

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

12 October 2018

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 18 OCTOBER 2018 at 7.00 pm.

Andy Jeffery
Town Clerk

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

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

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 6 September 2018, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 5.

Mr Stephen Clarke an elector of the Parish wishes to make a statement regarding Agenda Item 5 – WA/2018/1525.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

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

5. PLANNING MATTERS

WA/2018/1524 - Westbrook Mills, Borough Road, Godalming, Surrey, GU7 2AZ. Erection of extensions and alterations to provide an additional floor to buildings 1 and 2 and alterations to building 3 to facilitate the flats permitted under CR/2018/0011. Provision of additional car parking and bin/cycle stores.

NB: As per Waverley Borough Council directive, hard copies of planning applications are no longer provided to Town & Parish Councils, as such Members are requested to review the planning application by visiting: <http://planning360.waverley.gov.uk/planning> and entering WA/2018/1524 in the search box.

WA/2018/1525 – Binscombe Land Centred Coordinates 496830 146100 South East, Binscombe, Surrey. Erection of 21 dwellings and associated works with new access from Binscombe.

NB: As per Waverley Borough Council directive, hard copies of planning applications are no longer provided to Town & Parish Councils, as such Members are requested to review the planning application by visiting: <http://planning360.waverley.gov.uk/planning> and entering WA/2018/1525 in the search box.

Guildford Local Plan: Strategy and Sites – Main Modifications

Guildford Borough Council submitted its submission Local Plan: Strategy and Sites to the Secretary of State in December 2017. The Plan has since been subject to public examination by an independent inspector, which is still ongoing. Following a series of public hearing sessions, the Inspector has found that the plan is sound subject to a number of main modifications. Guildford Borough Council is consulting on the proposed modifications for six weeks from **12 noon on 11 September 2018 to 12 noon on 23 October 2018**.

The Schedule of Main Modifications can be found on the consultation webpage at <https://getinvolved.guildford.gov.uk>. You can also see a version of the plan with the modifications inserted for reference.

Members are requested to resolve whether Godalming Town Council should comment on the Main Modifications to the Guildford Local Plan: Strategy and Sites – Main Modifications, and if so, which proposed main modification(s) Godalming Town Council will be commenting upon.

Members will note that each modification is numbered in the schedule, as such Members are requested to indicate the modification number when making comments. In preparation for any potential response, Members are encouraged to inform the Town Clerk in writing (email) prior to the meeting so that, if Members do resolve that Godalming Town Council should comment on the Main Modifications, comments can be collated into a response.

6. COMMUNITY INFRASTRUCTURE LEVY

Godalming Town Council has been informed that the Examiner's Report on the Community Infrastructure Levy (CIL) Examination has been received by Waverley Borough Council and that the CIL Examiner has recommended that Waverley Borough Council's CIL Charging Schedule should be approved.

Key headlines from the report are that:

- The CIL Charging Schedule "provides an appropriate basis for the collection of the levy in the area" and the evidence used to inform it "is robust, proportionate and appropriate."

- “The Council is able to demonstrate that it has sufficient evidence to support the Schedule and can show that the levy rates would be set at levels that will not put the overall development of the area at risk”.
- The zero CIL rate for Dunsfold Aerodrome Strategic Site is supported by the evidence.
- The Examiner recommends that the Council should “monitor closely the local impacts of the CIL on development delivery and to timetable an early review of the CIL after three years of its operation”.

The Examiner’s Report is available to view at:

http://www.waverley.gov.uk/downloads/file/6413/report_on_the_examination_of_the_draft_waverley_borough_council_cil_charging_schedule.

Waverley will be seeking authority to adopt the Charging Schedule and agree a date for implementation at the Full Council meeting on 31 October 2018.

CIL PROJECTS: As required by the CIL Regulations, Waverley Borough Council will pass on a portion of the CIL receipts to each parish council. This will be at 15% (up to a limit of £100 per dwelling) of the CIL originating in that parish. In parishes with a Neighbourhood Plan in place (following a successful referendum), the proportion increases to 25% with no upper limit.

The Council can only spend CIL receipts on infrastructure projects. In considering Community Infrastructure Projects that the Town Council may wish to deliver utilising CIL funding it must also bear in mind the regulation 123 list. Waverley Borough Council will issue further guidance to Town & Parish Councils regarding use of CIL, but in the meantime it is recommended that Godalming Town Council considers producing a priority list of infrastructure projects so that it is in a position to take advantage of the funds as they become available.

7. NEIGHBOURHOOD PLAN

Members will wish to note that the Town Council has been informed by Waverley Borough Council that they aim to run the required Regulation 16 consultation from the 19 October for 6 weeks until the 30 November. Any further information received will be tabled for the information of Members at the meeting.

8. APPLICATIONS FOR GRANT AID

Information:	£
2018/2019 Grants Budget	58,000.00
Allocations this year to date	50,543.00
Balance available for allocation	7,457.00
<hr/>	
2018/19 General Grant Fund Allocation	20,000.00
Allocations this year to date	16,953.00
Balance remaining	3,047.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	5,913.00
Balance unallocated if applications agreed	-2,866.00
<hr/>	
2018/19 SLA Fund Allocation	33,000.00
Allocations this year to date	33,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	0.00
<hr/>	

2018/19 Council Community Fund Allocation	5,000.00
Allocations this year to date	590.00
Balance remaining	4,410.00
Council Community Fund applications this meeting	500.00
Balance unallocated if applications agreed	3,910.00

Total balance unallocated if applications agreed 1,044.00

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Members to note that if they wish to support in full both General Grant Fund applications then it would be necessary to resolve to agree the virement of funds from the Council Community Fund allocation.

Applications for General Grant Fund Support

The Baden Hall Management Trust

£4,750 is applied for to cover the cost of removing the old heating system and replacement of new boiler and heating system in The Baden Hall.

Previous Grants: £2,500 in 2009, £2,000 in 2010

Home Start in Waverley

£1,163 is applied for to facilitate 9 x volunteer support meeting in Godalming; the grant will cover volunteer expenses, venue costs and resource materials as well as some co-ordinator facilitation costs.

Previous Grants: £500 in 2017

Applications for Council Community Funding

Dementia Friendly Cinema Screening

Dementia is one of the greatest challenges facing society today. People affected by dementia often have to give up things they love due to inaccessibility and unsupportive environments. Visiting a cinema is one of life's pleasures, which most people take for granted, Cinemas have an important part to play in tackling the social and economic impact of dementia, by allowing people living with dementia to continue to participate in entertainment. Godalming Town Council has a superb venue in the Wilfrid Noyce Centre which lends itself to Dementia Friendly Cinema Screenings and Cllr Cosser wishes Members to consider the following application for support from the Council Community Fund.

£500 is requested to support Dementia Friendly Godalming, Godalming Film Society and Godalming Town Council in a pilot Dementia Friendly Cinema Screening at the Wilfrid Noyce Centre on Saturday, 15 December (matinée screening). If the pilot is successful it is hoped that future screenings will be able to be run on a self-supporting basis.

9. COMMITTEE WORK PROGRAMME

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

10. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

11. BUDGET MONITORING

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

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	18,757 o/s	2,800 o/s
Civic Expenses	961 o/s	2,000 o/s
Town Promotion	8,273 o/s	0
Staycation	292 o/s	292 o/s
Festivals & Markets	6,706 u/s	0
Christmas Lights	38 u/s	0
Fireworks Night	345 o/s	0
Neighbourhood Plan	2,078 o/s	0
BWP Community Centre	4,197 u/s	0
Pepperpot	81,800 u/s	0
The Square	0 o/s	0
Allotments	381 o/s	0
Wilfrid Noyce Community Centre	10,608 u/s	0
Bandstand	376 u/s	0
Godalming Museum	17,422 u/s	0
Land & Property Other	8,564 u/s	0
TOTAL	98,624 u/s	5,092 o/s

The monitoring report shows a current variance of £98,624 underspend against budget.

Members to note the following:

£80,000 was received from The Peter Caudle Memorial Trust for the capital works to be done on The Pepperpot (and Broadwater Park Community Centre should there be a balance remaining).

Members already advised of the pressure against our Professional Fees budget of £10,000 for the year (Min No 32-18 refers). Given the Council was unable to offset fees paid to our surveyors regarding the Wilfrid Noyce Centre roof defect (Min No 172-18 refers), the accounts now reflect a £2,800 overspend in this budget line.

Members already advised of the pressure against our Computing budget and the forecast of a £2,000 overspend for Councillor Emails (Min No 86-18 refers).

Town Promotion overspend is largely in relation to Floral Godalming. The Council has an earmarked reserve of £8,000 to cover this cost, but the actual transfer will not be done until later in the year when total costs have been determined. Similarly, Neighbourhood Plan has a reserve of £5,651 which covers the overspend in this cost centre.

12. POLICY DOCUMENTS FOR REVIEW

Equality & Diversity Statement

The Council is required to have an Equality & Diversity Statement, which applies to all councillors, employees and those undertaking work on behalf of Godalming Town Council including any consultants, temporary and agency staff. The Policy Statement (attached for the information of Members) has been reviewed by the Staffing Committee, which has also consulted staff on the aims of the Statement. However, as it applies equally to Members, the Policy & Management Committee is also requested to review the Statement and, if agreed, to resolve to pass it for adoption by Full Council.

Equality & Diversity Policy

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment, services and public functions, premises, employment, contracts and advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

The Equality & Diversity Policy underpins all policies, procedures and strategies, therefore, providing a strong foundation for equality in the Council and the services it provides. In reviewing the Equality & Diversity Statement, it is recommended that Members also review the supporting Policy (attached for the information of Members).

If agreed, it is requested that Members resolve to recommend the Equality & Diversity Policy for adoption by Full Council.

Customer Complaints Procedure

The Town Council has two documents regarding the Customer Complaints Procedure, '*How to Make a Complaint*' and '*How to Handle a Complaint*' (both documents attached for the information of Members). The former being the public facing document published on the Town Council's website, with the latter document being an internal process document.

Members are requested to review both documents and if agreed, resolve to recommend both documents associated with the Customer Complaints Procedure for adoption by Full Council.

Freedom of Information – Publication Scheme

The Publication Scheme provides a reference of information which is publically available and how it may be accessed. Freedom of Information requests relating to information noted on the Publication Scheme will be referred to that scheme (copy attached for the information of Members).

Members are requested to review the Freedom of Information – Publication Scheme and, if agreed, resolve to recommend the Publication Scheme for adoption by Full Council.

13. COMMUNITY CENTRE MONITORING

Centre	Hours Booked Q2 2018	% Used	Hours Booked Previous 12 Months	% Used	% Change from Previous Report
Broadwater					
- Large Hall	395.75	32.73%	2028.17	42.51%	+0.76%
- Small Hall	297.42	24.6%	1296.58	27.18%	+1.35%
Pepperpot					
- Undercroft	295.25	24.42%	1076.50	22.56%	+1.84%
- Upper Room	83	6.87%	517.00	10.84%	-1.6%
Wilfrid Noyce					
- Caudle Hall	628.88	52%	2913.13	61.06%	-11.02%
- Wyatt Room	344.00	28.45%	1812.73	39.99%	-1.66%
- Oglethorpe Room	239.50	19.81%	1223.00	25.63%	+4.82%

Notes:

1. Year to Date figures 01 Oct 2017 – 30 Sept 2018.
2. Quarter 2 covers the summer holiday period when the majority of the regular hirers cease their activities for between 6 and 8 weeks.

The financial performance of Community Centres is done as part of Budget Monitoring (refer to Agenda Item 11 for latest data).

14. PROPERTY & ASSETS WORKING GROUP

Members to receive an update from the Chairman of the Asset & Property Working Group on its progress to date.

Recommendation from the Property & Assets Working Group:

The Property & Asset working group has identified that not all GTC land and property assets acquired prior to 2005 are currently recorded with the Land Registry. The Working Group recommend that Godalming Town Council should seek to register title to its land and property with the Land Registry, with the Town Clerk authorised, where necessary, to engage legal support, with costs being set against the professional fees budget.

15. SUMMER FOOD FESTIVAL

A request has been received from the Godalming & District Chamber of Commerce for the Town Council's approval, as a partner organisation, for a change of date for the 2019 Summer Food Festival from the first Saturday in July to the first Sunday in July. Agreement for the change of date is required from the Council in order to approve continued GTC staff support and to amend the GTC street trading licence.

16. PUBLIC TOILETS – WORK SCHEDULE

As part of the continued improvement programme of the Public Toilets, Officers have reviewed the condition of the facilities at Crown Court. The tiling and flooring, although dated, are in good condition, however, along with the lighting, the visible sanitary wear is less good. As such it is suggested that Members consider the following improvements which would upgrade the Crown Court facilities to a more pleasant experience:

- making good and re-painting of all woodwork;
- replace existing lighting with LED fittings;

- replacement of the existing WC's (3 x Female, 2 x Male 1 x Disability Accessible) with Wallgate anti-vandal solid surface back to wall WC pan with shrouded waste and integral solid surface seat;
- replacement of existing stainless steel urinal with wall hung Franke, Centinal wall hung stainless steel urinal trough;
- associated plumbing and drainage works.

From quotes received to date, it is expected that the cost of the works outlined above would be between £9,000 and £10,500 including contingency. If Members wish to proceed with the works it is recommended that it is funded from the Emerging Projects Fund which currently stands at £57,300.

Members will wish to note that although improvement works are also required at the Farncombe facilities, these have not been brought forward at this time as the Property & Assets Working Group is currently considering uses for the non-toilet facility areas of the building.

17. THE PEPPERPOT – INTERNAL REFURBISHMENT

Members are requested to note that as authorised by the Policy & Management Committee at Min No 41-18, Officers have sought quotes for works at The Pepperpot. It is anticipated that works will be starting after Christmas.

18. GODALMING MUSEUM – FIRE ESCAPE

As part of the ongoing programme of maintenance and improvements to the Godalming Museum, Members are requested to review the plans for the replacement of the existing means of escape stairway located to the rear of the Museum. Plans to be tabled 30 minutes prior to the commencement of the meeting.

When viewing the proposed plans, Members will note that, in keeping with the Council's commitment to the advancement of equality, the opportunity has been taken to redesign the means of escape stairway so as to create space for the future provision of an accessible WC at the museum.

Whilst indicative costs have been provided by the Council's surveyors of the combined costs of the replacement of the means of escape and the provision of the WC, these costs have not yet been tested by the tender process.

Members are requested to resolve to instruct the Town Clerk to:

- i. Engage the services of the Council's surveyors to submit a planning application for the replacement of the means of escape stairway and the provision of an accessible WC and associated Listed Building Consent.
- ii. Engage the services of the Council's surveyors to prepare a tender specification, which will allow for Members to consider the project either as a whole or in two phases:
 - Phase 1 – replacement of the means of escape stairway and associated works
 - Phase 2 - Provision of an accessible WC
- iii. Report the outcomes of 1 & 2 above to this Committee for further consideration prior to seeking tender costs.

19. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/MAYEN ASSOCIATION

Members are asked to note a report from Councillor Williams on the Godalming/Mayen Association (report to be tabled for the information of Members) an organisation upon which Councillor Williams represents the Town Council.

20. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING

Deferred from the last meeting, Members are asked to note a report from Councillor P Martin on Sport Godalming (report to be tabled for the information of Members) an organisation upon which Councillor P Martin represents the Town Council.

21. SCHEDULE OF MEETINGS 2019/20

Members are asked to consider the schedule of meetings for the Local Government year 2019/20 (copy attached for the information of Members).

If agreed, it is requested that Members resolve to recommend the Schedule of Meetings for the Local Government year 2019/20 to Full Council.

22. REPLACEMENT COMMUNITY NOTICEBOARDS

Godalming Town Council provides at least one community notice board in each of the town wards. Whilst the majority are in good order, the boards located on Borough Road in Charterhouse ward and at Crownpits in Holloway ward are of poor quality.

Members are requested to resolve to approve expenditure of £1,750 for two noticeboards, including mounting posts and installation costs. Each noticeboard has a 10xA4 display capacity using self-healing rubber pin board, with engraved Godalming Town Council header. Costs to be allocated against the Land & Property maintenance reserve, which has a current balance of £33,780.

23. RECORDING REASONS FOR ABSENCE

During the Policy & Management Committee's review of Standing Orders conducted on 12 July 2018, Members agreed that the Town Clerk should investigate the issue regarding approval of apologies by resolution of the Council for a Councillor's reason for prolonged absence and bring forward a recommendation for an appropriate Standing Order to allow for such approval in exception circumstances (Min No 94-18 refers).

The Town Clerk has reviewed the requirements of the Local Government Act as well as guidance on local government administration and has set out reasons for the recommendation in the attached report.

It is RECOMMENDED that Godalming Town Council's Standing Orders adopted by Full Council on 19 July 2018 should retain the previously accepted order (renumbered as SO 16):

16. During a prolonged period of absence a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

24. EMERGING PROJECT

Public Bench – Spring Grove

Members are requested to consider whether they wish Godalming Town Council to provide a public bench at the bus stop in Spring Grove. The indicative cost of provision including

installation is in the region of £800-£1,000 depending upon the works required to securely anchor the bench to the ground. The cost for this installation to be allocated to the Emerging Projects Fund, which stands at £57,300.

25. COMMUNICATIONS ARISING FROM THIS MEETING

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

26. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 29 November 2018 at 7.00 pm in the Council Chamber.

27. ANNOUNCEMENTS

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

GODALMING TOWN COUNCIL

Application for Grant Aid

RECEIVED
2 OCT 2018

1. Name of Voluntary Organisation THE FARNCOMBE SCOUTS AND BROWNIES
2. Contact Name, Address and Telephone Number JULIE WASS
39 CORNFIELDS, FARNCOMBE, GODALMING SURREY, G07 3PH
3. Details of Organisation; is it
 - a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? THE INSTRUCTION OF BOYS AND GIRLS OF ALL CLASSES IN THE PRINCIPLES OF DISCIPLINE LOYALTY AND GOOD CITIZENSHIP; ^{TO RUN AND MAINTAIN} HALL (HEADQUARTERS)
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
YOGA CLASS HIRING HALL. 3 hours a week during term time.
£36 a week.
6. Please state size of membership and annual subscription levels of Organisation. 150 members.
£3,861.00 a year.
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

RECEIVED

2 OCT 2018

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

REMOVAL OF OLD HEATING SYSTEM AND REPLACEMENT OF NEW BOILER AND HEATING SYSTEM.

- b) Specify
- Total Estimated Cost £ 4,750
 - Amount already available £
 - Amount expected to be available at commencement £
 - Dates scheduled to commence and finish SEPT 26TH TO REMOVE.
OCT 23RD - 30TH INSTALLATION

10. Are you applying for or have you already received other financial assistance for this project? **No**
Please provide details:-

Body	Amount Applied For	Amount Received
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11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 4,750

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

- Amount £ 4,500

- Date 2010

- Project - PHOENIX - DEVELOPMENT OF KITCHEN & TOILET FACILITE.

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

To provide a modern functioning facility for the use of the whole community as well as the Scouting and Guiding youth of Farncombe & Godalming.

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

Signed D.C. Woods Date 1/10/2018

Capacity in which signed SECRETARY

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

RECEIVED
2 OCT 2018

Baden Hall Management Committee
Chairman's Report

Overall a quiet year for the committee with regular meetings being held.

David Norwood joined the Committee as the new treasurer at the last AGM.

Some income continued to be generated with hiring out the use of the Hall to external groups and individuals continued during 2016.

There was no annual Christmas fare due to new committee members being required to run the fund raising group the Friends of 1st Farncombe.

The wall in the lower hall has experienced damp and the brick work required re-pointing. Quotes were sort for the work to see how expensive it might be with a view to complete during the drier months.

Quotations were received from local companies before JMK Building were commissioned to perform work on the exterior of the Hall including fixing the soffit and window above the rear flat roof.

Improvements to the hall lighting have been discussed with the purchase of new LED lights for the main hall.

Consideration is being given to building a new cupboard to improve the usage of existing space. This would also include clearing the equipment from the stage and reusing this space in new ways.

Once again a big thank you goes to all the members of the committee for attending the regular meetings and helping with the upkeep of the Baden Hall.

William Thompson
November 2017

(Draft) Treasurers Report for Annual General Meeting 1st Nov 2017

Prepared by David Norwood

Baden Hall Management Committee Farncombe Scouts and Brownies Ass

RECEIVED
2 OCT 2018

Income and Expenditure account for year end 31 Dec 2016

	Year	2016
Balance brought forward		15432.82
	Dr	Cr
Income		
Scouts rents		3582
Non-scout income		1895
Fundraising		60
Donations		
Expenditure		
Insurance (Bldgs & Ctnts)	541.71	
PRS Music licence	111.60	
Utilities	1981.85	
(600000000200841972 BADEN HALL 600904)	496.99	
Building Maint. (CHQ 576)	3605.00	
Sundries (cleaning)	33.90	
subtotals	6771.05	5537.00
Balance carried forward		14198.77

Income (Notes)

Expenditure (Notes)

Balance (Notes) Adjustments for 2016

Thames water (waster services) rebate due Billing error. Rebate £175.43

Castle Water (measured advice statement period 12/11/2016 - 12/07/2017) - Tbc pro rata for 2
(Credits applied 2017 £1,648.59, Balance b/f £1453.80)

Quote

Quote No.	Date	Page
QUO46	17/07/2018	1 of 1

Bill To:
Baden Hall Tottenham Road Godalming Surrey GU72HT

Quantity	Description	Unit Price	Line Total
1.00	Remove old boiler and radiators from current positions	£0.00	£0.00
1.00	Supply and fit Intergas 24KW condensing system boiler and flue in new position at front of building	£0.00	£0.00
1.00	Excervate manhole at top of path to provide new connection for waste condensate water from boiler	£0.00	£0.00
1.00	Reconfigure and replace all steel pipework serving the main Hall with 28mm diameter copper in a flow and return configuration serving six new radiators	£0.00	£0.00
1.00	Supply and fit six 700mm by 1200mm double convector radiators in main hall with Drayton TRV4 thermostatic valves and lock shields	£0.00	£0.00
1.00	Supply and fit Honeywell programmable room thermostat (boiler plus compliant)	£0.00	£0.00
1.00	Remove old galvernised F and E tank and provide filling loop and pressure gauge to fill new system	£0.00	£0.00
1.00	Connect new pipework to existing serving rear off building	£0.00	£0.00
1.00	Supply boiler with new gas supply from gas meter	£0.00	£0.00
1.00	Commision boiler and register installation with Gas Safe and manufacturers 7 year warranty	£0.00	£0.00
1.00	Fit magnetic cleaner in boiler return to help maintain system cleanliness	£0.00	£0.00
1.00	Supply boiler with required electricity suppy (by qualified Electrician)	£0.00	£0.00
1.00	Parts and Labour	£4,750.00	£4,750.00
		Subtotal:	£4,750.00
		Total:	£4,750.00

RECEIVED
16 AUG 2018

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation Home-Start in Waverley
2. Contact Name, Address and Telephone Number DAWN MURPHY
VERNON HOUSE 28 WEST STREET FARNHAM SURREY
GU97BR
3. Details of Organisation; is it
 - a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? To promote the welfare of families with at least one child under the age of 5, through providing a volunteer to offer practical support and friendship
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

No
6. Please state size of membership and annual subscription levels of Organisation. _____
There are 78 volunteers in Waverley.
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

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

A Coordinator plans and facilitates Volunteer Support Meetings, offering guidance and training 9 times a year in the local area.

b) Specify

- Total Estimated Cost

£ 1163

- Amount already available

£ 0

- Amount expected to be available at commencement

£

- Dates scheduled to commence and finish

1st January 2019 to 1st Jan 2020

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

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

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

a) Amount £ 1163

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

- Amount £ 500

- Date 19 October 2017

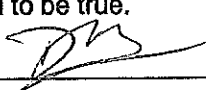
- Project TRAINING FOR VOLUNTEERS

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

To ensure that support is accessible for volunteers to attend there are currently 22 volunteers in the Godalming area.

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

Signed



Date

15/08/18

Capacity in which signed

Scheme Manager

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

Lynne Purnell

From: Dawn Murphy <dawn@homestartwaverley.org>
Sent: 17 August 2018 12:11
To: Lynne Purnell
Subject: Grant application Home-Start in Waverley

Dear Lyn

Clarification for the Home-Start in Waverley grant application is below. Thank you for your help.

Name of Project Volunteer support meetings in Godalming.

The project is to provide group support to the Godalming volunteers . At least 9 meetings are arranged across the year. Local meetings ensure that they are accessible to more volunteers enable more of them to attend This will enable more volunteers to access peer on peer support in their local area. It is an important part of continuous development as well as feeling a part of a supportive team.

The project will ensure that volunteers feel valued and supported as well as giving them the knowledge and skills to support families. It is recognised that the better supported volunteers are the more likely they are to volunteer for longer. This helps to reduce recruitment and training costs and building an experienced and skills volunteer team. This in turn enables Home-Start to maintain a high number of volunteers who can support more families. There are increasing requests for support and increased referrals therefore maintaining and developing the service is a high priority.

The grant will cover the volunteer expenses, venue costs and resource materials as well as some coordinator facilitation costs.

Best wishes

Dawn
Dawn Murphy
Scheme Manager

Please note that my working hours are Mon, Tues, Thurs, Friday 9am-2pm

Home-Start in Waverley
Vernon House, 28 West Street, Farnham, Surrey GU9 7DR
t 01252 737453
e dawn@homestartwaverley.org
w homestartwaverley.org

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HOME-START IN WAVERLEY

2018/19

2018/19

BUDGET

FORECAST

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	FORECAST
	£	£	£	£	£	£	£	£	£	£	£	£	£
INCOME													
Surrey CC	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140	4,140	49,680
CIN	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	38,400
Trust Income	3,500	3,500	3,500	2,500	2,500	2,500	3,500	3,500	3,500	2,000	2,500	2,000	35,000
Donations & Other Fundraising (incl Gift Aid)	2,000	2,000	2,000	2,500	2,000	1,000	2,000	2,000	2,000	1,000	2,000	1,500	22,000
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0
	<u>12,840</u>	<u>12,840</u>	<u>12,840</u>	<u>12,340</u>	<u>11,840</u>	<u>10,840</u>	<u>12,840</u>	<u>12,840</u>	<u>12,840</u>	<u>10,340</u>	<u>11,840</u>	<u>10,840</u>	<u>145,080</u>
EXPENDITURE													
Staff/Volunteer costs													
Salaries, NI & Pension	8,700	8,700	8,700	8,700	8,800	8,900	8,900	8,900	8,900	8,900	8,900	8,900	105,900
Vol Prep/Train/Supp/Recruit	500	700	700	700	500	500	500	700	500	700	500	500	7,000
Staff Recruit/Training	100	200	200	200	100	150	200	200	100	150	200	200	2,000
	<u>9,300</u>	<u>9,600</u>	<u>9,600</u>	<u>9,600</u>	<u>9,400</u>	<u>9,550</u>	<u>9,600</u>	<u>9,800</u>	<u>9,500</u>	<u>9,750</u>	<u>9,600</u>	<u>9,600</u>	<u>114,900</u>
Travel & Subsistence													
Volunteer T&S	500	500	400	400	300	300	600	600	450	450	450	450	5,400
Staff T&S	700	700	700	700	700	800	700	800	500	500	800	800	8,400
	<u>1,200</u>	<u>1,200</u>	<u>1,100</u>	<u>1,100</u>	<u>1,000</u>	<u>1,100</u>	<u>1,300</u>	<u>1,400</u>	<u>950</u>	<u>950</u>	<u>1,250</u>	<u>1,250</u>	<u>13,800</u>
Premises costs													
	700	700	700	700	700	700	700	700	700	700	700	700	8,400
Running costs													
Printing & Stationery	100	100	100	300	200	700	100	100	100	100	200	200	2,300
Postage	50	50	50	50	50	50	50	50	50	50	50	50	600
Telephones	400	110	110	400	110	110	400	110	110	120	400	120	2,500
Advertising	50	50	50	50	0	0	50	50	50	50	50	50	500
Insurance	65	65	65	65	65	65	65	65	70	70	70	70	800
Equipments & IT	100	100	100	100	0	100	100	100	0	100	100	100	1,000
Meetings/AGM	100	100	100	100	0	100	100	100	0	100	100	100	1,000
Bank Charges	5	5	5	5	5	5	5	5	5	5	5	5	60
Depreciation	58	58	58	58	58	58	58	58	58	58	58	58	699
	<u>928</u>	<u>928</u>	<u>928</u>	<u>1,128</u>	<u>488</u>	<u>1,188</u>	<u>928</u>	<u>928</u>	<u>443</u>	<u>653</u>	<u>1,033</u>	<u>753</u>	<u>9,459</u>
Service/Project costs													
Events	0	100	200	0	0	0	0	500	0	100	100	0	1,000
Family Fund Outings	100	100	100	250	250	100	100	100	100	100	100	100	1,500
Family Fund Gifts	0	20	0	0	20	0	0	20	0	20	20	0	100
	<u>100</u>	<u>220</u>	<u>300</u>	<u>250</u>	<u>270</u>	<u>100</u>	<u>100</u>	<u>620</u>	<u>100</u>	<u>220</u>	<u>220</u>	<u>100</u>	<u>2,600</u>
Other costs													
Audit & Accountancy	100	100	200	100	200	100	200	100	900	200	100	200	2,500
Legal Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
HS Contribution Fee	183	183	183	183	183	183	183	183	183	183	183	183	2,199
Funding Expenses	400	400	400	400	300	400	400	400	300	400	400	400	4,600
General Expenses Accrual	120	10	10	10	10	10	10	10	10	10	10	10	120
	<u>693</u>	<u>693</u>	<u>793</u>	<u>693</u>	<u>693</u>	<u>693</u>	<u>793</u>	<u>693</u>	<u>1,393</u>	<u>793</u>	<u>693</u>	<u>793</u>	<u>9,419</u>
TOTAL EXPENDITURE	<u>12,921</u>	<u>13,051</u>	<u>13,132</u>	<u>13,471</u>	<u>12,562</u>	<u>13,332</u>	<u>13,422</u>	<u>13,851</u>	<u>13,087</u>	<u>13,067</u>	<u>13,497</u>	<u>13,197</u>	<u>158,578</u>
MONTHLY SURP/(SFALL)	-81	-211	-292	-1,131	-712	-2,492	-682	-1,011	-247	-2,727	-1,657	-2,357	-13,488
CUMULATIVE SURP/(SFALL) FOR THE YTD	-81	-292	-584	-1,716	-2,427	-4,918	-5,600	-6,611	-6,758	-8,485	-11,141	-13,498	
Monthly Income Variance to Budget	760	750	750	250	-250	-1,250	750	750	750	-1,750	-250	-1,250	0
Monthly Expenditure Variance to Budget	294	184	83	-256	663	-117	-207	-636	128	148	-282	18	2
Monthly Total Variance to Budget	1,044	914	833	-6	413	-1,367	543	114	878	-1,602	-552	-1,232	2
CUMULATIVE VARIANCE TO BUDGET	1,044	1,958	2,791	2,785	3,198	1,832	2,375	2,489	3,367	1,765	1,234	2	

HOME-START IN WAVERLEY

Draft Income & Expenditure Statement for the 12 months to 31 March 2018

REVENUE ACCOUNT	This month		Year to date			Budget	Full Year Forecast
	Actual	Budget	Actual	Budget	Variance		
INCOME							
SCC	3,908	3,750	46,742	45,000	1,742	45,000	
CIN	3,235	3,167	36,729	38,000	(1,271)	38,000	
Awards for All	0	0	9,820	0	9,820		
Garfield Weston	1,667	0	10,833	10,000	833	10,000	
Henry Smith	0	417	9,167	5,000	4,167	5,000	
Community Foundation	0	208	1,667	2,500	(833)	2,500	
Donations	729	1,667	30,144	20,000	10,144	20,000	
Fundraising	1,920	0	3,504	0	3,504	0	
Gift Aid Income	0	0	241	0	241	0	
Bank Interest	0	0	0	0	0	0	
	11,459	9,208	148,847	120,500	28,347	120,500	0
EXPENDITURE							
Staff/Volunteers Costs							
Staff Salaries, NI and Pension	8,252	7,500	95,480	90,000	(5,480)	90,000	
Vol.Prepare/Train/Supp/Recruit	201	600	6,341	7,200	859	7,200	
Staff Recruit/training	0	375	227	4,500	4,273	4,500	
	8,453	8,475	102,049	101,700	(348)	101,700	0
Travel & Subsistence							
Staff T&S	292	700	6,543	8,400	1,857	8,400	
Volunteer T&S	707	450	3,453	5,400	1,947	5,400	
	1,000	1,150	9,995	13,800	3,805	13,800	0
Premises Costs							
Rent and Service Charge	707	700	8,254	8,400	146	8,400	
	707	700	8,254	8,400	146	8,400	0
Running Costs							
Printing and stationery	450	275	2,271	3,300	1,029	3,300	
Postage	0	117	378	1,400	1,022	1,400	
Telephone and BB costs	92	167	2,470	2,000	(470)	2,000	
Advertising	0	17	510	200	(310)	200	
Insurance	65	63	772	750	(22)	750	
Equipment & IT Costs	72	83	644	1,000	356	1,000	
Meetings/AGM	41	83	823	1,000	177	1,000	
Subscriptions	0	0	0	0	0		
Bank Charges	5	0	60	0	(60)		
Depreciation	58	58	700	700	0	700	
	783	863	8,628	10,350	1,722	10,350	0
Service/Project Costs							
Events	898	417	2,589	5,000	2,411	5,000	
Family Fund Outings	138	0	452	0	(452)		
Family Fund Gifts	0	0	0	0	0		
	1,036	417	3,041	5,000	1,959	5,000	0
Other Costs							
Audit & Accountancy	276	125	2,342	1,500	(842)	1,500	
Legal Fees	0	0	0	0	0	0	
HS Contribution Fee	101	183	2,118	2,200	82	2,200	
Funding Expenses	1,100	0	2,700	0	(2,700)		
Sundry Expenses	0	83	0	1,000	1,000	1,000	
	1,477	392	7,160	4,700	(2,460)	4,700	0
TOTAL EXPENDITURE	13,455	11,996	139,127	143,950	4,823	143,950	0
SURPLUS/(DEFICIT)	(1,996)	(2,788)	9,720	(23,450)	33,170	(23,450)	0

CAPITAL ACCOUNT	This month	
	Actual	Plan
Income	0	0
Expenditure	0	0
Surplus/(Deficit)	0	0

Year to date		
Actual	Plan	Variance
		0
		0
0	0	0

Full Year Forecast	Full Year Budget
0	0

HOME-START IN WAVERLEY

Draft Balance Sheet at 31 March 2018

	At 31/03/18		At 31/03/17	
	£	£	£	£
FIXED ASSETS				
IT Equipment & Software		1,352		661
CURRENT ASSETS				
Bank Accounts & Cash				
NatWest Bank	21,493		27,098	
CAF Bank	69,975		63,417	
Petty Cash	458		152	
		91,927		90,667
Accrued Grant Income		9,868		4,550
Prepaid Expenditure		2,051		2,041
Other Debtors		21		
Total Current Assets		103,867		97,258
CURRENT LIABILITIES				
Creditors & Accruals	2,004		2,544	
Taxation & Social Security	1,546		1,465	
Deferred Income	14,706		16,667	
		18,256		20,676
Net Current Assets		85,611		76,583
NET ASSETS		86,964		77,244
FUNDS				
Balance at Start of Year		77,244		99,743
Surplus/(deficit) for the year		9,720		(22,499)
Total Funds at Balance Sheet Date		86,964		77,244

9. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	Requirement	Due date
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. Item on this Agenda	Quarterly	29 November 2018
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Reports expected at approximately six-monthly intervals.	Bi-annual	29 November 2018
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Full Council signed a Memorandum of Understanding with other agencies and created a £25,000 earmarked reserve for a future Flood Alleviation scheme and, contribution of land. GTC contribution paid, Contract Signed, Preparation works begin 15 October, Piling starts 5 November, wall base construction planned for completion Xmas 18, resume works March 19 on cladding etc.	N/A	Construction Due to begin mid 2018
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Report received October 2017 – Communications Officer's Post established 1 Feb 2017. Communications Policy to be put forward and adopted by FC on 13 Sept.		October 2018
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	Tenancy at Will for public toilets signed and toilets re-opened on 15 November. Solicitors appointed for completion of lease(s). Leases engrossed and signed Sept 18.	COMPLETED	
WW1 2018 (INC GODALMING WAR MEMORIAL)	Town Clerk	46-16	Order placed with mason for new memorial plaques. Remembrance Day programme agreed by Mayoralty Committee. Details to be worked up by Support Services Executive.		11/11/2018
FIREWORKS	Town Clerk	173-16	Preparations for 2018 event underway.	Annual	2 November 2018
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Next report due Nov 2018	2 yearly	Nov 2018

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
INVESTMENT STRATEGY	RFO	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy	Annually	12 July 2019
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	N/A	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	25/05/17	25/05/19
ENGAGEMENT OF INTERNAL AUDIT	RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17.	Annual	Jan 2019
BUSINESS PLAN WORKING GROUP	Town Clerk	328-17	GTC Supporting Our Community document approved on 19 July 2018 – Aims and Objectives to be agreed annually	Annual	27 July 2019
ASSET WORKING GROUP	Town Clerk		Item on this Agenda		May 2019
INTERNAL REFURBISHMENT OF THE PEPPERPOT	Town Clerk	41-18	Item on this agenda		April 2019
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Waverley Cycle Forum	Cllr Purkiss		Report expected 12 April 2018 – Deferred to a later meeting	12/04/18	11/04/19
District Scout Council	Cllr Wheatley		Report provided	24/05/18	
Fairtrade Steering Group	Cllr Wheatley		Report provided	24/05/18	
St Mark's Community Centre Management Committee	Cllr Pinches		Report provided	12/07/18	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Farncombe Day Centre	Cllr Gray		Report provided	12/07/18	
Sport Godalming	Cllr P Martin		Report expected 6 September 2018. Deferred to 18 October 2018.	06/09/18 18/10/18	
Godalming/Joigny Friendship Association	Town Mayor		Report provided	06/09/18	
Godalming/Mayen Association	Town Mayor		Report expected 18 October 2018	18/10/18	
Waverley Citizens' Advice	Cllr S Bott		Report not required as Speaker from Waverley Citizens' Advice expected at Full Council on 15 November 2018	18/10/18	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton		Report expected 29 November 2018	29/11/18	
Godalming & District Chamber of Commerce	Cllr Wainwright		Report expected 29 November 2018	29/11/18	
Go Godalming Association	Cllr Gordon-Smith		Report expected 20 December 2018	20/12/18	
Holloway Hill Sports Association	Cllr T Martin		Report expected 20 December 2018	20/12/18	
Godalming Museum Trust	Cllr Gordon-Smith		Report expected 17 January 2019	17/01/19	
St Mark's Community Initiative Group	Cllr Bolton		Report expected 17 January 2019	17/01/19	
Godalming Together CIC	Cllr Purkiss		Report expected 7 March 2019	07/01/19	
SALC	Cllr Cosser		Report expected 7 March 2019	07/01/19	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019 – Deferred from 12/04/18	11/04/19	
District Scout Council	Cllr Wheatley		Report expected 11 April 2019	11/04/19	
Fairtrade Steering Group	Cllr Wheatley		Report expected 23 May 2019	23/05/19	
Farncombe Day Centre	Cllr Gray		Report expected 23 May 2019	23/05/19	

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

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

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2018

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5102	Contrib. to Other Provisions	18,442	0	-18,442	28,412	8,970	-19,442	8,970	-19,442
	Head Office Costs :- Expenditure	18,442	0	-18,442	28,412	8,970	-19,442	8,970	0
4001	Salaries	14,398	14,652	254	86,820	87,912	1,092	175,824	89,004
4002	Employer's NIC	1,502	1,530	28	8,981	9,180	199	18,360	9,379
4003	Employer's Superannuation	2,482	2,475	-7	15,226	14,810	-416	29,660	14,434
4005	Agency Staff	0	0	0	50	0	-50	0	-50
4011	Staff Training	853	250	-603	1,621	1,500	-121	3,000	1,379
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	1,536	1,536	252	9,216	8,964	18,642	18,390
4101	Repair/Alteration of Buildings	0	0	0	0	250	250	750	750
4102	Property Maintenance	0	0	0	230	0	-230	0	-230
4103	Maintenance Contracts	0	0	0	732	0	-732	0	-732
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	0	0	0	53	0	-53	0	-53
4163	Domestic Supplies	7	4	-3	66	24	-42	50	-16
4202	Car Allowances	66	80	14	115	480	365	1,000	885
4203	Other Transport Costs	0	0	0	5	0	-5	0	-5
4301	Equipment	0	250	250	219	250	31	500	281
4304	Catering	27	16	-11	109	96	-13	200	91
4305	Clothes, Uniform & Laundry	0	100	100	0	100	100	200	200

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2018

Month No : 6

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4306	Printing	0	200	200	857	1,200	343	2,400		1,543
4307	Stationery	96	235	139	1,785	1,410	-375	2,820		1,035
4311	Professional Fees - Legal	0	0	0	1,641	0	-1,641	0		-1,641
4312	Professional Fees - Surveyors	0	0	0	2,860	0	-2,860	0		-2,860
4313	Professional Fees - Other	221	830	610	7,581	4,980	-2,601	10,000		2,419
4314	Audit Fees	0	0	0	2,255	1,800	-455	3,300		1,046
4315	Insurance	0	0	0	7,996	8,715	719	8,715		719
4321	Bank Charges	22	60	38	150	360	210	720		570
4322	Postage	0	130	130	-120	780	900	1,560		1,680
4323	Telephones	79	265	186	798	830	32	1,660		862
4325	Computing	519	665	147	4,887	3,990	-897	8,000		3,114
4326	Website	45	1,000	955	375	1,000	625	2,000		1,625
4331	Newsletter	0	1,100	1,100	2,200	2,200	0	4,400		2,200
4341	Grants	0	0	0	19,185	29,000	9,815	58,000		38,815
4342	Subscriptions	0	200	200	3,809	4,800	991	6,000		2,191
4401	Payments to Godalming JBC	0	0	0	30,532	30,848	316	61,696		31,164
4900	Miscellaneous Expenses	1	0	-1	1,203	1,000	-203	2,000		797
6000	Debt Charges - Principal	0	0	0	12,567	12,570	3	25,338		12,771
6001	Debt Charges - Interest	0	0	0	17,309	17,310	1	34,422		17,113
	Head Office Costs :- Expenditure	20,318	25,578	5,260	232,346	246,611	14,265	495,717	0	263,371
1001	Precept	0	0	0	311,103	311,103	-1	622,205		
1202	Grants - WBC	0	0	0	8,310	8,310	0	8,310		
1303	Other customer/client receipts	-3,432	0	-3,432	-181	0	-181	0		
1401	Interest Received	0	0	0	701	350	351	0		

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1501 Recharges to Godalming JBC	0	13,750	-13,750	13,750	27,500	-13,750	27,500		
Head Office Costs :- Income	-3,432	13,750	-17,182	333,683	347,263	-13,580	658,015		
Net Expenditure over Income	42,192	11,828	-30,364	-72,925	-91,682	-18,757	-153,328		
<u>102 Civic Expenses</u>									
5001 Transfers from Reserves	0	0	0	-4,100	0	4,100	0		4,100
5102 Contrib. to Other Provisions	0	0	0	12,000	12,000	0	12,000		0
Civic Expenses :- Expenditure	0	0	0	7,900	12,000	4,100	12,000	0	4,100
4001 Salaries	0	0	0	250	0	-250	0		-250
4304 Catering	0	0	0	402	0	-402	0		-402
4305 Clothes, Uniform & Laundry	0	500	500	0	500	500	1,000		1,000
4306 Printing	0	67	67	0	402	402	804		804
4313 Professional Fees - Other	0	0	0	4,324	0	-4,324	0		-4,324
4325 Computing	200	0	-200	1,000	0	-1,000	0		-1,000
4327 Publicity Advertising	0	0	0	98	0	-98	0		-98
4332 Mayor's Expenses	40	0	-40	1,934	2,000	66	8,244		6,310
4333 Members' Expenses	0	100	100	0	600	600	1,200		1,200
4334 Members' Training	0	0	0	558	0	-558	0		-558
4900 Miscellaneous Expenses	145	50	-95	245	300	55	600		355
Civic Expenses :- Expenditure	385	717	332	8,810	3,802	-5,008	11,848	0	3,038
1303 Other customer/client receipts	-52	0	-52	-52	0	-52	0		
Civic Expenses :- Income	-52	0	-52	-52	0	-52	0		
Net Expenditure over Income	437	717	280	16,763	15,802	-961	23,848		

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
104 Town Promotion									
5001 Transfers from Reserves	0	0	0	-15,704	0	15,704	0		15,704
Town Promotion :- Expenditure	0	0	0	-15,704	0	15,704	0	0	15,704
4005 Agency Staff	1,304	0	-1,304	3,474	0	-3,474	0		-3,474
4162 Waste Removal	0	0	0	260	0	-260	0		-260
4171 Grounds Maintenance Costs	0	0	0	1,904	0	-1,904	0		-1,904
4203 Other Transport Costs	122	0	-122	664	0	-664	0		-664
4301 Equipment	65	415	350	2,771	2,490	-281	5,000		2,229
4304 Catering	0	0	0	117	0	-117	0		-117
4306 Printing	74	0	-74	209	0	-209	0		-209
4313 Professional Fees - Other	0	0	0	15,520	0	-15,520	0		-15,520
4327 Publicity Advertising	0	0	0	825	0	-825	0		-825
4900 Miscellaneous Expenses	0	0	0	1,035	0	-1,035	0		-1,035
Town Promotion :- Expenditure	1,564	415	-1,149	26,778	2,490	-24,288	5,000	0	-21,778
1303 Other customer/client receipts	0	0	0	312	0	312	0		
Town Promotion :- Income	0	0	0	312	0	312	0		
Net Expenditure over Income	1,564	415	-1,149	10,763	2,490	-8,273	5,000		
105 Staycation									
4001 Salaries	0	0	0	152	0	-152	0		-152
4002 Employer's NIC	0	0	0	15	0	-15	0		-15

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4005 Agency Staff	0	0	0	225	150	-75	150		-75
4162 Waste Removal	0	0	0	752	0	-752	0		-752
4203 Other Transport Costs	0	0	0	90	200	110	200		110
4301 Equipment	0	0	0	178	0	-178	0		-178
4306 Printing	0	0	0	15	0	-15	0		-15
4313 Professional Fees - Other	0	0	0	595	800	205	800		205
4327 Publicity Advertising	0	0	0	3,708	3,800	92	3,800		92
4900 Miscellaneous Expenses	0	0	0	92	260	168	260		168
Staycation :- Expenditure	0	0	0	5,822	5,210	-612	5,210	0	-612
1303 Other customer/client receipts	10	0	10	320	0	320	0		
Staycation :- Income	10	0	10	320	0	320	0		
Net Expenditure over Income	-10	0	10	5,502	5,210	-292	5,210		
<u>106 Festivals & Markets</u>									
4001 Salaries	200	200	0	1,244	1,200	-44	1,600		356
4002 Employer's NIC	20	20	0	118	120	2	160		42
4005 Agency Staff	0	0	0	195	1,070	875	2,140		1,945
4162 Waste Removal	0	0	0	476	250	-226	600		124
4203 Other Transport Costs	0	0	0	4	200	196	500		496
4301 Equipment	0	0	0	0	0	0	510		510
4304 Catering	0	0	0	45	60	15	180		135
4306 Printing	0	0	0	0	0	0	530		530

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313 Professional Fees - Other	1,350	0	-1,350	1,995	1,050	-945	2,250		255
4327 Publicity Advertising	0	0	0	1,748	1,040	-708	3,670		1,922
4343 Licensing/PRS	110	0	-110	330	155	-175	310		-20
4900 Miscellaneous Expenses	0	0	0	665	500	-165	1,000		335
Festivals & Markets :- Expenditure	1,680	220	-1,460	6,819	5,645	-1,174	13,450	0	6,631
1303 Other customer/client receipts	7,635	250	7,385	13,350	6,700	6,650	14,200		
1304 Donations	0	0	0	1,230	0	1,230	0		
Festivals & Markets :- Income	7,635	250	7,385	14,580	6,700	7,880	14,200		
Net Expenditure over Income	-5,955	-30	5,925	-7,761	-1,055	6,706	-750		
108 Christmas Lights									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,680		-3,680
Christmas Lights :- Expenditure	0	0	0	0	0	0	-3,680	0	-3,680
4313 Professional Fees - Other	0	0	0	11,962	12,000	38	45,880		33,918
Christmas Lights :- Expenditure	0	0	0	11,962	12,000	38	45,880	0	33,918
1304 Donations	0	0	0	0	0	0	3,200		
Christmas Lights :- Income	0	0	0	0	0	0	3,200		
Net Expenditure over Income	0	0	0	11,962	12,000	38	39,000		

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
109 Fireworks Night									
4001 Salaries	0	0	0	0	0	0	250		250
4005 Agency Staff	0	0	0	0	0	0	1,200		1,200
4162 Waste Removal	0	0	0	0	0	0	100		100
4203 Other Transport Costs	0	0	0	0	0	0	260		260
4301 Equipment	0	0	0	363	0	-363	500		137
4306 Printing	0	0	0	0	0	0	220		220
4313 Professional Fees - Other	0	0	0	2,000	2,000	0	6,150		4,150
4315 Insurance	0	0	0	0	1,020	1,020	1,020		1,020
4327 Publicity Advertising	1,105	0	-1,105	1,105	0	-1,105	1,525		420
4343 Licensing/PRS	0	0	0	0	0	0	155		155
4900 Miscellaneous Expenses	197	0	-197	197	0	-197	1,000		803
Fireworks Night :- Expenditure	1,302	0	-1,302	3,665	3,020	-645	12,380	0	8,715
1303 Other customer/client receipts	300	0	300	300	0	300	10,800		
Fireworks Night :- Income	300	0	300	300	0	300	10,800		
Net Expenditure over Income	1,002	0	-1,002	3,365	3,020	-345	1,580		
111 Neighbourhood Plan									
5001 Transfers from Reserves	0	0	0	0	0	0	-7,590		-7,590
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	-7,590	0	-7,590
4306 Printing	0	0	0	191	0	-191	0		-191

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313	Professional Fees - Other	1,337	0	-1,337	1,337	0	-1,337	7,590		6,253
4327	Publicity Advertising	0	0	0	550	0	-550	0		-550
	Neighbourhood Plan :- Expenditure	1,337	0	-1,337	2,078	0	-2,078	7,590	0	5,512
	Net Expenditure over Income	1,337	0	-1,337	2,078	0	-2,078	0		
	201 BWP Community Centre									
5101	Contrib. to Premises Provision	0	0	0	2,500	3,500	1,000	3,500		1,000
	BWP Community Centre :- Expenditure	0	0	0	2,500	3,500	1,000	3,500	0	1,000
4005	Agency Staff	88	0	-88	133	0	-133	0		-133
4102	Property Maintenance	482	250	-232	658	1,500	842	3,000		2,342
4103	Maintenance Contracts	80	35	-45	320	210	-110	420		100
4111	Energy Costs	74	280	206	742	1,680	938	3,360		2,618
4131	Rates	0	0	0	1,296	676	-620	1,352		56
4141	Water Services	0	50	50	144	300	156	600		456
4161	Cleaning	25	600	575	1,781	3,600	1,819	7,200		5,419
4162	Waste Removal	0	65	65	303	390	87	780		477
4163	Domestic Supplies	0	10	10	9	60	51	120		111
4171	Grounds Maintenance Costs	79	120	41	613	720	107	1,440		827
4181	Premises Insurance	0	0	0	0	970	970	970		970
4301	Equipment	0	50	50	26	300	274	600		574
4323	Telephones	25	45	20	149	270	121	540		391
4324	Broadband	36	40	4	218	240	22	480		262

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4343 Licensing/PRS	0	0	0	0	0	0	300		300
BWP Community Centre :- Expenditure	888	1,545	657	6,392	10,916	4,524	21,162	0	14,770
1301 Premises Hire Charges	3,427	3,000	427	15,373	16,700	-1,327	29,000		
BWP Community Centre :- Income	3,427	3,000	427	15,373	16,700	-1,327	29,000		
Net Expenditure over Income	-2,539	-1,455	1,084	-6,481	-2,284	4,197	-4,338		
202 Pepperpot									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Pepperpot :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff	0	0	0	15	0	-15	0		-15
4102 Property Maintenance	89	40	-49	128	240	112	480		352
4103 Maintenance Contracts	421	85	-336	619	510	-109	1,020		401
4111 Energy Costs	57	75	18	362	450	88	900		538
4121 Rents	0	0	0	0	460	460	920		920
4131 Rates	0	0	0	660	335	-325	670		10
4161 Cleaning	24	125	101	389	750	362	1,500		1,112
4163 Domestic Supplies	0	0	0	4	0	-4	0		-4
4171 Grounds Maintenance Costs	0	50	50	0	300	300	600		600
4181 Premises Insurance	0	0	0	0	225	225	225		225
4301 Equipment	0	0	0	7	0	-7	600		593
4323 Telephones	52	50	-2	313	300	-13	600		287
4324 Broadband	36	37	1	218	222	4	440		222

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4343 Licensing/PRS	0	0	0	70	70	0	70		0
Pepperpot :- Expenditure	679	462	-217	2,784	3,862	1,078	8,025	0	5,241
1301 Premises Hire Charges	768	700	68	5,482	4,200	1,282	8,400		
1303 Other customer/client receipts	0	0	0	0	560	-560	1,120		
1304 Donations	80,000	0	80,000	80,000	0	80,000	0		
Pepperpot :- Income	80,768	700	80,068	85,482	4,760	80,722	9,520		
Net Expenditure over Income	-80,089	-238	79,851	-80,198	1,602	81,800	1,005		
<u>203 The Square</u>									
4181 Premises Insurance	0	0	0	1,745	3,200	1,455	3,200		1,455
4311 Professional Fees - Legal	0	0	0	322	0	-322	0		-322
The Square :- Expenditure	0	0	0	2,067	3,200	1,133	3,200	0	1,133
1302 Rents	3,000	3,000	0	6,000	6,000	0	12,000		
1303 Other customer/client receipts	0	0	0	2,067	3,200	-1,133	3,200		
The Square :- Income	3,000	3,000	0	8,067	9,200	-1,133	15,200		
Net Expenditure over Income	-3,000	-3,000	0	-6,000	-6,000	0	-12,000		
<u>204 Allotments</u>									
4005 Agency Staff	0	0	0	75	0	-75	0		-75
4141 Water Services	0	8	8	2	48	46	100		98

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4171	Grounds Maintenance Costs	31	240	209	1,937	1,440	-497	2,880		943
4301	Equipment	0	0	0	77	0	-77	0		-77
	Allotments :- Expenditure	31	248	217	2,091	1,488	-603	2,980	0	889
1302	Rents	1,829	0	1,829	2,423	2,200	223	2,200		
	Allotments :- Income	1,829	0	1,829	2,423	2,200	223	2,200		
	Net Expenditure over Income	-1,798	248	2,046	-331	-712	-381	780		
	205 Wilfrid Noyce Community Centre									
5101	Contrib. to Premises Provision	0	0	0	3,500	3,500	0	3,500		0
5102	Contrib. to Other Provisions	0	2,083	2,083	0	2,083	2,083	2,083		2,083
	Wilfrid Noyce Community Centre :- Expenditure	0	2,083	2,083	3,500	5,583	2,083	5,583	0	2,083
4001	Salaries	199	195	-4	1,593	1,170	-423	2,340		747
4003	Employer's Superannuation	0	33	33	0	198	198	396		396
4005	Agency Staff	30	0	-30	1,020	0	-1,020	0		-1,020
4102	Property Maintenance	412	195	-217	2,833	1,170	-1,663	2,340		-493
4103	Maintenance Contracts	193	350	157	2,867	2,100	-767	4,200		1,333
4111	Energy Costs	170	600	430	1,449	3,600	2,151	7,200		5,751
4121	Rents	209	0	-209	209	0	-209	0		-209
4131	Rates	0	0	0	4,464	5,640	1,176	5,640		1,176
4141	Water Services	0	75	75	24	450	426	900		876
4161	Cleaning	25	830	805	2,465	4,980	2,515	9,960		7,495
4162	Waste Removal	0	152	152	823	912	89	1,824		1,001

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4163 Domestic Supplies	0	50	50	70	300	230	600		530
4171 Grounds Maintenance Costs	0	0	0	0	350	350	700		700
4181 Premises Insurance	0	0	0	0	1,290	1,290	1,290		1,290
4301 Equipment	0	300	300	5,280	1,800	-3,480	4,000		-1,280
4304 Catering	9	0	-9	17	0	-17	0		-17
4313 Professional Fees - Other	0	0	0	3,323	0	-3,323	3,000		-323
4323 Telephones	25	24	-1	262	144	-118	288		26
4324 Broadband	25	24	-1	262	364	102	728		466
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	0	100	100	0	600	600	1,200		1,200
Wilfrid Noyce Community Centre :- Expenditure	1,296	2,928	1,632	26,960	25,068	-1,892	46,956	0	19,996
1301 Premises Hire Charges	5,218	4,400	818	27,989	26,400	1,589	52,800		
1303 Other customer/client receipts	2,083	2,083	0	10,911	2,083	8,828	2,083		
Wilfrid Noyce Community Centre :- Income	7,302	6,483	819	38,900	28,483	10,417	54,883		
Net Expenditure over Income	-6,006	-1,472	4,534	-8,440	2,168	10,608	-2,344		
<u>206 Bandstand</u>									
4005 Agency Staff	60	0	-60	300	0	-300	0		-300
4102 Property Maintenance	0	83	83	2	498	496	1,000		998
4301 Equipment	0	0	0	825	0	-825	0		-825
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	60	83	23	1,197	598	-599	1,100	0	-97

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1301 Premises Hire Charges	0	0	0	779	630	149	630		
1304 Donations	0	0	0	825	0	825	0		
Bandstand :- Income	0	0	0	1,605	630	975	630		
Net Expenditure over Income	60	83	23	-408	-32	376	470		
<u>207 Godalming Museum</u>									
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0
Godalming Museum :- Expenditure	0	0	0	53,000	53,000	0	53,000	0	0
4001 Salaries	3,493	3,478	-15	20,416	20,868	452	41,736		21,320
4002 Employer's NIC	307	310	3	1,838	1,860	22	3,720		1,882
4003 Employer's Superannuation	583	590	7	3,514	3,540	26	7,080		3,566
4005 Agency Staff	0	0	0	15	0	-15	0		-15
4011 Staff Training	435	500	65	485	500	15	1,000		515
4102 Property Maintenance	0	125	125	3,810	750	-3,060	1,500		-2,310
4201 Public Transport	0	0	0	27	0	-27	0		-27
4202 Car Allowances	0	160	160	0	160	160	320		320
4301 Equipment	0	0	0	857	0	-857	0		-857
4307 Stationery	0	0	0	178	0	-178	0		-178
4311 Professional Fees - Legal	0	0	0	-500	0	500	0		500
4312 Professional Fees - Surveyors	0	0	0	1,920	0	-1,920	0		-1,920
4315 Insurance	5,534	0	-5,534	5,534	0	-5,534	4,655		-879
4323 Telephones	0	25	25	30	150	120	300		270

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4325	Computing	152	152	0	1,195	912	-283	1,824		629
4342	Subscriptions	0	250	250	0	1,500	1,500	3,000		3,000
	Godalming Museum :- Expenditure	10,504	5,590	-4,914	39,319	30,240	-9,079	65,135	0	25,816
1302	Rents	1,706	0	1,706	3,413	3,412	1	6,824		
1303	Other customer/client receipts	26,740	0	26,740	53,480	26,980	26,500	53,960		
	Godalming Museum :- Income	28,446	0	28,446	56,893	30,392	26,501	60,784		
	Net Expenditure over Income	-17,942	5,590	23,532	35,426	52,848	17,422	57,351		
	<u>208 Land & Property - Other</u>									
5101	Contrib. to Premises Provision	0	0	0	1,500	1,500	0	1,500		0
	Land & Property - Other :- Expenditure	0	0	0	1,500	1,500	0	1,500	0	0
4005	Agency Staff	0	0	0	45	0	-45	0		-45
4101	Repair/Alteration of Buildings	0	130	130	0	780	780	1,560		1,560
4102	Property Maintenance	0	325	325	2,383	1,950	-433	3,900		1,517
4103	Maintenance Contracts	0	100	100	0	600	600	1,200		1,200
4111	Energy Costs	59	62	3	357	372	15	750		393
4131	Rates	0	0	0	3,528	3,640	112	3,640		112
4141	Water Services	0	112	112	1,333	672	-661	1,350		17
4151	Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000
4161	Cleaning	0	1,666	1,666	3,510	9,996	6,486	20,000		16,490
4171	Grounds Maintenance Costs	39	85	46	117	510	393	1,000		883
4315	Insurance	0	0	0	0	816	816	816		816

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2018

Month No : 6

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4900 Miscellaneous Expenses	450	150	-300	900	900	0	1,800		900
Land & Property - Other :- Expenditure	548	2,630	2,082	12,172	20,736	8,564	37,016	0	24,844
Net Expenditure over Income	548	2,630	2,082	13,672	22,236	8,564	38,516		
Policy & Management Expenditure	59,034	42,499	-16,535	474,870	461,939	-12,931	858,432	0	383,562
Income	129,233	27,183	102,050	557,883	446,328	111,555	858,432		
Net Expenditure over Income	-70,199	15,316	85,515	-83,013	15,611	98,624	0		



EQUALITY & DIVERSITY STATEMENT

PURPOSE AND SCOPE

The purpose of this document is to promote diversity and equality of opportunity so that no employee, job applicant, or service user is unlawfully discriminated against, either directly or indirectly.

The Council aims to encourage a harmonious working environment based on dignity and respect for all.

This policy applies to all employees and those undertaking work on behalf of Godalming Town Council including any consultants, temporary and agency staff.

POLICY STATEMENT

Godalming Town Council recognises that everyone is different. The Council welcomes this diversity and wants to help every individual to meet their full potential. The Council aims to treat the people it serves and its staff members fairly, consistently and with respect, and expects its councillors, employees, contractors and service users to treat others in the same way.

The Council is fully committed to the elimination of unlawful and unfair discrimination in line with the Equality Act 2010. It is unlawful to discriminate directly or indirectly in recruitment or employment because of the following 'protected characteristics':

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex; or
- Sexual orientation

The Council takes all allegations of discrimination seriously and will investigate concerns and take appropriate action as required.

For further information please refer to the Council's Equality & Diversity Policy.

EQUALITY & DIVERSITY POLICY

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The Council takes all allegations of discrimination seriously and will investigate concerns and take appropriate action as required.

POLICY

INTRODUCTION

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

PURPOSE

Godalming Town Council is committed to pursuing an equal opportunities approach in the employment of its staff and in every aspect of Council activity and recognises its statutory duties

under legislation in terms of service provision and employment and is committed to meeting them by complying with this policy.

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics and an equality of opportunity in the provision of services and access to Council facilities. The Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. The Equality & Diversity Policy underpins all policies, procedures and strategies, therefore providing a strong foundation for equality in the Council and the services it provides.

This policy is designed to value diversity and to ensure equality of opportunity and access to services and that no one receives less favourable treatment on the grounds of:

- Race (i.e. colour, ethnic or national origin, nationality or citizenship)
- Gender reassignment
- Disability
- Sex
- Sexual orientation
- Age
- Religion or belief
- Caring for others
- Trade Union or political activities
- Pregnancy and Maternity
- Marriage and Civil Partnership

This list is not exhaustive.

EQUALITY OF OPPORTUNITY IN SERVICE DELIVERY

Godalming Town Council is committed to equality of opportunity in the provision of services and access to its facilities. The Council will deliver services that are relevant, of the highest quality possible and accessible. Training in relation to the roles and responsibilities of employees and the Council in delivering services will be sought and undertaken.

To improve delivery, information and access to services the Council will:

- ensure all employees, contractors and users of council services are informed about the Council's Equality and Diversity Policy;
- apply equal opportunities principles to work undertaken for the Council by external contractors, other organisations in receipt of council funding and in work with its partners; and
- rectify any elements of the Council's work which have the potential for discrimination and prejudice.

To promote equality and diversity with other partners the Council will:

- promote tolerance and respect between diverse groups and individuals;
- acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the town;
- challenge all forms of discrimination within the Council and the wider community; and
- support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

EQUALITY OF OPPORTUNITY IN EMPLOYMENT, TRAINING AND ORGANISATIONAL DEVELOPMENT

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work Policy adopted by the Council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing society as a whole.

To improve access and opportunity to employment and training the Council will:

- implement its Equality & Diversity Policy in its role as an employer;
- demonstrate its commitment in the way the Council:
 - recruits and selects people;
 - trains and develops people;
 - recognises the abilities that individuals demonstrate;
 - expects the highest standards of employee conduct and behaviour.
- not accept any form of unfair treatment, discrimination, bullying or harassment or removal of dignity by any of our employees or to any of our employees; and
- review and develop procedures in the context of equality and diversity.

Breaches of the Council's Equality & Diversity Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the Council's Grievance Procedure.

COMMITMENT

The Council is committed to equality and diversity and to the vision of improving the quality of life for local people.

The Council aims to be:

- accessible
- accountable
- fair
- inclusive
- proactive
- professional
- responsible
- transparent

Godalming Town Council is committed to achieving equality of opportunity and valuing diversity in all aspects of its work:

- a. through the delivery of its services to the community by ensuring that within reason, services are accessible to all and that the Council fully recognises the diversity of people's needs;

- b. through the way the Council recruits, employs and trains its workforce to enable it to provide better services;
- c. in the Council's leadership role, working with partners to promote the importance of treating every individual with dignity and respect.

Godalming Town Council will comply with all current and future legislation referring to equality and diversity and will aim to promote good practice in all aspects of the organisation. The Council will publicise this policy on its website and will highlight it in recruitment and relevant official documentation.

IMPLEMENTATION

The Council has ultimate responsibility for the effective implementation of the policy. The Staffing Committee is responsible for the implementation of all equal opportunities policies and procedures, the Town Clerk has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice.

In the implementation of this policy the Council will:

- ensure that people are treated solely on the basis of their abilities and potential;
- promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds;
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group;
- treat part time staff fairly and equally;
- challenge inequality and less favourable treatment wherever practicable;
- promote an environment free of harassment and bullying on any grounds in relation to all staff, councillors, contractors and visitors attending the Council's offices or meetings.

The task of promoting social inclusion, tackling discrimination and encouraging equal opportunities are key issues for Godalming Town Council and the Council is committed to:

- eliminating unlawful discrimination, harassment and victimisation;
- advancing equality of opportunity between different groups;
- fostering good relations between different groups.

EQUALITY AIMS

- Age:** The Council shall not permit unlawful age discrimination.
- Sexual Orientation:** The Council shall not permit unlawful discrimination
- Disability:** The Council will remove barriers to participation by disabled people, wherever possible. Staff who become disabled whilst working with the Council will be offered reasonable adjustments to enable them to continue working.
- Race/Ethnic Origin:** The Council will encourage participation of minority ethnic groups in its activities.
- Religion:** The Council respects people from diverse religious and cultural backgrounds and will give due regard to the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.

Equal Pay:

The Council is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Council will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

RESPONSIBILITIES

Councillors and employees have a duty to co-operate with the Council to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination, harassment or bullying.

Action will be taken under the Council's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this Equality & Diversity Policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

Councillors and employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination or harassment and that any such act may also be a criminal offence.

Employees must draw the attention of either their Line Manager/Supervisor, the Town Clerk or the Chair of the Staffing Committee as appropriate, to suspected discriminatory acts or practices or suspected cases of harassment or bullying. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Council's disciplinary procedure.

The Council will also take appropriate action against any third parties or councillors who are found to have committed an act of improper or unlawful harassment against its employees.

REPORTING COMPLAINTS**Procedures for Employees**

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Council will not ignore or treat lightly grievances or complaints of discrimination or harassment from employees

If you wish to make a complaint of discrimination, you should use the Council's Grievance Procedure.

CUSTOMER COMPLAINTS PROCEDURE (HOW TO MAKE A)

The purpose of this sheet is to tell you:

How to complain to Godalming Town Council or Godalming Joint Burial Committee; and how they will deal with your complaint.

1. HOW TO COMPLAIN

How do I Make a Complaint?

If you feel the Council has done something wrong or badly, or failed to do something, the first thing you should do is contact the Officer you have been dealing with. You should ask them to put things right for you or explain why the Council has acted in this way. If you remain dissatisfied, you may wish to make a formal complaint by following the advice on this sheet.

To help us deal effectively with your complaint you will need to tell us:

- What the problem is and how it has occurred.
- How it has affected you.
- What you consider we should now do to put the matter right.

What Can I Complain About?

A complaint must be about something specific. It is most likely to be about one or more of the following:

- The standard of service provided by the Council
- Failure by the Council to provide an agreed service
- Failure by the Council to respond to a request for a service
- That the Council has exceeded its powers
- That the attitude or conduct of an Officer has been unacceptable
- The Council has not followed an agreed procedure
- Maladministration by the Council (ie. delay, muddle, bias or confusion)

What Can I Not Complain About?

This procedure does not cover:

- Requests for a service
- Requests for information or an explanation of Council policy or practice
- Complaints about Councillors
- Complaints made more than 12 months after the events complained about unless there are exceptional circumstances as to why the complaint could not have brought within this time.

If, after reading the guidance above, you are not sure if your “complaint” is covered by this procedure, please write to the Town Clerk explaining what your complaint is. The Town Clerk will look into the matter and notify you accordingly.

Complaints about Councillors should be made directly to:

The Monitoring Officer
Waverley Borough Council
The Burys
Godalming
Surrey GU7 1HR

Tel: 01483 523333

2. HOW WILL YOU DEAL WITH MY COMPLAINT?

Complaints differ widely in nature and complexity and in dealing with any complaints made in accordance with the Customer Complaints Procedure we will seek to apply three basic principles:

1. To investigate a complaint as quickly and as impartially as possible. This will initially be done by the Officer you have been dealing with.
2. To provide you with a full response that outlines the findings of the investigation and, wherever possible, resolves the matter to your satisfaction.
3. To keep the steps of the Customer Complaints Procedure, as set out below, separate from each other.

What Happens in the Complaints Procedure?

Step 1

You should first contact the Officer you have been dealing with and explain the issue to them. The Officer you talk to may be able to help you there and then, or at least indicate if the matter can be resolved.

If you are not satisfied, you should write to the Town Clerk. The Town Clerk will acknowledge your complaint within 5 working days of receipt and will provide you with a full response within 10 working days of receipt.

Step 2

If you are not satisfied with the outcome of Step 1, you can write to the Chairman of the Policy & Management Committee or the Chairman of the Joint Burial Committee and ask him/her to review your complaint. If your complaint relates to the Town Clerk, the Chairman of the Policy & Management Committee will review the complaint. The Chairman of the Policy & Management Committee or the Chairman of the Joint Burial Committee will acknowledge your complaint within 5 working days of receipt and will provide you with a full response within 30 working days of receipt.

You can write to the Town Clerk at:

Godalming Town Council
Municipal Buildings
Bridge Street
Godalming GU7 1HT
Telephone: 01483 523575
E-Mail townclerk@godalming-tc.gov.uk
Website: <http://www.godalming-tc.gov.uk>

You can write to the Chairman of the Policy & Management Committee or the Chairman of the Joint Burial Committee at the address given above or e-mail them at office@godalming-tc.gov.uk

CUSTOMER COMPLAINTS PROCEDURE (HOW TO HANDLE)

WHY DO WE NEED A COMPLAINTS PROCEDURE?

Benefits to the individual:

It demonstrates our commitment to act upon, and listen to views; it ensures customers receive a fair, speedy, confidential and effective response.

Benefits to the Council:

It enables us to improve our customer care and service delivery arrangements and, when appropriate ensures remedial action is taken and reduces the number of recurring complaints.

The Town Council's customer complaints' procedure is designed to be:

Accessible A well publicised procedure available on the website and in leaflet form

Simple A few simple, easy to understand stages that can be initiated by telephone, personal visit, or in writing.

Speedy Making sure tight deadlines are kept and people are kept informed.

Fair and confidential

Effective Addressing all the points at issue and providing appropriate remedies.

Informative By monitoring the process, managers can ensure that we learn from our experiences.

Apply equally to the ***Godalming Joint Burial Committee***.

WHAT IS A COMPLAINT?

A complaint can be any expression of dissatisfaction made by any individual.

However, for the purposes of the complaints system the Council's definition of a complaint is:-

An expression of dissatisfaction about the standard of the Town Council's service, actions or lack of action by staff, particularly where a problem has not been remedied to the satisfaction of the individual.

This procedure will not normally cover:

- requests for a service;
- requests for information or an explanation of Council policy or practice;
- complaints about Councillors;

- complaints made more than 12 months after the events complained about unless there are exceptional circumstances as to why the complaint could not have been brought within this time; and
- complaints made about a service provided by another local authority.

THE ROLE OF COUNCILLORS

Complainants inevitably approach Councillors at different stages of the complaints process.

- a) As a rule Councillors should advise and encourage complainants to use the customer complaints procedure;
- b) Councillors should get directly involved only when the procedure appears not to be working satisfactorily.

In practice, if a Councillor wishes to log a complaint directly or to pursue the progress of a particular complaint, they should contact the Town Clerk – who will keep the Councillor informed.

The Town Clerk will report annually to Councillors on complaints received in the last year.

THE CUSTOMER COMPLAINTS PROCEDURE

Stage 1

Receiving a complaint

A complaint may be received in a number of ways and Town Council staff are encouraged to recognise any complaint whether made in writing (by letter or e-mail), by personal visit or by telephone call. All staff will give their name to complainants, for their future reference.

The complaint may be made by a third-party and while individuals should be encouraged to make their own complaint it is acknowledged that for many reasons some individuals find it difficult to do so. (For example the recently bereaved may prefer a funeral director to pursue a complaint on their behalf.) Therefore, the Town Council will deal with a third-party (except where data protection legislation prevents the sharing of personal data with a third party).

Any member of staff receiving a complaint shall try and find out the detail of the complaint – in particular the service or matter complained of, and any remedy sought. All such details will be passed on to the office responsible for the service complained of, and/or the Town Clerk as soon as possible.

Recording Complaints

All complaints must be logged in the complaints file; the file shall be maintained by the Support Services Executive and will be kept confidential.

Who Should Deal with a Complaint?

In the first instance the Officer responsible for providing the service/issue complained of should deal with a complaint; although, the complainant should be informed of their right to have the complaint dealt with by the Town Clerk should they wish.

Acknowledging and Responding to a Complaint

In all cases an acknowledgement should be sent within five working days from the day a complaint was received. (Note that this will normally be by letter but where a complaint has been received by e-mail then an e-mail acknowledgement is appropriate.)

In most cases it should be possible to answer the complaint within those five days (in which case the response will also serve as the acknowledgement), if not it must be answered within ten working days. If, in exceptional circumstances, it is not possible to answer a complaint within ten working days then a letter (or e-mail) must be sent on the tenth day keeping the complainant informed and setting out a timetable for response.

A response to a complaint should contain as full an explanation as possible – either of what went wrong (if something did) or why the complaint is held to be unjustified. The response should also inform the complainant of their right to appeal to the appropriate committee (Stage 2).

Remedies

Where a complaint is found to be justified, consideration needs to be given to the appropriate remedy. The remedy should, as far as possible, put the complainant into the position they would have been in, had things not gone wrong.

The types of remedy to be considered should include:

1. Providing the service desired.
2. Change of procedures to prevent further occurrence of the problem and assuring the complainant to that effect.

Remedies 1 and 2 may be delivered by any member of the Town Council's staff. If the complaint is justified, or after due consideration and consultation, it is found to be justified, the staff member dealing with the complaint is authorised to provide a service if it is normally in their power to do so.

3. An apology by letter and/or a visit. (If the complainant has suffered, but not financially, a gesture of goodwill may be appropriate eg. A bunch of flowers).
4. Replacement of damaged items.
5. Reimbursement of expenses if the complainant has suffered specific financial losses.

Remedies 3, 4 or 5 may only be authorised by the Town Clerk (or in the Clerk's absence the Officer duly authorised by the Council to act as Proper Officer in the Town Clerk's absence) so as to ensure that the Council's approach to remedies is consistent, within the law, and fair to all involved. If any of remedies 3, 4 or 5 are used then the matter must be reported to the relevant committee at the earliest opportunity. The Council has no specific policy for financial compensation in recognition of time, trouble expended by the complainant, exceptional worry, distress or inconvenience caused, any such financial compensation is at the discretion of, and must be authorised by, the relevant Committee.

Monitoring and reviewing the procedure

The Support Services Executive will monitor complaints received and log the date received, the date acknowledged and the date on which a response was made. The Town Clerk will report, in summary form, annually to the Policy & Management Committee and Joint Burial Committee, as appropriate, on complaints received in the past year. Significant complaints will be reported as they arise, particularly if the remedy requires the Committee's authorisation.

Stage 2

If the Complaint Cannot be Resolved by Officers

If the appropriate Officer cannot resolve the complaint to the complainant's satisfaction, or if the complainant has a legitimate reason for not wishing Officers to deal with the complaint (for example

if the complaint concerns the conduct of the Town Clerk) then the matter must pass to the Chairman of the Policy & Management Committee or the Chairman of the Joint Burial Committee.

The Chairman of the Policy & Management Committee or the Chairman of the Joint Burial Committee is responsible for determining whether the complaint needs to be dealt with by the full committee, by the Staffing Committee or by another means.

When a complaint passes to a Committee it should be dealt with, in confidential session (except that the complainant and a companion may be present), by the next meeting of that Committee. The complainant should be informed about the date of the meeting and asked if they wish to make representations in writing or in person.



FREEDOM OF INFORMATION – PUBLICATION SCHEME

Information available from Godalming Town Council under the Freedom of Information – Publication Scheme. If a request is made for a hard copy, these will be provided and charged for accordance with the Schedule of Charges at the end of the document.

Information to be Published	How the Information can be Obtained
Class1 – Who We Are and What We Do (organisational information, structures, locations and contacts)	
Who's who on the Council and its committees	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Contact details for Town Clerk and Council Members	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Location of main Council office and opening times	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Staffing Contacts	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 2 – What We Spend and How We Spend It (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual Return form and report by auditor	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Finalised budget	Hard copy, apply to Town Clerk
Precept	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Standing Orders	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Financial Regulations	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Grants given and received	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
List of current contracts awarded and value of contract	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Members' allowances and expenses	Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 3 – What Our Priorities Are and How We Are Doing (strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report (current and previous year as a minimum)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Supporting our Community	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 4 – How We Make Decisions (decision-making processes and records of decisions) current and previous council year as a minimum	
Timetable of meetings (council, any committee meetings and town meetings)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Agendas of meetings (as above)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Reports presented to council meetings – NB. This will exclude information that is properly regarded as private to the meeting	Hard copy, apply to Town Clerk
Responses to consultation papers	Hard copy, apply to Town Clerk
Responses to planning applications (minutes of Policy & Management Committee, when appropriate)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 5 – Our Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> · Standing Orders · Committees' terms of reference (in Standing Orders) · Delegated authority in respect of Officers (in Standing Orders) · Code of Conduct · Policy documents 	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> · Internal policies relating to the delivery of services · Equality & Diversity Policy · Health & Safety Policy · Data Protection/GDPR · Complaints procedures (including those covering requests for information) 	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Privacy Policy	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Records management policies (records retention, destruction and archive)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Data Protection Policy	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Schedule of Charges (for the publication of information)	Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 6 – Lists and Registers currently maintained lists and registers only	
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	Available for inspection only
Burials Register	Available for inspection only
Register of Purchased Graves	Available for inspection only
Register of Members' interests	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Register of gifts and hospitality	Hard copy, apply to Town Clerk
List by surname of burials to 2013	http://www.godalming-ibc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 7 – The Services We Offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) current information only	
Allotments	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Burial grounds (on behalf of Godalming Joint Burial Committee)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Community centres and village halls	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy, apply to Town Clerk
Bus shelters	Hard copy, apply to Town Clerk
Public conveniences	Hard copy, apply to Town Clerk
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy, apply to Town Clerk

Contact details:

**Town Clerk
Godalming Town Council
Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

*the actual cost incurred by the Town Council

GODALMING TOWN COUNCIL
SCHEDULE OF MEETINGS 2019/20

MAY 2019

2	LOCAL ELECTIONS			
8	Councillor Induction Event	7.00PM	Wilfrid Noyce Centre	
16	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/Bor Hall	✓
23	Policy & Management	7.00PM	Council Chamber	
	Mayoralty (Election of Chairman)	8.00PM**	Mayor's Parlour	
	Audit (Election of Chairman)	8.00PM**	Council Chamber	
	Staffing (Election of Chairman)	8.10PM**	Council Chamber	
30	Joint Burial – (Approval of Internal Audit)	6.00PM	Council Chamber	

JUNE 2019

23	CIVIC SERVICE	3.00PM	TBC	
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JULY 2019

6	Staffing	7.00PM	Council Chamber	
11	Policy & Management (Grants)	7.00PM	Council Chamber	
18	Audit (Internal Controls)	7.00PM	Council Chamber	
25	Full Council	7.00PM	Council Chamber	

AUGUST 2019 – No Meetings

SEPTEMBER 2019

5	Joint Burial – Cemetery Inspection	5.00PM	TBC	
	Joint Burial	6.00PM	Council Chamber	
	Policy & Management	7.00PM**		
12	Staffing	7.00PM	Council Chamber	
19	Audit (Financial Regulations)	7.00PM	Council Chamber	
26	Full Council	7.00PM	Council Chamber	

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

OCTOBER 2019

17	Policy & Management (Grants)	7.00PM	Council Chamber
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NOVEMBER 2019

7	Joint Burial (Budget) Staffing	5.30PM 7.00PM	Council Chamber
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10	REMEMBRANCE SUNDAY	10.15AM	
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14	Full Council (TBC)	7.00PM	Council Chamber
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28	Policy & Management (Revised Estimates)	7.00PM	Council Chamber
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DECEMBER 2019

5	Mayoralty	7.00PM	Town Clerk's Office
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12	Policy & Management (Budget)	7.00PM	Council Chamber
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19	Full Council (Precept)	7.00PM	Council Chamber
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JANUARY 2020

16	Policy & Management (Grants)	7.00PM	Council Chamber
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23	Audit (Risk Management)	7.00PM	Council Chamber
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30	Staffing	7.00PM	Council Chamber
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FEBRUARY 2020 – No Meetings

MARCH 2020

5	Policy & Management	7.00PM	Council Chamber
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19	Full Council	7.00PM	Council Chamber
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** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

APRIL 2020

2	Joint Burial	6.00PM	Council Chamber	
9	Policy & Management (Grants)	7.00PM	Council Chamber	
16	ANNUAL TOWN MEETING	8.00PM	Council Chamber	
20	Audit (Review System of Internal Control & Annual Accounts)	7.00PM	Council Chamber	
23	Full Council	7.00PM	Council Chamber	
24	MAYORALTY RECEPTION & DINNER	7.15PM	Wilfrid Noyce Centre	✓

MAY 2020

7	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/Bor Hall	
14	Policy & Management	7.00PM	Council Chamber	
	Mayoralty (Election of Chairman)	8.00PM**	Mayor's Parlour	
	Audit (Election of Chairman)	8.00PM	Council Chamber	
	Staffing (Election of Chairman)	8.10PM	Council Chamber	

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

FESTIVALS:

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

Event	Date
Farmers' Market	Saturday, 30 March 2019
Spring Festival	Saturday, 6 April 2019
Farmers' Market	Saturday, 27 April 2019
St John's Spring Fair	Saturday, 4 May 2019 (TBC)
Annual Council/Mayor Making	Thursday, 16 May 2019
Godalming Run	Sunday, 19 May 2019
Farmers' Market	Saturday, 25 May 2019
Town Show	Saturday, 1 June 2019
Farmers' Market	Saturday, 29 June 2019
Summer Food Festival	Saturday, 6 July 2019
Farmers' Market	Saturday, 27 July 2019
Staycation	Saturday, 3–Sunday, 11 August 2019
Farmers' Market	Saturday, 31 August 2019
Farmers' Market	Saturday, 28 September 2019
Farmers' Market	Saturday, 26 October 2019
Fireworks	Friday, 1 November 2019
Remembrance Sunday	Sunday, 10 November 2019
Christmas Festival & Light Switch-On	Saturday, 30 November 2019
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 14 December 2019
Pancake Races	Tuesday, 25 February 2020
Farmers' Market	Saturday, 28 March 2020
Spring Festival – Spring into Godalming	Saturday, 4 April 2020

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23. RECORDING OF APOLOGIES OF ABSENCE

The LGA 1972, s 85(1) and (2) states that if a Member fails throughout six consecutive months to attend any meetings of the council, or of its committees or sub-committees of which they are a member, or a joint committee, joint board or other body to which any of the council's powers have been transferred or delegated, they cease automatically to be a member of the council unless either there is a statutory excuse (broadly speaking, military service during war or emergency) **or the failure to attend is due to reasons approved by the council before the end of the period** or they have attended as a representative of the council at a meeting of any body of persons (such as a county association of local councils). The period begins with the last meeting attended.

Arnold-Baker on Local Council Administration advises at para 7.14 that apologies need not necessarily be conveyed in writing but reasons for absence known to the council should be recorded in the minutes, this begs the question as to what should be recorded in the minutes if the reason is not known.

Arnold-Baker then goes on to say that where a council is considering a reason for absence, some reason or explanation must be known to it and this must be approved by affirmative resolution at the earliest possible moment before the end of the six months. If at that point the council fails to consider the question, the office falls vacant without further ado, and the vacancy must be declared and filled in the proper manner.

Further advice is given (7.16) that it is important to record the grounds upon which apologies for absence are tendered in case they have to be approved to prevent a casual vacancy arising.

This is all advice as opposed to requirement, the only actual requirement of the LGA 1972, Sch 12, para 40 is that that the names of members present at a meeting must be recorded and that this record should form part of the minutes of each meeting.

Godalming Town Council meets the requirement of the LGA in as much as the names of those in attendance are recorded. Additionally, the current convention at GTC is that the minutes also record those who did not attend and gave apologies along with those who did not attend but did not give apologies. What GTC does not do is make public the reason for the apology, nor does it seek a resolution of the Council to accept the reason. The convention is for the protection of personal privacy and security. However, in order to avoid a casual vacancy arising through an approved reason for absence (and it is for Members to decide what is an approved reason) the Council would have to make an affirmative resolution to accept the reason before the expiry of the six month period.

In considering the above, it is RECOMMENDED that Standing Orders retain the previously accepted order (renumbered as SO 16):

16. During a prolonged period of absence a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

This will allow the Council to accept a genuine reason for absence such as, for example, Maternity Leave or ill health (with a likelihood of being able to resume duties).

The responsibility for making the reason for absence known to the Town Clerk would remain with the individual Councillor, but again for the protection of privacy and security the specific details do not necessarily have to be recorded in the minutes. The reasons for absence could be provided on 'Pink' to Members and the minutes could record that "*Members considered the reason for the absence of Councillor X contained in the confidential paper and approved the reason for absence*".

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a 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 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 Interest	Non-Pecuniary Interest	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 non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.