

GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

7 October 2022

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 13 OCTOBER 2022 at 7.15pm, or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

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 Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Kiehl	Councillor Martin
Councillor Neill	Councillor PMA Rivers
Councillor PS Rivers	Councillor Steel
Councillor Stubbs	Councillor Welland
Councillor Williams	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 1 September 2022, a copy of which has been circulated previously.

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for 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. 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 Chair should sign the schedule of accounts paid.

7. BUDGET MONITORING

Members to consider a budget monitoring report to 30 September 2022 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Head Office Costs	15,911 u/s	8,000 u/s
Civic Expenses	1,850 u/s	0 u/s
Town Promotion	997 o/s	0 o/s
Staycation	1,262 u/s	1,200 u/s
Festivals & Markets	2,526 u/s	2,000 u/s
Christmas Lights	0 u/s	0 o/s
BWP Youth Centre	10,318 o/s	29,000 o/s
Pepperpot	3,212 u/s	0 o/s
The Square	1,178 u/s	0 u/s
Allotments	826 u/s	0 o/s
Wilfrid Noyce Community Centre	24,138 u/s	12,000 u/s
Bandstand	490 u/s	0 o/s
Godalming Museum	3,155 u/s	1,700 o/s
Land & Property Other	5,773 u/s	0 u/s
Mayors' Charity	804 u/s	0 o/s
Community Store	7,614 u/s	0 o/s
TOTAL	57,424 u/s	7,500 o/s

The monitoring report shows a current variance of £57,424 underspend against Budget. Items to note in the forecast:

Head Office – £7k salary savings due to current staff vacancy and £8k grant monies from 2021/22 (which will be used to offset over budget salaries in Youth Centre). Remainder timing issues.

Festivals & Markets – the Spring Festival was more successful than budgeted with costs well below that anticipated resulting in an additional £2,500 surplus to budget. This has been offset by a street trading license of £500 for the Farncombe area which is a new area of trading and therefore not in the budget (see Farncombe Village & Binscombe Community Vision, Action Point 3).

Youth Centre – increased staff and operating costs in line with P&M 11 August 2022 Min No 224-22. £2k maintenance due to leaking roof in room being converted to music studio.

WN Community Centre – Rebuilding revenue from COVID going better than planned resulting in £12k above budget revenue. £3k refund from Everflow for overcharged water usage. £3k over budget maintenance costs as redecorated Oglethorpe Room once the Community Store vacated the room. Remainder timing issues only.

Museum – £3.8k unplanned expenditure for Curatorial Support, partially offset by staff cost savings.

8. COMMITTEE WORK PROGRAMME

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

9. APPLICATIONS FOR COMMUNITY FUND GRANT AID

Information:	£
22/2023 Council Community Fund Allocation	5,000.00
Allocations this year to date	1,740.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	1,000.00
Balance unallocated if applications agreed	2,260.00

Applications for Council Community Funding

Members to consider the following application for Council Community Fund grant aid – the summary of the application is given below.

St John's Church Warm Space Initiative
Sponsors: Cllr Adam, Cllr PMA Rivers

Project

In response to the energy and cost of living crisis, St John's Church Farncombe would like to start an after-school meals service to support local families. Initially it would run on a Monday and Wednesday from 4pm till 6pm supplying hot food, a warm environment and small activities for children and a welcoming atmosphere for parents to meet and support each other. Referrals to the after-school meal service is anticipated to be via Home School workers who are best placed to be able to identify those most in need. The organisers have already achieved some funding and have established contacts in the community who can also help identify those needing support.

Who will it benefit?

Families with children in infant or primary school in the local area.

How many people is it expected to support?

Initial target is 20 parents and 40 children.

The cost of the project#

The budgeted cost of meals is at £1 per head, if the initiative operates to capacity the cost will be £60 per session. For 10 months the cost would be £4,800. The applicants are also applying to other organisations for financial support.

Grant request amount

£1,000 would help to set up and get this service started.

Previous grants

None

10. CAPITAL WORKS PROGRAMME 2023 - 2026

Recommendation: Members to resolve to approve the capital works program 2023-2026.

A combination of factors has shown the need for GTC to have a defined capital works programme to enable it to continue its move towards net zero Scope 1 and 2 emissions, reduce its reliance upon grid electricity, reduce its annual energy expenditure and to maintain the publicly owned estate in an acceptable condition.

A defined capital works programme will allow for prudent financial planning to avoid the need for significant, single year jumps in the precept requirement to fund works and will allow for proactive use of staff resource in delivery of future capital projects.

Members are requested to consider the proposed capital works programme 2023-2026 (attached for the information of Members).

The capital project programme should be reviewed in October of each year as part of pre-budget considerations.

11. UK SHARED PROSPERITY FUND – ITEM FOR DECISION

Recommendation: Members to resolve to approve that, if Waverley Borough Council is successful in its bid for UK Shared Prosperity Funding, Godalming Town Council should act as a delivery partner to support the Government's Levelling Up agenda through the implementation of the UK Shared Prosperity Fund Project for Ockford Ridge & Aarons Hill as approved by the Department of Levelling Up, Housing & Communities.

The UK Shared Prosperity Fund was launched by the Department for Levelling Up, Housing & Communities on 13 April 2022, with GTC being informed on Thursday, 7 July that Waverley had been allocated £1 million of funding as part of the [UK Shared Prosperity Fund \(UKSPF\)](#) and that they were seeking proposals from partners, including town and parish councils, that set out details on:-

- investment area interventions;
- project proposal with costings, outputs, and outcomes;
- timings (the largest tranche of monies available 2024-25);
- funds for capital or revenue; and
- information on available resources and risk mitigation.

The deadline for response was noon on 14 July. In consultation with the Chair of the Policy & Management Committee, the Town Clerk made an initial submission of four potential projects, (initial application attached for the information of Members).

Subsequently GTC was informed that Waverley Borough Council's UKSPF allocation received submissions for over 100 projects and that entries had been collated and were being reviewed against the fund criteria. All projects would be auditable so it is important that all projects match with interventions which can be measured through the government defined specific outcomes and outputs to demonstrate how the monies were spent. This ensures that the fund is used in alignment with its intent.

Waverley submitted its investment plan with support from the Waverley MPs and we now await feedback from the Government.

Between August and October, there are several areas of focus:

- 'The Dept of Levelling Up' will review the investment plan and agree or not agree to the funding allocation.
- The Waverley Economic Development team will start to identify which projects will be allocated funds that will be reviewed, challenged and agreed by appropriate steering groups and engagement groups.
- Waverley will be setting up a new Local Economic Action Forum (LEAF) which will be able to act as the Local Partnership Group for the UKSPF.

In mid-August GTC was informed that WBC was awaiting the outcome of its submission to the Government, which contained 25 bids. In the meantime, GTC had been asked to provide additional information to support a business case on one of the four projects it put forward (see attached for the information of Members).

Whilst at this stage it is not known whether the GTC project will be approved by the Department for Levelling Up, Housing & Communities, Members are asked whether they support the aims of the project and wish Officers to continue to pursue its delivery.

12. COMMUNITY CENTRE FEES & CHARGES 2022/23 – ITEM FOR DECISION

Recommendation: Members to resolve to agree to increase the existing fees and charges for the Council's community buildings during the civic year 2022/23.

Considering the current situation regarding energy costs, which is a significant operating cost for the Council's community centres, as well as the Consumer Price Index reaching double figures for the first time in many years, Officers propose an increase to fees and charges to come into effect on 1 January 2023 (schedule of Fees & Charges attached for the information of Members).

13. ALLOTMENT FEES & CHARGES 2022/23 – ITEM FOR DECISION

Recommendation: Members to resolve to agree to increase the existing fees for the Council's allotments during the civic year 2022/23.

Peperharow and The Burys Allotments

The grounds maintenance costs for Peperharow and The Burys allotments are significantly greater than the rental income derived from the sites. Whilst it is unlikely, given the small size of the two sites, that rental income would ever cover the costs, Officers believe it is not unreasonable to seek to recoup a larger proportion of the actual costs incurred from those who directly benefit from the allotments. Accordingly, Officers propose that for 2022/23 the rent charges for Peperharow and The Burys allotments be increased by 4.5%.

Allotment Association Rent

Officers propose that the Farncombe & District Allotment Association rents be increased by 4.5%.

14. POLICY DOCUMENT REVIEW

Members are requested to review the policy document listed below and if appropriate resolve to approve amendments for adoption by Full Council.

(Members to note that if no amendments are recommended the existing document remains extant).

[Communications Policy](#)

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members are asked to note a report from Councillor Martin on the Holloway Hill Sports Association (report attached for the information of Members) an organisation upon which Councillor Martin represents the Town Council.

16. COMMUNICATIONS ARISING FROM THIS MEETING

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

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 24 November 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

18. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	464,378	464,377	(1)	928,755			50.0%	
1102 Community Infrastructure Levy	0	0	0	10,533	0	(10,533)	0			0.0%	
1202 Grants - WBC	0	0	0	10,764	1,770	(8,994)	1,770			608.1%	
1303 Other customer/client receipts	4,704	1,300	(3,404)	4,704	7,800	3,096	16,000			29.4%	
1401 Interest Received	206	5	(201)	918	30	(888)	60			1529.3%	
1501 Recharges to Godalming JBC	0	0	0	19,888	19,888	0	39,776			50.0%	
Head Office Costs :- Income	4,910	1,305	(3,605)	511,184	493,865	(17,319)	986,361			51.8%	0
4001 Salaries	21,952	24,135	2,183	139,611	144,810	5,199	289,620	150,009		48.2%	
4002 Employer's NIC	2,291	2,630	339	14,576	15,780	1,204	31,560	16,984		46.2%	
4003 Employer's Superannuation	3,898	4,375	477	25,306	26,250	944	52,500	27,194		48.2%	
4011 Staff Training	25	250	225	2,414	1,500	(914)	3,000	586		80.5%	
4012 Recruitment Advertising	78	0	(78)	327	0	(327)	1,500	1,173		21.8%	
4013 Other Staff Expenses	0	50	50	0	300	300	600	600		0.0%	
4102 Property Maintenance	0	200	200	1,752	1,200	(552)	2,400	648		73.0%	
4103 Maintenance Contracts	115	200	85	558	1,200	642	2,400	1,842		23.3%	
4111 Energy Costs	88	265	177	875	1,590	715	3,200	2,325		27.3%	
4121 Rents	0	0	0	0	2,400	2,400	2,400	2,400		0.0%	
4131 Rates	0	0	0	0	12,600	12,600	12,600	12,600		0.0%	
4141 Water Services	0	25	25	0	150	150	300	300		0.0%	
4161 Cleaning	272	380	108	1,727	2,280	553	4,560	2,833		37.9%	
4162 Waste Removal	82	50	(32)	274	300	26	600	326		45.7%	
4163 Domestic Supplies	0	10	10	177	60	(117)	120	(57)		147.2%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Workshop Consumables	74	350	276	2,284	2,100	(184)	4,200		1,916	54.4%	
4202 Car Allowances	1	80	79	29	480	451	1,000		971	2.9%	
4203 Other Transport Costs	0	0	0	48	0	(48)	0		(48)	0.0%	
4204 Fuel Costs	302	110	(192)	1,267	660	(607)	1,320		53	96.0%	
4205 Vehicle Maintenance	0	200	200	736	1,200	464	2,400		1,664	30.7%	
4301 Equipment	265	500	235	1,978	3,000	1,022	3,500		1,522	56.5%	
4304 Catering & Hospitality	52	25	(27)	264	150	(114)	300		36	87.9%	
4305 Clothes, Uniform & Laundry	1,449	100	(1,349)	2,735	600	(2,135)	1,200		(1,535)	227.9%	
4306 Printing	186	200	14	719	1,200	481	2,400		1,681	30.0%	
4307 Stationery	809	340	(469)	2,454	2,040	(414)	4,090		1,636	60.0%	
4308 General Office Expense	0	0	0	89	0	(89)	0		(89)	0.0%	
4311 Professional Fees - Legal	0	0	0	2,030	0	(2,030)	0		(2,030)	0.0%	
4313 Professional Fees - Other	0	830	830	4,300	4,980	680	10,000		5,700	43.0%	
4314 Audit Fees	240	0	(240)	2,411	2,255	(156)	3,300		889	73.0%	
4315 Insurance	0	0	0	9,469	9,200	(269)	9,200		(269)	102.9%	
4321 Bank Charges	27	30	3	122	180	58	360		238	33.8%	
4322 Postage	0	100	100	142	600	458	1,200		1,058	11.8%	
4323 Telephones	209	230	21	1,288	1,380	92	2,765		1,477	46.6%	
4325 Computing	544	795	251	4,956	4,770	(186)	9,540		4,584	51.9%	
4326 Website	45	50	5	358	300	(58)	1,000		642	35.8%	
4331 Newsletter	0	0	0	0	2,200	2,200	4,400		4,400	0.0%	
4341 Grants	3,500	5,000	1,500	43,689	30,000	(13,689)	70,000		26,311	62.4%	
4342 Subscriptions	0	0	0	4,324	4,100	(224)	4,600		276	94.0%	
4401 Payments to Godalming JBC	0	0	0	18,872	18,872	1	37,743		18,872	50.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	0	165	165	396	990	594	1,875		1,479	21.1%	
6000 Debt Charges - Principal	0	0	0	16,068	16,069	1	32,392		16,324	49.6%	
6001 Debt Charges - Interest	0	0	0	22,784	22,784	0	45,312		22,528	50.3%	
Head Office Costs :- Indirect Expenditure	36,505	41,675	5,170	331,405	340,530	9,125	661,457	0	330,052	50.1%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	33,803	23,270	(10,533)	23,270		(10,533)	145.3%	
Head Office Costs :- Other Costs	0	0	0	36,303	25,770	(10,533)	25,770	0	(10,533)	140.9%	0
Net Income over Expenditure	(31,595)	(40,370)	(8,775)	143,476	127,565	(15,911)	299,134				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	1,100	1,100	2,420		2,420	0.0%	
4162 Waste Removal	0	0	0	151	0	(151)	0		(151)	0.0%	
4301 Equipment	0	0	0	365	0	(365)	0		(365)	0.0%	
4304 Catering & Hospitality	0	50	50	23	300	277	600		577	3.9%	
4305 Clothes, Uniform & Laundry	0	250	250	4	250	246	500		496	0.9%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4313 Professional Fees - Other	68	0	(68)	113	0	(113)	0		(113)	0.0%	
4325 Computing	161	230	69	966	1,380	414	2,800		1,834	34.5%	
4327 Publicity Advertising	0	0	0	0	0	0	1,200		1,200	0.0%	
4332 Mayor's Expenses	272	100	(172)	694	600	(94)	1,200		506	57.8%	
4333 Members' Expenses	0	0	0	90	0	(90)	0		(90)	0.0%	
4334 Members' Training	25	100	75	150	600	450	1,200		1,050	12.5%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	333	80	(253)	453	480	27	960		507	47.2%	
Civic Expenses :- Indirect Expenditure	859	1,030	171	3,010	4,710	1,700	11,680	0	8,670	25.8%	0
5001 Transfers from Reserves	0	0	0	(150)	0	150	0		150	0.0%	
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	5,850	6,000	150	6,000	0	150	97.5%	0
Net Expenditure	(859)	(1,030)	(171)	(8,860)	(10,710)	(1,850)	(17,680)				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	2,103	3,300	1,197	3,300			63.7%	
1304 Donations	348	0	(348)	848	0	(848)	0			0.0%	
Town Promotion :- Income	348	0	(348)	2,951	3,300	349	3,300			89.4%	0
4162 Waste Removal	0	0	0	403	300	(103)	300		(103)	134.5%	
4163 Domestic Supplies	0	0	0	18	0	(18)	0		(18)	0.0%	
4171 Grounds Maintenance Costs	0	0	0	4,303	6,500	2,197	6,500		2,197	66.2%	
4203 Other Transport Costs	0	0	0	13	0	(13)	0		(13)	0.0%	
4301 Equipment	0	0	0	2,262	500	(1,762)	500		(1,762)	452.4%	
4304 Catering & Hospitality	1,091	0	(1,091)	1,268	0	(1,268)	0		(1,268)	0.0%	
4306 Printing	0	0	0	283	0	(283)	0		(283)	0.0%	
4313 Professional Fees - Other	0	0	0	2,500	0	(2,500)	500		(2,000)	500.0%	
4327 Publicity Advertising	0	0	0	3,075	2,000	(1,075)	2,250		(825)	136.7%	
4343 Licensing/PRS	103	0	(103)	103	0	(103)	0		(103)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	0	0	0	320	100	(220)	395		75	80.9%	
Town Promotion :- Indirect Expenditure	1,194	0	(1,194)	14,548	9,400	(5,148)	10,445	0	(4,103)	139.3%	0
5001 Transfers from Reserves	0	0	0	(4,500)	0	4,500	0		4,500	0.0%	
Town Promotion :- Other Costs	0	0	0	(4,500)	0	4,500	0	0	4,500		0
Net Income over Expenditure	(846)	0	846	(7,097)	(6,100)	997	(7,145)				
<u>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	475	400	(75)	400			118.8%	
Staycation :- Income	0	0	0	475	400	(75)	400			118.8%	0
4001 Salaries	0	0	0	83	152	69	152		69	54.7%	
4002 Employer's NIC	0	0	0	8	15	7	15		7	54.3%	
4003 Employer's Superannuation	0	0	0	15	0	(15)	0		(15)	0.0%	
4111 Energy Costs	0	0	0	0	250	250	250		250	0.0%	
4162 Waste Removal	1,412	900	(512)	1,412	900	(512)	900		(512)	156.9%	
4301 Equipment	0	0	0	0	520	520	520		520	0.0%	
4304 Catering & Hospitality	0	350	350	0	350	350	350		350	0.0%	
4313 Professional Fees - Other	0	0	0	242	950	708	950		708	25.5%	
4327 Publicity Advertising	0	0	0	1,950	1,500	(450)	1,500		(450)	130.0%	
4343 Licensing/PRS	0	0	0	0	170	170	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	90	90	90		90	0.0%	
Staycation :- Indirect Expenditure	1,412	1,250	(162)	3,710	4,897	1,187	4,897	0	1,187	75.8%	0
Net Income over Expenditure	(1,412)	(1,250)	162	(3,235)	(4,497)	(1,262)	(4,497)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	605	475	(130)	7,660	7,350	(310)	13,600			56.3%	
Festivals & Markets :- Income	605	475	(130)	7,660	7,350	(310)	13,600			56.3%	0
4001 Salaries	0	0	0	0	460	460	1,090		1,090	0.0%	
4002 Employer's NIC	0	0	0	0	69	69	164		164	0.0%	
4003 Employer's Superannuation	0	0	0	0	85	85	201		201	0.0%	
4162 Waste Removal	0	0	0	60	250	190	600		540	10.0%	
4203 Other Transport Costs	0	0	0	0	200	200	400		400	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	
4304 Catering & Hospitality	0	0	0	75	60	(15)	180		106	41.4%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	1,050	900	(150)	1,650		600	63.6%	
4327 Publicity Advertising	0	0	0	190	1,750	1,560	3,250		3,060	5.8%	
4343 Licensing/PRS	0	0	0	484	110	(374)	220		(264)	220.0%	
4900 Miscellaneous Expenses	0	0	0	9	200	191	1,000		991	0.9%	
Festivals & Markets :- Indirect Expenditure	0	0	0	1,868	4,084	2,216	9,795	0	7,927	19.1%	0
Net Income over Expenditure	605	475	(130)	5,792	3,266	(2,526)	3,805				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	39,050		39,050	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	39,050	0	39,050	0.0%	0
Net Expenditure	0	0	0	0	0	0	(39,050)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 BWP Community Centre</u>											
1201 Grants - SCC	0	0	0	2,520	0	(2,520)	0			0.0%	
1204 Grants - Other	0	400	400	308	2,400	2,092	5,000			6.2%	
1301 Premises Hire Charges	798	80	(718)	2,483	480	(2,003)	1,000			248.3%	
1303 Other customer/client receipts	0	0	0	30	0	(30)	0			0.0%	
1304 Donations	1,200	0	(1,200)	1,200	0	(1,200)	0			0.0%	
BWP Community Centre :- Income	1,998	480	(1,518)	6,541	2,880	(3,661)	6,000			109.0%	0
4001 Salaries	9,931	5,845	(4,086)	34,132	35,070	938	70,143		36,011	48.7%	
4002 Employer's NIC	787	304	(483)	2,066	1,824	(242)	3,650		1,584	56.6%	
4003 Employer's Superannuation	650	308	(342)	3,127	1,848	(1,279)	3,700		573	84.5%	
4011 Staff Training	300	200	(100)	446	1,200	754	2,500		2,054	17.8%	
4012 Recruitment Advertising	0	0	0	0	1,200	1,200	1,200		1,200	0.0%	
4101 Repair/Alteration of Buildings	0	0	0	13,065	0	(13,065)	0		(13,065)	0.0%	
4102 Property Maintenance	2,103	150	(1,953)	10,141	900	(9,241)	1,800		(8,341)	563.4%	
4103 Maintenance Contracts	40	100	60	1,290	600	(690)	1,200		(90)	107.5%	
4111 Energy Costs	98	300	202	1,279	1,800	521	3,750		2,471	34.1%	
4131 Rates	0	0	0	1,347	1,400	53	1,400		53	96.2%	
4141 Water Services	2,207	40	(2,167)	2,352	240	(2,112)	500		(1,852)	470.4%	
4161 Cleaning	25	750	725	2,116	4,500	2,384	9,000		6,884	23.5%	
4162 Waste Removal	411	35	(376)	1,201	210	(991)	420		(781)	286.0%	
4163 Domestic Supplies	0	6	6	183	36	(147)	80		(103)	229.2%	
4171 Grounds Maintenance Costs	0	30	30	0	180	180	400		400	0.0%	
4201 Public Transport	0	25	25	0	50	50	100		100	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4202 Car Allowances	0	25	25	14	50	37	100		87	13.5%	
4301 Equipment	260	250	(10)	4,843	1,500	(3,343)	3,000		(1,843)	161.4%	
4304 Catering & Hospitality	0	0	0	877	0	(877)	0		(877)	0.0%	
4305 Clothes, Uniform & Laundry	0	125	125	0	250	250	500		500	0.0%	
4307 Stationery	0	30	30	393	180	(213)	350		(43)	112.2%	
4313 Professional Fees - Other	0	0	0	293	350	57	350		57	83.7%	
4323 Telephones	64	40	(24)	391	240	(151)	480		89	81.4%	
4324 Broadband	0	40	40	0	240	240	480		480	0.0%	
4325 Computing	86	70	(16)	921	420	(501)	850		(71)	108.4%	
4900 Miscellaneous Expenses	0	40	40	30	240	210	500		470	6.0%	
BWP Community Centre :- Indirect Expenditure	16,962	8,713	(8,249)	80,508	54,528	(25,980)	106,453	0	25,945	75.6%	0
5001 Transfers from Reserves	0	0	0	(12,000)	0	12,000	0		12,000	0.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	(9,500)	2,500	12,000	2,500	0	12,000	(380.0%)	0
Net Income over Expenditure	(14,964)	(8,233)	6,731	(64,466)	(54,148)	10,318	(102,953)				
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	824	725	(99)	5,247	4,350	(897)	8,700			60.3%	
Pepperpot :- Income	824	725	(99)	5,247	4,350	(897)	8,700			60.3%	0
4102 Property Maintenance	0	100	100	555	600	45	1,200		645	46.3%	
4103 Maintenance Contracts	238	110	(128)	317	660	343	1,310		993	24.2%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Energy Costs	46	130	84	391	780	389	1,560		1,169	25.1%	
4131 Rates	343	0	(343)	343	735	392	735		392	46.7%	
4161 Cleaning	24	250	226	923	1,500	577	3,000		2,077	30.8%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	40	42	2	243	252	9	504		261	48.2%	
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	692	632	(60)	2,842	4,597	1,755	8,979	0	6,137	31.6%	0
5001 Transfers from Reserves	0	0	0	(560)	0	560	0		560	0.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	1,940	2,500	560	2,500	0	560	77.6%	0
Net Income over Expenditure	132	93	(39)	465	(2,747)	(3,212)	(2,779)				
<u>203 The Square</u>											
1302 Rents	0	563	563	4,556	3,378	(1,178)	6,750			67.5%	
1303 Other customer/client receipts	0	0	0	1,375	1,550	175	1,550			88.7%	
The Square :- Income	0	563	563	5,931	4,928	(1,003)	8,300			71.5%	0
4315 Insurance	0	0	0	1,375	1,550	175	1,550		175	88.7%	
The Square :- Indirect Expenditure	0	0	0	1,375	1,550	175	1,550	0	175	88.7%	0
Net Income over Expenditure	0	563	563	4,556	3,378	(1,178)	6,750				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Allotments</u>											
1302 Rents	0	2,500	2,500	0	2,500	2,500	2,500			0.0%	
1303 Other customer/client receipts	2,650	0	(2,650)	2,650	0	(2,650)	0			0.0%	
Allotments :- Income	2,650	2,500	(150)	2,650	2,500	(150)	2,500			106.0%	0
4102 Property Maintenance	0	0	0	22	0	(22)	300		278	7.4%	
4141 Water Services	0	20	20	137	120	(17)	240		103	57.2%	
4162 Waste Removal	0	0	0	0	215	215	430		430	0.0%	
4171 Grounds Maintenance Costs	0	500	500	0	500	500	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	0	520	520	159	835	676	1,970	0	1,811	8.1%	0
Net Income over Expenditure	2,650	1,980	(670)	2,491	1,665	(826)	530				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	4,047	2,000	(2,047)	23,954	12,000	(11,954)	24,000			99.8%	
Wilfrid Noyce Community Centre :- Income	4,047	2,000	(2,047)	23,954	12,000	(11,954)	24,000			99.8%	0
4001 Salaries	0	230	230	0	1,380	1,380	2,826		2,826	0.0%	
4002 Employer's NIC	0	35	35	0	210	210	425		425	0.0%	
4003 Employer's Superannuation	0	43	43	0	258	258	520		520	0.0%	
4102 Property Maintenance	221	300	79	5,716	1,800	(3,916)	3,600		(2,116)	158.8%	
4103 Maintenance Contracts	662	600	(62)	2,278	3,600	1,322	7,200		4,922	31.6%	
4111 Energy Costs	917	484	(433)	2,817	2,904	87	5,808		2,991	48.5%	
4121 Rents	0	250	250	55	250	195	250		195	22.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4131 Rates	0	0	0	2,320	4,900	2,580	4,900		2,580	47.4%	
4141 Water Services	0	110	110	(2,662)	660	3,322	1,320		3,982	(201.7%)	
4161 Cleaning	25	1,340	1,315	3,904	8,040	4,136	16,080		12,176	24.3%	
4162 Waste Removal	197	160	(37)	1,085	960	(125)	1,920		835	56.5%	
4163 Domestic Supplies	0	50	50	34	300	266	600		566	5.7%	
4301 Equipment	0	300	300	0	1,800	1,800	4,000		4,000	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%	
4323 Telephones	65	65	0	778	390	(388)	780		2	99.7%	
4343 Licensing/PRS	0	550	550	94	550	456	550		456	17.2%	
4900 Miscellaneous Expenses	0	100	100	0	600	600	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	2,087	4,617	2,530	16,418	28,602	12,184	53,629	0	37,211	30.6%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	1,960	(2,617)	(4,577)	5,036	(19,102)	(24,138)	(32,129)				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	140	0	(140)	0			0.0%	
1303 Other customer/client receipts	0	0	0	(116)	0	116	0			0.0%	
Bandstand :- Income	0	0	0	25	0	(25)	0				0
4102 Property Maintenance	0	50	50	15	300	285	600		585	2.5%	
4343 Licensing/PRS	0	250	250	70	250	180	250		180	28.0%	
Bandstand :- Indirect Expenditure	0	300	300	85	550	465	850	0	765	10.0%	0
Net Income over Expenditure	0	(300)	(300)	(60)	(550)	(490)	(850)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	3,413	3,412	(1)	6,824			50.0%	
1303 Other customer/client receipts	0	0	0	7,105	7,105	0	7,585			93.7%	
Godalming Museum :- Income	0	0	0	10,518	10,517	(1)	14,409			73.0%	0
4001 Salaries	2,580	3,865	1,285	20,573	23,190	2,617	46,380		25,807	44.4%	
4002 Employer's NIC	118	460	342	1,826	2,760	934	5,520		3,694	33.1%	
4003 Employer's Superannuation	277	690	413	2,741	4,140	1,399	8,280		5,539	33.1%	
4005 Agency Staff & Contractors	2,100	0	(2,100)	3,800	0	(3,800)	0		(3,800)	0.0%	
4011 Staff Training	0	500	500	0	500	500	1,000		1,000	0.0%	
4102 Property Maintenance	0	110	110	144	660	516	1,320		1,176	10.9%	
4103 Maintenance Contracts	79	100	21	855	600	(255)	1,200		345	71.3%	
4111 Energy Costs	(267)	0	267	(267)	0	267	0		267	0.0%	
4202 Car Allowances	0	160	160	0	160	160	320		320	0.0%	
4307 Stationery	0	25	25	252	150	(102)	300		48	84.1%	
4315 Insurance	0	0	0	3,360	3,400	40	3,400		40	98.8%	
4322 Postage	0	80	80	0	480	480	960		960	0.0%	
4323 Telephones	9	15	6	91	90	(1)	180		89	50.8%	
4325 Computing	94	225	131	829	1,350	521	2,700		1,871	30.7%	
4342 Subscriptions	0	0	0	120	0	(120)	3,000		2,880	4.0%	
Godalming Museum :- Indirect Expenditure	4,991	6,230	1,239	34,325	37,480	3,155	74,560	0	40,235	46.0%	0
5101 Contrib. to Premises Provision	0	0	0	6,625	6,625	0	6,625		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	6,625	6,625	0	6,625	0	0	100.0%	0
Net Income over Expenditure	(4,991)	(6,230)	(1,239)	(30,433)	(33,588)	(3,155)	(66,776)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208</u> Land & Property - Other											
1304 Donations	1,302	0	(1,302)	1,302	0	(1,302)	0			0.0%	
Land & Property - Other :- Income	1,302	0	(1,302)	1,302	0	(1,302)	0				0
4102 Property Maintenance	75	325	250	4,101	1,950	(2,151)	3,900		(201)	105.1%	
4103 Maintenance Contracts	0	100	100	1,147	600	(547)	1,200		53	95.6%	
4111 Energy Costs	72	100	28	426	600	174	1,200		774	35.5%	
4141 Water Services	0	270	270	706	1,620	914	3,240		2,534	21.8%	
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000	0.0%	
4161 Cleaning	0	1,210	1,210	2,717	7,260	4,543	14,520		11,803	18.7%	
4171 Grounds Maintenance Costs	95	400	305	191	2,400	2,209	5,000		4,809	3.8%	
4301 Equipment	1,302	0	(1,302)	1,847	0	(1,847)	0		(1,847)	0.0%	
4315 Insurance	0	0	0	224	0	(224)	0		(224)	0.0%	
4900 Miscellaneous Expenses	0	450	450	0	900	900	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	1,544	2,855	1,311	11,359	15,830	4,471	31,860	0	20,501	35.7%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	0	0	0	4,500	4,500	0	4,500	0	0	100.0%	0
Net Income over Expenditure	(242)	(2,855)	(2,613)	(14,557)	(20,330)	(5,773)	(36,360)				
<u>415</u> Mayors Charity 2022 - Faraday											
1303 Other customer/client receipts	306	0	(306)	886	0	(886)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1304 Donations	0	0	0	368	0	(368)	0			0.0%	
Mayors Charity 2022 - Faraday :- Income	306	0	(306)	1,254	0	(1,254)	0				0
4313 Professional Fees - Other	0	0	0	450	0	(450)	0		(450)	0.0%	
Mayors Charity 2022 - Faraday :- Indirect Expenditure	0	0	0	450	0	(450)	0	0	(450)		0
Net Income over Expenditure	306	0	(306)	804	0	(804)	0				
<u>416 Community Store</u>											
1304 Donations	6,395	0	(6,395)	15,245	0	(15,245)	0			0.0%	
Community Store :- Income	6,395	0	(6,395)	15,245	0	(15,245)	0				0
4101 Repair/Alteration of Buildings	0	0	0	1,742	0	(1,742)	0	(1,742)		0.0%	
4102 Property Maintenance	396	0	(396)	694	0	(694)	0	(694)		0.0%	
4103 Maintenance Contracts	0	0	0	91	0	(91)	0	(91)		0.0%	
4162 Waste Removal	63	0	(63)	140	0	(140)	0	(140)		0.0%	
4202 Car Allowances	0	0	0	32	0	(32)	0	(32)		0.0%	
4203 Other Transport Costs	0	0	0	158	0	(158)	0	(158)		0.0%	
4301 Equipment	0	0	0	1,037	0	(1,037)	0	(1,037)		0.0%	
4304 Catering & Hospitality	0	0	0	3,392	0	(3,392)	0	(3,392)		0.0%	
4307 Stationery	0	0	0	55	0	(55)	0	(55)		0.0%	
4323 Telephones	0	0	0	24	0	(24)	0	(24)		0.0%	
4326 Website	266	0	(266)	266	0	(266)	0	(266)		0.0%	
4900 Miscellaneous Expenses	30,295	0	(30,295)	30,295	0	(30,295)	0	(30,295)		0.0%	
Community Store :- Indirect Expenditure	31,020	0	(31,020)	37,927	0	(37,927)	0	0	(37,927)		0

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5001 Transfers from Reserves	(30,295)	0	30,295	(30,295)	0	30,295	0		30,295	0.0%	
Community Store :- Other Costs	(30,295)	0	30,295	(30,295)	0	30,295	0	0	30,295		0
Net Income over Expenditure	5,670	0	(5,670)	7,614	0	(7,614)	0				
Grand Totals:- Income	23,384	8,048	(15,336)	594,937	542,090	(52,847)	1,067,570			55.7%	
Expenditure	66,971	67,822	851	553,410	557,988	4,578	1,067,570	0	514,160	51.8%	
Net Income over Expenditure	(43,587)	(59,774)	(16,187)	41,526	(15,898)	(57,424)	0				
Movement to/(from) Gen Reserve	(43,587)			41,526							

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. To be transferred as a Performance Indicator	Quarterly	July 2022
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme now complete work commencing in October	Biennially	Nov 2022
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	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.	Biennially	May 2024
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council	Annually	April 2023
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 Reviewed in September 2022	6 Monthly	March 2023
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. Request for Head of Terms with WBC		October 2021

REPRESENTATION ON EXTERNAL BODIES REPORTS:			Required Date	Revised Date
Fairtrade Steering Group	Cllr Faraday	Report deferred until clarified if still required	26/05/22	
Godalming Park Run Group	Cllr Duce	Report provided	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report provided	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report provided	09/06/22	30/06/22
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report provided	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report provided	30/06/22	14/07/22
Sport Godalming	Cllr Adam	Report provided	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report provided	14/07/22	
Go-Godalming Association	Town Mayor Cllr Heagin	Report provided	01/09/22	
Godalming Museum Trust	Cllr Steel	Report provided	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report expected 13 October 2022 – on this agenda	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report expected 24 November 2022	24/11/22	
SALC	Cllr Cosser	Report expected 24 November 2022	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report expected 12 January 2023	12/01/23	
District Scout Council	Cllr Crooks	Report expected 12 January 2023	12/01/23	
Godalming Park Run Group	Cllr Duce	Report expected 16 March 2023	16/03/23	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 16 March 2023	16/03/23	

Godalming Town Centre Area – Action Plan

Action 1	Planning	Progress
	Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees.	Ongoing
Action 2	Article 4 Directive	
	Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area.	Ongoing
Action 3	Wiggins Yard Environmental Improvement Scheme	
	To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project.	GTC Officers reviewed the Wiggins Yard Appraisal Report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project. Letter sent to WBC – Meeting with WBC Sept 2022
Action 4	Guildford to Godalming Greenway – Cross Godalming Section	
	When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding.	On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway– Godalming Gateway. Outcomes of SCC consultation published.
Action 5	Current Pedestrianisation	
	Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021.	Completed

Action 6	Future Pedestrianisation	
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.		SCC requested to take proposals forward Costs to be sought for working up a scheme for consideration by public consultation
Action 7	Crown Court Pedestrian Area	
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.		Await outcomes of WBC options for The Burys area of Godalming, which may influence considerations for the Crown Court area. Options for Crown Court Public Toilets being investigated for the creation of gender neutral facilities.
Action 8	Community Events – The Green Environment	
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.		Action Complete
Action 9	Community Events – The Green Environment	
Investigate options and costing for the repair of the defective flood light column on The Burys Field.		Quotes to be obtained
Action 10	Community Events – The Green Environment	
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.		Pride in Surrey – held 25 September 2021 Beer Festival September 2022
Action 11	Community Events – Town Centre Built Environment	
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.		Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20).
Action 12	Floral Godalming	
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.		Floral Godalming 2022 progressing on an expanded footprint funded via the Welcome Back Fund.

Action 13	Floral Godalming	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		
Action 14	Signage, Rails, Bollards, Bells, Benches & Buildings	
<ul style="list-style-type: none"> • Conduct a full audit of street furniture • Implement a programme of repair and renovation during 2021 • Audit info-signage for accuracy • Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. 		<p>Repair of Town Centre street furniture carried out April–June 2021.</p> <p>Town centre cross over drains renovated March 2022.</p>
Action 15	The Pepperpot	
Bring forward plans for the exterior repair and repainting of The Pepperpot.		
Action 16	The Pepperpot	
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.		Investigation indicated this proposed option not to be feasible - no future action
Action 17	Buildings of Local Merit	
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.		
Action 18	Public Art	
GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm.		Cllr PMA Rivers initiated Art Forum.
Action 19	Regeneration and Supporting the Local Economy	
<p>Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:</p> <ul style="list-style-type: none"> - encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services; - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time." 		GTC providing online footfall data for businesses to assess potential of Godalming as a business environment

Action 20	Business Improvement District	
Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource or any financial support to be brought to Policy & Management Committee for consideration.		GTC agreed to provide funding and administrative support to a BID taskforce. Chamber of Commerce entering into an agreement with BID consultancy to support a Godalming based BID
Action 21	Devolution of Public Assets	
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.		GTC wrote to WBC December 2020, request acknowledged and within WBC work programme
Action 22	Devolution of Public Assets	
GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council.		

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

Event	Date
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

10. GTC CAPITAL WORKS PROGRAMME 2023 – 2026

A combination of factors has shown the need for GTC to have a defined capital works program to enable it to continue its move towards net zero Scope 1 and 2 emissions, reduce its reliance on grid electricity, reduce its annual energy expenditure and to maintain the publicly owned estate in an acceptable condition.

A defined capital works program will allow for prudent financial planning to avoid the need for significant, single year jumps in the precept requirement to fund works and will allow for proactive use of staff resource in delivery of future capital projects.

The capital project program should be reviewed in October of each year as part of pre-budget considerations.

2023 - 2024		
Project	Purpose	Estimated Cost
Installation of Solar PV Panels at Broadwater Park	Return on Investment savings of 766% (£105,805) over 25 years annualised at 9% pa, based on current energy tariff.	£15,000
Upgrading of existing domestic hot water storage system to a thermal storage system (A thermal store is a highly insulated water tank that can store hot water for several hours and can house an immersion heater that could be powered by PV panels. The immersion heater heats the water in the thermal store, a thermal store is also used to reduce short cycling of an air source heat pump thus ensuring greater efficiency of the system)	BWP domestic hot water system is currently provided via a gas fired boiler and stored water system which is over 30 years old. Significant quantities of energy are required to heat stored water and to maintain it at temperature to ensure hot water is available at the point of demand when required. Upgrading to a thermal Storage system powered by an electric emersion heater as opposed to the existing gas fired domestic hot water storage system would reduce Scope 1 emissions in support of GTC net zero emission objective. Electric domestic hot water thermal storage system coupled with the installation of Solar PV panels, should result in further reductions of energy costs. Additionally, a Thermal Storage system would be able to be utilised as a 'buffer' function in the event of installation of ground or air source heat pumps.	£4,500
Replacement of gas fired combination boilers in the Oglethorpe Room and The Pepperpot with electric powered combination boilers	Whilst use of combination boilers at these locations is the most effective method of provision when powered by gas (as opposed to central heating and domestic stored water system) changing to electric powered combination boilers would achieve a reduction in Scope 1 emissions. Whilst the unit price of electric would initially be more expensive, it is expected that within the medium term there would be a decoupling of electric costs from wholesale gas prices and	£7,000

	<p>hence overall reduction in electricity prices¹. Reduction in revenue cost of electricity use at the WNC could potentially be achieved by the installation of Solar PV panels on some areas of the roof structure (Note: this is not possible on The Pepperpot due to the listed nature of the building and installation at the WNC would be limited to the Oglethorpe Room and foyer roofs due to the limitations of load-bearing on the main Caudle Hall roof structure).</p>	
Capital Project Cost 2023/34		£26,500
2024 - 2025		
Project	Purpose	Estimated Cost
Installation of air source heat pump at Broadwater Park	<p>Installation of an air source heat pump to replace existing gas fired heating boiler, reduce energy costs and enable BWP to operate as a net-zero building.</p> <p>A heat pump captures heat from outside and moves it into a property. It uses electricity to do this, however the quantity of heat delivered into the property is much greater than the quantity of electricity used to power the system.</p> <p>As a heat pump captures heat that is already present in the environment, the system itself does not burn any fuel and therefore emits no carbon dioxide. The energy required to power the pumps could be provided by existing Solar PV panels. Whilst this would reduce any feedback into the grid, it would reduce the overall energy costs of BWP by eliminating the use of gas.</p> <p>The elimination of gas heating at BWP would mean that BWP would be a net zero energy user as it would be powered either by solar power or by UK certified 100% renewal energy from the grid. (It may be possible to reduce reliance on the grid once PV output and consumption has been clearly identified by the further provision of battery storage.)</p>	£25,000 – £28,000
External renovation/repair and decoration of The Pepperpot	To renovate/repair and decorate the external areas of The Pepperpot including the bell cupola. External decoration of The Pepperpot was last undertaken in 2009/10. External decoration is an integral part of the	£25,000 – £30,000

¹ <https://www.proactiveinvestors.co.uk/companies/news/991665/energy-industry-proposes-decoupling-gas-and-renewables-to-save-18bn-a-year-991665.html>

	<p>maintenance of any building's fabric, however, when the building is also the symbol of the town there is an increased expectation that it should be maintained in a presentable condition. Delayed maintenance is a false economy, which costs more in the longer term.</p>	
Capital Project Cost 2024/25		£50,000 – £58,000
2025 - 2026		
Project	Purpose	Estimated Cost
Installation of air source heat pump(s) at WNC	<p>Installation of an air source heat pump to replace existing gas fired heating boiler, reduce energy costs and enable WNC to operate as a net-zero building. Although investigations regarding the feasibility of solar PV panels is ongoing, if possible, this project could be expanded to include solar PV panels to offset the running costs of the air source heat pumps and reduce the revenue costs of purchased electricity.</p>	£30,000 - £35,000
Capital Project Cost 2025/26		£30,000 – £35,000

GODALMING TOWN COUNCIL - UK PROSPERITY FUND PROJECT SUBMISSIONS – 7 JULY 2022

Investment Priority	Intervention	Projects	Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated Cost	Delivery time frame
Communities and Place	E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.	Repurposing of an existing D1 Class Use premises to Create an initiative space for the delivery youth intervention programmes in the Aaron Hill and Ockford Ridge Youth community area	<p>The expansion of the Godalming Youth Centre to create, staff and support a delivery hub within a hard to reach socially deprived locality.</p> <p>Strengthening social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, for our young people.</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through innovative approaches to crime prevention through early youth engagement.</p>	<p>Creation of a bespoke youth space within the Aarons Hill/Ockford ridge area supported by professional youth workers.</p> <p>Number of young people reached</p> <p>Number of activities and programmes provided in support of young people</p>	<p>Reduction in area Anti-social behaviour</p> <p>Improved health and well-being and educational attainment of the areas young people.</p> <p>Increased community volunteering by the areas young people</p> <p>Increased number of jobs created within the areas youth and community services</p>	<p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing.</p>	<p>£275,000</p> <p>£75,000 equipment and adaptation costs</p> <p>£200,000 revenue support costs for launch and first two years of operation</p>	2024-2026 and ongoing thereafter

GODALMING TOWN COUNCIL - UK PROSPERITY FUND PROJECT SUBMISSIONS – 7 JULY 2022

Investment Priority	Intervention	Projects	Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated Cost	Delivery time frame
Communities and Place	E3: Creation of and improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces	<p>Charterhouse Green Natural & Community environment area.</p> <p>The creation of a multi-faceted public space centred on Charterhouse Green that incorporates Community orchards & gardening areas along with improvement to the embankments of Hell Ditch watercourse and creation of public picnic area and an outdoor gym trail</p>	<p>Strengthening our social fabric and fostering a sense of local pride and belonging, through investment that enhances physical, and social ties and amenities, by the provision of community infrastructure and local green space, and community-led projects.</p> <p>Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and amount of rehabilitated land made accessible to all including wheelchair accessible/step free access.</p>	<p>rehabilitated of underused and poor biodiverse land</p> <p>Wheelchair accessible/step free access to public picnic areas, community gardens and orchards</p> <p>Creation of public outdoor gym and exercise trail.</p> <p>Improvement and preservation of Hell Ditch watercourse embankments</p> <p>Creation in partnership with community groups of a community orchard and garden</p>	<p>Improved perception and use of the local open green spaces and increase appreciation and knowledge of the biodiversity of the area including the importance of flora and fauna.</p> <p>Improved access to the natural environment and outdoor space for all within the community including those with limited mobility.</p> <p>Provision of facilities to support an active and healthy lifestyle</p> <p>Expansion of community facilities and volunteering opportunities to engage with the wider community.</p>	<p>Mission 8: By 2030, wellbeing will have improved in every area of the UK, with the gap between top performing and other areas closing.</p> <p>Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing.</p> <p>Mission 7: By 2030, the gap in Healthy Life Expectancy (HLE) between local areas where it is highest and lowest will have narrowed, and by 2035 HLE will rise by five years</p>	<p>£105,000</p> <p>£60,000 capital and infrastructure costs</p> <p>£45,000 revenue costs for community engagement and support</p>	2024 – 2025 and ongoing community engagement

GODALMING TOWN COUNCIL - UK PROSPERITY FUND PROJECT SUBMISSIONS – 7 JULY 2022

Investment Priority	Intervention	Projects	Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated Cost	Delivery time frame
	E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer	The external restoration of the Godalming Pepperot (Old Town Hall Building)	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects. Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention	The Pepperpot is the Symbol of Godalming and although in recent years through community support the interior has been restored to enable it to be used as an outreach classroom in support of the Godalming Museum Schools program, the restoration of the external fabric will enhance the built environment and significantly improve a significant cultural and heritage asset of the town.	Improved perception of facilities/amenities	Mission 9: By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between top performing and other areas closing.	£120,000 Capital costs	2023-2026

GODALMING TOWN COUNCIL - UK PROSPERITY FUND PROJECT SUBMISSIONS – 7 JULY 2022

Investment Priority	Intervention	Projects	Objectives	Indicative Outputs	Indicative Outcomes	LUWP Missions	Estimated Cost	Delivery time frame
	E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together.	The provision of new or refurbished sports changing facilities at Broadwater Park Sports Ground that meet acceptable safeguarding and sports federation standards.	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.	Increased use of sports facilities at Broadwater Park, especially by youth teams	Improved perception of facilities/amenities At Broadwater Park ▪ Increased users of sports facilities/amenities at Broadwater Park	Mission 8: By 2030, wellbeing will have improved in every area of the UK, with the gap between top performing and other areas closing. Mission 7. By 2030, the gap in Healthy Life Expectancy (HLE) between local areas where it is highest and lowest will have narrowed, and by 2035 HLE will rise by five years	£325,000 Capital costs	2024 -2025

UKSPF Business Case

Project Overview

Project Number & Name:		Ockford Ridge Youth & Community Centre
Delivery Organisation:	Godalming Town Council	
Lead Delivery Contact:	Name:	Tom Manning
	Role:	GTC Youth Service Officer
	Email:	youth@godalming-tc.gov.uk
	Phone:	07706 342513
Lead WBC Officer:		
Project Description:	<p>The Ockford Youth and Community Centre will provide programmes that support the area's young people to build life skills, develop healthy relationships and make decisions that are right for them. It will provide a range of opportunities for youth such as being able to participate in arts projects, music projects, sports, cooking and other opportunities. Through these activities, youth workers will informally educate young people in a range of areas, imparting vital life skills that they can draw upon as they move forward. The project will also seek to work with young people who are 'at risk' such as school refusers, young carers, those with special educational needs and young people with emotional and/or mental health difficulties. There will be several case studies that demonstrate the positive impact that this project has for young people.</p>	
What does the project aim to achieve?	<p>The Ockford Youth and Community Centre will seek to support young people to achieve their potential through providing high-quality youth work. It will do this by having qualified youth workers providing enjoyable activities that provide informal education to young people.</p> <p>The activities at the centre will help young people to build life skills, develop healthy relationships and make decisions that are right for them. The centre will host activities and projects related to art, music, sport, digital creativity and cooking to name a few examples.</p> <p>In keeping with a youth work approach, the project will seek to be led by the interests of young people and involve them in decision making so that this can be a centre they can truly own and feel proud of.</p> <p>The project will especially seek to support those that might be otherwise disengaged from professionals and lacking positive activities. The Town Council's Broadwater Youth Centre in Farncombe has an especially strong track record in supporting</p>	

	<p>school refusers who can then increase their attendance, supporting those with Special Educational Needs and those with difficult home lives who are sometimes drawn into antisocial behaviour. This same service is desperately needed by young residents in the Ockford Ridge and Aaron's Hill locality.</p> <p>In addition to providing bespoke youth facilities, when these are not occurring the centre will be used to provide facilities for other social and support groups, providing a community centre to residents in the area that can be used for family support work, charitable initiatives and other activities that can benefit the wellbeing of the local community.</p>
<p>What is the problem the project seeks to resolve?</p>	<p>The Aaron's Hill and Ockford Ridge localities do not currently have secular youth provision. This has led to a situation where young people can be drawn into low level anti-social behaviour. The youth centre in Farncombe is making a significant contribution to the area's young citizens. However, due to geographic challenges these facilities are not readily accessible to residents in Aaron's Hill.</p> <p><i>Godalming Youth Service</i> has completed some detached youth work in the area and found that young people were very responsive to the idea of having their own youth centre.</p> <p>Additionally, the faith based <i>Trinity Trust Team</i> youth organisation, which has facilitated a Friday night youth project in the area and have remarked that there is a high need within the area.</p> <p>The population of the area is set to rise due to a significant number of new build homes being constructed, but there is no specific additional provision for young people. This project will provide a <i>Youth and Community Centre</i> to this growing population that will enhance opportunities available to young people and the wider population.</p>
<p>What are the key items that will be delivered?</p>	<p>The development of a Youth and Community Centre facility. Godalming Town Council has significant experience in purposing space to meet the needs of the community. Having recently converted an underutilised community building into a bespoke youth centre, the many of the lessons learned from delivering that project will be taken forward into creating a youth project for Aaron's Hill and Ockford Ridge.</p> <p>Recruit a team of Youth Workers that will support this project. GTC will recruit from within an existing experienced staff team and volunteers as well as providing new job opportunity by recruiting new youth workers to deliver the service.</p>

	<p>Regularity of attendance at the Youth Sessions Once open, will engage many young people in the local area. We will model our engagement strategy on that successfully used at the Broadwater Youth Centre in Farncombe, namely promoting the service through outreach, effective publicity and school engagement. We will also leaflet drop in the local area, ensuring that all within the area know of the availability of the youth service.</p> <p>Young people evidencing positive social and emotional learning There will be several young people who co-develop case studies that share their story of how participation in the youth project benefits them. These will show evidence of personal, social and emotional learning. Some outcomes within youth work are planned and intended, whereas other outcomes are unintended but welcomed. The case studies will capture both.</p> <p>The venue is made available to support other community groups As has been achieved at the Broadwater Youth Centre and in other Godalming Town Council community buildings, we will seek to make the building available to other groups and community organisations when it is not in use for Youth Work sessions.</p>
<p>How many people does the project affect? (Approx)</p>	<p>A rolling cohort which numbers approx 300 per annum</p>
<p>Where will the project be located and which POSTCODES will be touched? (All Waverley/one settlement area)</p>	<p>This project will primarily engage young people within the Ockford Ridge and Aaron's Hill area, but it is anticipated that some from other parts of Godalming will attend to access opportunities. We have seen this happen at the Broadwater Youth Centre and anticipate the same.</p> <p>The postcode benefitted is GU7 2, GU7 1, GU8 5,</p>
<p>Will the project have match funding?</p>	<p>Godalming Town Council provide in the region of £130,000 pa for youth work within the GU7 area to provide for a full-time profession Youth Service Officer, Youth Support workers and operate the Broadwater Youth Centre. The expansion in to the Aaron Hill and Ockford Ridge locality will be supported and Managed by GTC Officers and Staff.</p>
<p>Is this a new project or an ongoing one?</p>	<p>This a new project, but drawing on the processes, procedures and learning from the experience of establishing Godalming Youth Service and Broadwater Youth Centre.</p>
<p>Project constraints & assumptions</p>	<p>We are constrained by the building size but hope to overcome this through imaginative use of space.</p> <p>We assume that young people's enthusiasm for this project will be maintained</p>

	<p>We assume that participation at the youth centre will grow gradually rather than the exceptionally quick growth experienced at Broadwater.</p> <p>We assume that we will be able to attract community users to the building once it is available.</p>
<p>High Level Project Plan Include key milestone & their dates</p>	<p>Autumn 2023 – Recruitment of Senior Youth Worker in Charge/Assistant Youth Service Officer.</p> <p>Autumn / Winter 2023 – Building Refurbishment and Equipment Procurement.</p> <p>January – March 2024 –Recruitment of new youth support workers. (3 FTE)</p> <p>April – June 2024 – Youth workers begin training and integration at Broadwater Youth Centre before engaging in outreach work within the Ockford Ridge and Aaron Hill Locality</p> <p>June 2024 – A team of Youth Workers will work with local young people to co-produce a needs analysis that identifies the facilities and opportunities they most desire. This is to run alongside and inform the building refurbishment and equipment procurement processes.</p> <p>August 2024 – During the school holiday period, the Youth Work team will increase the amount of youth engagement in preparation for the centre’s opening. We will also send flyers to each house that detail the programme for the new youth centre.</p> <p>September 2024 – The youth centre will open, providing a programme informed by the needs analysis completed by youth workers during outreach.</p> <p>School Holidays – We will provide Activity Weeks from the centre for young people in receipt of Free School Meals.</p>

Project organisation

Project sponsor (Councillor)	
Project Lead	<ul style="list-style-type: none"> • To manage the day to day operations of the role and monitor the performance and the spend • To ensure that all procurement rules are followed • To ensure that standards of good practice in youth work are considered in planning activities and facilities • To ensure that the project is appropriately promoted to the local community, and if necessary, support with reputational management
Independent reviewer	To review the spend and verify that it was spent in line with the plan and within the SPF guidelines

1/8/22 Project Submission Details

Investment Priority:	Communities & Place OR Supporting Local Businesses OR People & Skills						
Lead Intervention:	Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.						
Lead Output:	Repurposing of an existing D1 Class Use premises to Create a creative space for the delivery youth intervention programmes in the Aaron Hill and Ockford Ridge community area						
Metric:	A new facility created Number of events/participatory programmes Number of young people reached						
Lead Outcome:	Reduction in area Anti-social behaviour Improved health and well-being and educational attainment of the area's young people. Increased community volunteering by the areas young people Increased number of jobs created within the areas youth and community services						
Metric:	Young people engaged in the project to show evidence of improved health, wellbeing and educational attainment. This to be evidenced in case studies. Number of increased youth work hours Usage of the building by community groups						
Expenditure profile submitted		2022-23		2023-24		2024-25	
	Revenue	£	£	£55,185	£	£168,382	£
	Capital	£	£	£46,000	£	£	£

Are these details still, correct?	Yes OR No						
If no, detail the changes:							
Investment Priority:	Communities & Place OR Supporting Local Businesses OR People & Skills						
Lead Intervention:							
Lead Output:							
Metric:							
Lead Outcome:							
Metric:							
Expenditure profile		2022-23		2023-24		2024-25	
	Revenue	£	£	£55,185	£	£168,382	£
	Capital	£	£	£46,000	£	£	£
Might there be an ongoing revenue cost? If so what will the expected per annum cost and who will meet the cost?	Ongoing revenue costs required for employee salary, running costs of youth centre and consumable items of approx. £168,331 per annum. The continuation of the service will be managed by Godalming Town Council.						

Project Risks (see: [UK Shared Prosperity Fund: assurance and risk \(5\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-assurance-and-risk))

Risk Theme	Detail risk and mitigation
Staff capacity	<p>If we are unable to recruit sufficient staff during the first round of recruitment, this may impact on providing a full youth work offering immediately.</p> <p>The Broadwater Youth Centre staff and the Youth Service Officer provide a mitigation for this and if needed they can provide some hours to provide direct work at Ockford Youth and Community Centre</p>
Staff capability	
Delivery timescales	

UKSPF “rules” checklist (see: [UK Shared Prosperity Fund: additional information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-additional-information))

Key UKSPF Rules	Discussed with delivery partner
<p>Branding UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk)</p>	
<p>Procurement UK Shared Prosperity Fund: procurement (8) - GOV.UK (www.gov.uk)</p>	
<p>Reporting UK Shared Prosperity Fund: reporting and performance management (3) - GOV.UK (www.gov.uk) UK Shared Prosperity Fund: monitoring and evaluation (4) - GOV.UK (www.gov.uk)</p>	
<p>Equalities (see answer to public sector duty question in submission) UK Shared Prosperity Fund: equalities (9) - GOV.UK (www.gov.uk)</p>	
<p>Communications and Comms Planning UK Shared Prosperity Fund: branding and publicity (6) - GOV.UK (www.gov.uk)</p>	

Project Governance

Date business case confirmed with delivery partner:	
UKSPF delivery board approval date:	
Delivery Board comments:	
Date of confirmation to delivery partner:	

Business case for the proposal

Need to consider:

1. What is the need the project will fulfill?
 - a. Evidence the problem (e.g. Hoppa – how do we know that kids from rural areas are not making it to football?)
 - b. Quantify the problem – how many people are affected by the lack of the service/facility
 - c. What are the issues that this causes? Eg health issues, mental health, obesity, poor behaviour etc

2. What will the project enable people to do?
 - a. What will they do now what they couldn't do before?
 - b. HOW many people? E.g. how many people would go to football in Cranleigh (how many kids live in rural areas of that age for example, how many kids live near Coomeb Road Park
 - c. How do you measure success? No of people who attend/no of people who stop offending!

3. Cost of the service by

Due diligence check on potential projects / delivery partners

Scale of Charges per hour for Broadwater Park Community Centre From 1 January 2023

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
<u>BROADWATER PARK COMMUNITY CENTRE</u>			
MAIN HALL ONLY	10 + (2.00 VAT) (12.00 per hour)	14 + (2.80 VAT) (16.80 per hour)	20 + (4.00 VAT) (24.00 per hour)

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music e.g. a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit between £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

Scale of Charges per hour for The Pepperpot From 1 January 2023

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
<u>PEPPERPOT:</u>			
UPPER ROOM	9 + (1.80 VAT) (10.80 per hour)	14 + (2.80 VAT) (16.80 per hour)	18 + (3.60 VAT) (21.60 per hour)
UNDERCROFT ½ PITCH FEE	21 + (4.20 VAT) (24.20 per day)	21 + (4.20 VAT) (24.20 per day)	21 + (4.20 VAT) (24.20 per day)
UNDERCROFT FULL PITCH FEE	42 + (8.40 VAT) (50.40 per day)	42 + (8.40 VAT) (50.40 per day)	42 + (8.40 VAT) (50.40 per day)

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area

Performance of Music - Events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit of £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

Scale of Charges per hour for Wilfrid Noyce Centre From 1 January 2023

	Voluntary Organisations (Excluding Fri & Sat Evenings) £	GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings) £	Standard Rate £
<u>WILFRID NOYCE CENTRE:</u>			
WHOLE CENTRE (including use of Kitchen for catering facilities)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)	40.00 + (8.00 VAT) (48.00 per hour)
CAUDLE + WYATT (including use of Kitchen for catering facilities)	16 + (3.20 VAT) (19.20 per hour)	25 + (5.00 VAT) (30.00 per hour)	32.00 + (6.40 VAT) (38.40 per hour)
CAUDLE + OGLETHORPE (including use of Kitchen for catering facilities)	16 + (3.20 VAT) (19.20 per hour)	25 + (5.00 VAT) (30.00 per hour)	32.00 + (6.40 VAT) (38.40 per hour)
CAUDLE HALL ONLY (including shared use of Kitchen for tea/coffee facilities)	10.50 + (2.10 VAT) (12.60 per hour)	15.50 + (3.10 VAT) (18.60 per hour)	21 + (4.20 VAT) (25.20 per hour)
WYATT ROOM ONLY (including shared use of Kitchen for tea/coffee facilities)	7.50 + (1.50 VAT) (9.00 per hour)	12 + (2.40 VAT) (14.40 per hour)	15 + (3.00 VAT) (18.00 per hour)
OGLETHORPE HALL ONLY (with kitchenette and separate toilet facilities)	7.50 + (1.50 VAT) (9.00 per hour)	12 + (2.40 VAT) (14.40 per hour)	15 + (3.00 VAT) (18.00 per hour)
AV EQUIPMENT (projector, microphones, sound system)	30 + (6.00 VAT) (36.00 flat fee)	30 + (6.00 VAT) (36.00 flat fee)	30 + (6.00 VAT) (36.00 flat fee)
TIERED SEATING	50 + (10.00 VAT) (60.00 flat fee)	50 + (10.00 VAT) (60.00 flat fee)	50 + (10.00 VAT) (60.00 flat fee)
CROCKERY & CUTLERY	30 + (6.00 VAT) (36.00 flat fee)	30 + (6.00 VAT) (36.00 flat fee)	30 + (6.00 VAT) (36.00 flat fee)
STAGE	50 + (10.00 VAT) (60.00 flat fee)	50 + (10.00 VAT) (60.00 flat fee)	50 + (10.00 VAT) (60.00 flat fee)
SET UP & CLEAR DOWN	30 + (6.00 VAT) (36.00 flat fee)	30 + (6.00 VAT) (36.00 flat fee)	30 + (6.00 VAT) (36.00 flat fee)
BANQUETING TABLES	Price on request		
WEDDINGS (subject to confirmation of requirement)		Residents	Non-Residents
		800 + (160 VAT) (960.00 flat fee)	1,000 + (200 VAT) (1,200.00 flat fee)

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Friday & Saturday Evenings from 18.00: Standard Rate only will apply to all hires

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

DISCO's Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

Damage Deposit: A refundable damage deposit between £30 & £500 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

Godalming Town Council – Holloway Hill Sports Association Report October 2022

Prepared by Peter Martin

The Holloway Hill Sports Association is an organisation comprising the main sports users of the recreation ground on Busbridge Lane, Godalming. In the 1990s work was undertaken to rebuild the pavilion at the ground. The Association was set up with the main users at the time, namely Godalming Cricket Club, Godalming & Farncombe Athletic Football Club and the Wanderers Football Club, along with Waverley Borough Council and Godalming Town Council - which all contributed funds to the project.

The main activity of the Association is the management of the pavilion itself, the promotion of sport in general and the provision of a facility which benefits the Holloway/Busbridge and wider Godalming community. Revenue comes from subscriptions from member clubs, the hiring out of the pavilion hall and income from the bar.

Sport has taken place at the Holloway Hill ground since the 1880s and the Pavilion is very much the centre of activity. In addition to the sporting activity (including many Mayors' cricket matches) there are many other users of the space. The pavilion acts as the polling station for the whole of the Holloway community due to it being very much at the heart of the community. The pavilion is also one of very few local venues available to hire that has a licensed bar.

Despite Covid, the Association has kept going through the last two or three very challenging years. Income has reduced dramatically but the Association has stayed afloat with the invaluable help of various covid related grants. Losses for the current year are likely to exceed £10,000 – much of which is one time with additional building improvements and the cost of obtaining a new Premises licence. Utility costs are a significant part of running the premises and increases in these costs are a matter of concern.

The Association has worked successfully in its core purpose of providing the Godalming Cricket and Busbridge Tennis Clubs with their facilities. Football has continued, though with a smaller occupancy than in the past.

Maintenance work is a constant, especially with a pavilion which is now showing its age. In the last year or so boilers have been replaced and some of the paving to the front of the pavilion has been refreshed. Most recently PIR (passive infrared sensor) lighting has been installed along the walkway to the front of the pavilion increasing safety for users in the evening.

The Association relies on many volunteers. But it becomes ever more difficult to find willing volunteers with time on their hands. With that in mind the Association seeks to strengthen and update its organisation to ensure that it continues to provide and enhance its facilities.

The Association has now secured a new Premises Licence replacing the old Club License. This will enable the Association to serve a wider audience. It is well advanced in the selection of a partner which will manage the facility for the Association, run the bar and provide a café operation from the kitchen and club room. A key part of making this happen involves minor changes to the building lease with Waverley and the amendment of its licence. Negotiations with Waverley are underway but sadly progress is moving at a very slow pace. The Association hopes for a successful conclusion to these two important matters in the near future – which will then enable it to complete negotiations with its business partner.

The Association is also looking to amend its Constitution and Board to ensure that the current main users are properly represented and that all is in line with how the Association intends to work in the future. The first part of the planned reorganisation is now complete with two directors from the popular and well used tennis club being appointed to the Board replacing those from Football clubs that are now defunct or no longer using the facilities.

We are all aware that the running of voluntary organisations at this time is an extraordinary challenge. I am pleased to advise that Holloway Hill Sports Association is rising to that challenge and is taking positive steps to change and strengthen its organisation for the future so that it may continue to provide excellent sporting facilities and be a good community asset.

Peter Martin

Member for Godalming Holloway

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.