

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 13 FEBRUARY 2025 at 6.30pm.

Andy Jeffery

DATED this 7th day of February 2025.

Andy Jeffery
Clerk to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's You Tube page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [YouTube](#) page.

The meeting will be preceded by prayer with the Revd Adam Payne of Godalming United Church officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

A G E N D A

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 19 December 2024.

2. APOLOGIES

TO RECEIVE apologies for absence.

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

THE TOWN MAYOR to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting,

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

- A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

Members to receive a letter from the Ministry of Housing, Communities & Local Government dated 3 February 2025 relating to the English Devolution White Paper and Surrey County Council proposals (attached for the information of Members).

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chair's reports of the Committees as under:

Audit Committee – Cllr Crooks

Having reviewed the existing Business Continuity Plan, the Audit Committee **recommends** that Full Council resolve to adopt the Business Continuity Plan (attached for the information of Members).

The revised Business Continuity Plan is updated for changes in the Council's staffing structures, community buildings and the increase of services provided by the Council.

Environment & Planning Committee – Cllr Kiehl

There are no recommendations from the Environment & Planning Committee

Policy & Management Committee – Cllr Follows

There are no recommendations from the Policy & Management Committee

Staffing Committee – Cllr Heagin

There are no recommendations from the Policy & Management Committee

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Environment & Planning	28 November 2024 19 December 2024 9 January 2025
Policy & Management Committee	28 November 2024 9 January 2025

9. NEIGHBOURHOOD CIL FUNDING APPLICATION FROM ST JOHN'S FARNCOMBE –
ITEM FOR DECISION

Recommendation: Full Council to consider the Neighbourhood CIL application for the installation of an Emergency & Escape Lighting System to the St John's Farncombe Church buildings and is requested to agree the awarding of £26,836 in support of the project.

The Neighbourhood CIL application has been validated and is attached for the information of Members, along with the last set of signed off St John's accounts. The Town Clerk has copies of the letter from Surrey Fire & Rescue Service setting out the requirements for the works, as well as the detailed specification and costing report, both of which will be tabled at the meeting.

Having provided for the community since 1849, St John's now finds itself in a position where it needs the support of the community to be able to secure its future ability to provide a safe environment for the users of the buildings. Which is why it is applying to Godalming Town Council for an award of Neighbourhood Community Infrastructure Levy.

Changes to fire safety regulations require St John's to have installed both a fire detection and warning system along with an emergency and escape lighting system.

By using its own resources, St John's has managed to have a fire detection and warning system installed, however, in order to complete the works with the installation of the emergency and escape lighting system, St John's is in need of community support and financial assistance.

As stated on the CIL application form, St John's Church is part of the existing community infrastructure of Farncombe village. As well as being the Farncombe Parish Church, St John's buildings are the largest single community space in the area and support the community's need for meeting/assembly rooms, activity space for clubs, societies and other social groups. It acts as a polling station as well as a concert and performance space.

Development within the Farncombe area has seen the loss of the St John's Street Hall, as well as the Function Rooms of the Freeholders Public House into residential properties. Additionally, the Lower Manor Road Chapel has been developed into a Nursery School, the Broadwater Community Centre has been reassigned for sole weekday use by the Youth Centre and the current limitations of the Baden Hall have all contributed to the loss of assembly/meeting rooms and community halls. The loss of these facilities has inevitably increased the importance of St John's facilities as one of the few places left in the Farncombe area that is still able to address existing and potential future community needs.

10. SLA MONITORING INFORMATION

Citizens' Advice – Members to receive the engagement figures for Q3 2024/25 (attached for the information of Members).

11. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

12. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 8 May 2025 at 6.30pm.

13. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 14 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

14. STAFFING MATTERS

Chair of Staffing to update Members on confidential Staffing Matters as required.

Our reference: TO2025/03284

Lynne Purnell

office@godalming-tc.gov.uk

3 February 2025

Dear Lynne Purnell,

Thank you for your correspondence dated 31 January 2025 regarding English Devolution White Paper and Surrey County Council Proposals.

I can confirm that no decisions have been made by Ministers as to whether or not any of the May 2025 local elections are to be postponed.

By way of background, you might like to be aware that, on 16 December 2024, the Minister wrote to all councils in two-tier areas of England setting out the Government's plans for a joint programme of devolution and local government reorganisation. You can see the letter here: www.gov.uk/government/publications/local-government-reorganisation-letter-to-two-tier-areas.

In that letter, the Minister set out that he had heard from some areas that the timing of elections affects their planning for devolution, particularly alongside reorganisation, and to help manage these demands, he would consider requests made by 10 January to delay elections. You can find the list of councils who have requested postponement at the same webpage. The Minister's letter also sets out that these requests would only be considered where it is clear that postponement will help the area to deliver both reorganisation and devolution to the most ambitious timeframe. This is a high bar to reach, and it is not expected that all councils who have applied to be on the priority programme will go forward as a result. Ministers are reviewing councils' requests and will announce their decisions as soon as practically possible.

In addition to this, no decisions have been taken as to whether local government reorganisation will take place in any area. It will be for local councils to develop proposals for reorganisation that are in the best interests of their area, and which will deliver the high-quality sustainable public services their residents need and deserve.

You may also like to be aware that local government reorganisation is a statutory process which requires, in law, consultation on locally-prepared proposals before any decisions can be made as to what, if any, changes are introduced in relation to an area's local government structures.

Thank you for taking the time to write to us.

Yours sincerely,

Emmeline
Correspondence Unit



BUSINESS CONTINUITY POLICY

OVERVIEW

The objectives of a Business Continuity Plan (BCP) are:

- to provide guidance, establish actions to be taken and develop procedures that will allow the Council to manage any incident;
- to ensure the continued operation of key services;
- to keep the organisation working effectively;
- to inform the community and customers of the Council.

The BCP must cover all areas of the Council's business, including issues for the:

- staff – operational issues; to ensure their ability to undertake their day-to-day duties;
- council – statutory requirements, Councillors' business, service provider to customers (residents, visitors); to ensure they are undertaken with minimal disruption, and stakeholders kept informed and details and updates are well communicated.

Responsibility for implementing the BCP rests with the Proper Officer (PO), or, in their absence, the Operations & Compliance Officer. Access to the BCP, including appendices, should not be dependent upon access to the council's administrative offices. Appendices to the BCP should be updated as soon as any aspect changes. The BCP is held on the GTC server and can be accessed by login into the GTC remote server from the Council's Offices, Eashing Workshop, Broadwater Park Youth & Community Centre or from a remote location using a GTC laptop. Additionally, hardcopies of the BCP and appendices should be held at the locations indicated above.

There are many scenarios that may result in the need to implement aspects of the BCP, but this document focuses on loss of:

- administrative office location;
- any of the main community buildings; WNC, Broadwater or The Pepperpot;
- Godalming Museum;
- IT capabilities from internal or external causes;
- Town Clerk or RFO.

In each scenario there will be a series of immediate actions to be considered and undertaken where relevant. There will then be additional considerations specific to each. It is recognised that those listed here are not exhaustive, as there is a balance to be struck between the benefits of preparedness and the investment of effort in planning for an event that might never happen.

The appendices to the BCP contain emergency contact details and other key information where immediate access may be required. For GDPR and other security reasons the actual details will only be included in restricted access versions of the BCP.

IMMEDIATE STEPS – ALL SCENARIOS

1. Follow any relevant guidelines, such as
 - fire – evacuate and contact emergency services;
 - smell gas – turn off and phone 0800 111 999;
 - malicious threat – bomb warning.
2. Under no circumstances should staff or others be put at risk.
3. Contact the PO and Operations & Compliance Officer, who will then take control of the situation unless the emergency services are involved.
4. Make a quick assessment or value judgement of the seriousness of the situation and issues likely to be involved.
5. Notify key stakeholders, using details in Appendices
 - staff;
 - Leader, Mayor and political group leaders, who should be requested to notify the remainder of their group;
 - insurers, if the incident is likely to give rise to a claim.
6. In conjunction with the Leader, decide roles and responsibilities for staff and other elected members, as appropriate.
7. Arrange more detailed briefings for staff and councilors.
8. Decide the nature and extent of more extensive communication with residents and other relevant stakeholders.

SUBSEQUENT STEPS – ALL SCENARIOS

1. Ensure adequate resources are input to assist the recovery of the service, including those available from insurers.
2. Appropriate reviews of the situation are undertaken, through regular updates and Officers, Councillors and customers are kept updated and informed.
3. Officers are utilised effectively and efficiently, particularly in the event of providing cover, to expedite a prompt return to normal service.
4. Adequate checks are carried out when the services and systems are recovered when systems are restored from back-up records, so that they are fully restored and reinstated and operating correctly.
5. All details, i.e. resources, additional costs etc., are recorded and where applicable photographed.
6. If an insurance claim is to be made
 - ideally retain all damaged property until insurers have the opportunity to inspect;
 - establish a separate cost centre so that all costs associated with service recovery are recorded for submission to insurers/loss adjusters as appropriate. Any aspect not covered by insurers can subsequently be reassigned to normal cost centre.

ADDITIONAL CONSIDERATIONS – LOSS OF GTC ADMINISTRATIVE OFFICES

1. Are alternative premises needed or can staff work from home for the expected duration of the interruption? If it is not currently feasible for them to do so for up to a week, are there sensible steps that can be taken now to ensure that they can do so for a few days, at least?
2. Options for alternative premises include adaptation of all or part of a community building for office use. Where feasible the order of preference will be for the Proper Officer, RFO, Support Service Executive and Finance Assistant should be co-located, order of preference being The Pepperpot, Oglethorpe Hall, Ockford & Aarons Hill Hub, with the Operations & Compliance Officer locating to Eashing Cemetery Workshops and the Communications & Community continuing with remote working. If the loss also affects the Godalming Museum, Museum staff are to relocate as identified in the Museum Business Continuity & Recovery Plan.
3. If required engage the Council's IT support contractors at an early stage to enable re-establishment of connectivity at staff's alternative workstations.

ADDITIONAL CONSIDERATIONS – LOSS OF COMMUNITY BUILDINGS

1. Repair or reinstatement should be arranged as expeditiously as possible, in conjunction with insurers where appropriate.
2. All customers with bookings in the affected building should be included in the list of stakeholders for immediate contact, even if the booking is beyond the expected period of interruption.
3. Assistance should be offered to affected customers to secure alternative facilities in Council buildings or elsewhere.

ADDITIONAL CONSIDERATIONS – LOSS OF BROADWATER YOUTH & COMMUNITY CENTRE

1. Actions relating to loss of other community building should be followed as well as the specific actions relating to the youth service.
2. Youth Service staff are, in the first instance, to relocate and establish themselves at an appropriate location as informed by either the PO or Operations & Compliance Officer.
-
3. Head of Youth Service, supported by the youth Service manager and youth support staff are to establish an initial program of activities based on use of any available mobile facilities & the Ockford & Aarons Hill Hub.
4. Once the extent and duration of loss of Broadwater Youth & Community Centre is known, the Youth Support Committee is to establish proposals for Council to consider for stable alternative provision.

ADDITIONAL CONSIDERATIONS – LOSS OF KEY PERSONNEL

1. On the loss of the PO, the Chair of Staffing is to contact a locum service provider to arrange suitable cover until such time as the situation is recovered. If required, SALC/NALC should be contacted for advice including on calling an Extra-ordinary meeting of the Council in order to gain authority to appoint a Locum PO
2. On the loss of the RFO, the PO should contact the Chair and leader of the Council to establish a plan of action that could include the appointment of a Locum RFO,
3. Depending on which loss is being managed, the senior officer available and the Chair of Staffing should review the Job Description of the position of concern to identify which aspects can be

assigned to other staff, and the adjustments that might be necessary to allow for this. These might include:

- delegation of aspects of their normal role to others;
- additional training to enable this to happen, especially where this might be an aide to career development;
- identify aspects of activity that could be suspended altogether or scaled back for the duration.

APPENDICES

The secure master copy of the BCP should contain appendices with the details listed below. PO and Operations & Compliance Officer must ensure that they have remote access to these details.

- staff phone numbers and private emails addresses;
- elected Member phone numbers and private email addresses, albeit that the initial communication requirement envisages that political group leaders will be responsible for cascading information to their peers;
- entry access codes and alarm codes for all buildings;
- 24/7 contact details for insurers – for use in the event of a major loss;
- office contact details for insurance broker and insurers;
- contact details for all IT service providers;
- details of any pre-planning as outlined in the BCP, including contact details for any potential service providers identified.



Supporting Our Community

CIL FUNDING APPLICATION FORM

INTRODUCTION

Godalming Town Council receives 25% of money received through the Community Infrastructure Levy, collected by Waverley Borough Council (WBC) from development in Godalming. Any CIL monies due are confirmed by WBC at the end of 6 monthly periods ending in March and September and paid to Godalming Town Council shortly thereafter. The funds are available to spend on local projects in Godalming. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Godalming Town Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be validated by Council Officers prior to consideration by the Environment & Planning Committee, applications accepted by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Completed application forms and supporting information should be returned to: office@godalming-tc.gov.uk

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Godalming Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

Linked Document: [CIL Policy and Funding Application Form Guide for Applicants](#)



Supporting Our Community

CIL FUNDING APPLICATION FORM

1. Applicant organisation	The Parochial Church Council of the Ecclesiastical Parish of Saint John Farncombe	
2. Name and position of main contact	James Rattue – Rector of Farncombe	
3. Applicant contact details (phone no, email and address)	St John's Church Parish Office St John's Street Farncombe Godalming GU7 3EJ Email: jamesrattue@hotmail.com Tel: 01483 426353 / 07952 615499	
4. Type of organisation If a charity, please provide registration number	Charity No. 1129632	
5. Is the organisation able to reclaim VAT?	No	
6. Location of project	St John's Church, St John's Street, Farncombe	
7. Summary of the project proposal	The installation of an Emergency & Escape Lighting System to complete the Fire Safety requirements set out by the Fire & Rescue Service (see attached letter from Surrey Fire & Rescue, quote & specification for works)	
8. Estimated project cost	£26, 836	
9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme		
	Amount	Detail
CIL funding sought	£26,836	Neighbourhood CIL form GTC
Any other Local authority contribution eg EBC and/or SCC	£0.00	
Other funding/contribution	£0.00	
Total cost	£26,836	

10. Detail of additional sources of funding available	None
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>Having provided for the community since 1849, St Johns now finds itself in a position where it needs the support of the community to be able to secure its future ability to provide a safe environment for the users of the buildings. Which is why it is applying to Godalming Town Council for an award of Neighbourhood Community Infrastructure Levy</p> <p>St John's church is part of the existing community infrastructure of Farncombe village. As well as being the Farncombe Parish Church, St John's buildings support the communities need for meeting/assembly rooms, activity space for clubs, societies and other social groups. It acts as a polling station as well as a concert and performance space. The closure of this community space would be a significant societal loss for Farncombe and would make it a lesser place.</p> <p>However, in order to be able to continue to be a safe facility for the community, it requires improvements to meet regulatory fire safety requirements.</p> <p>The requirements set out by Surrey Fire & Rescue service for the installation of a Fire Detection and Alarm System and an Emergency / Escape Lighting scheme was not only unexpected but was not within the funding plans for the upkeep and maintenance of this important community building.</p> <p>In the previous 12-18 months prior to notification from the Fire & Rescue Service, what funds had been accumulated for building maintenance and upkeep had been spent on a range of projects, including the refurbishment of the toilet facilities, which once started required more extensive works than expected, repairs to the roof and the installation of fencing for improved safeguarding for the toddler group who use the building and its facilities.</p> <p>As a self-funding not-for-profit organisation, which relies on the generosity of the community and income generated from the buildings for its upkeep, the timing of the notification from the Fire & Rescue Service has been challenging.</p> <p>Of the two main requirements, St John's has been able to undertake the works for the installation of the Fire Detection and Alarm system from its own resources. However, this has only partially fulfilled the requirements set out by the Surrey Fire & Rescue Service, with the need to install the Emergency Lighting System still to be done.</p>

<p>12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings</p>	<p>None</p>
<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>Farncombe has a population density rate of 2,932 people per km², which is the highest within Godalming and the second highest within the wider Waverley area. As the single largest community space in Farncombe, St John's is part of the existing community infrastructure and an important meeting/assembly/activity space within the Farncombe Community.</p> <p>Development within the Farncombe area has seen the loss of the St John's Street Hall, as well as the Function Rooms of the Freeholders Public House into residential properties. Additionally, the Lower Manor Road Chapel has been developed into a Nursery School, the Broadwater Community Centre has been reassigned for sole weekday use by the Youth Centre and the inadequacy of the Baden Hall have all contributed to the loss of assembly/meeting rooms and community halls. The loss of these facilities has inevitably increased the importance of St John's facilities in supporting the needs of the local community for meeting/assembly rooms, activity space for clubs, societies and other social groups, polling station, and as a concert and performance space. Following the erosion of community facilities caused by development, St John's is one of the few places left in the Farncombe area that is still able to address existing and potential future community needs.</p>
<p>14. What evidence is there of support from the community</p>	<p>Not only is St John's the parish church of Farncombe used on a daily basis by parishioners, it is used all year round by a wide range of community groups and organisations, who without its facilities would find it challenging to be able to continue to operate within the Farncombe area.</p> <p>Without the facilities available at St John's, for local residents to be able to continue to access activities such as performances and concerts, or to take part in the many activities, or benefit from the health and social activities such as hearing aid clinics, they would have to travel out of the Farncombe area. This would not only add to local congestion, but also to local pollution levels.</p> <p>Within Farncombe the average percentage of households without access to private transport is 18.1%, rising to 30.9% in some parts of Farncombe. This lack of independent travel afforded by car ownership, means that the impact of closure, however temporary of St John's, would be even greater for this cohort.</p>

	Over the previous 18 Months, St John's has been the venue for, A general election polling station, four weddings and ten number of funerals. It has also hosted around a dozen performances including concerts from local schools and community choirs as well as the Mayor of Godalming's Civic Service and each week the St John's sees up to ten groups, organisations and events using its premises, as well as a considerable number of parties and other private celebrations through the year. There is no other space within Farncombe village for these groups to be able to meet.
15. Proposed timescales for the project	As indicated by the letter from Surrey Fire & Rescue Service dated 25 March 2024, this work should be completed as soon as possible. It is hoped that this work will be completed during 2025.
16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	Annual Maintenance currently projected at £340 per annum to be funded by St John's PCC.
17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves	St John's PCC is a registered Charity whose accounts are published on the Charity Commissioners website. The Trustees report and accounts to 31 December 2023 is attached.
18. Do you need planning permission to carry out the works?	A Faculty from the Diocese of Guildford will be required to undertake this work
19. If planning permission is required is it in place to carry out the works? If so, please provide the application number	Awaiting the granting of a faculty
Section E: Declaration When you have completed the application, please sign this declaration and submit the application form as directed.	
<p>To the best of my knowledge the information I have provided on this application form is correct.</p> <p>If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.</p> <p>Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting</p>	

system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: _____

Organisation: St John's Parish Church, Farncombe

Date: 25th January 2025

REGISTERED CHARITY NUMBER: 1129632

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 December 2023
for
The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe

Contents of the Financial Statements
for the Year Ended 31 December 2023

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**The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe**

**Report of the Trustees
for the Year Ended 31 December 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The PCC met six times during the year: in February, March, May, July, September and November. The PCC also met for an extraordinary meeting in April to discuss the 2022 accounts.

OBJECTIVES AND ACTIVITIES

Aims and purposes

The St John's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Rev'd James Rattue, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical, in the ecclesiastical parish of Farncombe. It also has responsibility for the maintenance and upkeep of the Church and Church Room of St John's.

Objectives and activities

Our parish Mission Statement is "Open to God; Open to All; Open for You". We deliver on this purpose through the following activities:

- Regular public worship
- Provision of sacred space for prayer and contemplation
- Pastoral work
- Teaching of Christianity through sermons, courses, groups, school assemblies and after school club
- Promotion of Christianity through the staging of events, meetings, distributing literature and activities for special need groups
- Supporting other charities in the UK and overseas

The maintenance of St John's Church and Churchyard is required to facilitate this work.

Social investments

The PCC has considered the Charity's Commission's guidance on public benefit, and believes that the charity has complied with the regulations through the furtherance of its charitable aims and objectives.

**The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe**

**Report of the Trustees
for the Year Ended 31 December 2023**

ACHIEVEMENT AND PERFORMANCE

Summary

2023 saw the continuation of a robust calendar, with a good mixture of long-standing traditions and groups as well as the addition of some new initiatives.

We held our annual Spring Fair in May and our Village Show in August, both were well supported by the local community. The Mothers' Union, Toddler Group and Messy Church have continued their activities in 2023.

The local groups and organisations that use the building have continued their activities. These include Slimming World meetings, ABRSM music exams, dance and pilates classes and concerts presented by the Guildford Jazz Society, Big Group Sing, the Godalming Choral Society and the Godalming Community Gospel Choir.

As part of the Church of England's action to become carbon neutral by 2030, we continue to hold a Bronze award from Eco Church for our current activities (as obtained in 2021). We look to build on this in the next few years to meet this challenging target.

Public Worship

Regular Services

Our pattern of regular services for most of the year has been:

Sunday

- 8:00am Said Eucharist
- 10:00am Sunday Space* (1st Sunday), Sung Eucharist (other Sundays)
- 6:30pm Sung Eucharist (1st Sunday)
- 7:30pm Said and Sung online Compline (2nd Sunday)

Tuesday

- 10:30am Said Eucharist

Morning and evening prayer are said every day except Thursdays (9am and 5:30pm)

*Sunday Space is a less formal service typically focussed on a particular theme.

Attendance at the main 10:00am Sunday service has continued to be 45-55 people (mainly adults), which is higher than 2022 of 40-50 people.

Messy Church

Messy Church gained momentum in 2023 with around 60 children attending our March and July events (compared to mid-teens of children in 2022). The attendance does ebb and flow depending on community activities but overall has been very successful.

Special Services

We received a number of visitors from outside our regular congregation for our Crib service at Christmas.

Roman Catholic Services

Our friends from St Edmund's Church have continued to run a weekly Roman Catholic Mass on Sundays at 8:45am.

Forest Church

We continued Forest Church in 2023, following its launch in 2022. Whilst the number of attendees was stable across the year, the initiative hasn't seen any new comers into the church. We will review this service, alongside other services such as Sunday Space to ensure they are meeting their objectives.

The Parochial Church Council of the
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Report of the Trustees
for the Year Ended 31 December 2023

Pastoral Care

At the 2023 Annual Parish Church Meeting in April, there were 105 people on the Electoral Roll (2022: 108). During the year, 13 baptisms, 2 weddings and 14 funerals were conducted at St John's or by the clergy at the crematorium (2022: 23, 3 and 12, respectively). Support is offered to the families involved with these services.

The Church is left open for a few hours each day for private prayer to offer a space for anyone who would like to pray or just sit. Votive candles are available for people who wish to use them. The PCC consider that it is important that the Church is open and accessible as much as possible.

Mission and Outreach

Discipleship

After School Club

This activity, held weekly during term-time at Farncombe Infant School, continues to be popular. Volunteers from St John's organise craft activities and games with a Bible-story theme.

Stewardship

We continued to appeal to the congregation to increase monthly Planned Giving (regular donations). This is to support the additional maintenance required in the Church, its buildings as well as the rental properties.

Fellowship

Mother's Union (Farncombe and Godalming Joint Branch)

Branch members have continued to support projects in the area by collecting items for emergency toiletry bags for people admitted to the Royal Surrey County Hospital.

After School Meals

In late 2022, the PCC embarked on setting up an After School Meals initiative, to be held weekly in the Church Room. The aim of the initiative was to provide sustenance, warmth, and friendship to those who need a helping hand, following the cost-of-living crisis. As the first few afternoons resulted in lower-than-expected attendance, this initiative was discontinued in early 2023, with efforts (and unused funds) being directed elsewhere in the community.

Links with Other Organisations

Diocese of Guildford

St John's is a Parish of the Diocese of Guildford and uses the services they provide, including the Diocesan Advisory Committee (for advice and guidance on work to the church buildings) and Safeguarding team.

Deanery Synod

Representatives from St John's, both Clergy and Lay, meet regularly with members of other Anglican churches in the area at the Deanery Synod to discuss issues of local concern and share news from around the Deanery and Diocese.

Churches Together in Godalming and District (CTiGD)

St John's actively supports CTiGD both financially and through volunteering at events. We send a representative to meetings of the CTiGD committee.

Trinity Trust Team

St John's is one of the church partners of the Trinity Trust Team (TTT), a local charity engaged in Christian youth work with young people aged 7 to 18 in the Farncombe and Godalming area. Their work in Farncombe includes supporting students at Broadwater School and running a Street Team to meet and engage with young people around the village. We continue to support TTT through the provision of a house for the Director at a slightly reduced market rent.

The Parochial Church Council of the
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for the Year Ended 31 December 2023

Farncombe Infants School

We have strong links with Farncombe Infants School as it was formerly the Church School. We appoint three School Governors (the Rector and two Foundation Governors) and the Rector attends the school to take assemblies during the year. Children leaving the school in the Summer were presented with a children's Bible.

Community Activities

Farncombe Villager

The Farncombe Villager is our Parish magazine and is published five times during the year (2022: five times). It is distributed around the Parish via various outlets, including the local shops and medical centres. The magazine is free-of-charge. Regular contributors include Farncombe Infants School, Broadwater School and the Mother's Union. Local businesses pay for advertisements and contribute articles to the magazine.

Spring Fair

The Spring Fair was held in May and went exceptionally well. The Fair was held in and around the church building, with lots of stalls and a full programme of entertainment.

Village Show

The Village Show was held in August and showcases the best in fruit, vegetables, art and crafts (with other stalls also open for visitors). It was a great success this year, with the highest recorded number of entries.

Toddler Group

Our Toddler Group remains popular with most weeks reaching full capacity.

Hearing Champions

Our hearing-aid clinic sessions, offering routine maintenance for standard hearing aid devices, continued throughout 2023.

Kettle's On

This group offers activities and opportunities for a chat for people who are housebound. Regular sessions were held throughout 2023, including a special trip to Loseley Park in the summer.

Quiz Night

We hosted our inaugural Quiz Night in September 2023, which was enjoyed by everyone in attendance. A profit of £788 was made.

Outward Giving

St John's has a policy of donating 10% of the money raised through its Planned Giving scheme to support projects locally, nationally and internationally in thanksgiving for the support that we receive and to support the work of the worldwide church of which we are a part.

In 2023, as was done in 2022, we have been capping our donations to 5% as we gear up to pre-pandemic Outward Giving levels. Our donations included support to the Trinity Trust Team, Mothers Union Literacy Project, British Red Cross, Parkinsons UK, Shelter, Royal Surrey St Luke's Cancer Unit, and the Broadwater Youth Centre.

As we did in 2022, the collection of tinned goods made at our 2023 Harvest Festival service was donated to the Godalming & Villages Community Store.

We will consider returning to our policy of 10% in 2024.

The Parochial Church Council of the
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for the Year Ended 31 December 2023

Church and Churchyard

The Church and Church Room are made available for hire and were used by a variety of groups during the year, subject to safety procedures.

The Quiet Garden in the churchyard is used by many people coming to the village centre. Volunteers have been able to continue meeting monthly for Working Parties. Funds for this work are raised through sales of the Farncombe Calendar.

Volunteers

The PCC would like to thank the staff and volunteers who make possible the work at St John's.

**Report of the Trustees
for the Year Ended 31 December 2023**

FINANCIAL REVIEW

Summary

The PCC are most grateful for the continued support of parishioners, with donations increasing despite the cost-of-living crisis. This became particularly important as we received fewer grants than expected in 2023. Our loss in income from hiring the church building (£20,450 in 2023 compared to £26,784 in 2022), was buoyed by the increased donations as well as the better management of our rental properties.

Whilst we have not felt the impact of the war in Ukraine yet (through increased energy bills), we are expecting an increase in 2024 when we need to renegotiate our contracts with our electricity and gas suppliers. The energy fund which we created in 2022 as well as a grant from the Diocese, will help us mitigate any increased energy costs.

Despite the additional costs, we have still managed to meet our monthly Parish Share contributions (increased by £1,500 since 2022).

Income

Our income has increased slightly in 2023, which was positive considering the economic climate (up 4%). The decrease in revenue from the hiring of the Church Room, was mitigated by an increase in donations and income from the Spring Fair.

Expenditure

We continued to focus on a 5% planned giving target to ensure we could meet the costs of maintaining the Church and its buildings, all within a high inflation environment.

During the year, the PCC focused on the refurbishment of the gentlemen's bathroom as well as the installation of a new audio system and baby grand piano. Alongside the Quiet Garden committee, the PCC also installed a new garden fence which has been well received by the Toddler Group. Whilst costly, we can already see the benefits of all of these initiatives.

The PCC continues to work with the letting agents of 73 Binscombe Crescent and 26 Tudor Road to conduct various maintenance projects and ensure we can maintain a market-related rental. These included replacing the gutter and fascia boards and fixing the piping in the bathroom.

Outlook

We closed the financial year in a loss position compared to a profit in 2022, mainly due to the key initiatives completed during the year. With donations remaining steady and our key annual events becoming more successful, we hope to return to a profitable position in 2024.

Likely items of major expenditure over the next year include the following:

- We will monitor the performance of the church uplighters and replace these as required.
- We will look to upgrade an element of the kitchen in the Church Room to ensure its suitability for those renting the space.
- With the addition of new worship events, such as Sunday Space, we are considering the purchase of a screen and projector to ensure these events are inclusive and dynamic.
- We continue to monitor the maintenance required at our rental properties.

**The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe**

**Report of the Trustees
for the Year Ended 31 December 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Recruitment and appointment of PCC members

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC held regular meetings six times during the year in February, March, May, July, September and November. An additional meeting was held in April to discuss the 2022 accounts.

The Staff Team and sub-committees of the PCC (Worship & Nurture, and Mission & Outreach) met between meetings and reported back to the full PCC.

Volunteer Management

The PCC ensures that all those who support its activities on a voluntary basis are:

- Treated with respect and consideration
- Given appropriate training and support for the performance of the role
- Aware of who is responsible for that area of the church's activity
- Aware of how to make complaints and suggestions

Organisers of activities are also given a regular chance to discuss their role with the Rector.

Paying Staff

The PCC will pay its staff and contractors openly, fairly, and regularly via the monthly payroll managed by the office. Presently the only direct employees are the office manager and bookkeeper. The cleaner and organists are self-employed and paid on this basis. Organists are paid per service; other staff will not be paid less than the UK living wage. Volunteers may from time to time be granted honoraria by the PCC: such sums are discussed in PCC meetings and minuted.

Risk Management

All new activities carried out in the name of the Church require a written risk assessment which is presented to the PCC. Such risk assessments name the position-holders responsible for managing risk and include a schedule for review. Risk assessments are kept in the office.

Complaint handling

Complainants decide whether a complaint constitutes a formal complaint requiring recording. Such a complaint is either made to the Rector directly, or they are made aware of it as soon as possible. Even if a complainant does not wish a complaint to be made formally, the Rector may nevertheless keep confidential notes of the matter. Complaints against church officers that cannot be locally resolved or complaints made against the Rector must involve the Archdeacon. Full records must be made of the progress and resolution of the complaint and stored in the closed cabinet in the office. This policy does not cover safeguarding matters, which are dealt with according to the Diocesan Safeguarding Policy as adopted by the PCC.

**Report of the Trustees
for the Year Ended 31 December 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Financial Management

The church office has the responsibility of paying routine bills, purchasing cleaning and sanitary materials and stationery. Small items of expenditure of up to £50 in value are cleared by the Rector.

The Sacristan has the responsibility of purchasing supplies for services. Items of expenditure of up to £100 in value are cleared by the Rector. Other church members making purchases on behalf of the church must submit claims for recompense with accompanying receipts and documentation. Forms are available from the church office.

The Rector and Churchwardens may authorise items of expenditure of value up to £500, reporting to the next PCC about such decisions taken.

All other works must be authorised by the PCC. Significant items of expenditure involving works by outside contractors of over £1,000 in value should proceed only after two quotations, and preferably three, have been sourced.

Checks and controls comprise:

- The Treasurer provides a report on the current finances to the PCC at each PCC meeting.
- The Treasurer prepares a budget each year and tracks progress against it.
- Cheques require two signatories.
- End-of-year reconciliations and the compilation of accounts are intended to uncover errors that may have been made. The Rector and Treasurer also carry out checks of transactions from time to time.
- Online payments are made by the church office to settle invoices and pay wages, fees and expenses.

Investments

The PCC manages its investments in accordance with its fiduciary responsibility to safeguard its assets and income. However, it also has regards to ethical concerns and may choose to move its assets from funds, accounts or organisations which are from time to time deemed by the PCC to be incompatible with a Christian moral approach, so that it is not deriving income from, or contributing resources to, activities it would not choose to support. This means maximisation of income is not the prime concern of the PCC in managing its investments or the use of its assets, for instance its properties. The state of the PCC's investments are regularly reported to it by the Treasurer.

Reserves Policy

It is PCC policy to maintain a balance on unrestricted funds (where possible), which equates to approximately six months unrestricted payments, to cover emergency situations that may arise from time to time.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1129632

Principal address

St John's Church Parish Office
St Johns Street
Farncombe
Godalming
GU7 3EJ

**The Parochial Church Council of the
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**Report of the Trustees
for the Year Ended 31 December 2023**

Trustees

PCC members who have served from 1 January 2023 until the date this report was approved are as shown below.

Incumbent

The Revd James Rattue – Chairman

Churchwardens

Helen Gee (resigned May 2023)

Geoff Coote

Michael Hornbrook (appointed May 2023)

Secretary

James Toon (appointed 8 February 2023, resigned 19 July 2023)

Treasurer

Ashleigh Ryninks

Deanery Synod

Sarah Coote (resigned May 2023)

David Preston (appointed May 2023)

Elected members

Jackie Butcher

Marjorie Cawley

Sarah Coote

Phillipa Dearsley

Jane Jopson

Shirley Martin

Laurie Parkes

Sue Petty

Graeme Pullen

Natalie Roberts

Independent Examiner

Bennewith 2018 Limited

t/a A J Bennewith & Co

3 Wey Court

Mary Road

Guildford

Surrey

GU1 4QU

Bank

Lloyds TSB

49 High Street

Godalming

Surrey

GU7 1AT

The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe

Report of the Trustees
for the Year Ended 31 December 2023

Approved by order of the board of trustees on 7 April 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'J Rattue', written over a dotted line.

Revd J Rattue - Trustee

Independent Examiner's Report to the Trustees of
The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe

Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of Saint John, Farncombe

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Saint John, Farncombe (the Trust) for the year ended 31 December 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU



Date: 2 May 2024

**The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe**

**Statement of Financial Activities
for the Year Ended 31 December 2023**

	Notes	Unrestricted funds £	Restricted funds £	31.12.23 Total funds £	31.12.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		85,162	(1,900)	83,262	78,207
Charitable activities					
Children's work		657	-	657	456
Church activities		40,095	11,249	51,344	52,631
Other trading activities	2	10,763	-	10,763	9,668
Investment income	3	957	-	957	635
Other income		<u>350</u>	<u>-</u>	<u>350</u>	<u>321</u>
Total		<u>137,984</u>	<u>9,349</u>	<u>147,333</u>	<u>141,918</u>
 EXPENDITURE ON					
Raising funds		3,730	-	3,730	2,587
Charitable activities					
Grants paid	4	2,818	-	2,818	1,501
Children's work		562	-	562	742
Church activities		<u>149,345</u>	<u>3,646</u>	<u>152,991</u>	<u>131,689</u>
Total		<u>156,455</u>	<u>3,646</u>	<u>160,101</u>	<u>136,519</u>
 Net gains/(losses) on investments	8	<u>1,629</u>	<u>-</u>	<u>1,629</u>	<u>(2,311)</u>
 NET INCOME/(EXPENDITURE)		(16,842)	5,703	(11,139)	3,088
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>485,601</u>	<u>275,953</u>	<u>761,554</u>	<u>758,466</u>
 TOTAL FUNDS CARRIED FORWARD		<u>468,759</u>	<u>281,656</u>	<u>750,415</u>	<u>761,554</u>

The notes form part of these financial statements

**The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe**

**Balance Sheet
31 December 2023**

	Notes	Unrestricted funds £	Restricted funds £	31.12.23 Total funds £	31.12.22 Total funds £
FIXED ASSETS					
Tangible assets	7	415,000	250,000	665,000	665,000
Investments	8	18,948	-	18,948	17,319
		433,948	250,000	683,948	682,319
CURRENT ASSETS					
Debtors	9	2,700	-	2,700	2,069
Cash at bank		35,819	31,655	67,474	82,025
		38,519	31,655	70,174	84,094
CREDITORS					
Amounts falling due within one year	10	(3,707)	-	(3,707)	(4,859)
NET CURRENT ASSETS		34,812	31,655	66,467	79,235
TOTAL ASSETS LESS CURRENT LIABILITIES		468,760	281,655	750,415	761,554
NET ASSETS		468,760	281,655	750,415	761,554
FUNDS	11				
Unrestricted funds				468,760	485,601
Restricted funds				281,655	275,953
TOTAL FUNDS				750,415	761,554

The financial statements were approved by the Board of Trustees and authorised for issue on 7 April 2024 and were signed on its behalf by:


J Rattue - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 December 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s 96(2) of the Charities Act 1993. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within the church premises is depreciated on a straight line basis over five years.

Freehold property is included in the accounts at market value. Valuations are periodically updated.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds represent the funds of the PCC that are not subject to any special restriction regarding their use and are available for application to the general purposes of the PCC. These include funds designated for particular purposes by the PCC. The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that are an affiliation to another body, nor those that are informal gatherings of Church members.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

1. ACCOUNTING POLICIES - continued

Fund accounting

Restricted funds represent a) the income from trusts on endowments which maybe expended only on those restricted objects provided in the terms of the trust or bequest, and b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent must at the end of the year be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

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

Fixed asset investments

Investments are stated at market value. Listed investments are dealt on a recognised stock exchange.

2. OTHER TRADING ACTIVITIES

	31.12.23	31.12.22
	£	£
Spring Fair	4,213	2,817
Magazine advertisements and sponsorship	2,595	2,763
Sale of work	1,197	1,250
Special events/refreshments	2,214	2,303
Farncombe Village Show	<u>544</u>	<u>535</u>
	<u>10,763</u>	<u>9,668</u>

3. INVESTMENT INCOME

	31.12.23	31.12.22
	£	£
Dividends received	518	515
Bank interest	<u>439</u>	<u>120</u>
	<u>957</u>	<u>635</u>

4. GRANTS PAYABLE

	31.12.23	31.12.22
	£	£
Grants paid	<u>2,818</u>	<u>1,501</u>

The total grants paid to institutions during the year was as follows:

	31.12.23	31.12.22
	£	£
Other societies and missions	2,818	771
Distribution of funds from Henry Smith Charity	-	720
Quiet Garden	<u>-</u>	<u>10</u>
	<u>2,818</u>	<u>1,501</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

5. **TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023.

6. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	76,006	2,201	78,207
Charitable activities			
Children's work	456	-	456
Church activities	45,407	7,224	52,631
Other trading activities	9,668	-	9,668
Investment income	635	-	635
Other income	321	-	321
Total	<u>132,493</u>	<u>9,425</u>	<u>141,918</u>
EXPENDITURE ON			
Raising funds	2,587	-	2,587
Charitable activities			
Grants paid	1,501	-	1,501
Children's work	742	-	742
Church activities	130,161	1,528	131,689
Total	<u>134,991</u>	<u>1,528</u>	<u>136,519</u>
Net losses on investments	<u>(2,311)</u>	-	<u>(2,311)</u>
NET (EXPENDITURE)/INCOME	(4,809)	7,897	3,088
RECONCILIATION OF FUNDS			
Total funds brought forward	490,409	268,057	758,466
TOTAL FUNDS CARRIED FORWARD	<u>485,600</u>	<u>275,954</u>	<u>761,554</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

7. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Totals £
COST			
At 1 January 2023 and 31 December 2023	<u>665,000</u>	<u>2,683</u>	<u>667,683</u>
DEPRECIATION			
At 1 January 2023 and 31 December 2023	<u>-</u>	<u>2,683</u>	<u>2,683</u>
NET BOOK VALUE			
At 31 December 2023	<u>665,000</u>	<u>-</u>	<u>665,000</u>
At 31 December 2022	<u>665,000</u>	<u>-</u>	<u>665,000</u>

73 Binscombe Crescent, Farncombe

This house was bought around 40 years ago for the use of the Assistant Curate. It forms part of the general unrestricted fund. The property was valued in October 2018 by Seymours estate agents at £415,000. It was rented-out commercially for a rent of £1,475 per month (2022: £1,400).

26 Tudor Road, Farncombe

This property was purchased in October 2001 as our contribution towards the costs of sharing a joint youth worker with a number of other Godalming churches. It has been valued at £250,000 and is let to the Trinity Trust. The property was purchased 72% from the Capital Fund and 28% from the Sunday School Fund. All receipts and payments associated with 26 Tudor Road must be applied to the funds in the same proportions and should the property be sold the funds must also be reimbursed in the same proportions. It was rented-out commercially for a rent of £1,100 per month (2022: £1,000).

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

8. **FIXED ASSET INVESTMENTS**

	Listed investments £
MARKET VALUE	7,319
At 1 January 2023	<u>1,629</u>
Revaluations	
At 31 December 2023	<u>8,948</u>
NET BOOK VALUE	
At 31 December 2023	<u>8,948</u>
At 31 December 2022	<u>7,319</u>

There were no investment assets outside the UK.

9. **DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.23	31.12.22
	£	£
Prepayments and accrued income	<u>2,700</u>	<u>2,069</u>

10. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.23	31.12.22
	£	£
Accrued expenses	<u>3,707</u>	<u>4,859</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds	440,567	(5,967)	(838)	433,762
General Fund	1,256	95	-	1,351
Children's Work Fund	1,510	(1,510)	-	-
Enid Weston Legacy Fund	1,530	4,788	838	7,156
Project Fund	39,211	(15,247)	-	23,964
PB & JP Trower Legacy Fund	27	-	-	27
Small Legacies Fund	1,500	1,000	-	2,500
Future Energy Saving Fund				
	485,601	(16,841)	-	468,760
Restricted funds	185,289	6,514	-	191,803
Capital Fund	397	(18)	-	379
Flower Fund	74,606	1,857	-	76,463
Sunday School Fund	288	-	-	288
Organ Fund	2,936	(204)	-	2,732
Toddler Group Fund	9,389	(547)	-	8,842
Sylvia Mitchell Legacy Fund	257	-	-	257
Choir Robe Fund	591	-	-	591
Kettles On Fund	2,200	(1,900)	-	300
Community Outreach Fund				
	275,953	5,702	-	281,655
TOTAL FUNDS	<u>761,554</u>	<u>(11,139)</u>	<u>-</u>	<u>750,415</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General Fund	131,364	(138,960)	1,629	(5,967)
Children's Work Fund	657	(562)	-	95
Enid Weston Legacy Fund	-	(1,510)	-	(1,510)
Project Fund	4,963	(175)	-	4,788
PB & JP Trower Legacy Fund	-	(15,247)	-	(15,247)
Future Energy Saving Fund	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
	137,984	(156,454)	1,629	(16,841)
Restricted funds				
Capital Fund	6,849	(335)	-	6,514
Flower Fund	-	(18)	-	(18)
Sunday School Fund	2,663	(806)	-	1,857
Toddler Group Fund	1,737	(1,941)	-	(204)
Sylvia Mitchell Legacy Fund	-	(547)	-	(547)
Community Outreach Fund	<u>(1,900)</u>	<u>-</u>	<u>-</u>	<u>(1,900)</u>
	<u>9,349</u>	<u>(3,647)</u>	<u>-</u>	<u>5,702</u>
TOTAL FUNDS	<u>147,333</u>	<u>(160,101)</u>	<u>1,629</u>	<u>(11,139)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. **MOVEMENT IN FUNDS - continued**

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General Fund	446,590	(2,023)	(4,000)	440,567
Children's Work Fund	1,541	(285)	-	1,256
Enid Weston Legacy Fund	1,510	-	-	1,510
Project Fund	1,530	-	-	1,530
PB & JP Trower Legacy Fund	39,211	-	-	39,211
Small Legacies Fund	27	-	-	27
Future Energy Saving Fund	-	(2,500)	4,000	1,500
	<u>490,409</u>	<u>(4,808)</u>	<u>-</u>	<u>485,601</u>
Restricted funds				
Capital Fund	181,353	3,936	-	185,289
Flower Fund	397	-	-	397
Sunday School Fund	73,604	1,002	-	74,606
Organ Fund	288	-	-	288
Toddler Group Fund	2,178	758	-	2,936
Sylvia Mitchell Legacy Fund	9,389	-	-	9,389
Choir Robe Fund	257	-	-	257
Kettles On Fund	591	-	-	591
Community Outreach Fund	-	2,200	-	2,200
	<u>268,057</u>	<u>7,896</u>	<u>-</u>	<u>275,953</u>
TOTAL FUNDS	<u>758,466</u>	<u>3,088</u>	<u>-</u>	<u>761,554</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. **MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General Fund	132,036	(131,748)	(2,311)	(2,023)
Children's Work Fund	457	(742)	-	(285)
Future Energy Saving Fund	-	(2,500)	-	(2,500)
	<u>132,493</u>	<u>(134,990)</u>	<u>(2,311)</u>	<u>(4,808)</u>
Restricted funds				
Capital Fund	4,313	(377)	-	3,936
Sunday School Fund	1,678	(676)	-	1,002
Toddler Group Fund	1,234	(476)	-	758
Community Outreach Fund	<u>2,200</u>	<u>-</u>	<u>-</u>	<u>2,200</u>
	<u>9,425</u>	<u>(1,529)</u>	<u>-</u>	<u>7,896</u>
TOTAL FUNDS	<u>141,918</u>	<u>(136,519)</u>	<u>(2,311)</u>	<u>3,088</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds				
General Fund	446,590	(7,990)	(4,838)	433,762
Children's Work Fund	1,541	(190)	-	1,351
Enid Weston Legacy Fund	1,510	(1,510)	-	-
Project Fund	1,530	4,788	838	7,156
PB & JP Trower Legacy Fund	39,211	(15,247)	-	23,964
Small Legacies Fund	27	-	-	27
Future Energy Saving Fund	-	(1,500)	4,000	2,500
	<u>490,409</u>	<u>(21,649)</u>	<u>-</u>	<u>468,760</u>
Restricted funds				
Capital Fund	181,353	10,450	-	191,803
Flower Fund	397	(18)	-	379
Sunday School Fund	73,604	2,859	-	76,463
Organ Fund	288	-	-	288
Toddler Group Fund	2,178	554	-	2,732
Sylvia Mitchell Legacy Fund	9,389	(547)	-	8,842
Choir Robe Fund	257	-	-	257
Kettles On Fund	591	-	-	591
Community Outreach Fund	-	300	-	300
	<u>268,057</u>	<u>13,598</u>	<u>-</u>	<u>281,655</u>
TOTAL FUNDS	<u>758,466</u>	<u>(8,051)</u>	<u>-</u>	<u>750,415</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General Fund	263,400	(270,708)	(682)	(7,990)
Children's Work Fund	1,114	(1,304)	-	(190)
Enid Weston Legacy Fund	-	(1,510)	-	(1,510)
Project Fund	4,963	(175)	-	4,788
PB & JP Trower Legacy Fund	-	(15,247)	-	(15,247)
Future Energy Saving Fund	<u>1,000</u>	<u>(2,500)</u>	<u>-</u>	<u>(1,500)</u>
	270,477	(291,444)	(682)	(21,649)
Restricted funds				
Capital Fund	11,162	(712)	-	10,450
Flower Fund	-	(18)	-	(18)
Sunday School Fund	4,341	(1,482)	-	2,859
Toddler Group Fund	2,971	(2,417)	-	554
Sylvia Mitchell Legacy Fund	-	(547)	-	(547)
Community Outreach Fund	<u>300</u>	<u>-</u>	<u>-</u>	<u>300</u>
	<u>18,774</u>	<u>(5,176)</u>	<u>-</u>	<u>13,598</u>
TOTAL FUNDS	<u>289,251</u>	<u>(296,620)</u>	<u>(682)</u>	<u>(8,051)</u>

General Fund

This fund is available for general use by the PCC and the funds are unrestricted in their use i.e. they may be applied at the discretion of the PCC for furthering the mission of the church.

Children's Work Fund

A designated fund (i.e. there is no restriction on the money however the PCC has allocated it for a particular purpose) that holds the proceeds of the After School Club held at Farncombe Church of England Infant School and donations from Messy Church. The money is designated for projects to further the church's work with children.

Enid Weston Legacy Fund

The PCC received a legacy of £66,141 from Enid Weston during 2013. There are no restrictions on the use of this money; the PCC will use it towards specific items as stated in the legacy policy. To date, money from the fund has been used towards the sound system, toilets, heating system, maintenance of the roof, installation of LED lights and topping-up our Parish Share contributions.

Projects Fund

Some donors request that we do not use donations towards day-to-day expenditure such as utility bills. We may use the money for any specific item or project (this is not known at the time of donation). This restricted fund holds such money so that we can identify on what it was spent.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. MOVEMENT IN FUNDS - continued

PB & JP Trower Legacy Fund

The PCC received a legacy of £51,401 from Phyllis and Jean Trower during 2018. There are no restrictions on the use of this money however the PCC intend to use it for specific projects (i.e. not for day-to-day expenditure) in line with their stated legacy policy. In 2023, money from the fund has been used to refurbish the gentlemen's bathroom.

Small Legacies Fund

(This fund was previously called the Legacy Unrestricted Fund and has been renamed to clarify its purpose)
From time-to-time we receive small legacies which we handle in accordance with our legacy policy. This requires that we use the money on a specific item or project and not towards day-to-day expenditure. This restricted fund holds such money from legacies so that we can identify on what it was spent.

Future Energy Saving Fund

An unrestricted fund in response to the increase in energy costs following the start of the Ukraine war. Where we have any surplus funds, a transfer is made to this fund to be used to counteract future increased energy costs, particularly when our supplier arrangements are renewed.

Capital Fund

A restricted fund for capital projects. The fund holds a 72% share of 26 Tudor Road, valued at £180,000 and receives a corresponding proportion of the profits from rental.

Flower Fund

This is a restricted fund which represents money donated for flowers in Church and is released to flower arrangers on request.

Farncombe Church of England Sunday School Fund (Sunday School Fund)

This restricted fund is an Educational Trust. The Trustees are the Rector and Churchwardens. The Fund is invested with interest to accumulate in the account. It has a 28% share of 26 Tudor Road valued at £70,000 and receives a corresponding share of the profits from rental.

Organ Fund

A restricted fund for donations and funds raised to carry out repairs on the church organ.

Toddler Group Fund

This restricted fund holds donations received for running of the St John's Toddler Group and is designated for the use of the group to purchase materials and equipment. In 2023, money from the fund has been used to erect a new garden fence to ensure the safety of children during events.

Sylvia Mitchell Legacy Fund

The PCC received a legacy of £9,982 from Mrs Mitchell during 2016. This amount has been restricted for projects relating to the musical life of the church according to her wishes.

Choir Robe Fund

A restricted fund, initially containing money donated from the proceeds of the 2019 Spring Fair towards the purchase of new robes for the choir and serving team.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

11. MOVEMENT IN FUNDS - continued

Kettles On Fund

A restricted fund used to hold grants and other income from the Kettles On group. This money will be used towards transport for people attending and other items to support and enhance the running of the group.

Community Outreach Fund

(This fund was previously called the After Schools Meals Fund and has been renamed to clarify its purpose)
This restricted fund was originally used to hold grants and other income dedicated to the After School Meals initiative. Despite this initiative's disbandment, the money will continue to be used to support those in need.

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23 £	31.12.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	3,400	5,744
Planned giving	51,051	49,013
Collections & other giving	16,979	11,936
Income tax recovered	<u>11,831</u>	<u>11,514</u>
	83,261	78,207
Other trading activities		
Spring Fair	4,213	2,817
Magazine advertisements and sponsorship	2,595	2,763
Sale of work	1,197	1,250
Special events/refreshments	2,214	2,303
Farncombe Village Show	<u>544</u>	<u>535</u>
	10,763	9,668
Investment income		
Dividends received	518	515
Bank interest	<u>439</u>	<u>120</u>
	957	635
Charitable activities		
Rent of church room	20,450	26,784
Wedding and funeral fees	4,904	4,654
Book of Remembrance	-	36
After School Club	461	366
Messy Church	196	90
Toddler Group	1,737	1,234
Kettles On	251	-
26 Tudor Road rent	9,513	5,990
73 Binscombe Crescent rent	<u>14,490</u>	<u>13,933</u>
	52,002	53,087
Other income		
Other income	<u>350</u>	<u>321</u>
Total incoming resources	147,333	141,918

This page does not form part of the statutory financial statements

The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23 £	31.12.22 £
EXPENDITURE		
Other trading activities		
Magazine costs	2,150	2,150
Spring Fair	1,177	305
Special events/refreshments	403	89
Farncombe Village Show	-	43
	<u>3,730</u>	<u>2,587</u>
Charitable activities		
Wages	8,250	9,691
Sundries	14	77
Diocesan Quota/Parish Share	86,238	84,780
Church running costs	14,301	6,894
Church room maintenance	586	2,089
Rector and rectory expenses	373	364
Church utilities	4,889	4,211
Church premises insurance	4,781	4,444
Flowers	-	67
Wedding and funeral fees	3,385	3,417
Toddler group	825	476
Messy church	441	646
After school club	271	96
Stationery and other admin costs	757	1,177
Church room cleaning	2,441	2,408
Organists	2,775	2,693
School leavers bibles	676	529
Subscriptions	1,122	1,095
Single Tracks Group	15	-
Costs of 73 Binscombe Crescent	1,300	3,873
Costs of 26 Tudor Road	465	524
Major repairs to church	16,756	-
Kettles On & Hearing Aids	252	-
Grants to institutions	<u>2,818</u>	<u>1,501</u>
	153,731	131,052
Governance costs		
Accountancy	<u>2,640</u>	<u>2,880</u>
Total resources expended	<u>160,101</u>	<u>136,519</u>
Net (expenditure)/income before gains and losses	(12,768)	5,399

This page does not form part of the statutory financial statements

The Parochial Church Council of the
Ecclesiastical Parish of Saint John,
Farncombe

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

Realised recognised gains and losses

Realised gains/(losses) on fixed asset investments

Net (expenditure)/income

31.12.23 £	31.12.22 £
<u>1,629</u>	<u>(2,311)</u>
<u>(11,139)</u>	<u>3,088</u>

This page does not form part of the statutory financial statements

Citizens Advice South West Surrey

Report for Godalming Town Council Q3 2024-25

Clients engaged by Citizens Advice South West Surrey

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	85	214	192
Godalming Central and Ockford	59	178	116
Godalming Farncombe and Catteshall	64	168	158
Godalming Holloway	14	50	44
Group 1 Total	222	610	510
Milford + Witley	60	159	117
Bramley + Wonersh	42	148	123
Elstead + Peperharow	15	72	50
Group 2 Total	117	379	290
Grand Total	339	988	800

Clients engaged by the Citizens Advice Network as a whole -

This captures the number of residents in Godalming who are helped by CASWS as well as other areas of the Citizens Advice Network, e.g. our Surrey Adviceline and the National Adviceline.

Ward	Clients	Activities	Issues
Godalming Binscombe and Charterhouse	96	284	304
Godalming Central and Ockford	68	205	180
Godalming Farncombe and Catteshall	71	202	223
Godalming Holloway	17	57	53
Group 1 Total	252	748	760
Milford + Witley	77	192	181
Bramley + Wonersh	66	207	292
Elstead + Peperharow	19	90	67
Group 2 Total	162	489	540
Grand Total	414	1,237	1,300

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.