	0	0	0	0	0	155		155
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,000		1,000
Fireworks Night :- Expenditure	0	0	0	2,363	3,020	657	12,380	0	10,017
1303 Other customer/client receipts	0	0	0	0	0	0	10,800		
Fireworks Night :- Income	0	0	0	0	0	0	10,800		
Net Expenditure over Income	0	0	0	2,363	3,020	657	1,580		

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
111 Neighbourhood Plan									
5001	Transfers from Reserves	0	0	0	0	0	-7,590		-7,590
	Neighbourhood Plan :- Expenditure	0	0	0	0	0	-7,590	0	-7,590
4306	Printing	0	0	0	191	0	0		-191
4313	Professional Fees - Other	0	0	0	0	0	7,590		7,590
4327	Publicity Advertising	0	0	0	550	0	0		-550
	Neighbourhood Plan :- Expenditure	0	0	0	741	0	7,590	0	6,849
	Net Expenditure over Income	0	0	0	741	-741	0		
201 BWP Community Centre									
5101	Contrib. to Premises Provision	0	0	0	2,500	3,500	3,500		1,000
	BWP Community Centre :- Expenditure	0	0	0	2,500	3,500	3,500	0	1,000
4102	Property Maintenance	0	250	250	122	750	3,000		2,878
4103	Maintenance Contracts	0	35	35	135	105	420		285
4111	Energy Costs	110	280	170	533	840	3,360		2,827
4131	Rates	0	0	0	1,296	676	1,352		56
4141	Water Services	29	50	21	87	150	600		513
4161	Cleaning	1,731	600	-1,131	1,731	1,800	7,200		5,469
4162	Waste Removal	0	65	65	124	195	780		656
4163	Domestic Supplies	2	10	8	9	30	120		111
4171	Grounds Maintenance Costs	126	120	-6	315	360	1,440		1,125

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4181 Premises Insurance	0	0	0	0	970	970	970		970
4301 Equipment	0	50	50	0	150	150	600		600
4323 Telephones	25	45	20	75	135	60	540		465
4324 Broadband	36	40	4	109	120	11	480		371
4343 Licensing/PRS	0	0	0	0	0	0	300		300
BWP Community Centre :- Expenditure	2,060	1,545	-515	4,536	6,281	1,745	21,162	0	16,626
1301 Premises Hire Charges	2,964	3,450	-486	8,421	9,150	-729	29,000		
BWP Community Centre :- Income	2,964	3,450	-486	8,421	9,150	-729	29,000		
Net Expenditure over Income	-904	-1,905	-1,001	-1,385	631	2,016	-4,338		
202 Pepperpot									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Pepperpot :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4102 Property Maintenance	15	40	25	34	120	86	480		446
4103 Maintenance Contracts	0	85	85	198	255	57	1,020		822
4111 Energy Costs	51	75	24	207	225	18	900		693
4121 Rents	0	0	0	0	230	230	920		920
4131 Rates	0	0	0	660	335	-325	670		10
4161 Cleaning	317	125	-192	341	375	35	1,500		1,160
4163 Domestic Supplies	4	0	-4	4	0	-4	0		-4
4171 Grounds Maintenance Costs	0	50	50	0	150	150	600		600
4181 Premises Insurance	0	0	0	0	225	225	225		225

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4301 Equipment	0	0	0	0	0	0	600		600
4323 Telephones	52	50	-2	156	150	-6	600		444
4324 Broadband	36	37	1	109	111	2	440		331
4343 Licensing/PRS	70	70	0	70	70	0	70		0
Pepperpot :- Expenditure	544	532	-12	1,779	2,246	467	8,025	0	6,246
1301 Premises Hire Charges	1,119	700	419	3,201	2,100	1,101	8,400		
1303 Other customer/client receipts	0	0	0	0	280	-280	1,120		
Pepperpot :- Income	1,119	700	419	3,201	2,380	821	9,520		
Net Expenditure over Income	-574	-168	406	1,078	2,366	1,288	1,005		
203 The Square									
4181 Premises Insurance	1,745	3,200	1,455	1,745	3,200	1,455	3,200		1,455
The Square :- Expenditure	1,745	3,200	1,455	1,745	3,200	1,455	3,200	0	1,455
1302 Rents	3,000	3,000	0	3,000	3,000	0	12,000		
1303 Other customer/client receipts	1,745	3,200	-1,455	1,745	3,200	-1,455	3,200		
The Square :- Income	4,745	6,200	-1,455	4,745	6,200	-1,455	15,200		
Net Expenditure over Income	-3,000	-3,000	0	-3,000	-3,000	0	-12,000		
204 Allotments									
4141 Water Services	2	8	6	6	24	18	100		94

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4171	Grounds Maintenance Costs	77	240	163	1,145	720	-425	2,880		1,735
4301	Equipment	0	0	0	77	0	-77	0		-77
	Allotments :- Expenditure	79	248	169	1,227	744	-483	2,980	0	1,753
1302	Rents	0	0	0	0	0	0	2,200		
	Allotments :- Income	0	0	0	0	0	0	2,200		
	Net Expenditure over Income	79	248	169	1,227	744	-483	780		
	205 Wilfrid Noyce Community Centre									
5101	Contrib. to Premises Provision	0	0	0	3,500	3,500	0	3,500		0
5102	Contrib. to Other Provisions	0	0	0	0	0	0	2,083		2,083
	Wilfrid Noyce Community Centre :- Expenditure	0	0	0	3,500	3,500	0	5,583	0	2,083
4001	Salaries	189	195	6	768	585	-183	2,340		1,572
4003	Employer's Superannuation	0	33	33	0	99	99	396		396
4005	Agency Staff	135	0	-135	210	0	-210	0		-210
4102	Property Maintenance	0	195	195	476	585	109	2,340		1,864
4103	Maintenance Contracts	0	350	350	1,001	1,050	49	4,200		3,199
4111	Energy Costs	200	600	400	959	1,800	841	7,200		6,241
4131	Rates	0	0	0	4,464	5,640	1,176	5,640		1,176
4141	Water Services	-160	75	235	52	225	173	900		848
4161	Cleaning	2,365	830	-1,535	2,415	2,490	75	9,960		7,545
4162	Waste Removal	0	152	152	346	456	110	1,824		1,478
4163	Domestic Supplies	0	50	50	70	150	80	600		530

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4171 Grounds Maintenance Costs	0	0	0	0	175	175	700		700
4181 Premises Insurance	0	0	0	0	1,290	1,290	1,290		1,290
4301 Equipment	106	300	194	3,520	900	-2,620	4,000		480
4304 Catering	8	0	-8	8	0	-8	0		-8
4313 Professional Fees - Other	0	0	0	830	0	-830	3,000		2,170
4323 Telephones	25	24	-1	74	72	-2	288		214
4324 Broadband	25	24	-1	188	182	-6	728		540
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	0	100	100	0	300	300	1,200		1,200
Wilfrid Noyce Community Centre :- Expenditure	2,892	2,928	36	15,381	15,999	618	46,956	0	31,575
1301 Premises Hire Charges	5,577	4,400	1,177	16,004	13,200	2,804	52,800		
1303 Other customer/client receipts	26	0	26	26	0	26	2,083		
Wilfrid Noyce Community Centre :- Income	5,603	4,400	1,203	16,031	13,200	2,831	54,883		
Net Expenditure over Income	-2,711	-1,472	1,239	2,850	6,299	3,449	-2,344		
206 Bandstand									
4005 Agency Staff	0	0	0	240	0	-240	0		-240
4102 Property Maintenance	0	83	83	2	249	247	1,000		998
4301 Equipment	0	0	0	825	0	-825	0		-825
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	0	83	83	1,137	349	-788	1,100	0	-37
1301 Premises Hire Charges	0	0	0	779	0	779	630		

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1304 Donations	0	0	0	750	0	750	0		
Bandstand :- Income	0	0	0	1,529	0	1,529	630		
Net Expenditure over Income	0	83	83	-392	349	741	470		
<u>207 Godalming Museum</u>									
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0
Godalming Museum :- Expenditure	0	0	0	53,000	53,000	0	53,000	0	0
4001 Salaries	3,410	3,478	68	10,381	10,434	53	41,736		31,355
4002 Employer's NIC	298	310	12	895	930	35	3,720		2,825
4003 Employer's Superannuation	569	590	21	1,732	1,770	38	7,080		5,348
4011 Staff Training	0	0	0	50	0	-50	1,000		950
4102 Property Maintenance	15	125	110	61	375	314	1,500		1,439
4201 Public Transport	0	0	0	27	0	-27	0		-27
4202 Car Allowances	0	0	0	0	0	0	320		320
4301 Equipment	0	0	0	857	0	-857	0		-857
4307 Stationery	99	0	-99	99	0	-99	0		-99
4311 Professional Fees - Legal	-500	0	500	-500	0	500	0		500
4315 Insurance	0	0	0	0	0	0	4,655		4,655
4323 Telephones	30	25	-5	30	75	45	300		270
4325 Computing	351	152	-199	739	456	-283	1,824		1,085
4342 Subscriptions	0	250	250	0	750	750	3,000		3,000
Godalming Museum :- Expenditure	4,272	4,930	658	14,372	14,790	418	65,135	0	50,763

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1302 Rents	0	0	0	1,706	1,706	0	6,824		
1303 Other customer/client receipts	0	0	0	26,740	26,740	0	53,960		
Godalming Museum :- Income	0	0	0	28,446	28,446	0	60,784		
Net Expenditure over Income	4,272	4,930	658	38,925	39,344	419	57,351		
<u>208 Land & Property - Other</u>									
5101 Contrib. to Premises Provision	0	0	0	1,500	1,500	0	1,500		0
Land & Property - Other :- Expenditure	0	0	0	1,500	1,500	0	1,500	0	0
4005 Agency Staff	45	0	-45	45	0	-45	0		-45
4101 Repair/Alteration of Buildings	0	130	130	0	390	390	1,560		1,560
4102 Property Maintenance	65	325	260	515	975	460	3,900		3,385
4103 Maintenance Contracts	0	100	100	0	300	300	1,200		1,200
4111 Energy Costs	43	62	19	190	186	-4	750		560
4131 Rates	0	0	0	3,528	3,640	112	3,640		112
4141 Water Services	270	112	-158	801	336	-465	1,350		549
4151 Fixtures & Fittings	0	0	0	0	250	250	1,000		1,000
4161 Cleaning	3,510	1,666	-1,844	3,510	4,998	1,488	20,000		16,490
4171 Grounds Maintenance Costs	0	85	85	78	255	177	1,000		922
4315 Insurance	0	0	0	0	816	816	816		816
4900 Miscellaneous Expenses	0	150	150	0	450	450	1,800		1,800
Land & Property - Other :- Expenditure	3,933	2,630	-1,303	8,668	12,596	3,928	37,016	0	28,348
Net Expenditure over Income	3,933	2,630	-1,303	10,168	14,096	3,928	38,516		
Policy & Management Expenditure	65,401	55,724	-9,677	318,874	315,693	-3,181	850,978	0	532,104
Income	14,681	15,000	-319	405,175	398,664	6,511	858,432		
Net Expenditure over Income	50,720	40,724	-9,996	-86,301	-82,971	3,330	-7,454		

10. WAVERLEY BOROUGH COUNCIL RECHARGE

Part 1

Introduction:

Members will be aware that Waverley Borough Council contacted the Town Clerk after this Council had set its current budget to request a meeting regarding the recharge fees for 2018/19 made by WBC for services supplied to this Council.

Following discussions with WBC it was agreed that the recharge fees and the basis of calculating the recharge would remain unaltered for 2018/19 in order to allow negotiations to take place prior to budget setting for 2019/20.

In 2017/18 GTC made a provision of £13,000 for the recharge of services to WBC with the actual amount paid being £11,600. On this basis the sum allowed in the base budget for 2018/19 was retained at £13,000.

Subsequently the Town Clerk and the RFO have had a number of meetings in order to seek clarity on future recharge costs to Godalming Town Council.

Background:

Godalming Town Council enjoy user rights to occupy accommodation in Municipal Buildings by virtue of Article 23 of the Local Authorities (England)(Properties Etc.) Order 1973, made under section 254 of the Local Government Act 1972; of which both WBC and GTC agree.

Under Article 23, use of the property is for such period and upon such terms as may be determined by agreement between WBC and GTC. In absence of agreement, occupation would be on terms settled by a person appointed by the Secretary of State.

The terms of any original agreement between WBC and GTC made in 1974, or whether these have been varied since, are unknown to either party. However, both parties accept that GTC is in occupation of the parts of the building known as Municipal Buildings and that GTC makes use of other facilities within WBC, namely the Council Chamber and The Borough Hall.

Both parties also accept the premise that GTC must repay to WBC the actual cost to WBC of GTC's occupation of Municipal Buildings, and the cost associated with its use of the Council Chamber. It is also accepted by both parties that only WBC's actual costs are payable.

Issues Arising – Basis of Recharge

In discussions with WBC it became apparent that the basis for calculating the recharge of services enjoyed by GTC was not codified. Therefore, it was agreed that a transparent basis was required which would ensure WBC was not subsidising GTC's use of facilities and allow for future certainty and cost control. Two options were discussed:

Option 1: GTC would be recharged on a percentage basis of the actual cost to WBC of operating the Council complex, including Municipal Buildings. On this basis WBC, using a percentage ratio of 3% calculated the potential cost to GTC as £22,000. Whilst there is some logic in this system, it does depend on being able to reach an agreement of how the percentage is calculated.

Option 2: The second option discussed being that used to calculate the recharge applied to Surrey Police and Surrey County Councils' occupation of parts of WBC premises. The basic cost for the occupation of Municipal Building for the five staff operating from the offices being

£12,350. However, an additional sum of £3,260 is chargeable for this council's use of the Council Chamber on 30 occasions per annum (based on the WBC staff costs during GTC's use, equating to £108 per booking) plus £1,217 for use of The Borough Hall on two occasions per annum, bringing the total to £16,827 per annum. (It would seem that the long held belief that GTC had free use of The Borough Hall is erroneous).

Members will wish to note that the basic costs of £12,350 is not a rent, but is the recharge for services such as utilities (heating, lighting and water), maintenance, repairs of the external parts, cleaning, non-domestic rates, pat testing of office equipment, waste disposal and janitorial services, all of which GTC would incur if it were occupying independent premises, plus of course, unless it owned the property, the additional cost of rent would also be incurred.

Officers considered the charges associated with the use of the Council Chamber and concluded these could be reduced if Members wished to use facilities owned by GTC for its meetings. However, the loss of revenue and the 'eviction' of existing Thursday evening users would have to be factored into the equation. In the previous 12 months, regular Thursday bookings have generated £4,851 of income at the WNC and £3,218.16 at BWP. Therefore, after factoring the additional caretaking staff costs of setting up and clearing down meetings, the potential for savings are minimal at best and could end up increasing costs. Consideration was also given to the possibility of reducing the number of occasions per annum the Chamber is used by further doubling up on meetings. This is not considered an attractive option because, in order to double up further than is already the case, some meetings would have to start earlier and this would be counter to the 2017 amendment to meeting start times to enable working councillors to attend.

The possibility of using The Pepperpot for smaller committee's was dismissed on the grounds that no justification could be made against an Equality Impact Assessment for its use, which would preclude access by those with mobility issues and reduce access to democracy, when GTC has other DDA compliant options available.

The area where Officers feel Members may wish to consider an alternative approach, is to remove the use of The Borough Hall from the recharge account and either use GTC premises for both the Civic Reception/Dinner and the Mayor Making Supper, or if so required, to book The Borough Hall as required with the cost properly falling to Cost Centre 102 (Civic Expenses). This would reduce the recharge to WBC for 2019/20 to £15,610, requiring a budget increase for 2019/20 of £2,160 for GTC offices and use of the Council Chamber.

Members will wish to note that not only is Municipal Buildings the registered address for Godalming Town Council, it is also the registered address for the Godalming Joint Burial Committee and all the administrative support for the Burial Committee is conducted from the Municipal Building offices. Therefore, as part of a full review of recharges from GTC to JBC, not only will the general administrative costs be taken into account, but so will the pro-rata apportionment of the increase in office accommodation costs.

Recommendation:

It is recommended that provision for use of The Borough Hall is removed from the recharge account and any future use of The Borough Hall is arranged on an as required basis.

It is recommended that Members approve that the Town Clerk should agree the recharge to WBC on the basis of Option Two

Part 2

Introduction:

As previously set out, Godalming Town Council does not appear to have a formal arrangement with WBC for its exclusive rights to occupy Municipal Buildings, the reason for

this is unknown. However, whilst WBC acknowledges the underlying legislation and the right for GTC to occupy Municipal Buildings, it does wish for the arrangement to be formalised.

Background:

Whether any formal agreement ever existed or whether arrangements were made on a 'gentleman's' agreement is unknown. Whilst the lack of a formal agreement has not been an issue in the past, moving forward it is considered an important issue by both WBC and the Town Clerk (after taking advice from the Council's solicitors).

Waverley Borough Council are at present conducting a review of The Burys complex, including the Stonehouse Building, The Borough Hall and Municipal Buildings. Whilst no outcomes are yet known, potential possibilities for either a major redevelopment of the site or major refurbishments and remodelling of the current buildings exist. In either scenario, WBC would not wish to see any future potential restricted by GTC's occupancy of Municipal Buildings, whereas GTC would not wish to see itself homeless either during or post any redevelopment of the site. Waverley have indicated that any future plans for redevelopment or major refurbishment would include a requirement to provide GTC with suitable premises.

Safeguarding GTC:

Members will appreciate, that the negotiations and subsequent formal arrangements for GTC occupancy of premises is of such importance that it should only be undertaken by a suitably qualified and experienced person. As such it is recommended that Members authorise the Town Clerk to instruct the Council's Solicitors to:

- Support the Town Clerk in the preparation of proposed Heads of Terms;
- For proposed Heads of Terms to be brought to the Council for approval by Members.

Thereafter, the Heads of Terms would be used to conduct the detailed negotiations required to support the drawing up of a lease.

Costs:

Members have been informed by the RFO of the pressures on the Professional Fees budget. However, incurring professional fees in this case is unavoidable. As such Members are requested to authorise expenditure for legal advice in this matter against the Professional Fees budget, with the Professional Fees budget being reviewed at revised estimates and adjusted as required.



TREASURY AND INVESTMENT POLICY

INTRODUCTION

Godalming Town Council (the 'Council') acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. In preparing its investment policy the Council is required under Section 15(1) of the Local Government Act 2003 to have regard to the requirements set in the Department for Communities and Local Government *Statutory Guidance on Local Government Investments* and guidance within *Governance and Accountability for Local Council's Practitioners Guide 2016*.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment;
- For the purpose of prudent management of its financial affairs.

The *Statutory Guidance on Local Government Investments* defines an investment as '*all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit*'. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

The Council defines its treasury management activities as '*the management of the Council's cash flows, its banking transactions, the effective control of the risks associated with those activities and the pursuit of best value performance consistent with those risks*'.

The Council defines its non-financial assets held to partially generate a profit as '*all of the buildings where rent or hireage fees are charged*'.

TREASURY INVESTMENT OBJECTIVES

The Council's treasury investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in Sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or lend and make a return, is unlawful and the Council may not engage in such activity.

SHORT TERM TREASURY INVESTMENTS

Short term investments are those offering high security and high availability, made in Sterling and maturing within two years.

For the prudent management of its treasury balances whilst maintaining sufficient levels of security and liquidity, the Council will use deposits with banks and building societies, Licensed Deposit Takers (licensed by either the Prudential Regulation Authority or Financial Conduct Authority), UK local authorities and other UK public authorities.

Institutions should meet the required rating at the time of investment.

Required ratings:

Type	Minimum Rating	Definition		
	Fitch	Moody's	S&P	
Short Term investments (maturities of less than one year)	F1	P-1	A2	Strong capacity to meet financial commitments. Low to medium risk. Numeral indicates higher end of rating
Medium Term investments (maturities of up to five years)	AA	AA	AA	Strong capacity to meet Financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances. Low to medium risk.

The Responsible Finance Officer, in consultation with the Chairman of the Audit Committee and Proper Officer, shall have the delegated power to invest in short term investments, with any such investment reported to the next Full Council meeting. The Council is ultimately responsible for its investments.

NON-SPECIFIED TREASURY INVESTMENT

These investments have greater potential risk – examples include investment in money markets, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

LONG TERM TREASURY INVESTMENTS

Long term treasury investments shall be defined as greater than two years. The Council will use the same criteria for assessing long term investment as for short term investments. Should the Council wish to invest for periods greater than two years, it **must** identify the procedures for monitoring, assessing and mitigating the risk of loss of invested sums before committing to such an investment. The Responsible Finance Officer shall require Full Council approval before entering into any long term investment. The Council is ultimately responsible for its investments.

NON-FINANCIAL ASSETS

The Council's strategy in relation to the buildings it holds for income generation is to undertake regular maintenance to ensure they remain in proper working order, and to accumulate sufficient reserves to enable any major maintenance works to be completed as and when required.

The Council will also ensure that adequate insurance cover is held to mitigate the loss of income should significant damage ever occur.

REVIEW AND AMENDMENT

As recommended under the *Statutory Guidance on Local Government Investments*, this policy will be reviewed annually by the Audit Committee and ratified each year by Full Council.

The Council does not normally employ in-house or external financial advisors but will rely on information which is publically available.

The Council reserves the right to make variations to the Policy at any time, subject to the approval of Full Council. Any variations will be made available to the public.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this document will be published on the Council's website and a hard copy will be available from the Council's office.

14. OUTSIDE WORKS & MAINTENANCE SERVICES

Introduction:

Outside Works & Maintenance Services: It is suggested that the employment of a direct labour force would provide GTC with the flexibility to allocate tasks at an appropriate level, provide the ability to respond to new initiatives, maintain and improve current services, ensure the proper upkeep of GTC property and land, bid for localism funding and provide service delivery in a more effective and efficient manner.

Officers have submitted this report for Members consideration in the knowledge that some Members may wish to seek further clarification from the Town Clerk on specific aspects of the report and therefore may feel they are not yet in a position to make a fully informed decision. As such, in consultation with the Chairman and Vice Chairman of this committee, the Town Clerk recommends that this report is considered as an information item for Members. Any Member who requires clarification is requested to contact the Town Clerk by the 24 August 2018; this item will be brought back to the Policy & Management Committee on 6 September 2018 for Members to consider the recommendations contained in this report and to make their decisions.

Background:

Godalming Town Council owns, maintains or has a direct or vicarious liability for:

Municipal Buildings – (GTC Offices)
Wilfrid Noyce Centre
Broadwater Park Community Centre
The Pepperpot
Godalming Museum
The Bandstand
Public Conveniences – Crown Court
Public Conveniences – North Street, Farncombe
The Square (limited to vicarious liability over the rights of way between the High Street and South Street)
Eashing Cemetery Lodge
Nightingale Cemetery Lodge
Eashing Chapel Buildings
Nightingale Chapel Buildings
Nightingale Old Mortuary
Nightingale Cemetery – Including Memorial Safety, boundary hedges and railings
Eashing Cemetery – Including Memorial Safety, boundary hedges and fences
Perrior Road – Footpath and boundary fences
The Burys Allotments – Fencing, footpaths and hedges
Peperharow Road Allotments – Boundary fencing and footpaths
Christmas Lights Infrastructure – Godalming Town Centre and Farncombe Village
Bus Shelters – Owned by GTC
Public Benches – Town Centre and GTC owned in other areas
Street Furniture – Godalming Town Centre
Litter Bins – (Provision and maintenance with services managed by WBC) Godalming Town Centre and Farncombe Village
16 acres (approx) Allotment Land¹
Riparian ownership of parts of Hell Ditch – Bridge Road to Catteshall Road (598 metres)
Flood Defence Wall

¹ Direct responsibility for The Burys, Peperharow Road – hedge cutting, path mowing and boundary fencing. Meadow – hedge cutting. Other allotment sites land safety.

Various small parcels of land²

Members will see from the list above that Godalming Town Council does not only have considerable assets (£11.1 million at last valuation – NB. building assets are currently being re-valued), but also responsibilities as a landowner, landlord and 'keeper of the public realm'. It could be argued that these assets are also in some cases the Council's greatest potential liability. However, the property portfolio also constitutes GTC's greatest investment, generating a return to the Council in the way of income of £146,103 (2017/18).

Table 1 below shows tasks, which GTC currently outsources that could be brought in-house. However, it should be recognised that in order to operate a direct labour force, a capital outlay in equipment would be required; this is discussed later in this paper. It should also be noted that, due to safety issues, some tasks require two operatives. Costs shown later in this report provide Members with the information to explore possibilities to expand the workforce on a staged basis, on the assumption that Members may be willing to accept some limitations on work that requires two operatives in order for it to be carried out safely.

Based on the information shown in Table 1, the combined task hours (assuming all tasks take no longer than specified and not including the 36 days (270 hours) funded by SCC 2018/19), would be in the region of 2036.5 hours, which equals 275 days or 55 weeks. Allowing for public holidays and annual leave, the maximum working days available based on a 37-hour working week is 231 days (46.2 weeks) per annum per operative. Members will appreciate that with two operatives many tasks will be completed more quickly although the total staff hours per task would be the same i.e. 1 person takes 7 hours to complete a task, two people take 3.5 hours but total staff time is still 7 hours. Members should also note that no allowance has been made for task preparation, i.e. equipment preparation, travel etc. which it is estimated to be 7% of the available working time (142.55 hours/19 days per year) taking the total hours to 2179.05 hours/294 days or 58.8 weeks. As such the hours available from a single operative would not be sufficient to complete all the tasks listed in Table 1.

Members will wish to note that post restructuring, what was the old Facilities & Cemeteries Manager's post is now the Facilities Supervisor's post, which although has centralised some tasking thus freeing time from other positions, is not a hands on maintenance role. As such, where some general maintenance tasks were previously undertaken by 'administrative' staff, this is no longer the case and it is likely that additional maintenance requirements will emerge. Members would wish to note that post restructuring, both GTC and JBC have increased their reliance of casual ad-hoc contractor support. Whilst the option to employ Maintenance Operative(s) would allow for the majority of current tasking to be achieved in-house, the economics of creating additional full time position(s), plus the capital cost of equipment must be carefully considered.

² Chalk Road, Green Lane, The Pound (Brighton Road), land opposite the Mill Medical Practice at Catteshall Road, verge land opposite Binscombe Medical Centre.

Tasking Undertaken by Contractors transferable to GTC Direct Labour Staff

Description	Rate	Task Man-hours	Task Frequency	Total Hours	Total Rate per Annum
Current Contractor/Additional Payment Tasks (Costs 2016/17)					
JBC Ashes Plot Grave Preparations	37.50	2	10	20	750.00
Memorial Maintenance	20.00	7.5	15	112.5	2,250.00
Cemetery Maintenance (Chapels)	20.00	7.5	12	90	1,800.00
Nightingale Lodge Maint (3 year ave)	20.00	7.5	6	45	900.00
Eashing Lodge House (3 year ave)	20.00	7.5	6	45	900.00
Grave levelling	20.00	7.5	5	37.5	750.00
Green Lane	15.62	0.5	6	3	46.86
The Pound	15.17	1	4	4	62.48
Chalk Road	15.17	2	6	12	187.44
Old Drift Way	15.17	2	3	6	93.72
Burys Allotments Grass Cut	15.17	2	14	28	437.36
Burys Allotments Hedges	15.17	7.5	4.2	31.5	492.03
Burys Allotments General	15.17	4	3	12	492.03
Meadow Hedge	15.17	15	4	60	937.20
Peperharow Road Allotment	15.17	8	3	24	374.88
Broadwater Park CC Grass Cut	15.17	4	16	64	999.68
Broadwater Park CC Gardening	15.17	1	4	4	62.48
GTC Additional Grounds Maint	15.17	7.5	14	105	1,604.10
Festival Facilities	15.00	13.5	3	40.5	607.50
Fireworks Facilities	15.00	15	6	90	1,350.00
Staycation Facilities	15.00	10	2	20	300.00
General Maintenance GTC	35.00	1	1	1	35.00
General Maint GTC (5 year ave)	20.00	7.5	6	45	900.00
Out of Contract Grounds Maint JBC	15.17	1	233	233	3,639.46
Nightingale Grass Cut	20	16	20	320	6,400
Nightingale Hedge cut	20	10	3	30	600
Nightingale Spraying Frontage	20	1	3	3	60
Nightingale Weeding Frontage	20	1	3	3	60
Nightingale Prune Frontage	20	1	1	1	20
BWP General Maintenance	20.00	4	5	20	400.00
WNC General Maintenance	20.00	7.5	8.2	61.5	1,230.00
Pepperpot General Maintenance	15.00	4	3	12	180.00
Pepperpot in Bloom	15.00	3	1	3	45.00
Floral Godalming	15.00	3	22	66	990.00
WNC Stage Set-up & Strike Away	30.00	1	20	10	600.00
Public Toilets	15.00	2	28	56	840.00
Museum Maintenance	15.00	4	12	48	720.00
				1766.5	31,625.19

Potential/Future Tasks Funded by GTC					
WNC Decorating	20	7.5	8	60	1,200.00
BWP Decorating	20	7.5	8	60	1,200.00
Public Realm Maintenance (5 year average)	20	7.5	12	90	1,800.00
Flood Defence Wall Maintenance	20	7.5	8	60	1,200.00
				270	5,400
Work Preparation Time/Equipment Maintenance	= 7% of total task time (1766.5 + 270 x 7%) = 142.55				
				<i>Total Costs GTC</i>	<i>18,895.79</i>
				<i>Total Costs JBC</i>	<i>18,129.40</i>
				TOTAL COST	37025.19

Table 1

Total Hours	2179.05
Total Days	294
Total Weeks	58.8

Note 1. Hourly Rates as charged by current contractors

Outside Works & Maintenance Services Operative(s)

If GTC were to employ 'Outside Works & Maintenance Services' Operative(s), the line-management of the position would fall to the Facilities Supervisor, with oversight from the Town Clerk (as with all GTC staff).

If a two person Outside Works & Maintenance Services Team were to be employed, it is suggested that the first position is the team leader, who, as well as being an operative, also has supervisory function for the 'junior' operative, with both positions line-managed by the Facilities Supervisor.

Staffing Costs:

Staffing costs, including on costs are shown in Table 2 below. What is not indicated within the costs is the 'value-added' benefits of a directly managed Outside Works & Maintenance Services Team, which would greatly enhance the Town Council's delivery of civic pride by providing the ability for GTC to respond more quickly and directly to maintenance and other issues, such as graffiti, fly-tipping, damage and vandalism issues as they arise.

When looking at the 'value-added' benefits, it is worth noting that many of the tasks that currently require casual ad-hoc contractor support are of a minor but important or health and safety nature, for example, unblocking WC's or replacing light bulbs in the public toilets, fixing leaking taps, repairing or replacing fixtures and fittings, which although individually may not take a long time to do, can result in considerable delays in conducting repairs due to challenges of finding someone to turn out to conduct a small 15 minute or 30 minute job. Such delays do result in the toilets being shut for longer than is necessary, repairs not being carried out when defects are reported, resulting in further damage and more expensive repairs. The difficulty in engaging someone for these small jobs usually means that it is necessary to accumulate tasks in order to 'make it worthwhile' for a contractor to take on the job. Other examples include, clearing up damage caused by vandalism and making buildings, such as the cemetery chapels secure whilst further repairs to broken windows etc. take place. Members may also wish to note that WBC has now purchased 4 x mobile CCTV cameras for deployment, as required, to anti-social behaviour hot spots, and whilst WBC has made the capital investment, it will be looking to the Town Council to physically deploy the equipment to the required location.

Members may wish to note that in 2017/18 £16,652 was spent on casual ad-hoc contractor support, which is included in the Table 1 costs. Due to the additional services provide by GTC since October 2018 (Museum & Public Toilets) the projected casual ad-hoc contractor support costs for 2018/19 are anticipated to be £20,520.

Staff Employment Costs for Outside Works & Maintenance Services Operatives

Position	Spinal Column	2018/19 Salary	Employer's NI	Employer's Pension Contribution	Capitation Cost
Full Time Maintenance Operative/Supervisor	26	23,866	3,294	4,105	31,265
Full Time Junior Maintenance Operative	13	17,391	2,400	2,991	22,782

Table 2

Funding:

In addition to the savings identified in Table 1 (which, as some works will be 'contracted' before the likely start date of a GTC Maintenance Operative, should be pro-rated by 50% for 2018/19 (£15,000)), when setting the 2018/19 budget £18,000 was included in the base budget for the potential of a direct labour force. Additionally for 2018/19, £9,000 of funding has been made available from SCC for outside maintenance works to be conducted on behalf of Surrey County Council (pro-rated by 50% = £4,500). Members to note that GTC would recharge the Joint Burial Committee (JBC) for work done for the JBC by GTC operatives.

As such, allowing for an overlap whilst existing contracts are terminated (not renewed for 2019/20), for 2018/19 £37,500 is available without utilising reserves.

If Members wished to recruit for a start date October 2018, salary cost in 2018/19 for a full time Maintenance Operative/Supervisor plus a Junior Operative would be £27,023. If Members wished to proceed on a staggered basis by engaging the full time Maintenance Operative/Supervisor in October 2018 (whose principle task over the winter would be to prepare schedules, arrange and equip the workshop etc.) followed by the Junior Operative for a start on, for example, 4 February 2019, the combined salary cost for 2018/19 would be £19,429 (plus any ad-hoc costs for casual staff as required between September and February).

It is suggested that as NJC terms and conditions require out of hours additional hours to be paid as overtime for employees below Spinal Column 28, an extra 10% is allowed for within salary costs, therefore, an additional allowance of £2,927 for 2018/19 is made.

Looking to 2019/20 and beyond, between £55,025 and £64,025 would be available depending on the level of funds received from SCC. Whilst SCC funding cannot be guaranteed, there is a push by SCC for Towns and Parishes to directly manage vegetation clearance works as part of the localism agenda, on the basis that the local council has a better understanding of its area and is able to undertake this type of work more effectively and efficiently at a lower cost than the county. GTC first undertook work of this nature during 2019/18 to the sum of £3,500, the potential level of funding for 2018/19 was increased to a total £9,000.

The cost of both positions on a full time basis would be £59,452, (including 10% overtime allowance) with potential funds of up to £64,025 if the same level of funding for devolved works from SCC were available. If the SCC works fell below £4,500 then a cost of the same amount would fall on the revenue budget. Members may wish to note that Officers believe that the review of the GTC service charge to the JBC, which is currently being undertaken, will result in an increased charge to JBC. In the longer term, it is believed that utilising an in-house maintenance team that could be flexibly deployed around the usage of the community centres would result in savings made against larger maintenance works. An in-house team

would also allow savings against cyclical works associated with allotments, maintenance of cemetery boundary fences and railings and the external maintenance of public toilets which GTC is responsible for.

Officers suggest that in order to provide the flexibility to evaluate the actual effectiveness of a directly employed Outside Works and Maintenance Services Team, that initial contracts be offered on a 2 year fixed term basis, to be reviewed no later than 18 months after the start time of the contract.

Transport & Equipment

If the Council opts to employ Outside Works & Maintenance Operatives, the provision of council-owned transport then becomes a necessity in order to move the equipment required to conduct works on different council sites.

Van & Trailer: The majority of transportation requirements for the conveyance of goods and materials currently undertaken for GTC and the majority of potential requirements could be undertaken using a small (L1 size) drop-side/tipper type vehicle. Where additional carrying capacity is required, such as hedge cutting when a large amount of arisings are required to be moved, the use of a suitable trailer would meet most requirements. This combination would be a more economical option than using a larger dropside which is less versatile. Research has shown that a suitable vehicle could be purchased for approximately £5,000 - £7,500 (plus sign writing), with a suitable trailer costing approximately £2,500. If properly maintained, it is anticipated that the vehicle would be suitable for approx. 5 years and trailer at least 10 years.

In addition to the initial purchase, consideration would also have to be given to tax, insurance and servicing, which is approx. £1,500 per annum.

An alternative option would be for a vehicle leasing arrangement which would negate the initial capital outlay and need to build reserves for a replacement. However, any leasing arrangement would have to be carefully considered as there are many potential 'hidden' costs behind the headline figure. It may be useful to note that WBC purchases pre-owned vehicles for use by the rangers etc. and only uses leasing arrangements for the administrative staff pool vehicles.

Other Equipment: Godalming Town Council/Godalming Joint Burial Committee are already in possession of many of the hand tools and hand gardening equipment that is likely to be required to support the Outside Works & Maintenance Services Team, the additional equipment required would be grass cutting machine(s), strimmers, hedge/brush cutter, blowers and a green waste shredder. Whilst some of the cost would fall to the JBC, the anticipated initial equipment cost is approximately £7,500.

Funding of Capital Set Up Costs:

It is suggested that the capital set up costs are funded from the General reserves which currently stand at £263,637 (42.37% of precept), assuming that the cost of set up equipment is less than £20,000 reserves would be reduced to 39.15% of the precept which is outside that recommended by the internal auditors, therefore as part of the budget setting process Members would be required to determine a strategy for rebuilding reserves. Alternatively, Members could opt to fund the set up costs from the emerging projects fund which currently stands at £38,858.

Equipment and Vehicle Security: As is currently the case, portable equipment would be kept secure within the Town Council's workshop. A trailer would be parked in the newly formed grounds compound at Broadwater Park with the vehicle also parked at Broadwater Park (as are the WBC Rangers' vehicles).

Outside & Maintenance Service Team Operating Base: It is anticipated that the team would predominantly operate out of the Town Council's workshop and potentially the Broadwater Park Community Centre's office for access to GTC network system, plus use of mobile devices.

Revenue Budget: In order to properly account for an Outside Works and Maintenance Service Team and to reflect the correct apportionment of the Revenue Budget, the RFO will need to realign a number of budget items to extract the labour costs from the nominal codes, whilst leaving sufficient to cover the cost of materials.

Staffing Committee Report

Knowing this item was coming to this committee, On 21 June, Members of the Staffing Committee, without prejudice to the decisions of this Committee, considered arrangements regarding the recruiting arrangements of potentially two new staffing positions for the delivery of Outside Works & Maintenance Services.

The Staffing Committee resolved that if a decision to implement an Outside Works & Maintenance Service was agreed by this Committee they would recommend the following procedures be used to implement that decision:

Line Management: Line-management would be the responsibility of the Facilities Supervisor, with oversight from the Town Clerk (as with all GTC staff).

Terms & Conditions of Service: The Staffing Committee has recently reviewed the standard model contract of employment for Godalming Town Council Staff, it is recommended that if P&M were to approve the employment of a direct labour force, the model contracts of employment are used to provide the required Particulars of Employment.

Probation Period: Any position offered be subject to a six-month probationary period.

First Aid Qualification: Due to the nature of the proposed positions, at least one of the positions is to attain a first aid at work qualification.

Job Descriptions: The job descriptions for the positions to be developed by the Town Clerk, Chairman of the Policy & Management Committee and the Chairman of the Staffing Committee.

Recruitment: The posts will be advertised via the Town Council's website and Facebook page, with the recruitment schedule being agreed between the Chairman of Staffing Committee and the Town Clerk. The shortlisting and interview process be conducted by the Town Clerk, Chairman of the Staffing Committee and Facilities Supervisor.

Recommendations for Consideration on 6 September 2018.

1. Members to agree whether they wish Godalming Town Council to engage a directly employed Outside Works and Maintenance Services Team on an initial 2 year fixed term contract.
2. Members to agree whether they wish to proceed with the recruitment of both of the positions, or whether they wish to recruit on a staggered basis.
3. If Members agree they wish to proceed to engage an Outside Works & Maintenance Services Team, Members are to agree whether they accept the recommendations of the Staffing Committee in relation to the recruitment of staff to fill the positions.
4. Members to agree whether they wish to authorise the capital cost for the purchase of transport & equipment as described in the report to a maximum sum of £20,000.
5. Members to agree whether they wish to fund the capital purchase costs from general reserves or from the emerging projects budget.