

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, 14 DECEMBER 2023 at 7.15pm or on conclusion of the preceding Environment & Planning Committee meeting.

Andy Jeffery

DATED this 8th day of December 2023.

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

The meeting will be preceded the reading of a reflection on 'the community from their perspective' provided by Mr Dan Eley of The Dan Eley Foundation; the Mayor's Charity and read by Mrs Carolyn Eley.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Extraordinary Meeting of the Council held on the 2 November 2023.

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:

- a) 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,
- b) 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

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

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

On 7 November 2023, Godalming Town Council received legal opinion from the National Association of Local Councils regarding Dependents & Carers Allowance and the General Power of Competence – See agenda item 18.

Confirmation was received from the Land Registry that on 11 November 2023 Eashing Cemetery was registered to Godalming Town Council – Title Number SY718354.

On 22 November Godalming Town Council received a letter from Waverley Hoppa Community Transport relating to the Council's decision regarding Service Level Agreements (letter to be tabled at the meeting).

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

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

Audit Committee – Cllr Crooks

Audit Committee has not met since the last Full Council

Environment & Planning Committee – Cllr Kiehl

Full Council to receive a report from the Chair of the Environment & Planning Committee on the work of the committee since the last Full Council meeting, including a recommendation for Full Council to resolve to agree match funding of £3,400 in support of a CCIF grant application.

Policy & Management Committee – Cllr Follows

Full Council to receive a report from the Chair of the Policy & Management Committee on the work of the committee since the last Full Council meeting. Members to note that the budget and precept element of the Policy & Management Committee's report will be dealt with under agenda item 12.

Staffing Committee – Cllr Heagin

Full Council to receive a report from the Chair of the Staffing Committee on the work of the committee since the last Full Council meeting. Members to note that Full Council will be asked to consider part of the Staffing Committee report at agenda item 10 and also in exempt session at agenda item 19.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

Environment & Planning

Meetings Dated

2 November 2023
23 November 2023

Policy & Management Committee

2 November 2023
23 November 2023

Staffing Committee

16 November 2023

9. SERVICE LEVEL AGREEMENTS – ITEM FOR DECISION

Recommendations:

- a. **Full Council to resolve to authorise the signing of the attached SLA between Godalming Town Council and The Wharf Nursery for the period 1 April 2024 to 31 March 2028.**
- b. **Full Council to resolve to agree expenditure of £12,000 at a rate of £3,000 per annum in support of a Service Level Agreement between Godalming Town Council and The Wharf Nursery for the period 1 April 2024 to 31 March 2028.**
- c. **Full Council to resolve to authorise the signing of the attached SLA between Godalming Town Council and The Farncombe Day Centre for the period 1 April 2024 to 31 March 2028.**
- d. **Full Council to resolve to agree expenditure of £30,000 at a rate of £7,500 per annum in support of a Service Level Agreement between Godalming Town Council and The Farncombe Day Centre for the period 1 April 2024 to 31 March 2028**
- e. **Full Council to resolve to authorise the signing of the attached SLA between Godalming Town Council and Citizens' Advice South-West Surrey for the period 1 April 2024 to 31 March 2028.**
- f. **Full Council to resolve to agree expenditure of £140,000 at a rate of £35,000 per annum in support of a Service Level Agreement between Godalming Town Council and Citizens' Advice South-West Surrey for the period 1 April 2024 to 31 March 2028.**

Members of the Policy & Management Committee approved the draft SLA (attached for the information of Members) for The Wharf Nursery and, subject to acceptance of terms by the service provider, recommend Full Council authorises the Town Clerk to sign the SLA on behalf of Godalming Town Council, which provides £3,000 pa financial support from 1 April 2024 to 31 March 2028. The Service Provider has indicated acceptance of the terms of the SLA.

Members of the Policy & Management Committee approved the draft SLA (attached for the information of Members) for the Farncombe Day Centre and, subject to acceptance of terms by the service provider, recommend Full Council authorises the Town Clerk to sign the SLA on behalf of Godalming Town Council, which provides £7,500 pa financial support from 1 April 2024 to 31 March 2028. Following minor clarification regarding service provision during public holidays and Christmas shutdown period, the Service Provider indicated acceptance of the terms of the SLA.

Members of the Policy & Management Committee approved a draft SLA for the Citizens' Advice South-West Surrey and subject to acceptance of terms by the service provider, recommended Full Council authorises the Town Clerk to sign the SLA on behalf of Godalming Town Council, which provides £35,000 pa financial support from 1 April 2024 to 31 March 2028. Following further discussion with the service provider to clarify reporting and feedback requirements, an updated SLA is attached for Full Council approval.

Members of the Policy & Management Committee resolved to adjust the proposed revenue budget for 2024/25 to reflect an increase to the grants budget cost centre by an amount equal to the increased sum in the agreed SLA support and to adjust the non-SLA grants budget by CPI. Those increases are reflected in the budget proposal for 2024/25.

10. 2023-24 NATIONAL SALARY AWARD – ITEM FOR DECISION

Recommendations:

- a) **Members of the Staffing Committee resolved to recommend that Full Council approve the NJC negotiated National Salary Award.**
- b) **Members to authorise, that if received prior to the 14 December, the JNC settlement proposal be taken directly to Full Council.**
- c) **Members to the Staffing Committee resolved to recommend to Full Council that Full Council authorise that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may be signed off for payment by the Town Clerk without the matter first being brought to a scheduled or Extraordinary meeting of the Full Council.**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2023-24 to be implemented from 1 April 2023. The 2023-24 National Salary Award does not provide for a single across the board percentage increase, but rather provides for a £1 per hour increase across the board up to scale point 43 and 3.88% above that point, this means that those on the lower pay scales receive the largest percentage increase. For GTC staff this provides a percentage increase range between 9.42% to 3.88%.

Members are asked to note that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book'.

The Council's youth workers are employed under the terms and conditions governed by the JNC as set out in the 'Pink Book', whose annual settlement runs from September to August each year. Currently, settlement for those employed under JNC terms has not been reached. In order to avoid unnecessary delays in the payment of the pay award agreed for youth staff, Members are requested to approve that if the pay award for the youth staff is received before the next scheduled Full Council on 14 December, the Town Clerk is authorised to present the award directly to Full Council without first needing to convene a meeting of this committee.

Additionally, as the sign off of a pay award is a reserved matter for the Full Council, Members are also requested to recommend to Full Council on the 14 December that if the settlement for the youth staff has not by then been received, Full Council approved the payment of any settlement agreed so long as the settlement is of an equal or lesser amount than that agreed by the NJC, noting that if the JNC proposes a settlement above that agreed by the NJC the matter must come before Full Council in order for payment of the award to be approved.

11. FOOTFALL COUNTERS

Recommendations:

- a) **Members are requested to resolve to agree to fund the provision of footfall data collection for the period 28 January 2024 to 31 March 2024 at a cost of £596.17.**
- b) **Additionally, Members are requested to resolve to approve, if necessary and having gained the agreement of the BID board for GTC to be refunded the costs involved, the funding of an additional two months of data collection to allow the**

BID board to set up its banking arrangements and determine how it wishes to proceed with footfall data collection.

Members will be aware that Waverley Borough Council has supported the provision of a footfall counter in Godalming since 2021. Initial funding was provided via the Re-opening High Street Fund, with further funding provided from the WBC Economic Development Team.

Whilst the data from the footfall counters has been used by GTC, with weekly and monthly footfall data being posted to the GTC website for all businesses to be able to access, the expectation going forward is for the Godalming BID to fund the footfall counter monitoring so as to collect data in support of marketing and promotion of Godalming BID area. It is to be hoped that as GTC has provided data for all businesses to access, the BID will also provide open access to the data, which will allow GTC to continue to be able to use it to analyse the success of its events, the health of the primary retail centre and the traffic volumes along the High Street.

However, the current contract for data collection expires on 28 January 2024 and the BID does not come into being until 1 April 2024. In order to support the BID and provide it with an opportunity to make its own arrangements for future data collection, Members are requested to resolve to agree to fund the provision of footfall data collection for the period 28 January 2024 to 31 March 2024 at a cost of £596.17. Additionally, Members are requested to resolve to approve, if necessary and having gained the agreement of the BID board for GTC to be refunded the costs involved, the funding of an additional two months of data collection to allow the BID board to set up its banking arrangements and determine how it wishes to proceed with footfall data collection.

Members may wish to note that in November Godalming retail centre saw a 6.4% month on month increase in footfall with 13,421 more movements in Godalming High Street than in October 2023. This compares with a 6% decrease in footfall for the South-East region as a whole and 0.3% decrease across the country. Likewise, Godalming has seen year on year (a comparison of the same period in 2022 to 2023) increase of 1.4%, whereas the South East saw a decrease of 2.3% and the UK as a whole a decrease of 0.8%. Whilst footfall movements on their own do not reflect the health of the primary retail centre, they do indicate that an increasing number of people are currently visiting Godalming.

The same data can help GTC determine the success or otherwise of its main town centre events.

Event 2023	Date	Total Footfall	Change from same day previous week	Diff from 2022
Spring Festival	1 April 2023	16,572	+6,927	-1601
Town Show	3 June 2023	11,035	+827	-1963
Summer Food Festival	2 July 2023	17,967	+12,232	+4,916
Christmas Festival	25 Nov 2023	28,795	+19,023	+761

The data shows us that whilst the Spring Fair and the Town Show provided a boost to the primary retail centre, that boost was not as strong as in 2022. This could be, of course, for a number of reasons, including the cost-of-living crisis. Equally it could be an indicator that these events are either facing challenges from other events or maybe losing their appeal and may need to be refreshed. A further year of data would provide for better trend analysis. For the Summer Food Festival, it can be shown that combining it with the classic car show in 2023 was a success.

The Christmas Festival remains as popular as ever and generates the biggest week-on-week increase in footfall. However, whilst the year-on-year increase was only 761, the important data for the Christmas Festival is for the period between 16.00 and 17.00 when people are gathering for the lights switch-on. Data shows that in 2023 there were 5,118 movements past the counter at 16.00, this compares to 4,388 in 2021 and 4,748 in 2022, an increase of approx 16.5% in two years, or to put it into context, the equivalent of 14 fully-loaded 52-seater coaches worth of people arriving in town at about the same time.

12. **REVISED ESTIMATES 2023/24 AND DRAFT BUDGET 2024/25 – ITEM FOR DECISION & NOTE**

Recommendations:

- a. **Members to resolve to approve the revised estimates for the financial year 2023/24.**
- b. **Members to resolve to approve the budget for the financial year 2024/25.**
- c. **Members to resolve to approve a precept requirement of £1,147,744 for the financial year 2024/25, which represents a band D increase of £7.97 per annum (7.36%) setting a band D equivalent at £116.35.**
- d. **Members to note budget forecast projections for period 2025/26 & 2026/27.**

Members to consider a report (attached for the information of Members) from the Responsible Finance Officer. Members are requested to agree the revised estimates 2023/24 and draft budget 2024/25 and approve a precept of £1,147,744 for the financial year 2024/25, which represents a band D increase of £7.97 per annum (7.36%) setting a band D equivalent at £116.35.

Additionally, Members are requested to note the budget forecast projections for periods 2025/26 and 2026/27 which are based on Officers' understanding of the Council's potential future activities.

13. **SCHEDULE OF MEETINGS – ITEM FOR DECISION**

Recommendation:

Members to resolve to approve the Schedule of Meetings for the Local Government year 2024/25.

Members to review and approve the Schedule of Meetings for the Local Government Year 2024/25 (attached for the information of Members).

14. **STAYCATION LIVE 2023 – ITEM TO NOTE**

Members to note that Staycation Live 2023 incurred an overall loss of £13,225. This is the first loss in 11 years resulting from the extreme wet weather that washed out the Saturday and caused the reduced attendance on the Sunday.

The Events Task & Finish Group will be meeting with the organising team at the beginning of January and will report to Policy & Management Committee with its recommendations for future events.

As per s5.3 of the agreement of 29 June (Min No 119-23 refers) to cover the loss and ensure suppliers are paid, the organising team's fee has been reduced by £2,645, with GTC covering the remaining £10,580 loss from the funds previously committed from the Emerging Projects reserve.

15. 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.

16. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 15 February 2024 at 6.30pm.

17. 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) 18 & 19 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E LEGALLY PRIVILEGED INFORMATION AND STAFFING MATTERS

18. RECEIPT OF LEGAL OPINION – DEPENDENTS & CARERS' ALLOWANCE & GENERAL POWERS OF COMPETENCE – ITEM FOR DECISION

Members to receive legal opinion from the National Association of Local Councils (NALC) in response to Godalming Town Council's letter of 2 November 2023 (both attached for the information of Members).

Members are requested to consider the legal opinion and determine whether this council wishes to proceed upon this opinion and, if so, what actions it wishes Officers to pursue.

19. STAFF RESTUCTURING – ITEM FOR DECISION

Members to receive a confidential report on staffing structures and other staffing matters from the Chair of the Staffing Committee.

20. COMMUNITY OWNERSHIP FUND – ITEM FOR DECISION

Members to consider the funding agreement for Crown Court Public Toilets Renovation, between The Secretary of State for Levelling Up, Housing and Communities and Godalming Town Council and, if minded, are requested to resolve to agree to authorise the Town Clerk to sign the agreement on behalf of the Council.

Dated _____ 2023

GODALMING TOWN COUNCIL

-and-

WHARF NURSERY SCHOOL

SERVICE LEVEL AGREEMENT
2024-2027

Date of Agreement: Day /Month/Year

Parties

This is an Agreement between:

- (i) Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ. Hereafter referred to as The Council
- (ii) Wharf Nursery School, The Wharf Nursery School, Woolsack Way, Godalming, Surrey GU7 1JG

Hereafter referred to as The Service Provider

1. Authorised Representatives

The Parties' Authorised Representatives for the purposes of this Agreement shall be:

The Council: The Proper Officer
The Service Provide: Head Teacher

2. Period of Agreement

This Agreement shall begin on 1st April 2024 (“the Commencement Date”) and shall expire on 31st March 2027 unless terminated earlier in accordance with clause 11.

3. Status of The Service Provider

In carrying out this agreement the Service Provider is acting in its own right and not as an agent of the Council.

4. Status of Agreement

The Parties intend this Agreement to be legally binding.

5. Service Providers Delivery Obligations

The Service Provider shall deliver a service as set out in Schedule 1 of this agreement.

6. Performance and Monitoring Information

The Service Provide shall provide The Council with performance and monitoring information as set out in Schedule 2 of this agreement.

7. Policies, Procedures and Principles

The Service Provider shall hold such policies as required by Statue and will maintain their principles at all times.

8. Use of Other Organisations

The Service shall be provided solely by the Service Provider unless the Council otherwise agrees, at its absolute discretion, in writing.

9. Insurance and Indemnity

The Service Provider shall indemnify and keep the Council indemnified against any legal liability (including any legally recoverable costs and expenses) which arises because of default on the part of the Service Provider in the performance of this agreement, except in so far as such liability was caused or contributed to by the Council its employees or agents.

10. The Council's Obligations

In consideration of the provision of the Service the Council agrees to contribute **£3,000** per year for the duration of this agreement towards the costs to deliver the service.

11. Termination

- a. Either Party may terminate this Agreement upon giving not less than six months' notice in writing to the other or a lesser period if the Parties agree in writing.
- b. Either Party may terminate this Agreement immediately by notice in writing to the other in the event of any new legislation or Government ruling coming into force which renders unlawful or substantially more burdensome or impracticable the performance of its obligations under this Agreement.
- c. In the event that the Service Provider ceases to provide this service without notice, the Service Provider shall repay the Council 1/12th of funds provided for each complete calendar month remaining up to the April following the cessation of the service and the Council's obligation to fund future years remaining shall cease with immediate effect.
- d. Where a Party fails to carry out its obligations under the Agreement and has exhausted the Disputes and Mediation mechanism under clause 12, the other Party may terminate this Agreement upon giving to the other 3 months' notice in writing.

12. Disputes and Mediation

- a. The Council and the Service Provider will use their best endeavours to resolve disputes.
- b. Either Party may invoke the following procedure to resolve disputes:
 - i. request a meeting between Authorised Representatives within 10 working days or such other period as may be agreed between the Parties.
 - ii. a further meeting involving the Council and the Service Provider may be requested within 14 working days should any dispute remain unresolved.
- c. Use of the disputes procedure will not delay or take precedence over any use of the default or termination procedures.
- d. If the Parties are unable to settle the dispute in accordance with the procedures in 12.b above, the Parties will attempt to resolve the dispute by mediation using Waverley Borough Council as arbiters.

13. Renewal

It shall be for the Service Provider to seek a renewal of this agreement in accordance with the Council's Service level agreement Policy in force at the time.

14. Variation

The terms of this Agreement may only be varied by agreement in writing between the Parties.

Signed as an agreement on behalf of:

Godalming Town Council

Signature..... Proper Officer of The Council

Name..... Date.....

Wharf Nursery School

Signature..... Position.....

Name..... Date.....

Schedule 1

Delivery Obligations

- a. Wharf Nursery School agrees to provide a minimum of two one hour “Stay & Play” sessions per week during normal term time to be held at either the Wharf Nursery School premises or at an external residential care premises as approved by the Wharf Nursery School.
- b. Each session to be provided free of charge to participating families.
- c. Wharf Nursery School, by the 31st March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue to provide the “Stay & Play” sessions over the following 12 months (1 April - 31 March).
- d. Wharf Nursery School agrees that all monies paid by the Council will be spent on the above Service.

Schedule 2

Performance and Monitoring Information

- a. Wharf Nursery School shall maintain a proper set of financial accounts associated with the “Stay & Play Activities” of its activities and shall provide the accounts to the Proper Officer of the Council within eight months of the end of each financial year (1 April to 31 March each year).
- b. Wharf Nursery School shall maintain records of how any monies paid to it under this Agreement have been spent and shall make these records available to the Council within four weeks of any written request to see them.
- c. Wharf Nursery School shall provide an analysis of the numbers of children using the “Stay & Play” of this agreement running from 1st April to 31st March. The analysis shall be provided with the annual accounts.

Dated _____ 2023

GODALMING TOWN COUNCIL
-and-
FARNCOMBE DAY CENTRE LIMITED

SERVICE LEVEL AGREEMENT
2024-2027

Date of Agreement: Day / Month/Year

Parties

This is an Agreement between:

- (i) Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ. Hereafter referred to as The Council
- (ii) Farncombe Day Centre Limited (registered under company number 10847748 and registered charity number 1175294) whose registered office is situated at Farncombe Day Centre, St Johns Street, Farncombe, Godalming, Surrey, GU7 3EJ.

Hereafter referred to as The Service Provider

1. Authorised Representatives

The Parties' Authorised Representatives for the purposes of this Agreement shall be:

The Council: The Proper Officer
The Service Provide: Chair of Trustees

2. Period of Agreement

This Agreement shall begin on 1st April 2024 ("the Commencement Date") and shall expire on 31st March 2027 unless terminated earlier in accordance with clause 11.

3. Status of The Service Provider

In carrying out this agreement the Service Provider is acting in its own right and not as an agent of the Council.

4. Status of Agreement

The Parties intend this Agreement to be legally binding.

5. Service Providers Delivery Obligations

The Service Provider shall deliver a service as set out in Schedule 1 of this agreement.

6. Performance and Monitoring Information

The Service Provide shall provide The Council with performance and monitoring information as set out in Schedule 2 of this agreement.

7. Policies, Procedures and Principles

The Service Provider shall hold such policies as required by Statue and will maintain their principles at all times.

8. Use of Other Organisations

The Service shall be provided solely by the Service Provider unless the Council otherwise agrees, at its absolute discretion, in writing. Temporary use other suitable equivalent service provision for up to 5 days does not require written agreement

9. Insurance and Indemnity

The Service Provider shall indemnify and keep the Council indemnified against any legal liability (including any legally recoverable costs and expenses) which arises because of default on the part of the Service Provider in the performance of this agreement, except in so far as such liability was caused or contributed to by the Council its employees or agents.

10. The Council's Obligations

In consideration of the provision of the Service the Council agrees to contribute **£7,500** per year for the duration of this agreement towards the costs to deliver the service.

11. Termination

- a. Either Party may terminate this Agreement upon giving not less than six months' notice in writing to the other or a lesser period if the Parties agree in writing.
- b. Either Party may terminate this Agreement immediately by notice in writing to the other in the event of any new legislation or Government ruling coming into force which renders unlawful or substantially more burdensome or impracticable the performance of its obligations under this Agreement.
- c. In the event that the Service Provider ceases to provide this service without notice, the Service Provider shall repay the Council 1/12th of funds provided for each complete calendar month remaining up to the April following the cessation of the service and the Council's obligation to fund future years remaining shall cease with immediate effect.
- d. Where a Party fails to carry out its obligations under the Agreement and has exhausted the Disputes and Mediation mechanism under clause 12, the other Party may terminate this Agreement upon giving to the other 3 months' notice in writing.

12. Disputes and Mediation

- a. The Council and the Service Provider will use their best endeavours to resolve disputes.
- b. Either Party may invoke the following procedure to resolve disputes:.
 - i. request a meeting between Authorised Representatives within 10 working days or such other period as may be agreed between the Parties.
 - ii. a further meeting involving the Council and the Service Provider may be requested within 14 working days should any dispute remain unresolved.
- c. Use of the disputes procedure will not delay or take precedence over any use of the default or termination procedures.

- d. If the Parties are unable to settle the dispute in accordance with the procedures in 12.b above, the Parties will attempt to resolve the dispute by mediation using Waverley Borough Council as arbiters.

13. Renewal

It shall be for the Service Provider to seek a renewal of this agreement in accordance with the Council's Service level agreement Policy in force at the time.

14. Variation

The terms of this Agreement may only be varied by agreement in writing between the Parties.

Signed as an agreement on behalf of:

Godalming Town Council

Signature..... Proper Officer of The Council

Name..... Date.....

Farncombe Day Centre Limited

Signature..... Position.....

Name..... Date.....

Schedule 1

Delivery Obligations

- a. Farncombe Day Centre agrees to provide a minibus service for Godalming residents to allow access to the day centre 5 days per week, excluding Bank Holidays and the Centre's annual Christmas and New Year closure
- b. Any increase to the cost of each journey for GU7 residents from those in force in October 2023 (£2.50 per journey) to be capped at a maximum percentage increase of the inflation figure as indicated by the annual September Consumer Price Index (CPI) preceding the date of any fare increase.
- c. Farncombe Day Centre, by the 31st March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue to provide the minibus service over the following 12 months (1 April - 31 March) together with commentary on any planned changes in the service.
- d. Farncombe Day Centre agrees that all monies paid by the Council will be spent on the above Service.

Schedule 2

Performance and Monitoring Information

- a. Farncombe Day Centre shall maintain a proper set of financial accounts associated with its activities and shall provide the accounts to the Proper Officer of the Council within eight months of the end of each financial year (1 April to 31 March each year). Costs and income associated with provision of the minibus service should be separately identifiable.
- b. Farncombe Day Centre shall maintain records of how any monies paid to it under this Agreement have been spent and shall make these records available to the Council within four weeks of any written request to see them.
- c. Farncombe Day Centre shall notify the Proper Officer within 7 working days of any instances where they are unable to provide the service described in Schedule 1a for more than 3 days in the preceding calendar month and provide such additional information regarding the circumstances and remedial actions as may reasonably be requested.
- d. Farncombe Day Centre shall provide an analysis of the numbers of GU7 residents accessing the service, and the number of individual journeys undertaken by them, for each year of the agreement running from 1st April to 31st March, plus the immediately preceding year (for comparison purposes). The analysis shall be provided with the annual accounts.

Dated _____ 2023

GODALMING TOWN COUNCIL
-and-
CITIZENS' ADVICE SOUTH WEST SURREY

SERVICE LEVEL AGREEMENT
2024-2027

Date of Agreement: Day / Month/Year

Parties

This is an Agreement between:

- (i) Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ. Hereafter referred to as The Council
- (ii) Citizens Advice South-West Surrey, Registered Office: 15-21 Haydon Place, Guildford, Surrey, GU1 4LL. (Registered Charity Number 1061067 and Company Limited by guarantee, Registered Number 3258272))

Hereafter referred to as The Service Provider

1. Authorised Representatives

The Parties' Authorised Representatives for the purposes of this Agreement shall be:

The Council: The Proper Officer
The Service Provide: Chair of Trustees

2. Period of Agreement

This Agreement shall begin on 1st April 2024 ("the Commencement Date") and shall expire on 31st March 2027 unless terminated earlier in accordance with clause 11.

3. Status of The Service Provider

In carrying out this agreement the Service Provider is acting in its own right and not as an agent of the Council.

4. Status of Agreement

The Parties intend this Agreement to be legally binding.

5. Service Providers Delivery Obligations

The Service Provider shall deliver a service as set out in Schedule 1 of this agreement.

6. Performance and Monitoring Information

The Service Provide shall provide The Council with performance and monitoring information as set out in Schedule 2 of this agreement.

7. Policies, Procedures and Principles

The Service Provider shall hold such policies as required by Statue and will maintain their principles at all times.

8. Use of Other Organisations

The Service shall be provided solely by the Service Provider unless the Council otherwise agrees, at its absolute discretion, in writing.

9. Insurance and Indemnity

The Service Provider shall indemnify and keep the Council indemnified against any legal liability (including any legally recoverable costs and expenses) which arises because of default on the part of the Service Provider in the performance of this agreement, except in so far as such liability was caused or contributed to by the Council its employees or agents.

10. The Council's Obligations

In consideration of the provision of the Service the Council agrees to contribute **£35,000** per year for the duration of this agreement towards the costs to deliver the service.

11. Termination

- a. Either Party may terminate this Agreement upon giving not less than six months' notice in writing to the other or a lesser period if the Parties agree in writing.
- b. Either Party may terminate this Agreement immediately by notice in writing to the other in the event of any new legislation or Government ruling coming into force which renders unlawful or substantially more burdensome or impracticable the performance of its obligations under this Agreement.
- c. In the event that the Service Provider ceases to provide this service without notice, the Service Provider shall repay the Council 1/12th of funds provided for each complete calendar month remaining up to the April following the cessation of the service and the Council's obligation to fund future years remaining shall cease with immediate effect.
- d. Where a Party fails to carry out its obligations under the Agreement and has exhausted the Disputes and Mediation mechanism under clause 12, the other Party may terminate this Agreement upon giving to the other 3 months' notice in writing.

12. Disputes and Mediation

- a. The Council and the Service Provider will use their best endeavours to resolve disputes.
- b. Either Party may invoke the following procedure to resolve disputes:
 - i. request a meeting between Authorised Representatives within 10 working days or such other period as may be agreed between the Parties.
 - ii. a further meeting involving the Council and the Service Provider may be requested within 14 working days should any dispute remain unresolved.
- c. Use of the disputes procedure will not delay or take precedence over any use of the default or termination procedures.
- d. If the Parties are unable to settle the dispute in accordance with the procedures in 12.b above, the Parties will attempt to resolve the dispute by mediation using Waverley Borough Council as arbiters.

13. Renewal

It shall be for the Service Provider to seek a renewal of this agreement in accordance with the Council's Service level agreement Policy in force at the time.

14. Variation

The terms of this Agreement may only be varied by agreement in writing between the Parties.

Signed as an agreement on behalf of:

Godalming Town Council

Signature..... Proper Officer of The Council

Name..... Date.....

Citizens' Advice South West Surrey

Signature..... Position.....

Name..... Date.....

Schedule 1

Delivery Obligations

- a. Citizens Advice South West Surrey agrees to provide an independent high quality advice service to Godalming residents, including, but not limited to, in person advice in a Godalming office 5 days per week, [excluding public holidays and normal Christmas closure](#).
- b. The advice service shall be free to Godalming residents.
- c. Citizens Advice South West Surrey, by the 31st March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue to provide the advice service over the following 12 months (1 April - 31 March), together with commentary on any planned changes in the service.
- d. Citizens Advice South West Surrey agrees that all monies paid by the Council will be spent on the above Service.

Schedule 2

Performance and Monitoring Information

- a. Citizens Advice South West Surrey shall maintain a proper set of financial accounts associated with its activities and shall provide the accounts to the Proper Officer of the Council within eight months of the end of each financial year (1 April to 31 March each year). ~~Costs and income associated with running the Godalming office should be separately identifiable.~~
- b. Citizens Advice South West Surrey shall maintain records of how any monies paid to it under this Agreement have been spent and shall make these records available to the Council within four weeks of any written request to see them.
- c. Citizens Advice South West Surrey shall notify the Proper Officer within 7 working days of any instances where they are unable to provide the in person aspects of the service described in Schedule 1a for more than 3 days in the preceding calendar month, and provide such additional information regarding the circumstances and remedial actions as may reasonably be requested.
- d. [Citizens Advice South West Surrey shall inform GTC on an annual basis of the total number of volunteers over the preceding 12 months supporting the Godalming Office. The analysis shall be provided at the same time as the annual accounts.](#)
- e. Citizens Advice South West Surrey shall provide on [a quarterly basis such additional information as is generated for Waverley Borough Council, in so far as it relates to Godalming residents, on a quarterly basis.](#) relating to the number of clients, issues and activities supported by or engaged with CASW:

[Ward group 1 – Each ward to be reported a separate unit:](#)

- [Godalming Binscombe](#)
- [Godalming Central and Ockford](#)
- [Godalming Charterhouse](#)
- [Godalming Farncombe and Catteshall](#)
- [Godalming Holloway](#)

[Ward group 2:](#)

- [Above plus:](#)
- [Milford + Witley](#)
- [Bramley + Wonersh](#)
- [Elstead + Peperharow](#)

- f. Additionally, Citizens Advice South West Surrey shall provide an analysis of the numbers of GU7 residents accessing the service, and the number of individual issues addressed for them, for each year of the agreement running from 1st April to 31st March, plus the immediately preceding year (for comparison purposes). The analysis shall be provided with the annual accounts.

12. BUDGET 2024/25

In preparation of the 2024/25 budget, known factors were applied such as the 2023/24 staff pay award and the newly negotiated SLA Grant agreements. This provided the initial base to which were added the costs of the decisions made by the council or its committees over the preceding year(s), such as the Capital Works Programme and the adoption of the Corporate Plan.

2023/24 Precept	1,041,644	a
Variations from 2023/24 Base Budget:		
1 Add inflation at 4% & minor adjustments	41,600	
2 Add Corporate Plan implementation costs	106,000	
3 Add increase to Youth Provision	130,000	
4 Less UKSPF Grant	-168,000	
5 Less increase in Cemeteries revenue	-16,000	
6 Less transfer from the General Reserve	-2,500	
7 Add increase to Capital Works Programme	31,500	
8 Add increase to Grants	4,700	
9 Less decrease to Grounds Maintenance	-2,200	
10 Less increase to Investment income	-19,000	
TOTAL VARIATION	106,100	b
2024/25 Budget Requirements (a + b)	1,147,744	c
Total cash increase required	106,100	
% increase in cash required	10.19%	
Tax base 2024/25	9,864.7	d
Precept per Band D property (= c/d)	£116.35	

The precept requirement for the financial year 2024/25 is £1,147,744 equating to a Band D equivalent increase on 2023/24 of 7.36% which in cash terms is an increase of £7.97 per annum.

Reserves

Due to the transferring of the Godalming Joint Burial Committee into the Council, the balance of the revenue reserve as of 31 March 2024 is estimated to be £669,660. This is above recommended level of 50% of Precept.

The most significant Ear Marked reserve is the Community Infrastructure Levy reserve with a current balance of £314,358. Funds within this reserve must be spent on capital projects within five years of receipt. The Council has paid out four applications against this fund to date.

The second largest Ear Marked Reserve is for the maintenance of all the Council's Land & Property with an estimated balance at year end of £158,982. Given the Council has a portfolio of buildings insured for over £20 million, the RFO believes this reserve is insufficient and needs building up.

Godalming Town Council
Statement of Variation 2024/25

	£		2025/26	2026/27
Base Budget (net) i.e. Precept 2023/24	1,041,644		1,147,744	1,230,699
Add inflation (ave 4%) and net minor adjustments	41,600	Add inflation at 2%	22,955	24,614
Add increase due to Corporate Plan - Staffing	66,000	Capital Works Programme	35,000	
Add increase due to Corporate Plan - Equipment	40,000	Add increase due to Corporate Plan - Staffing	25,000	17,500
Add increase to Youth Provision	130,000			
Less UKSPF Grant	-168,000			
Add increase to Capital Works Programme	31,500			
Less increase in Cemeteries revenue	-16,000			
Add increase to Grants budget	4,700			
Less decrease to Grounds Maintenance	-2,200			
Less net transfer from General Reserve	-2,500			
Less increase in Interest Income	-19,000			
Estimated Budget Requirement 2023/24	<u>1,147,744</u>		<u>1,230,699</u>	<u>1,272,813</u>
Total increase required	106,100		82,955	42,114
% increase in cash terms	10.19%		7.23%	3.42%
Tax base 2023/24 (Band D Equivalent figure)	9611.3			
Precept per Band D property	£108.38			
Tax base 2024/25 (Band D Equivalent figure)	9864.7		9964.7	10064.7 <small>Predicted increase of 100 each year</small>
Precept per Band D property	£116.35		£ 123.51	£ 126.46
Increase per Band D Property	£7.97		£7.16	£2.96
% Increase per Band D Property	7.36%		6.15%	2.39%

GTC Summary Revenue Budget

2022/23 Actual £	2023/24			Variation 2023/24 to 2024/25	
	2023/24 Budget £	Revised Estimate £	2024/25 Budget £	£	Notes
Employees					
542,310 Direct employee expenses	601,335	659,084	813,738	212,403	
6,558 Indirect employee expenses	11,000	9,544	11,000	0	
Premises Related Expenditure					
70,616 Repairs, alteration & maintenance of buildings	42,340	59,059	47,050	4,710	
18,075 Energy costs	26,010	34,677	33,030	7,020	
418 Rents	5,320	6,919	6,620	1,300	
4,010 Rates	26,110	10,220	15,390	-10,720	
-634 Water services	6,772	5,430	6,940	168	
0 Fixtures and fittings	1,000	250	1,000	0	
53,089 Cleaning & domestic supplies	65,415	65,303	69,415	4,000	
8,917 Grounds maintenance costs	62,600	60,372	54,400	-8,200	
1,375 Premises insurance	1,550	1,622	1,700	150	
19,125 Contribution to premises-related provisions	12,500	12,500	12,500	0	
Transport Related Expenditure					
2,280 Public transport	100	139	100	0	
4,556 Car allowances	10,920	11,657	16,460	5,540	
Supplies & Services					
21,687 Equipment, furniture and materials	23,220	81,692	59,100	35,880	
4,576 Catering & Hospitality	2,400	4,483	1,420	-980	
4,724 Clothes, uniform & laundry	4,000	3,860	4,900	900	
8,885 Printing, stationery & general office expenses	8,650	12,022	9,300	650	
82,078 Services	99,020	131,434	105,376	6,356	
30,489 Communications & computing	36,439	39,118	38,925	2,486	
1,714 Expenses	2,400	2,810	21,120	18,720	
64,525 Grants & Subscriptions	70,140	70,062	75,270	5,130	
57,683 Contributions to provisions	88,000	427,757	237,000	149,000	£28.6 increase for Capital Works
13,550 Miscellaneous expenses	8,126	141,524	6,941	-1,185	
Third Party Payments					
37,743 Godalming Joint Burial Committee	0	0	0	0	
Income					
-24,957 Government Grants	0	-440,912	-168,000	-168,000	
-25,023 Other grants, reimbursements & contributions	-3,000	-10,394	-8,000	-5,000	
-153,291 Customer & client receipts	-238,490	-280,379	-257,654	-19,164	
-5,614 Interest	-3,000	-17,717	-25,000	-22,000	
-73,802 Recharges	-6,936	-143,615	-120,001	-113,065	
775,662 Net Cost of Services	963,941	958,521	1,070,040	106,099	
77,704 Capital Financing Costs (Not inc in net cost of Services)	77,700	77,704	77,704	4	
853,366 Net Expenditure (Precept)	1,041,641	1,036,225	1,147,744	106,103	
Net Expenditure by Cost Centre					
£	£	£	£	£	
506,180 GTC	648,141	637,611	594,326	-53,815	
-1,194 Allotments	-710	73	-1,075	-365	
839 Bandstand	850	928	1,100	250	
116,069 Broadwater Park Youth Service	143,970	160,374	273,970	130,000	
43,652 Christmas Lights	43,700	46,016	46,016	2,316	
16,663 Civic Expenses	17,760	17,910	19,050	1,290	
-9,846 Festivals & Markets	-3,432	-7,298	-3,515	-83	
64,982 Godalming Museum	70,836	74,008	76,776	5,940	
36,915 Land & Property Other	37,600	39,841	39,580	1,980	
1,578 Pepperpot	4,454	3,884	4,964	510	
2,144 Staycation	4,713	4,696	5,983	1,270	
-11,374 The Square	-6,750	-9,080	-6,750	0	
9,333 Town Promotion	6,735	7,667	6,750	15	
-279 Wilfrid Noyce	21,034	14,443	22,266	1,232	
0 Cemeteries	-24,960	-32,552	-9,400	15,560	
775,662 Net Cost of Services (excl. Financing Costs)	963,941	958,521	1,070,041	90,540	

Cost Centre: 101 GTC Office

2022/23 Actual £		2023/24			Variation
		2023/24 Budget £	Revised Estimate £	2024/25 Budget £	2023/24 to 2024/25 £
Employees					
297794	Direct employee expenses	317160	322000	391800	74640
31248	Salaries	39000	36400	45600	6600
54530	Er's NIC	58200	56633	69600	11400
0	Er's Supn	0	0	0	0
4784	Agency staff & Contractors	4200	1880	4200	0
327	Training	1500	1500	1500	0
0	Advertising	600	250	600	0
0	Other				
Premises Related Expenditure					
7572	Repairs, alteration & maintenance of buildings	9060	6419	7050	-2010
2222	Energy costs	3360	6000	6000	2640
0	Rents	2400	2554	2650	250
0	Rates	12600	5760	6100	-6500
0	Water services	300	125	300	0
0	Fixtures and fittings	0	0	0	0
4173	Cleaning & domestic supplies	5400	5364	5460	60
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
17	Public transport	0	59	0	0
4300	Car allowances	5800	7000	6700	900
Supplies & Services					
3134	Equipment, furniture and materials	2000	2000	2000	0
861	Catering & Hospitality	540	540	540	0
4434	Clothes, uniform & laundry	3000	3000	3900	900
7003	Printing, stationery & general office expenses	6610	7210	7210	600
9422	Services	12000	15223	13200	1200
2411	Professional Fees	3300	3104	3300	0
9469	Audit fees	9660	13928	14500	4840
285	Insurance	360	373	420	60
767	Bank charges	1950	1992	1950	0
2489	Communications & computing	2765	2647	2765	0
7925	telephones	11400	11400	11400	0
1381	computers	1000	4512	2400	1400
220	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Youth expenses	0	0	0	0
56824	Grants & Subscriptions	60000	60000	64700	4700
5265	Grants	5400	5513	6000	600
48227	Subscriptions	82000	421727	63000	-19000
506	Miscellaneous expenses	1876	136875	1981	105
Third Party Payments					
37743	Godalming Joint Burial Committee	0	0	0	0
-24957	Income	0	-339727	0	0
-10764	Government Grants	0	0	0	0
-20542	Other grants etc	-16000	-14733	-10000	6000
-5614	Customer & client receipts	-1800	-17417	-25000	-23200
-39776	Interest	0	-135000	-120000	-120000
	Recharges				
506180	Net Expenditure	648141	637611	594326	-53815
77704	Capital Finance Costs (Not included in net costs of Services)	77704	77704	77704	0

Cost Centre: 102 Civic Expenses

2022/23 Actual £		2023/24			Variation 2023/24 to 2024/25 £
		2023/24 Budget	Revised Estimate	2024/25 Budget	
	Employees				
473	Direct employee expenses				
71	Salaries	0	0	0	0
87	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses				
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Other	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	749	0	0
0	Energy costs	0	0	0	0
0	Rents	2420	2420	2420	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
151	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
2263	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
400	Equipment, furniture and materials	0	0	0	0
159	Catering & Hospitality	600	495	600	0
4	Clothes, uniform & laundry	500	254	500	0
297	Printing, stationery & general office expenses	800	265	800	0
912	Services				
0	Professional Fees	0	886	300	300
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing				
0	postage	0	7	0	0
0	telephones	0	0	0	0
4270	computers	2880	2880	4200	1320
0	website	0	0	0	0
986	publicity advert	1200	750	750	-450
0	newsletter	0	0	0	0
0	Expenses				
0	Staff expenses	0	0	0	0
1253	Mayor's expenses	1200	1590	1320	120
461	Members' training	1200	1220	1200	0
	Youth expenses	0	0	0	0
0	Grants & Subscriptions				
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
6000	Contributions to provisions	6000	6000	6000	0
502	Miscellaneous expenses	960	406	960	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-1476	Customer & client receipts	0	-12	0	0
0	Interest	0	0	0	0
-150	Recharges	0	0	0	0
16663	Net Expenditure	17760	17910	19050	1290

Cost Centre: 104 Town Promotion

2022/23 Actual £		2023/24 Budget £	2023/24 Revised Estimate £	2024/25 Budget £	Variation 2023/24 to 2024/25 £
Employees					
0	Direct employee expenses		Salaries	0	0
0			Er's NIC	0	0
0			Er's Supn	0	0
0			Agency staff & Contractors	0	0
0	Indirect employee expenses		Training	0	0
0			Advertising	0	0
			Other	0	0
Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	Rents	250	250	0	-250
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
522	Cleaning & domestic supplies	405	411	400	-5
5412	Grounds maintenance costs	5000	5000	5000	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
13	Car allowances	0	0	0	0
Supplies & Services					
2262	Equipment, furniture and materials	500	1481	500	0
1268	Catering & Hospitality	0	0	100	100
0	Clothes, uniform & laundry	0	0	0	0
283	Printing, stationery & general office expenses	0	396	400	400
2500	Services		Professional Fees	0	4585
0			Audit fees	0	0
0			Insurance	0	0
0			bank charges	0	0
0	Communications & computing		postage	0	0
0			telephones	0	0
0			computers	0	0
0			website	0	0
4525	publicity advert	2100	1786	2100	0
0	newsletter	0	0	0	0
0	Expenses		Staff expenses	0	0
0			Mayor's expenses	0	0
0			Members' training	0	0
			Youth expenses	0	0
0	Grants & Subscriptions		Grants	0	0
173	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
10710	Miscellaneous expenses	600	1118	600	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-3835	Customer & client receipts	-2120	-3770	-2350	-230
0	Interest	0	0	0	0
-14500	Recharges	0	-3590	0	0
9333	Net Expenditure	6735	7667	6750	15

Cost Centre: 105 Staycation

2022/23 Actual £		2023/24			Variation
		2023/24 Budget	Revised Estimate	2024/25 Budget	2023/24 to 2024/25 £
	Employees				
83	Direct employee expenses	100	33	100	0
8	Salaries	15	0	15	0
15	Er's NIC	18	0	18	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	250	0	0	-250
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
1311	Cleaning & domestic supplies	1300	1454	1500	200
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	520	0	0	-520
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
1322	Services	1950	2634	3450	1500
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
650	publicity advert	750	900	900	150
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Youth expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	170	0	0	-170
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	90	0	0	-90
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-1245	Customer & client receipts	-450	-325	0	450
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
2144	Net Expenditure	4713	4696	5983	1270

Cost Centre: 106 Festivals & Markets

2022/23			2023/24	2023/24	2024/25	Variation
Actual			2023/24	Revised	2024/25	2023/24 to
£			Budget £	Estimate £	Budget £	2024/25
						£
	Employees					
800	Direct employee expenses	Salaries	1542	890	1640	98
0		Er's NIC	232	134	230	-2
0		Er's Supn	284	164	295	11
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
765	Cleaning & domestic supplies		600	600	700	100
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
0	Public transport		0	0	0	0
30	Car allowances		0	0	0	0
	Supplies & Services					
587	Equipment, furniture and materials		600	1136	0	-600
502	Catering & Hospitality		180	187	180	0
26	Clothes, uniform & laundry		0	224	0	0
8	Printing, stationery & general office expenses		530	536	530	0
3791	Services	Professional Fees	1650	2700	2400	750
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
906		publicity advert	3250	3250	3270	20
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
		Youth expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
711		Subscriptions	600	600	600	0
0	Contributions to provisions		0	0	0	0
323	Miscellaneous expenses		700	700	700	0
	Third Party Payments					
0	Godalming Joint Burial Committee		0	0	0	0
	Income					
-1160		Government Grants	0	0	0	0
		Other grants etc	0	0	0	0
-17135		Customer & client receipts	-13600	-18419	-14060	-460
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-9846	Net Expenditure		-3432	-7298	-3515	-83

Cost Centre: 108 Christmas Lights

2022/23		2023/24	2023/24	2024/25	Variation
Actual		2023/24	Revised	2024/25	2023/24 to
£		Budget	Estimate	Budget	2024/25
		£	£	£	£
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
43652	Services	43700	46016	46016	2316
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Youth expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
43652	Net Expenditure	43700	46016	46016	2316

Cost Centre: 201 Broadwater Park Youth Service

2022/23 Actual £		2023/24 Budget £	2023/24 Revised Estimate £	2024/25 Budget £	Variation 2023/24 to 2024/25 £
Employees					
81488	Direct employee expenses				
5405	Salaries	91980	140826	181740	89760
11001	Er's NIC	8100	12287	17520	9420
0	Er's Supn	16920	23451	32160	15240
1273	Agency staff & Contractors	0	0	0	0
0	Training	2500	3691	2500	0
	Advertising	1200	1048	1200	0
	Other	0	0	0	0
Premises Related Expenditure					
28226	Repairs, alteration & maintenance of buildings	3000	7146	3420	420
4326	Energy costs	4200	4657	4800	600
0	Rents	0	0	0	0
1347	Rates	1400	1415	1500	100
266	Water services	500	431	500	0
0	Fixtures and fittings	0	0	0	0
10393	Cleaning & domestic supplies	10980	10342	10920	-60
472	Grounds maintenance costs	400	1979	400	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
0	Public transport	100	80	100	0
203	Car allowances	100	2074	4900	4800
Supplies & Services					
6309	Equipment, furniture and materials	3000	48510	0	-3000
1753	Catering & Hospitality	1080	3189	0	-1080
260	Clothes, uniform & laundry	500	250	500	0
1002	Printing, stationery & general office expenses	350	2169	0	-350
1258	Services				
0	Professional Fees	350	15174	240	-110
0	Audit fees	0	0	0	0
0	Insurance	0	572	0	0
0	bank charges	0	11	0	0
0	communications & computing	0	0	0	0
840	telephones	960	1171	1200	240
1164	computers	900	772	1920	1020
0	website	0	0	0	0
0	publicity advert	250	250	250	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Youth expenses	0	0	18600	18600
0	Grants & Subscriptions	0	0	0	0
368	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	168000	168000
84	Miscellaneous expenses	500	750	500	0
0	Income				
-13099	Government Grants	0	-101185	-168000	-168000
-15270	Other grants etc	-3000	-10394	-8000	-5000
0	Customer & client receipts	-4800	-7767	-5400	-600
-15500	Interest	0	0	0	0
	Recharges	0	-5025	0	0
116069	Net Expenditure	143970	160374	273970	130000

Cost Centre: 202 The Pepperpot

2022/23		2023/24	2023/24	2024/25	Variation
Actual		2023/24	Revised	2024/25	2023/24 to
£		Budget	Estimate	Budget	2024/25
		£	£	£	£
Employees					
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
	Training	0	0	0	0
	Advertising	0	0	0	0
	Other	0	0	0	0
Premises Related Expenditure					
2894	Repairs, alteration & maintenance of buildings	2700	2017	2400	-300
1362	Energy costs	2600	2600	2600	0
0	Rents	0	0	0	0
343	Rates	760	175	790	30
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
4136	Cleaning & domestic supplies	3720	3720	3780	60
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
29	Equipment, furniture and materials	600	600	600	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
508	telephones	504	624	624	120
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
70	Subscriptions	70	70	70	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0		0	0	0	0
0		0	0	0	0
-9704	Customer & client receipts	-9000	-8422	-8400	600
0	Interest	0	0	0	0
-560	Recharges	0	0	0	0
1578	Net Expenditure	4454	3884	4964	510

Cost Centre: 203 The Square

2022/23		2023/24	2023/24	2024/25	Variation
Actual		2023/24	Revised	2024/25	2023/24 to
£		Budget	Estimate	Budget	2024/25
		£	£	£	£
	Employees				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
1375	Premises insurance	1550	1622	1700	150
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Income				
0		0	0	0	0
0		0	0	0	0
-12749	Customer & client receipts	-8300	-10702	-8450	-150
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
-11374	Net Expenditure	-6750	-9080	-6750	0

Cost Centre: 204 Allotments

2022/23		2023/24	2023/24	2024/25	Variation
Actual		2023/24	Revised	2024/25	2023/24 to
£		Budget £	Estimate £	Budget £	2024/25
					£
	Employees				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
	Premises Related Expenditure				
171	Repairs, alteration & maintenance of buildings	300	326	300	0
0	Energy costs	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
193	Water services	260	255	260	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	430	215	215	-215
1092	Grounds maintenance costs	1000	1966	1000	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	85	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	56	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0		0	0	0	0
0		0	0	0	0
-2650	Customer & client receipts	-2700	-2830	-2850	-150
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
-1194	Net Expenditure	-710	73	-1075	-365

Cost Centre: 205 Wilfrid Noyce Centre

2022/23			2023/24	2023/24	2024/25	Variation
Actual			2023/24	Revised	2024/25	2023/24 to
£			Budget £	Estimate £	Budget £	2024/25
						£
Employees						
0	Direct employee expenses	Salaries	3000	1588	3360	360
0		Er's NIC	452	188	480	28
0		Er's Supn	552	230	600	48
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
0		Other	0	0	0	0
Premises Related Expenditure						
16906	Repairs, alteration & maintenance of buildings		11340	11542	11520	180
8542	Energy costs		12720	12720	13200	480
55	Rents		250	250	250	0
2320	Rates		5000	1160	5000	0
-2314	Water services		2040	1519	2040	0
0	Fixtures and fittings		0	0	0	0
17377	Cleaning & domestic supplies		18900	17507	19320	420
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
Transport Related Expenditure						
0	Public transport		0	0	0	0
10	Car allowances		0	0	0	0
Supplies & Services						
1426	Equipment, furniture and materials		4000	9313	4000	0
33	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
1400	Services	Professional Fees	1650	1484	1650	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
1208		telephones	780	996	996	216
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
		Youth expenses				
0	Grants & Subscriptions	Grants	0	0	0	0
385		Subscriptions	650	650	650	0
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		1200	500	1200	0
Third Party Payments						
0	Godalming Joint Burial Committee		0	0	0	0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-50127		Customer & client receipts	-44000	-47704	-44500	-500
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-279	Net Expenditure		21034	14443	22266	1232

Cost Centre: 206 Bandstand

2022/23		2023/24	2023/24	2024/25	Variation
Actual		2023/24	Revised	2024/25	2023/24 to
£		Budget £	Estimate £	Budget £	2024/25
					£
	Employees				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
	Premises Related Expenditure				
15	Repairs, alteration & maintenance of buildings	600	412	600	0
240	Energy costs	0	245	250	250
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	98	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
609	Subscriptions	250	173	250	0
0	Contributions to provisions	0	30		0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee				0
0	Income				
0		0	0	0	0
0		0	0	0	0
-25	Customer & client receipts	0	-30	0	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
839	Net Expenditure	850	928	1100	250

Cost Centre: 207 Museum

2022/23		2023/24	2023/24	2024/25	Variation	
Actual		2023/24	Revised	2024/25	2023/24 to	
£		Budget £	Estimate £	Budget £	2024/25	
					£	
Employees						
43824	Direct employee expenses	Salaries	48720	50211	53460	4740
3815		Er's NIC	6060	5162	5640	-420
5593		Er's Supn	9000	8887	9480	480
6075		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	1000	1025	1000	0
174		Advertising	0	0	0	0
0		Other	0	0	0	0
Premises Related Expenditure						
6437	Repairs, alteration & maintenance of buildings		2700	4927	2700	0
0	Energy costs		0	0	0	0
195	Rents		0	1277	1300	1300
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
6625	Contribution to premises-related provisions		0	0	0	0
Transport Related Expenditure						
0	Public transport		0	0	0	0
0	Car allowances		320	160	160	-160
Supplies & Services						
0	Equipment, furniture and materials		0	158	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
292	Printing, stationery & general office expenses		360	150	360	0
858	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
3360		Insurance	3500	3500	3500	0
0		bank charges	0	0	0	0
228	Communications & computing	postage	960	400	960	0
124		telephones	180	75	180	0
1672		computers	2820	2820	2820	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
		Youth expenses				
0	Grants & Subscriptions	Grants	0	0	0	0
120		Subscriptions	3000	3000	3000	0
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		0	0	0	0
Third Party Payments						
0	Godalming Joint Burial Committee					0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-14410		Customer & client receipts	-7784	-7744	-7784	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
64982	Net Expenditure		70836	74008	76776	5940

Cost Centre: 208 Land & Property Other

2022/23 Actual £		2023/24 Budget £	2023/24 Revised Estimate £	2024/25 Budget £	Variation 2023/24 to 2024/25 £
Employees					
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
Premises Related Expenditure					
8395	Repairs, alteration & maintenance of buildings	5100	5510	5100	0
1383	Energy costs	1320	1170	1380	60
168	Rents	0	168	0	0
0	Rates	0	0	0	0
1221	Water services	3240	2589	3240	0
0	Fixtures and fittings	1000	250	1000	0
14261	Cleaning & domestic supplies	17640	19586	20760	3120
1941	Grounds maintenance costs	5000	3742	5000	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
7540	Equipment, furniture and materials	0	3787	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
475	Services	0	0	0	0
0		0	0	0	0
224	Insurance	0	224	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
2000	Contributions to provisions	0	0	0	0
1425	Miscellaneous expenses	1800	985	600	-1200
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0		0	0	0	0
0		0	0	0	0
-1302	Customer & client receipts	0	-670	0	0
0	Interest	0	0	0	0
-3316	Recharges	0	0	0	0
36915	Net Expenditure	37600	39841	39580	1980

Cost Centre: 301 Cemeteries

2022/23 Actual £		2023/24 Budget £	2023/24 Revised Estimate £	2024/25 Budget £	Variation 2023/24 to 2024/25 £
Employees					
0	Direct employee expenses		Salaries	0	0
0			Er's NIC	0	0
0			Er's Supn	0	0
0			Agency staff & Contractors	0	0
0	Indirect employee expenses		Training	0	0
0			Advertising	0	0
			Other	0	150
Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	7540	20011	13960	6420
0	Energy costs	1560	7285	4800	3240
0	Rents	0	0	0	0
0	Rates	6350	1710	2000	-4350
0	Water services	432	511	600	168
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	6040	6104	6360	320
0	Grounds maintenance costs	51200	47685	43000	-8200
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	4700	2423	4700	0
Supplies & Services					
0	Equipment, furniture and materials	12000	14609	52000	40000
0	Catering & Hospitality	0	72	0	0
0	Clothes, uniform & laundry	0	132	0	0
0	Printing, stationery & general office expenses	0	1296	0	0
0	Services		Professional Fees	15600	20948
0			Audit fees	0	-60
0			Insurance	5000	0
0			bank charges	300	47
0	Communications & computing		postage	0	0
0			telephones	240	246
0			computers	0	90
0			website	400	400
0			publicity advert	1150	1150
0			newsletter	0	0
0	Expenses		Staff expenses	0	0
0			Mayor's expenses	0	0
0			Members' training	0	0
			Youth expenses		
0	Grants & Subscriptions		Grants	0	0
0			Subscriptions	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	400	190	400	0
Third Party Payments					
0	Godalming Joint Burial Committee				0
Income					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	-129736	-157251	-153860	-24124
0	Interest	-1200	-300	0	1200
0	Recharges	-6936	0	0	6936
0 Net Expenditure		-24960	-32552	-9400	15560

Godalming Town Council
Revised Estimates 2023/24 and Budget 2024/25

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves/ Bal. Sheet £	Balance c/f 31 March 2023 £
Movement in Reserves to March 31 2023 (Actual)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	321,854	75,389	16,500		5,249	418,991
Sub-total unallocated reserves	<u>321,854</u>					<u>418,991</u>
Earmarked Reserves						
2 Election Expenses Fund	20,602		6,000			26,602
3 Community Infrastructure Levy	216,565		24,957			241,522
4 Emerging Projects	52,209		8,226	-30,000		30,435
5 WW1 Memorial	750				-750	0
6 Pepperpot Lamp	5,275			-710	-4,565	0
7 Land & Property Maintenance	111,056		19,125	-3,316	750	127,615
8 Flood Wall Maintenance	4,000		2,000			6,000
9 Afghan Refugees	529					529
10 Community Store	30,295			-30,295		0
11 Farncombe Station	684				-684	0
12 Mayors Charity	280		1,564			1,844
Sub- total Earmarked Reserves	<u>442,245</u>					<u>434,547</u>
Balances	<u>764,098</u>	<u>75,389</u>	<u>78,372</u>	<u>-64,321</u>	<u>0</u>	<u>853,538</u>

Godalming Town Council
Revised Estimates 2023/24 and Budget 2024/25

	Balance b/f 1 April 2023 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2024 £
BUDGET 2023/24 - Projection of Reserves to March 31 2024 (Balances b/f restated to match actuals at 31/03/23)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	418,991		50,500			469,491
Sub-total unallocated reserves	<u>418,991</u>					<u>469,491</u>
Earmarked Reserves						
2 Election Expenses Fund	26,602		6,000			32,602
3 Community Infrastructure Levy	241,522					241,522
4 Emerging Projects	30,435		5,000			35,435
5 WW1 Memorial	0					0
6 Pepperpot Lamp	0					0
7 Land & Property Maintenance	127,615		12,500			140,115
8 Flood Wall Maintenance	6,000					6,000
9 Afghan Refugees	529					529
10 Community Store	0					0
11 Farncombe Station	0					0
12 Mayors Charity	1,844					1,844
13 Capital Works Programme	0		26,500			26,500
	<u>434,547</u>					<u>484,547</u>
Balances	<u><u>853,538</u></u>	<u>0</u>	<u>100,500</u>	<u>0</u>	<u>0</u>	<u><u>954,038</u></u>

Godalming Town Council
Revised Estimates 2023/24 and Budget 2024/25

	Balance b/f 1 April 2023 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2024 £	
REVISED ESTIMATES 2023/24 - Projection of Reserves to March 31 2024							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	418,991	5,419	326,367		-81,117	669,660	JNL441; FC 27 Apr 23 Min 619-22; FC 15 Dec 22 Min 412-22
Sub-total unallocated reserves	418,991					669,660	
Earmarked Reserves							
2 Election Expenses Fund	26,602		6,000			32,602	FC 15 Dec 22 Min 412-22; FC 27 Apr 23 Min 615-22
3 Community Infrastructure Levy	241,522		339,726	-266,890		314,358	JNL447; FC 15 Dec 22 Min 413-22 FC 15 Dec 22 Min 412-22; P&M 24 Nov 22 Min 393-22; P&M 23 Mar 23 Min 561-22;
4 Emerging Projects	30,435		5,000	-45,760	32,000	21,675	P&M 7 Sep 23 Min 227-23; P&M 3 Feb 2022 Min 439-21
5 WW1 Memorial	0					0	
6 Pepperpot Lamp	0					0	
7 Land & Property Maintenance	127,615		12,500		18,867	158,982	FC 27 Apr 23 Min 619-22; FC 15 Dec 22 Min 412-22; P&M 7 Sep 23 Min 227-23
8 Flood Wall Maintenance	6,000					6,000	£2k FC 13 Jan 2022 Min 424-21
9 Afghan Refugees	529					529	
10 Community Store	0					0	
11 Farncombe Station	0					0	
12 Mayors Charity	1,844			-1,844		0	
13 Capital Works Programme	0		26,500	-5,025		21,475	FC 15 Dec 22 Min 412-22; P&M 20 Apr 23 Min 602-22
* Youth	0				5,250	5,250	JNL441
* Busbridge Parish Council	0				25,000	25,000	FC 15 Dec 22 Min 420-22; FC 27 Apr 23 Min 619-22
	434,547					585,871	
Balances	853,538	5,419	716,093	-319,519	0	1,255,532	

Godalming Town Council
Revised Estimates 2023/24 and Budget 2024/25

	Balance b/f 1 April 2024 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2025 £
Budget 2024/25 - Projection of Reserves to March 31 2025						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	669,660		48,000			717,660
Sub-total unallocated reserves	669,660					717,660
Earmarked Reserves						
2 Election Expenses Fund	32,602		6,000			38,602
3 Community Infrastructure Levy	314,358					314,358
4 Emerging Projects	21,675		5,000			26,675
5 WW1 Memorial	0					0
6 Pepperpot Lamp	0					0
7 Land & Property Maintenance	158,982		12,500			171,482
8 Flood Wall Maintenance	6,000					6,000
9 Afghan Refugees	529					529
10 Community Store	0					0
11 Farncombe Station	0					0
12 Mayors Charity	0					0
13 Capital Works Programme	21,475		58,000			79,475
* Youth	5,250					5,250
* Busbridge Parish Council	25,000					25,000
	585,871					667,371
Balances	1,255,532	0	129,500	0	0	1,385,032

GODALMING TOWN COUNCIL

PROPOSED SCHEDULE OF MEETINGS 2024/25

<u>MAY 2024</u>				Bkd
2	ELECTION (Police and Crime Commissioner)			
9	Full Council (Annual Accounts)	6.30PM	Council Chamber	
16	ANNUAL COUNCIL/MAYOR MAKING	8.00PM	Council Chamber/MP	
23	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.00PM** 7.20PM** 7.20PM**	Council Chamber Council Chamber Council Chamber Mayor's Parlour	
<u>JUNE 2024</u>				
13	Environment & Planning	6.30PM	Council Chamber	
	CIVIC SERVICE	TBC	TBC	
<u>JULY 2024</u>				
4	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
11	Audit Staffing	6.30PM 7.00PM**	107-109 The Pepperpot	
25	Full Council Environment & Planning	6.30PM 7.00PM**	Council Chamber	
<u>AUGUST 2024</u>				
15	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
<u>SEPTEMBER 2024</u>				
5	Full Council Environment & Planning	6.30PM 7.00PM**	Council Chamber	
12	Audit (Financial Regulations) Staffing	6.30PM 7.00PM**	107-109 The Pepperpot	
26	Environment & Planning Policy & Management (Grants)	6.30PM 7.00PM**	Council Chamber	
<u>OCTOBER 2024</u>				
17	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	

Amendments from previous schedule shown in red

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

Adopted –

FC/MeetingSchedule24-25

<u>NOVEMBER 2024</u>				
7	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
10	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	
14	Staffing	6.30PM	The Pepperpot	
21	Full Council			
28	Environment & Planning Policy & Management (Revised Estimates & Budget)	6.30PM 7.00PM**	Council Chamber	
<u>DECEMBER 2024</u>				
19	Full Council (Precept) Environment & Planning	6.30PM 7.00PM**	Council Chamber	
<u>JANUARY 2025</u>				
9	Environment & Planning Policy & Management (Grant Budget Allocation)	6.30PM 7.00PM**	Council Chamber	
30	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
<u>FEBRUARY 2025</u>				
6	Audit	6.30PM 7.00PM**	Council Chamber	
13	Full Council Staffing	6.30PM 7.00PM**	Council Chamber	
20	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
<u>MARCH 2025</u>				
13	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
20	ANNUAL TOWN MEETING	7.00PM	Council Chamber/MP	
<u>APRIL 2025</u>				
(Maundy Thursday – 17 April 2025/Easter Monday – 21 April 2025)				
3	Environment & Planning	6.30PM	Council Chamber	
17	Audit (Review System of Internal Control) Staffing	6.30PM 7.00PM**	107-109 Pepperpot	
24	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
<u>MAY 2025</u>				
8	Full Council (Annual Accounts)	6.30PM	Council Chamber	
15	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/MP	

Amendments from previous schedule shown in red

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

Adopted –

FC/MeetingSchedule24-25

22	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.00PM** 7.20PM** 7.20PM**	Council Chamber Council Chamber Council Chamber Mayor's Parlour	✓ ✓ ✓ ✓
<u>JUNE 2025</u>				
5	Environment & Planning Policy & Management	6.30PM 7.00PM**	Council Chamber	
26	Environment & Planning	6.30PM	Council Chamber	

FESTIVALS:

Spring Festival (1st Saturday in April)
 Summer Festival (1st Sunday in July)
 Staycation (1st complete week in August)
 Christmas Festival (Last Saturday in November)

Event	Date
Annual Council/Mayor Making	Thursday, 16 May 2024
Godalming Run	Sunday, 19 May 2024
Town Show	Saturday, 1 June 2024
Summer Food Festival	Sunday, 7 July 2024 – date tbc
Staycation	Saturday, 3-Sunday, 11 August 2024 – tbc
Heritage Weekend	Saturday, 14-Sunday, 15 September 2024 – tbc
Town Fireworks	Friday, 1 November 2024
Remembrance Sunday	Sunday, 10 November 2024
Christmas Festival & Lights Switch-On	Saturday, 30 November 2024
Farncombe Christmas Lights	Friday, 6 December 2024 – tbc

Amendments from previous schedule shown in red

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

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.