

# **PARISH OF GODALMING**

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 19 DECEMBER 2019 at 7.00pm.

DATED this 13<sup>th</sup> day of December 2019.

Andy Jeffery  
Clerk to the Town Council

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

## **AGENDA**

1. **MINUTES**

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 26 September 2019.

2. **APOLOGIES**

TO RECEIVE apologies for absence.

3. **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.

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

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

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting,
- A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

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

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIR REPORTS

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

**Mayoralty Committee**

Report from the Mayoralty Committee to be dealt with at agenda item 19.

**Policy & Management Committee**

Review of Documents

Members reviewed the documents listed below and resolved to recommend they be adopted by Full Council.

Customer Complaints Procedure – How to Make a Complaint

<https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Customer-Complaints-Procedure-How-To-Make-A-15-November-2018.pdf>

Customer Complaints Procedure – How to Handle a Complaint

<https://godalming-tc.gov.uk/wp-content/uploads/2018/11/Customer-Complaint-Procedure-How-To-Handle-15-November-2018.pdf>

Freedom of Information – Publication Scheme

<https://godalming-tc.gov.uk/wp-content/uploads/2019/11/Freedom-of-Information-Publication-Scheme-Pending-Approval.pdf>

First Aid Policy

<https://godalming-tc.gov.uk/wp-content/uploads/2019/11/First-Aid-Policy-Pending-Approval.pdf>

**Staffing Committee**

Review of Documents

Members reviewed the Dignity at Work Policy (copy attached for the information of Members) and resolved to recommend it is adopted by Full Council.

8. RECEIPT OF COMMITTEE MINUTES – ITEM TO NOTE

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Mayoralty Committee	14 November 2019
Policy & Management Committee	17 October 2019 28 November 2019
Staffing Committee	7 November 2019

9. GODALMING JOINT BURIAL COMMITTEE – REPORT – ITEM TO NOTE

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 7 November 2019.

10. FEES & CHARGES – ITEM FOR DECISION

Members to consider the revised fees & charges for the hire of community buildings (attached for the information of Members).

Officers propose no changes to fees and charges relating to Broadwater Park and The Pepperpot, with the exception of a flat fee charge for use of AV equipment at The Pepperpot (AV equipment will require maintenance and replacement).

A proposed increase is suggested for the Caudle Hall, this is based on the fact that the Caudle Hall is over-subscribed. Additionally, the scale of extra charges has been clarified.

11. ALLOTMENTS

No increase of allotment rents are proposed for the period 2020/21.

12. REVISED ESTIMATES 2019/20 AND DRAFT BUDGET 2020/21 – ITEM FOR DECISION

Members to consider a report (attached for the information of Members) from the Responsible Finance Officer. Members are asked to agree the revised estimates 2019/20 and draft budget 2020/21 and recommend them and a precept of £711,154 for 2020/21, which represents a Band D increase of £6.32 per annum (9.07%).

13. AWARD OF CONTRACT FOR REFURBISHMENT OF 107-109 HIGH STREET – ITEM FOR DECISION

**Recommendation: Members to consider the tender report and decide whether they wish to resolve to award a contract for the works associated with the refurbishment of 107-109 High Street.**

Members to receive an anonymised tender report (report to be tabled at the meeting) relating to the refurbishment works associated with 107-109 High Street.

14. AUTHORISATION OF THE CLERK – ITEM FOR DECISION

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

15. PRESENTATION FROM THE MEATH EPILEPSY TRUST

The Mayor to invite Mrs Helen Jackson, Marketing Co-ordinator of The Meath Epilepsy Trust to make a presentation.

16. PRESENTATION OF QUALITY COUNCIL AWARD TO GODALMING TOWN COUNCIL

The Mayor to invite Mrs Susan Lochner, Deputy Lieutenant for Surrey and Mr Trevor Leggo, Chief Executive of the Surrey & Sussex Association of Local Councils, to present Godalming Town Council with the Award of Quality Council.

The Local Council Award Scheme exists to recognise successes of the very best of local councils. The scheme provides an opportunity for Godalming Town Council to demonstrate

that it is at the forefront of best practice and excellence in governance, community leadership and council development.

The scheme, created by the Improvement & Development Board of the National Association of Local Councils, is divided into three levels, Foundation, Quality and Quality Gold.

It is with great pleasure that Members be informed that following submissions to the award assessors, Godalming Town Council has met the criteria for the Quality Council Award and is the first accredited Quality Award Level Local Council in Surrey.

17. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 23 April 2020 at 7.00 pm in the Council Chamber.

18. ANNOUNCEMENTS

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

THE COUNCIL MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. MAYORALTY NOMINATIONS AND FINANCIAL MATTERS.

19. REPORT OF THE MAYORALTY COMMITTEE – ITEM TO NOTE

Members to receive a confidential oral report from the Chairman of the Mayoralty Committee.

20. AUTHORISATION FOR WRITE-OFF – ITEM FOR DECISION

Members are asked to give their authorisation to write off invoice BW4462 in the amount of £16.80 in accordance with Financial Regulation 1.13 and our Credit Control Process.



## **DIGNITY AT WORK POLICY**

### **STATEMENT OF COMMITMENT**

Godalming Town Council fully supports the right of all people to be treated with respect and dignity in the workplace. The Council recognises that bullying is not only unacceptable on moral grounds and harassment on legal grounds, but that either can have a negative effect on both individuals and the organisation. Prolonged harassment or bullying can cause both serious psychological and physical health problems, such as stress and depression. Godalming Town Council is, therefore, committed to having a workplace which is free from harassment and bullying and to ensure that all employees, contractors and others who come into contact with the Council are treated with dignity and respect.

This policy and procedure is intended to assist Godalming Town Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

### **THE POSITION ON BULLYING AND HARASSMENT**

All employees are required to help create a working environment in which bullying and harassment are unacceptable. Employees should, in particular, ensure that they do not collude with bullying or harassing behaviour and that they fully cooperate with any complaints' procedure. Managers are responsible for raising awareness of the issue, responding constructively to any complaints, and challenging and stopping bullying and harassment at work.

Godalming Town Council will not tolerate bullying or harassment in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or a repeated course of conduct, and whether done purposefully or not. The Council will not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Employees should also be aware that if a court or tribunal finds that an act of bullying or harassment has occurred, in some circumstances that treatment may amount to a crime punishable by a fine or imprisonment.

The Council will take appropriate action if any employees or contractors are bullied or harassed by our stakeholders or suppliers.

If, after an investigation, it is decided that an employee has harassed or bullied another employee or contractor, then the employee may be subject to disciplinary action, up to and including dismissal. Retaliation or victimisation will also constitute a disciplinary offence, which may, in appropriate circumstances, lead to dismissal.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

## WHAT TYPE OF TREATMENT AMOUNTS TO BULLYING OR HARASSMENT?

Bullying and harassment may occur 'face-to-face', in meetings, through written communications including email, by telephone and through automatic supervision methods.

**Bullying** is generally behaviour that is identified as a misuse of power. Bullying is primarily intimidating in nature, but may also be insulting, offensive or malicious. It is frequently recognised through the abuse or misuse of power through means intended to undermine, humiliate, denigrate or create a detriment for the employee. Bullying may occur as an isolated incident, but is commonly persistent.

**Harassment** is unwanted conduct related to relevant protected characteristics, which include, but are not limited to, marriage and civil partnership, pregnancy and maternity, sex, gender identity, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief, physical characteristics and age, that:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.

Examples of **bullying and harassment** include (but are not limited to):

- spreading malicious rumours, or verbal abuse or offensive comments, jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation;
- deliberate exclusion from conversations or work activities;
- unfair treatment;
- rifling through, hiding or damaging personal property;
- unwelcome sexual advances — lewd or suggestive comments, touching, standing too close, display of offensive materials;
- subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others;
- preventing individuals progressing by intentionally blocking promotion or training opportunities;
- physical abuse such as hitting, pushing or jostling;
- abusing a position of power

(this list is not exhaustive)

It is important to note that bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

## PREVENTION OF BULLYING AND HARASSMENT

**What should an employee do if they feel that they are being Bullied or Harassed by a Stakeholder or Supplier (as opposed to a colleague)?**

If an employee is being bullied or harassed by someone with whom they have come into contact with at work, they must raise this with the Town Clerk (or the Chair or Vice Chair of the Staffing

Committee in the case of the Town Clerk) in the first instance. A decision will then be made as to how best to deal with the situation, in consultation with the employee who has raised the concern.

### **What should an employee do if they are being Bullied or Harassed by a Colleague?**

If an employee is being bullied or harassed by another employee or contractor, there are two possible avenues for the individual to consider, informal or formal.

#### **Informal Approach**

If an employee is being bullied or harassed by another employee or contractor, the employee may be able to resolve the situation independently by informing the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop immediately. Alternatively, it may be that the individual may obtain support from a colleague.

In either case, the employee can approach the Town Clerk for advice and support. If the employee being bullied or harassed is the Town Clerk, he/she can approach the Chair or Vice Chair of the Staffing Committee for advice and support. If the above approach is unsuccessful or if the employee does not want to try to resolve the situation in this way, or if the employee is being bullied by the Town Clerk, the employee should raise the issue with the Chair or Vice Chair of the Staffing Committee. The request for help will be treated confidentially.

The Chair of the Staffing Committee or the Town Clerk will discuss with the employee the option of trying to resolve the situation informally by:

- informing the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a fellow employee;
- that such behaviour is contrary to the Council's policy;
- that the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible for the Town Clerk, Chair or Vice Chair of the Staffing Committee to have this conversation with the alleged perpetrator. The Town Clerk, Chair or Vice Chair of the Staffing Committee will only share information that has been agreed with the employee. Complete anonymity cannot always be guaranteed in all circumstances as the employee may be identifiable from the matter being discussed. The Town Clerk, Chair or Vice Chair of the Staffing Committee will also ensure that the perpetrator is aware that the conversation is confidential.

In certain circumstances the Council may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Town Clerk, Chair or Vice Chair of the Staffing Committee will discuss this with the employee if it is appropriate.

If the complaint is resolved informally, the alleged perpetrator(s) will not be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of sexual or racial harassment, or in cases where a problem has happened before) the Council may decide to investigate further and take more formal action notwithstanding that the matter had been raised informally. The Council will consult with the employee before taking this step.

#### **Raising a Formal Complaint**

If informal resolution is unsuccessful or inappropriate, the employee can make a formal complaint through the Grievance Procedure.

The alleged perpetrator(s) would normally need to be informed of the name of the employee making the complaint and the details of the grievance in order for the issue to be investigated properly. However, the Council will carry out the investigation as confidentially and sensitively as possible.

When carrying out any reviews or monitoring, an individual's personal data must be handled in accordance with the Data Protection Policy.

### **The Use of the Disciplinary Procedure**

If, at any stage, from the point at which a complaint is raised and it is believed that there is '*a case to answer*' and a disciplinary offence might have been committed, the Council will instigate the formal disciplinary procedure. The employee will be kept informed of the outcome.

### **False Allegations of Bullying or Harassment**

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. If it is found that an employee has made a false allegation of bullying or harassment for malicious reasons, this will be investigated and dealt with fairly and objectively under Godalming Town Council's Disciplinary Procedure. This will not include ill-founded allegations that were made in good faith.

This is a non-contractual policy.

#### Linked policies and procedures:

- Dignity at Work
- Equality & Diversity Policy
- Grievance Procedure
- Disciplinary Procedure
- Equality Act 2010

## Scale of Charges per hour for Broadwater Park Community Centre From 1 April 2020

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
<b><u>BROADWATER PARK COMMUNITY CENTRE</u></b>			
<b>WHOLE CENTRE</b>	11 + (2.20 VAT) <b>(13.20 per hour)</b>	20 + (4.00 VAT) <b>(24.00 per hour)</b>	28 + (5.60 VAT) <b>(33.60 per hour)</b>
<b>MAIN HALL ONLY</b>	7 + (1.40 VAT) <b>(8.40 per hour)</b>	13 + (2.60 VAT) <b>(15.60 per hour)</b>	18 + (3.60 VAT) <b>(21.60 per hour)</b>
<b>SMALL HALL ONLY</b>	6 + (1.20 VAT) <b>(7.20 per hour)</b>	11 + (2.20 VAT) <b>(13.20 per hour)</b>	14 + (2.80 VAT) <b>(16.80 per hour)</b>

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

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

\*\* **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

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

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

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## Scale of Charges per hour for Pepperpot and Bandstand From 1 April 2020

	<b>*Voluntary Organisations</b>	<b>**GU7 Rate (Casual Hire)</b>	<b>Standard Rate</b>
	£	£	£
<b><u>PEPPERPOT:</u></b>			
<b>UPPER ROOM</b>	7 + (1.40 VAT) <b>(8.40 per hour)</b>	14 + (2.80 VAT) <b>(16.80 per hour)</b>	16 + (3.20 VAT) <b>(19.20 per hour)</b>
<b>UNDERCROFT</b>	6 + (1.20 VAT) <b>(7.20 per hour)</b>	7 + (1.40 VAT) <b>(8.40 per hour)</b>	7 + 1.40 VAT <b>(8.40 per hour)</b>
<b>AV EQUIPMENT</b>	10+ (2.00 VAT) <b>(12.00 flat fee)</b>	10+ (2.00 VAT) <b>(12.00 flat fee)</b>	10+ (2.00 VAT) <b>(12.00 flat fee)</b>
<b><u>GODALMING BANDSTAND:</u></b>			
<b>BANDSTAND</b> (Minimum 2 hour hire)	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)

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

\*\* **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

**Undercroft** - In certain circumstances (normally when sharing takes place) one half (one pitch) of the Undercroft may be hired out for one half of the standard charge.

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

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

## Scale of Charges per hour for Wilfrid Noyce Centre From 1 April 2020

	Voluntary Organisations (Excluding Fri & Sat Evenings) £	GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings) £	Standard Rate  £
<b><u>WILFRID NOYCE CENTRE:</u></b>			
<b>WHOLE CENTRE</b> (including use of Kitchen for catering facilities)	20 + (4.00 VAT) <b>(24.00 per hour)</b>	35 + (7.00 VAT) <b>(42.00 per hour)</b>	42.50 + (8.50 VAT) <b>(51.00 per hour)</b>
<b>CAUDLE + WYATT</b> (including use of Kitchen for catering facilities)	15 + (3.00 VAT) <b>(18.00 per hour)</b>	25 + (5.00 VAT) <b>(30.00 per hour)</b>	32.50 + (6.50 VAT) <b>(39.00 per hour)</b>
<b>CAUDLE + OGLETHORPE</b> (including use of Kitchen for catering facilities)	15 + (3.00 VAT) <b>(18.00 per hour)</b>	25 + (5.00 VAT) <b>(30.00 per hour)</b>	32.50 + (6.50 VAT) <b>(39.00 per hour)</b>
<b>CAUDLE HALL ONLY</b> (including shared use of Kitchen for tea/coffee facilities)	10 + (2.00 VAT) <b>(12.00 per hour)</b>	15 + (3.00 VAT) <b>(18.00 per hour)</b>	20 + (4.00 VAT) <b>(24.00 per hour)</b>
<b>WYATT ROOM ONLY</b> (including shared use of Kitchen for tea/coffee facilities)	6 + (1.20 VAT) <b>(7.20 per hour)</b>	11 + (2.20 VAT) <b>(13.20 per hour)</b>	14 + (2.80 VAT) <b>(16.80 per hour)</b>
<b>OGLETHORPE HALL ONLY</b> (with kitchenette and separate toilet facilities)	6 + (1.20 VAT) <b>(7.20 per hour)</b>	11 + (2.20 VAT) <b>(13.20 per hour)</b>	14 + (2.80 VAT) <b>(16.80 per hour)</b>
<b>AV EQUIPMENT</b> (projector, microphones, sound system)	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>
<b>TIERED SEATING</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>
<b>CROCKERY &amp; CUTLERY</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>
<b>STAGE</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>	50 + (10.00 VAT) <b>(60.00 flat fee)</b>
<b>SET UP &amp; CLEAR DOWN</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>	30 + (6.00 VAT) <b>(36.00 flat fee)</b>
<b>BANQUETING TABLES</b>	<b>Price on request</b>		
<b>WEDDINGS</b> (subject to confirmation of requirement)		<b>Residents</b>	<b>Non-Residents</b>
		800 + (160 VAT) <b>(960.00 flat fee)</b>	1,000 + (200 VAT) <b>(1,200.00 flat fee)</b>

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

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

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

\*\* **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

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

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

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

## Statement of Variation

	£		2021/22	2022/23
Base Budget (net) i.e. Precept 2019/20	643,778		711,154	909,377
Add inflation at 2% and net minor adjustments	12,876	Add inflation at 2%	14,223	18,188
Add Increased Grants budget	10,000	Youth Provision	100,000	
Add Increased Greening Godalming	2,000	BWP Air Source Heating	30,000	
Add Increased Office costs from move	25,000	New Allotments	20,000	
Add Youth Provision Survey	10,000	Increase Revenue Reserve	25,000	
Add Decrease in External Revenue	7,500	Increase Land & Property Mtce Reserve	10,000	
		Equipment Replacement Reserve	2,500	
		NNDR (potential)	-3,500	
Estimated Budget Requirement 2020/21	<u>711,154</u>		<u>909,377</u>	<u>927,564</u>
Total increase required	67,376		198,223	18,188
% increase in cash terms	10.47%		27.87%	2.00%
Tax base 2019/20 (Band D Equivalent figure)	9240.7			
Precept per Band D property (Annual Baseline)	£69.67			
Tax base 2020/21 (Band D Equivalent figure)	9358.6		9358.6	9358.6
Precept per Band D property	£75.99		£ 97.17	£ 99.11
Increase per Band D Property	£6.32		£21.18	£1.94
% Increase per Band D Property	9.07%		27.87%	2.00%

GTC Summary Revenue Budget		2019/20		2020/21	Variation	
2018/19		2019/20	Revised	2020/21	2019/20 to	
Actual		Budget	Estimate	Budget	2020/21	Notes
£		£	£	£	£	
<b>Employees</b>						
307,683	Direct employee expenses	310,613	330,393	362,378	51,765	Two new staff from 1 Oct 2019
3,534	Indirect employee expenses	6,100	5,033	6,100	0	
<b>Premises Related Expenditure</b>						
101,089	Repairs, alteration & maintenance of buildings	29,930	467,257	31,768	1,838	
9,532	Energy costs	10,740	9,711	13,976	3,236	
0	CRC allowances	0	0	0	0	
13,209	Rents	15,870	14,740	3,870	-12,000	Moved to own premises, less Chamber rental costs
11,624	Rates	10,256	10,176	22,436	12,180	Rates on High Street Offices
4,163	Water services	4,680	4,591	5,052	372	
0	Fixtures and fittings	1,000	250	1,000	0	
35,521	Cleaning & domestic supplies	44,694	46,023	48,290	3,596	Cleaning on High Street Offices
13,349	Grounds maintenance costs	17,788	14,440	11,740	-6,048	Own staff will do work rather than contractors
1,745	Premises insurance	1,830	1,512	1,550	-280	
101,800	Contribution to premises-related provisions	63,000	63,000	43,125	-19,875	SLA for Museum drops from 1 Oct 2020
<b>Transport Related Expenditure</b>						
171	Public transport	0	0	0	0	
3,163	Car allowances	3,530	5,020	2,920	-610	
<b>Supplies &amp; Services</b>						
33,569	Equipment, furniture and materials	12,890	47,728	7,230	-5,660	
1,835	Catering & Hospitality	920	1,986	1,430	510	
0	Clothes, uniform & laundry	1,200	1,099	1,400	200	
8,574	Printing, stationery & general office expenses	7,720	8,401	8,120	400	
135,535	Services	85,976	87,449	68,510	-17,466	No fireworks and savings for Christmas Lights
39,455	Communications & computing	35,651	40,050	36,995	1,344	
8,847	Expenses	11,700	10,694	9,870	-1,830	
62,753	Grants & Subscriptions	69,800	68,020	78,340	8,540	£10k Green Grants
50,829	Contributions to provisions	20,562	18,478	28,300	7,738	
33,794	Miscellaneous expenses	7,200	7,060	7,440	240	
<b>Third Party Payments</b>						
61,064	Godalming Joint Burial Committee	54,958	54,836	54,760	-198	
<b>Income</b>						
0	Government Grants	0	-4,844	0	0	
-8,310	Other grants, reimbursements & contributions	-7,479	-7,060	-5,300	2,179	
-340,627	Customer & client receipts	-200,464	-633,742	-186,972	13,492	No Fireworks
-2,332	Interest	-1,200	-1,967	-1,200	0	
-128,512	Recharges	-35,443	-60,690	-29,680	5,763	
<b>563,056</b>	<b>Net Cost of Services</b>	<b>584,022</b>	<b>609,644</b>	<b>633,448</b>	<b>49,426</b>	
59,753	Capital Financing Costs (Not inc in net cost of Services)	59,756	59,755	77,706	17,950	New loan for High Street Offices
<b>622,809</b>	<b>Net Expenditure (Precept)</b>	<b>643,778</b>	<b>669,399</b>	<b>711,154</b>	<b>67,376</b>	
<b>Net Expenditure by Cost Centre</b>						
£		£	£	£	£	
407,107	GTC	413,446	437,650	491,304	77,858	
5,283	Allotments	760	1,797	-1,198	-1,958	
-174	Bandstand	470	-139	70	-400	
21,288	Broadwater Park Community Centre	-4,540	-28	-6,232	-1,692	
39,016	Christmas Lights	39,000	39,000	32,300	-6,700	
28,378	Civic Expenses	23,000	23,316	23,550	550	
0	Community Navigator	0	0	0	0	
-239	Festivals & Markets	-203	1	-1,391	-1,188	
731	Fireworks	2,890	2,000	0	-2,890	
64,286	Godalming Museum	61,026	63,801	63,244	2,218	
39,148	Land & Property Other	44,154	41,605	40,726	-3,428	
0	Neighbourhood Plan	0	200	0	0	
-29,558	Pepperpot	2,124	-2,846	-1,091	-3,215	
5,584	Staycation	5,492	6,469	6,027	535	
-12,000	The Square	-12,000	-12,000	-12,000	0	
124	Town Promotion	8,700	8,978	7,145	-1,555	
-5,918	Wilfrid Noyce	-297	-160	-9,006	-8,709	
0	Wilfrid Noyce Refurbishment	0	0	0	0	
<b>563,056</b>	<b>Net Cost of Services (excl. Financing Costs)</b>	<b>584,022</b>	<b>609,644</b>	<b>633,448</b>	<b>49,426</b>	

Cost Centre: 101 GTC Office

2018/19 Actual £		2019/20			Variation £	
		2019/20 Budget £	Revised Estimate £	2020/21 Budget £		
<b>Employees</b>						
174193	Direct employee expenses	Salaries	180300	203845	236940	56640 Two new staff from 1 Oct 2019
18124		Er's NIC	18732	20633	24180	5448
30152		Er's Supn	30096	35068	40332	10236
500		Agency staff & Contractors	18384	96	0	-18384
2616	Indirect employee expenses	Training	3000	2744	3000	0
		Advertising	1500	1500	1500	0
433		Other	600	289	600	0
<b>Premises Related Expenditure</b>						
1077	Repairs, alteration & maintenance of buildings		990	887	4800	3810
0	Energy costs		0	0	3200	3200
0	CRC allowances		0	0	0	0
13000	Rents		15620	14510	1200	-14420 Moved to own premises, less Chamber rental costs
0	Rates		0	0	12000	12000 Rates on High Street Offices
0	Water services		0	0	300	300
0	Fixtures and fittings		0	0	0	0
167	Cleaning & domestic supplies		120	57	5340	5220 Cleaning on High Street Offices
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
<b>Transport Related Expenditure</b>						
144	Public transport		0	0	0	0
671	Car allowances		1000	3919	2200	1200 Costs of new work van
<b>Supplies &amp; Services</b>						
1982	Equipment, furniture and materials		500	20243	500	0
236	Catering & Hospitality		240	267	300	60
0	Clothes, uniform & laundry		200	200	900	700 Replacment staff uniform
7115	Printing, stationery & general office expenses		6090	6922	6490	400
13328	Services	Professional Fees	10000	9205	10000	0
2439		Audit fees	3300	3249	3300	0
7996		Insurance	8236	8580	8750	514
333		Bank charges	360	312	360	0
2109	Communications & computing	postage	1960	1822	1960	0
2024		telephones	2000	2289	2200	200
8369		computers	8240	8177	8767	527
645		website	1000	876	1000	0
0		publicity advert	0	567	0	0
4400		newsletter	4400	4480	4400	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
57878	Grants & Subscriptions	Grants	60000	60000	70000	10000 £10k Green Grants
3809		Subscriptions	5500	3860	4300	-1200
28412	Contributions to provisions		12479	12478	20300	7821 £10k Youth Provision Survey
1853	Miscellaneous expenses		2000	2000	1825	-175
<b>Third Party Payments</b>						
61064	Godalming Joint Burial Committee		54958	54836	54760	-198
<b>Income</b>						
-8310		Government Grants	0	-4844	0	0
181		Other grants etc	-7479	-7060	-5300	2179
-2332		Customer & client receipts	0	-2710	-8220	-8220 Recharge to JBC for grounds work
-27500		Interest	-1200	-1967	-1200	0
		Recharges	-29680	-29680	-29680	0
<b>407107</b>	<b>Net Expenditure</b>		<b>413446</b>	<b>437650</b>	<b>491304</b>	<b>77858</b>
<b>59753</b>	<b>Capital Finance Costs (Not included in net costs of Services)</b>		<b>59760</b>	<b>59755</b>	<b>77706</b>	<b>17946</b>

**Cost Centre: 102 Civic Expenses**

2018/19 Actual £		2019/20				Variation £
		2019/20 Budget	£ Estimate	Revised £	2020/21 Budget	
	<b>Employees</b>					
250	Direct employee expenses					
0		0	0	0	0	0
0		0	0	0	0	0
956		0	0	0	0	0
0	Indirect employee expenses	0	0	0	0	0
0		0	0	0	0	0
	<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings	0	45	0	0	0
0	Energy costs	0	0	0	0	0
0	CRC allowances	0	0	0	0	0
0	Rents	0	0	2420	2420	WBC Chamber rental
0	Rates	0	0	0	0	0
0	Water services	0	0	0	0	0
0	Fixtures and fittings	0	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0	0
0	Grounds maintenance costs	0	0	0	0	0
0	Premises insurance	0	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0	0
	<b>Transport Related Expenditure</b>					
0	Public transport	0	0	0	0	0
75	Car allowances	0	0	0	0	0
	<b>Supplies &amp; Services</b>					
966	Equipment, furniture and materials	0	0	0	0	0
1080	Catering & Hospitality	500	1005	600	100	
0	Clothes, uniform & laundry	1000	899	500	-500	
653	Printing, stationery & general office expenses	800	598	800	0	
16925	Services	0	595	0	0	
0		0	0	0	0	
0		0	0	0	0	
0		0	0	0	0	
0	Communications & computing	0	0	0	0	
0		0	0	0	0	
2200		2400	2550	2400	0	
0		0	0	0	0	
98		0	142	0	0	
0		0	0	0	0	
0	Expenses	0	0	0	0	
8244		8500	8500	8670	170	
603		3200	2194	1200	-2000	New councillor training no longer required
0	Grants & Subscriptions	0	0	0	0	
0		0	0	0	0	
12000	Contributions to provisions	6000	6000	6000	0	£4k General Election; £2k By Election
3147	Miscellaneous expenses	600	944	960	360	
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0	0	
0	<b>Income</b>					
0		0	0	0	0	
52		0	-156	0	0	
0		0	0	0	0	
-18870		0	0	0	0	
<b>28378</b>	<b>Net Expenditure</b>	<b>23000</b>	<b>23316</b>	<b>23550</b>	<b>550</b>	

**Cost Centre: 104 Town Promotion**

2018/19 Actual £		2019/20 Budget £	2019/20 Revised Estimate £	2020/21 Budget £	Variation £
<b>Employees</b>					
0	Direct employee expenses				
	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
6433	Agency staff & Contractors	0	1824	0	0
0	Indirect employee expenses				
	Training	0	0	0	0
0	Advertising	0	0	0	0
<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings	0	41	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
260	Cleaning & domestic supplies	0	264	300	300
2850	Grounds maintenance costs	5300	5499	6500	1200 Greener Godalming
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
<b>Transport Related Expenditure</b>					
0	Public transport	0	0	0	0
1290	Car allowances	1400	557	0	-1400
<b>Supplies &amp; Services</b>					
3478	Equipment, furniture and materials	5000	2244	500	-4500
138	Catering & Hospitality	0	126	0	0
0	Clothes, uniform & laundry	0	0	0	0
268	Printing, stationery & general office expenses	0	0	0	0
18326	Services				
	Professional Fees	0	400	500	500
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
	telephones	0	0	0	0
	computers	0	0	0	0
	website	0	1180	0	0
1650	publicity advert	0	732	2250	2250
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
24591	Miscellaneous expenses	0	194	395	395
<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0	0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-11982	Customer & client receipts	-3000	-4083	-3300	-300
0	Interest	0	0	0	0
-47177	Recharges	0	0	0	0
<b>124</b>	<b>Net Expenditure</b>	<b>8700</b>	<b>8978</b>	<b>7145</b>	<b>-1555</b>

Cost Centre: 105 Staycation

2018/19 Actual £		2019/20 Budget £	2019/20 Revised Estimate £	2020/21 Budget £	Variation £	Account Code	
<b>Employees</b>							
152	Direct employee expenses						
	Salaries	152	111	152	0	4001	Staff time at Dogalming
15	Er's NIC	15	11	15	0	4002	
0	Er's Supn	0	0	0	0	4003	
225	Agency staff & Contractors	225	400	0	-225	4005	
0	Indirect employee expenses						
	Training	0	0	0	0	4011	
0	Advertising	0	0	0	0	4012	
						4013	
<b>Premises Related Expenditure</b>							
0	Repairs, alteration & maintenance of buildings	0	0	0	0	4101/4102/4103	
0	Energy costs	0	0	0	0	4111	
0	CRC allowances	0	0	0	0		
0	Rents	0	0	0	0	4121	
0	Rates	0	0	0	0	4131	
0	Water services	0	0	0	0	4141	
0	Fixtures and fittings	0	0	0	0	4151	
802	Cleaning & domestic supplies	750	881	900	150	4161/4162/4163	Staycation Live waste removal
0	Grounds maintenance costs	0	0	0	0	4171	
0	Premises insurance	0	0	0	0	4181	
0	Contribution to premises-related provisions	0	0	0	0	5101	
<b>Transport Related Expenditure</b>							
0	Public transport	0	0	0	0	4201	
90	Car allowances	90	0	0	-90	4202/4203	
<b>Supplies &amp; Services</b>							
178	Equipment, furniture and materials	180	514	520	340	4301/4302/4303	
0	Catering & Hospitality	0	378	350	350	4304	
0	Clothes, uniform & laundry	0	0	0	0	4305	
15	Printing, stationery & general office expenses	0	0	0	0	4306/4307/4308	
595	Services	600	300	300	-300	4311/4312/4313	
0	Professional Fees						
0	Audit fees	0	0	0	0	4314	
0	Insurance	0	0	0	0	4315	
0	bank charges	0	0	0	0	4321	
0	Communications & computing						
0	postage	0	0	0	0	4322	
0	telephones	0	0	0	0	4323/4324	
0	computers	0	0	0	0	4325	
0	website	0	0	0	0	4326	
3708	publicity advert	3700	3852	3850	150	4327	£1.3k increase in advertising in Vantage Point
0	newsletter	0	0	0	0	4331	
0	Expenses						
0	Staff expenses	0	0	0	0		
0	Mayor's expenses	0	0	0	0	4332	
0	Members' training	0	0	0	0	4333/4334	
0	Grants & Subscriptions						
0	Grants	0	0	0	0	4341	
0	Subscriptions	0	0	0	0	4342	
0	Contributions to provisions	0	0	0	0	5102	
124	Miscellaneous expenses	100	258	260	160	4343/4900	
<b>Third Party Payments</b>							
0	Godalming Joint Burial Committee	0	0	0	0	4401	
<b>Income</b>							
0	Government Grants	0	0	0	0	1101	
0	Other grants etc	0	0	0	0	1201/1202/1203/1204	
-320	Customer & client receipts	-320	-236	-320	0	1303/1304	Dogalming entrance fees
0	Interest	0	0	0	0	1401	
0	Recharges	0	0	0	0	1501/1502	
<b>5584</b>	<b>Net Expenditure</b>	<b>5492</b>	<b>6469</b>	<b>6027</b>	<b>535</b>		

**Cost Centre: 106 Festivals & Markets**

2018/19 Actual £		2019/20 Budget £	2019/20 Revised Estimate £	2020/21 Budget £	Variation £	Account Code
<b>Employees</b>						
1853	Direct employee expenses	2585	2034	2265	-320	4001
177		297	228	313	16	4002
36		171	146	271	100	4003
761	Agency staff & Contractors	1024	640	0	-1024	4005
0	Indirect employee expenses	0	0	0	0	4011
0		0	0	0	0	4012
					0	4013
<b>Premises Related Expenditure</b>						
0	Repairs, alteration & maintenance of buildings	0	0	0	0	4101/4102/4103
0	Energy costs	0	0	0	0	4111
0	CRC allowances	0	0	0	0	
0	Rents	0	0	0	0	4121
0	Rates	0	0	0	0	4131
0	Water services	0	0	0	0	4141
0	Fixtures and fittings	0	0	0	0	4151
814	Cleaning & domestic supplies	600	834	600	0	4161/4162/4163
0	Grounds maintenance costs	0	0	0	0	4171
0	Premises insurance	0	0	0	0	4181
0	Contribution to premises-related provisions	0	0	0	0	5101
<b>Transport Related Expenditure</b>						
0	Public transport	0	0	0	0	4201
240	Car allowances	400	204	400	0	4202/4203
<b>Supplies &amp; Services</b>						
837	Equipment, furniture and materials	510	847	510	0	4301/4302/4303
127	Catering & Hospitality	180	177	180	0	4304
0	Clothes, uniform & laundry	0	0	0	0	4305
57	Printing, stationery & general office expenses	530	530	530	0	4306/4307/4308
3182	Services	2100	3890	2100	0	4311/4312/4313
0	Professional Fees					
0	Audit fees	0	0	0	0	4314
0	Insurance	0	0	0	0	4315
0	bank charges	0	0	0	0	4321
0	Communications & computing					
0	postage	0	0	0	0	4322
0	telephones	0	0	0	0	4323/4324
0	computers	0	0	0	0	4325
0	website	0	0	0	0	4326
5779	publicity advert	4380	4820	4380	0	4327
0	newsletter	0	0	0	0	4331
0	Expenses					
0	Staff expenses	0	0	0	0	
0	Mayor's expenses	0	0	0	0	4332
0	Members' training	0	0	0	0	4333/4334
0	Grants & Subscriptions					
0	Grants	0	0	0	0	4341
0	Subscriptions	220	340	220	0	4342/4343
0	Contributions to provisions	0	0	0	0	5102
1812	Miscellaneous expenses	1000	828	1000	0	4900
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee	0	0	0	0	4401
<b>Income</b>						
0	Government Grants	0	0	0	0	1101
0	Other grants etc	0	0	0	0	1201/1202/1203/1204
-15915	Customer & client receipts	-14200	-15517	-14160	40	1303/1304
0	Interest	0	0	0	0	1401
0	Recharges	0	0	0	0	1501/1502
<b>-239</b>	<b>Net Expenditure</b>	<b>-203</b>	<b>1</b>	<b>-1391</b>	<b>-1188</b>	

**Cost Centre: 108 Christmas Lights**

2018/19			2019/20		2020/21	
Actual			2019/20	Revised	2020/21	Variation £
£			Budget £	Estimate £	Budget £	
	<b>Employees</b>					
0	Direct employee expenses	Salaries	0	0	0	0
0		Er's NIC	0	0	0	0
0		Er's Supn	0	0	0	0
16		Agency staff & Contractors	0	40	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
	<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	<b>Transport Related Expenditure</b>					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	<b>Supplies &amp; Services</b>					
0	Equipment, furniture and materials		0	0	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
44944	Services	Professional Fees	45880	45840	35500	-10380
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	0	0	0	0
0	Contributions to provisions		0	0	0	0
25	Miscellaneous expenses		0	0	0	0
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee		0	0	0	0
	<b>Income</b>					
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-3200		Customer & client receipts	-3200	-3200	-3200	0
0		Interest	0	0	0	0
-2769		Recharges	-3680	-3680	0	3680
<b>39016</b>	<b>Net Expenditure</b>		<b>39000</b>	<b>39000</b>	<b>32300</b>	<b>-6700</b>

**Cost Centre: 109 Fireworks**

2018/19			2019/20		2020/21	
Actual			2019/20	Revised	2020/21	Variation £
£			Budget £	Estimate £	Budget £	
	<b>Employees</b>					
576	Direct employee expenses	Salaries	610	0	0	-610
56		Er's NIC	0	0	0	0
56		Er's Supn	0	0	0	0
1648		Agency staff & Contractors	1400	0	0	-1400
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
						0
	<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		100	0	0	-100
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	<b>Transport Related Expenditure</b>					
0	Public transport		0	0	0	0
311	Car allowances		320	0	0	-320
	<b>Supplies &amp; Services</b>					
1225	Equipment, furniture and materials		1500	0	0	-1500
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
6784	Services	Professional Fees	6800	2000	0	-6800
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		Bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
1980		publicity advert	2200	0	0	-2200
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	260	0	0	-260
0	Contributions to provisions		0	0	0	0
639	Miscellaneous expenses		500	0	0	-500
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee			0		0
	<b>Income</b>					
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-12544		Customer & client receipts	-10800	0	0	10800
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
<b>731</b>	<b>Net Expenditure</b>		<b>2890</b>	<b>2000</b>	<b>0</b>	<b>-2890</b>

**Cost Centre: 111 Neighbourhood Plan**

2018/19		2019/20	2019/20	2020/21	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	<b>Premises Related Expenditure</b>				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
0	Equipment, furniture and materials	0	0	0	0
228	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
191	Printing, stationery & general office expenses	0	0	0	0
2953	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
550	publicity advert	0	1930	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
0	<b>Income</b>	0	0	0	0
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
-3922	Recharges	0	-1730	0	0
<b>0</b>	<b>Net Expenditure</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>

**Cost Centre: 201 Broadwater Park Community Centre**

2018/19		2019/20	2019/20	2020/21	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
773	Agency staff & Contractors	0	2024	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	<b>Premises Related Expenditure</b>				
9672	Repairs, alteration & maintenance of buildings	4420	4144	3912	-508
3029	Energy costs	3480	3444	3516	36
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
1296	Rates	1352	1326	1380	28
334	Water services	480	421	480	0
0	Fixtures and fittings	0	0	0	0
7195	Cleaning & domestic supplies	9000	9602	9000	0
3255	Grounds maintenance costs	1488	1297	240	-1248 Works done by own staff
0	Premises insurance	0	0	0	0
26300	Contribution to premises-related provisions	2500	2500	2500	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	30	0	0
	<b>Supplies &amp; Services</b>				
80	Equipment, furniture and materials	600	2087	600	0
0	Catering & Hospitality	0	23	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	postage	0	0	0	0
0	Communications & computing	0	0	0	0
750	telephones	840	786	840	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	300	300	300	0
0	Contributions to provisions				0
98	Miscellaneous expenses				0
	<b>Income</b>				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-31494	Customer & client receipts	-29000	-28012	-29000	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
<b>21288</b>	<b>Net Expenditure</b>	<b>-4540</b>	<b>-28</b>	<b>-6232</b>	<b>-1692</b>

**Cost Centre: 202 The Pepperpot**

2018/19		2019/20	2019/20	2020/21	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
927	Agency staff & Contractors	0	320	0	0
0	Indirect employee expenses	0	0	0	0
	Training	0	0	0	0
	Advertising	0	0	0	0
					0
	<b>Premises Related Expenditure</b>				
52421	Repairs, alteration & maintenance of buildings	2520	5127	2856	336
926	Energy costs	1200	892	1200	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
660	Rates	670	675	690	20
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
1222	Cleaning & domestic supplies	1860	1859	1860	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
263	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
792	Equipment, furniture and materials	600	2474	600	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services				
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	postage	0	0	0	0
1084	telephones	1104	731	816	-288
0	computers	0	0	0	0
0	website	0	0	0	0
35	publicity advert	0	590	0	0
0	newsletter	0	0	0	0
0	Expenses				
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions				
0	Grants	0	0	0	0
70	Subscriptions	70	70	70	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
	<b>Income</b>				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-90459	Customer & client receipts	-8400	-13584	-11683	-3283
0	Interest	0	0	0	0
0	Recharges	0	-4500	0	0
<b>-29558</b>	<b>Net Expenditure</b>	<b>2124</b>	<b>-2846</b>	<b>-1091</b>	<b>-3215</b>

**Cost Centre: 203 The Square**

2018/19		2019/20	2019/20	2020/21	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
	<b>Premises Related Expenditure</b>				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
1745	Premises insurance	1830	1512	1550	-280
					Property now occupied which lowers insurance - allowed for 3% CPI increase
0	Contribution to premises-related provisions	0	0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
322	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
0	<b>Income</b>	0	0	0	0
0		0	0	0	0
-14067	Customer & client receipts	-13830	-13512	-13550	280
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
<b>-12000</b>	<b>Net Expenditure</b>	<b>-12000</b>	<b>-12000</b>	<b>-12000</b>	<b>0</b>

**Cost Centre: 204 Allotments**

2018/19		2019/20	2019/20	2020/21	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
187	Agency staff & Contractors	0	272	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
					0
	<b>Premises Related Expenditure</b>				
0	Repairs, alteration & maintenance of buildings	0	329	300	300
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
12	Water services	60	68	72	12
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	211	430	430
7089	Grounds maintenance costs	3000	1810	0	-3000 Work done by own staff
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
77	Equipment, furniture and materials	0	11551	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
	<b>Income</b>				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-2083	Customer & client receipts	-2300	-1944	-2000	300
0	Interest	0	0	0	0
0	Recharges	0	-10500	0	0
<b>5283</b>	<b>Net Expenditure</b>	<b>760</b>	<b>1797</b>	<b>-1198</b>	<b>-1958</b>

**Cost Centre: 205 Wilfrid Noyce Centre**

2018/19			2019/20	2019/20	2020/21	
Actual			Budget	Revised	Budget	Variation
£			£	£	£	£
<b>Employees</b>						
3835.4	Direct employee expenses	Salaries	2544	2655	2640	96
0		Er's NIC	0	0	0	0
0		Er's Supn	438	182	454	16
2076		Agency staff & Contractors	0	1264	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
<b>Premises Related Expenditure</b>						
18950.63	Repairs, alteration & maintenance of buildings		11840	10612	10140	-1700
4356.31	Energy costs		5280	4645	5280	0
0	CRC allowances		0	0	0	0
209	Rents		250	230	250	0
6139.53	Rates		4600	4566	4660	60
623.27	Water services		900	940	960	60
0	Fixtures and fittings		0	0	0	0
10990.36	Cleaning & domestic supplies		15724	15716	15820	96
0	Grounds maintenance costs		0	31	0	0
0	Premises insurance		0	0	0	0
3500	Contribution to premises-related provisions		2500	2500	2500	0
<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
<b>Supplies &amp; Services</b>						
7674	Equipment, furniture and materials		4000	4541	4000	0
25	Catering & Hospitality		0	10	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
5259	Services	Professional Fees	3000	3570	1500	-1500 Xmas Lights
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
949		telephones	1077	1117	1240	163
114		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
692		Subscriptions	350	350	350	0
10417	Contributions to provisions		2083	0	0	-2083
0	Miscellaneous expenses		1200	500	1200	0
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee		0	0	0	0
<b>Income</b>						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-71823		Customer & client receipts	-54000	-53589	-60000	-6000
0		Interest	0	0	0	0
-9904		Recharges	-2083	0	0	2083
<b>-5918</b>	<b>Net Expenditure</b>		<b>-297</b>	<b>-160</b>	<b>-9006</b>	<b>-8709</b>

**Cost Centre: 206 Bandstand**

2018/19			2019/20		2019/20		2020/21		
Actual			2019/20	£	Revised	£	Budget	£	Variation £
£			Budget	£	Estimate	£	Budget	£	Variation £
	<b>Employees</b>								
0	Direct employee expenses	Salaries	0		0		0		0
0		Er's NIC	0		0		0		0
0		Er's Supn	0		0		0		0
300		Agency staff & Contractors	0		32		0		0
0	Indirect employee expenses	Training	0		0		0		0
0		Advertising	0		0		0		0
									0
	<b>Premises Related Expenditure</b>								
2	Repairs, alteration & maintenance of buildings		1000		435		600		-400
0	Energy costs		0		0		0		0
0	CRC allowances		0		0		0		0
0	Rents		0		0		0		0
0	Rates		0		0		0		0
0	Water services		0		0		0		0
0	Fixtures and fittings		0		0		0		0
0	Cleaning & domestic supplies		0		0		0		0
0	Grounds maintenance costs		0		0		0		0
0	Premises insurance		0		0		0		0
0	Contribution to premises-related provisions		0		0		0		0
	<b>Transport Related Expenditure</b>								
0	Public transport		0		0		0		0
0	Car allowances		0		0		0		0
	<b>Supplies &amp; Services</b>								
825	Equipment, furniture and materials		0		0		0		0
0	Catering & Hospitality		0		0		0		0
0	Clothes, uniform & laundry		0		0		0		0
0	Printing, stationery & general office expenses		0		0		0		0
0	Services	Professional Fees	0		0		0		0
0		Audit fees	0		0		0		0
0		Insurance	0		0		0		0
0		bank charges	0		0		0		0
0	Communications & computing	postage	0		0		0		0
0		telephones	0		0		0		0
0		computers	0		0		0		0
0		website	0		0		0		0
0		publicity advert	0		0		0		0
0		newsletter	0		0		0		0
0	Expenses	Staff expenses	0		0		0		0
0		Mayor's expenses	0		0		0		0
0		Members' training	0		0		0		0
0	Grants & Subscriptions	Grants	0		0		0		0
303		Subscriptions	100		100		100		0
0	Contributions to provisions		0		0		0		0
0	Miscellaneous expenses		0		0		0		0
	<b>Third Party Payments</b>								
0	Godalming Joint Burial Committee								0
0	<b>Income</b>	Government Grants	0		0		0		0
0		Other grants etc	0		0		0		0
-1605		Customer & client receipts	-630		-706		-630		0
0		Interest	0		0		0		0
0		Recharges	0		0		0		0
<b>-174</b>	<b>Net Expenditure</b>		<b>470</b>		<b>-139</b>		<b>70</b>		<b>-400</b>

2018/19		2019/20	2019/20	2020/21		
Actual		Budget	Revised	Budget	Variation £	
£		£	Estimate £	£		
<b>Cost Centre: 207 Museum</b>						
<b>Employees</b>						
41499	Direct employee expenses	Salaries	43032	43056	43896	864
3696		Er's NIC	3600	3776	3780	180
7033		Er's Supn	7008	7188	7140	132
777		Agency staff & Contractors	0	424	0	0
485	Indirect employee expenses	Training	1000	500	1000	0
0		Advertising	0	0	0	0
<b>Premises Related Expenditure</b>						
12088	Repairs, alteration & maintenance of buildings		2500	5639	2500	0
0	Energy costs		0	13	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	63	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
68000	Contribution to premises-related provisions		53000	53000	33125	-19875 SLA for Museum drops from 1 Oct 2020
<b>Transport Related Expenditure</b>						
27	Public transport		0	0	0	0
123	Car allowances		320	160	320	0
<b>Supplies &amp; Services</b>						
1256	Equipment, furniture and materials		0	0	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
276	Printing, stationery & general office expenses		300	351	300	0
1420	Services	Professional Fees	0	1135	0	0
0		Audit fees	0	0	0	0
5618		Insurance	5700	6071	6200	500
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
131		telephones	300	229	300	0
2605		computers	2050	3180	2592	542
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	3000	3000	3000	0 SMCC Partnership
0	Contributions to provisions		0	0	0	0
157	Miscellaneous expenses		0	60	0	0
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee					0
<b>Income</b>						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-75785		Customer & client receipts	-60784	-60844	-40909	19875 SLA for Museum drops from 1 Oct 2020
0		Interest	0	0	0	0
-5120		Recharges	0	-3200	0	0
<b>64286</b>	<b>Net Expenditure</b>		<b>61026</b>	<b>63801</b>	<b>63244</b>	<b>2218</b>

Cost Centre: 208 Land & Property Other

2018/19 Actual £		2019/20 Budget £	2019/20 Revised Estimate £	2020/21 Budget £	Variation £
<b>Employees</b>					
0	Direct employee expenses				
	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
10400	Agency staff & Contractors	0	4124	0	0
0	Indirect employee expenses				
	Training	0	0	0	0
0	Advertising	0	0	0	0
<b>Premises Related Expenditure</b>					
6879	Repairs, alteration & maintenance of buildings	6660	9998	6660	0
1220	Energy costs	780	717	780	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
3528	Rates	3634	3609	3706	72
3193	Water services	3240	3162	3240	0
0	Fixtures and fittings	1000	250	1000	0
14070	Cleaning & domestic supplies	16540	16536	14040	-2500
155	Grounds maintenance costs	8000	5803	5000	-3000
0	Premises insurance	0	0	0	0
1500	Contribution to premises-related provisions	2500	2500	2500	0
<b>Transport Related Expenditure</b>					
0	Public transport	0	0	0	0
100	Car allowances	0	150	0	0
<b>Supplies &amp; Services</b>					
14200	Equipment, furniture and materials	0	3227	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
5111	Services				
	Professional Fees	0	2302	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
	telephones	0	0	0	0
	computers	0	0	0	0
	website	0	0	0	0
275	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
	Mayor's expenses	0	0	0	0
	Members' training	0	0	0	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	2000	2000 Flood Wall Maintenance
1350	Miscellaneous expenses	1800	2276	1800	0
<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0	0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-9584	Customer & client receipts	0	-5649	0	0
0	Interest	0	0	0	0
-13250	Recharges	0	-7400	0	0
<b>39148</b>	<b>Net Expenditure</b>	<b>44154</b>	<b>41605</b>	<b>40726</b>	<b>-3428</b>

**Cost Centre: 301 107-9 High Street**

2018/19 Actual £		2018/19 Budget £	2019/20 Revised Estimate £	2020/21 Budget £	Variation £
<b>Employees</b>					
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings	0	430000	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
<b>Transport Related Expenditure</b>					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
<b>Supplies &amp; Services</b>					
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee				0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	-430000	0	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
<b>Net Expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Godalming Town Council  
Revised Estimates 2019/20 and Budget 2020/21

	Balance b/f 1 April 2018 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves/ Bal. Sheet £	Balance c/f 31 March 2019 £
<b>Movement in Reserves to March 31 2019 (Actual)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	238,637	-604	25,000			<u>263,033</u>
<b>Sub-total unallocated reserves</b>	<u>238,637</u>					<u>263,033</u>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	13,702		12,000	-4,100		<b>21,602</b> JNL 178
3 WW1 Memorial	13,020			-12,270		<b>750</b> Min 545-16 P&M 23 Feb 2017
4 IT Reserve	3,000		2,000			<b>5,000</b> Min 36-18 £2970 Boarden Bridge; Min 331-17 £2929 Pedestrian Gate; Min 223-18 £1750 Noticeboards
5 Other Land & Property Maintenance	25,750		11,000	-7,649		<b>29,101</b> Min 95-18 £2500; Min 142-18 £18442 P&M 6 Sept 2018; Min 225-18 P&M 18 Oct 2018 £1000; Min 217-18 P&M Oct 2018
6 Emerging Projects	17,388		39,912	-14,000		<b>43,300</b>
7 Farncombe Initiative	3,276			-75		<b>3,201</b>
8 Neighbourhood Plan	5,651			-3,922		<b>1,729</b> JNL 215; JNL 223
9 Festival Surplus	2,897					<b>2,897</b>
10 Staycation	335					<b>335</b>
11 Christmas Lights	11,557			-2,769		<b>8,788</b> JNL 215
12 Wilfrid Noyce Key Deposits	80					<b>80</b>
13 Wilfrid Noyce Refurbishment Scheme	6,975			-6,975		<b>0</b> JNL 212
14 Wilfrid Noyce Chamber of Commerce Cont	-10,417		10,417			<b>0</b>
15 Mayor's Charity	0		2,749			<b>2,749</b> JNL 223
16 Youth Provision	0					<b>0</b>
17 Flood Alleviation	23,200			-23,200		<b>0</b> Min 428-14 Full Council 26 March 2015 JNL 173 £12733.78 Boarden Bridge; JNL 199 Floral Godalming; JNL 223 BWP renovations
18 Caudle Memorial Fund	20,932		23,800	-20,932		<b>23,800</b>
19 Godalming Museum	36,500		28,500	-5,120		<b>59,880</b> Min 267-18 P&M 29 November 2018; JNL 225
<b>Sub- total Earmarked Reserves</b>	<u>173,846</u>					<u>203,212</u>
<b>Balances</b>	<b>412,483</b>	<b>-604</b>	<b>155,378</b>	<b>-101,012</b>		<b>466,245</b>

Godalming Town Council  
Revised Estimates 2019/20 and Budget 2020/21

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2020 £
<b>BUDGET 2019/20 - Projection of Reserves to March 31 2020 (Balances b/f restated to match actuals at 31/03/19)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	263,033					263,033
<b>Sub-total unallocated reserves</b>	<b>263,033</b>					<b>263,033</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	21,602		6,000			27,602
3 WW1 Memorial	750					750
4 IT Reserve	5,000					5,000
5 Other Land & Property Maintenance	29,101		10,000			39,101
6 New Initiatives Fund	43,300		12,479			55,779
7 Farncombe Initiative	3,201					3,201
8 Neighbourhood Plan	1,729					1,729
9 Festival Surplus	2,897					2,897
10 Staycation	335					335
11 Christmas Lights	8,788			-3,680		5,108
12 Wilfrid Noyce Key Deposits	80					80
13 Wilfrid Noyce Refurbishment Scheme	0					0
14 Wilfrid Noyce Chamber of Commerce Cont	0		2,083			2,084
15 Mayor's Charity	2,749					2,749
16 Youth Provision	0					0
17 Flood Alleviation	0					0
18 Caudle Memorial Fund	23,800					23,800
19 Godalming Museum	59,880		53,000			112,880
	<b>203,212</b>					<b>283,094</b>
<b>Balances</b>	<b>466,245</b>	<b>0</b>	<b>83,562</b>	<b>-3,680</b>	<b>0</b>	<b>546,127</b>

Godalming Town Council  
Revised Estimates 2019/20 and Budget 2020/21

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2020 £
<b>REVISED ESTIMATES 2019/20 - Projection of Reserves to March 31 2020</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	263,033	-26,356				236,677
<b>Sub-total unallocated reserves</b>	<b>263,033</b>					<b>236,677</b>
<small>Min 44-19 P&amp;M 22 May 2019 £20k Staff Set Up costs, Min 42-18 P&amp;M 24 May 2018 £4.3 BWP Green Compound, Min 167-19 FC 25 Jul 2019 £2k Security Fencing</small>						
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	21,602		6,000			27,602
3 WW1 Memorial	750					750
4 IT Reserve	5,000					5,000
5 Other Land & Property Maintenance	29,101		10,000	-10,500		28,601
<small>Burys Footpath Min 133-19 P&amp;M 11 Jul 2019</small>						
6 New Initiatives Fund	43,300		12,479	-17,400		38,379
<small>Farncombe Toilets Min 377-18 P&amp;M 7 Mar 2019 £7.4k; Green Grants / Water Fountains Min 159-19 FC 25 Jul 2019 £10k</small>						
7 Farncombe Initiative	3,201					3,201
8 Neighbourhood Plan	1,729			-1,729		0
9 Festival Surplus	2,897					2,897
10 Staycation	335					335
11 Christmas Lights	8,788			-3,680		5,108
12 Wilfrid Noyce Key Deposits	80					80
13 Wilfrid Noyce Refurbishment Scheme	0					0
14 Wilfrid Noyce Chamber of Commerce Cont	0					0
15 Mayor's Charity	2,749			-2,749		0
16 Youth Provision	0					0
17 Flood Wall Maintenance	0					0
18 Caudle Memorial Fund	23,800			-4,500		19,300
<small>Pepperpot Renovations</small>						
19 Godalming Museum	59,880		53,000	-3,200		109,680
<small>Electrical Safety Works Min 267-18 P&amp;M 19 Nov 2018</small>						
	<b>203,212</b>					<b>240,933</b>
<b>Balances</b>	<b>466,245</b>	<b>-26,356</b>	<b>81,479</b>	<b>-43,758</b>	<b>0</b>	<b>477,610</b>

Godalming Town Council  
Revised Estimates 2019/20 and Budget 2020/21

	Balance b/f 1 April 2020 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2021 £
<b>Budget 2020/21 - Projection of Reserves to March 31 2021</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	236,677					236,677
<b>Sub-total unallocated reserves</b>	<b>236,677</b>					<b>236,677</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	27,602		6,000			33,602
3 WW1 Memorial	750					750
4 IT Reserve	5,000					5,000
5 Other Land & Property Maintenance	28,601		10,000			38,601
6 New Initiatives Fund	38,379		10,300			48,679
7 Farncombe Initiative	3,201					3,201
8 Neighbourhood Plan	0					0
9 Festival Surplus	2,897					2,897
10 Staycation	335					335
11 Christmas Lights	5,108					5,108
12 Wilfrid Noyce Key Deposits	80					80
13 Wilfrid Noyce Refurbishment Scheme	0					0
14 Wilfrid Noyce Chamber of Commerce Cont	0					0
15 Mayor's Charity	0					0
16 Youth Provision	0		10,000			10,000
17 Flood Wall Maintenance	0		2,000			2,000
18 Caudle Memorial Fund	19,300					19,300
19 Godalming Museum	109,680		33,125			142,805
	<b>240,933</b>					<b>312,358</b>
<b>Balances</b>	<b>477,610</b>	<b>0</b>	<b>71,425</b>	<b>0</b>	<b>0</b>	<b>549,035</b>

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.