

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

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, 21 July 2016 at 7.30 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Reynolds – Chairman  
Councillor Thornton – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Wheatley  
Councillor S Bott  
Councillor Noyce  
Councillor Williams  
Councillor Bolton  
Councillor Walden  
Councillor Purkiss

Councillor Gordon-Smith  
Councillor Cosser  
Councillor T Martin  
Councillor Hunter  
Councillor Welland  
Councillor Pinches  
Councillor Gray  
Councillor Young

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 9 June 2016, 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 4.

### 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.

### 5. COMMITTEE WORK PROGRAMME

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

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk 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.

7. BUDGET MONITORING

Members to consider a budget monitoring report the first quarter of the current financial year 2016/17 (the year to 30 June 2016) (detailed report attached for the information of Members).

Members to note that the monitoring report shows a current variance of £47,019 underspent. At the current time there are no projected variances for the year end.

Individual variances may be explained as follows – the underspend against head office costs arises from the fact that the introduction of new arrangements for successful grant applicants means that grants approved on 9 June were paid in July rather June as originally anticipated. As reported last month the additional (agreed) expenditure on the new website exceeds the budget and while it is agreed that up to £8,000 may be drawn from reserves to fund the website – this transfer will only be made if the additional expenditure cannot be contained within underspends elsewhere. Transfers to and from the Joint Burial Committee anticipated to be made in June have been delayed.

The overspend against Town Promotion arises because the expenditure is to be funded from balances and the transfers have not yet been made.

The underspend shown against Christmas Lights is notional and arises because decisions made by this Committee on 9 June 2016 mean the contribution to reserves scheduled for June will not now be made.

The Community Navigator post comes to an end on 24 July 2016 and after the post ends a transfer from the Community Navigator Reserve will be completed to bring this project to a nil variance.

The underspends against the Community Buildings (BWP Community Centre, Pepperpot & Wilfrid Noyce Centre) arise from buoyant income (though some of that is income in advance).

The underspend against The Square is misleading and results from the fact that phasing of reimbursement was inaccurate.

The overspend against Land & Property Other arises from the replacement of two town entry signs and the purchase of some new traffic signs – in this case the budget phasing is inaccurate.

<b>Cost Centre</b>		<b>Year to date Variance</b>	<b>Projected Variance @ year end</b>
		<b>£</b>	<b>£</b>
101	Head Office Costs	33,939 u/s	0
102	Civic Expenses	370 o/s	0
104	Town Promotion	2,644 o/s	0
105	Staycation	310 o/s	0
106	Festivals & Markets	229 o/s	0
108	Christmas Lights	8,064 u/s	0
110	Community Navigator	3,409 o/s	0
111	Neighbourhood Plan	375 o/s	0
201	BWP Community Centre	6,036 u/s	0
202	Pepperpot	1,228 u/s	0
203	The Square	3,500 u/s	0
204	Allotments	3 u/s	0
205	Wilfrid Noyce Community Centre	1,527 u/s	0
206	Bandstand	1,139 u/s	0
208	Land & Property Other	1,080 o/s	0
<b>TOTAL</b>		<b>47,019 u/s</b>	<b>0</b>

#### 8. GODALMING ANNUAL BONFIRE & FIREWORK DISPLAY

Members will be aware of the decision of the Godalming & Villages Lions Club to withdraw from the running of the annual Godalming torch lit procession, bonfire and firework display. On receipt of this news on 13 June, Members indicated that Officers might explore potential options for the continuation of the November celebrations by other community groups within the town.

Dialogue with both Godalming Rotary Clubs, the Round Table and 41 Club have established the extent to which these organisations are able and willing to support the Town's Bonfire & Firework Display. All indicated their support for the event, however; equally they all state that they are unable to take on the organisation of the event in its entirety. Further discussions established that in order for these organisations to undertake a role in the delivery of an event, they would wish to work as a collaboration of town community organisations with the town council taking the role of lead organisation to facilitate, co-ordinate and underwrite this major event, in much the same vein as it did for the 2012 Jubilee events.

It is for Members to decide if they wish the town council to co-ordinate community groups to provide a November 5<sup>th</sup> celebration event. Members may wish to take the position that there is no role for the town council in the organisation of this event. However, Members may decide that the November 5<sup>th</sup> celebration is of a benefit to the town and that they wish to facilitate its continuance in a suitable format. To assist Members in their decision making an officers report is attached for their consideration.

Members are requested to indicate their preferred option.

9. CHRISTMAS LIGHTS

Members are asked to note that following their decision regarding Christmas Lights provision (minute 108-16 refers) officers have completed negotiations with the contractors for the installation of icicle lights throughout the area of the scheme, candle lanterns in Bridge Street, Christmas trees in Wharf Street, Queen Street & Church Street and alternative use of Christmas trees and Antares Stars along the High Street with lights being placed in selected trees. The scheme remains within the agreed costs. The details relating to the separate scheme for the Wilfrid Noyce Centre has also been finalised.

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON TRANSPORTATION TASK GROUP

Members are asked to note a report from Councillors Walden & Councillor Bolton on the Transportation Task Group (SCC) (report to be tabled for the information of Members) an organisation on which Councillors Walden & Bolton represent the Town Council.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CITIZENS' ADVICE BUREAU

Members are asked to note a report from Councillor S Bott on the Waverley Citizens' Advice Bureau (report to be attached for the information of Members) an organisation on which Councillor S Bott represents the Town Council.

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

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

13. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 1 September 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

14. ANNOUNCEMENTS

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

THE COMMITTEE 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. STAFFING MATTERS.

15. THE SQUARE

Members to consider a confidential oral update from the Town Clerk

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
THE SQUARE	Town Clerk		This matter is now a standing confidential item and appears on the agenda.	N/A		
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	Report on the agenda for this meeting. On-going item for approximately quarterly reporting. First report expected 1 September 2016.	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	To be completed by 31 March 2017	31/03/17		
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 19 May 2016. Further reports expected at approximately six-monthly intervals. Next report expected on 15 December 2016	N/A		
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. Successful public consultation event in the Borough Hall on Thursday 21 January 2016. MoU signed on 4 March 2016.	23/10/14	unknown	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015, 2 December 2015, 16 March and 25 May 2016. Launch of new website expected before 21 July 2016 Work on use of social media by end September 2016.	21/07/16 30/09/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Report received 23 July 2015 – service of all agendas by post remains but incremental approach adopted to moving towards mixed service according to Members’ needs. GTC IT support contractors currently investigating issues regarding production of the PDFs required to complete this item.	11/06/15	1/09/16	
CHRISTMAS LIGHTS	Deputy Town Clerk	46-16	Item on the agenda for this meeting	9/06/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
WW1 2018 (INC GODALMING WAR MEMORIAL)	Deputy Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
HIGH ST ROADWORKS & SCC	Deputy Town Clerk	46-16	The Deputy Town Clerk to report orally at this meeting. Works have started. The first phase to resurface the bus layby outside Halfords was completed ahead of schedule. SCC are progressing with the works and are ensuring residents and businesses are kept informed.	9/06/16		
CHURCH STREET ENVIRONMENTAL IMPROVEMENTS	Deputy Town Clerk	46-16	Item on the agenda for this meeting Item considered on 9 June and agreed. S106 funding approved by WBC. Orders have been placed.	21/07/16		
AUDIT OF GTC’S NOTICEBOARDS	Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
RECEIVING PAYMENTS BY CARD etc.	Finance Administrator	46-16	Report expected on or before 12 January 2017	12/01/17		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
GRANTS – OBLIGATIONS FOR SUCCESSFUL APPLICANTS	Town Clerk	46-16	Changes to obligations agreed on 9 June 2016 and implemented	9/06/16		28/06/16
REPRESENTATION ON EXTERNAL BODIES REPORTS: Godalming/Joigny Friendship Association	Cllr A Bott	81-15	Report received 19 May 2016	19/05/16		19/05/16
Godalming/Mayen Association	Cllr Hunter	51-16	Report on the agenda for this meeting.	09/06/16	21/07/16	
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report on the agenda for this meeting.	09/06/16	21/07/16	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report on the agenda for this meeting	21/07/16		
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report expected 21 July 2016 and deferred until 1 September 2016	21/07/16	1/09/16	
Go Godalming Association	Cllr Gordon-Smith	51-16	Report expected 1 September 2016	1/09/16		
Holloway Hill Sports Association	Cllr T Martin	51-16	Report expected 13 October 2016	13/10/16		
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report expected 13 October 2016	13/10/16		
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report expected 15 December 2016	15/12/16		
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report expected 12 January 2017	12/01/17		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued:						
Godalming Together CIC	Cllr A Bott	51-16	Report expected 12 January 2017	12/01/17		
SALC	Cllr Cosser	51-16	Report expected 23 February 2017	23/02/17		
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 6 April 2017	6/04/17		
Sport Godalming	Cllr P Martin	51-16	Report expected 18 May 2017	18/05/17		

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

Event	Date
Farmers' Market	Saturday, 30 July 2016
Staycation	Saturday, 6–Sunday, 14 August 2016
Mayor's Event – Cricket Match	Sunday, 14 August 2016
Farmers' Market	Saturday, 27 August 2016
Mayor's Charity Event – Fashion Show	Wednesday, 21 September 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Mayor's Charity Event – Quiz Night	Friday, 18 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)
Mayor's Charity Event – Band Night	Saturday, 25 February 2017
Mayor's Charity Event – Film Night	Friday, 10 March 2017



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
<b>101</b>	<b>Head Office Costs</b>									
5101	Contrib. to Premises Provision	1,600	1,600	0	1,600	1,600	0	1,600		0
5102	Contrib. to Other Provisions	33,630	33,630	0	33,630	33,630	0	33,630		0
	Head Office Costs :- Expenditure	<b>35,230</b>	<b>35,230</b>	<b>0</b>	<b>35,230</b>	<b>35,230</b>	<b>0</b>	<b>35,230</b>	<b>0</b>	<b>0</b>
4001	Salaries	13,813	13,509	-304	40,633	40,527	-106	162,103		121,470
4002	Employer's NIC	1,474	1,753	279	4,304	5,259	955	21,040		16,736
4003	Employer's Superannuation	2,435	2,575	140	7,186	7,725	539	30,900		23,714
4011	Staff Training	55	0	-55	1,085	1,030	-55	2,700		1,615
4012	Recruitment Advertising	0	0	0	0	0	0	1,500		1,500
4013	Other Staff Expenses	0	50	50	0	50	50	200		200
4102	Property Maintenance	0	62	62	0	186	186	750		750
4121	Rents	10	0	-10	20	10	-10	13,000		12,981
4161	Cleaning	0	0	0	1	0	-1	50		49
4201	Public Transport	17	0	-17	17	0	-17	0		-17
4202	Car Allowances	271	250	-21	271	250	-21	1,000		729
4301	Equipment	0	42	42	0	126	126	500		500
4302	Furniture	159	0	-159	159	0	-159	0		-159
4304	Catering	145	17	-128	171	51	-120	200		29
4305	Clothes, Uniform & Laundry	0	0	0	0	0	0	200		200
4306	Printing	0	217	217	300	651	351	2,600		2,300
4307	Stationery	341	217	-124	982	651	-331	2,600		1,618
4308	General Office Expense	3	0	-3	3	0	-3	0		-3
4313	Professional Fees - Other	0	1,750	1,750	0	1,750	1,750	7,000		7,000

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
4314 Audit Fees	0	0	0	208	208	0	3,300		3,092
4315 Insurance	0	0	0	8,172	8,470	298	8,470		298
4321 Bank Charges	69	83	14	222	249	27	1,000		778
4322 Postage	0	650	650	0	650	650	2,600		2,600
4323 Telephones	209	192	-17	360	576	216	2,300		1,940
4325 Computers	396	558	162	1,063	1,674	611	6,700		5,637
4326 Website	3,000	0	-3,000	18,500	10,000	-8,500	10,000		-8,500
4331 Newsletter	0	0	0	1,000	1,000	0	4,000		3,000
4341 Grants	888	35,000	34,112	10,541	44,653	34,112	55,000		44,459
4342 Subscriptions	960	0	-960	4,405	3,445	-960	5,200		795
4401 Payments to Godalming JBC	0	30,795	30,795	0	30,795	30,795	61,589		61,589
4900 Miscellaneous Expenses	2	250	248	2	750	748	3,000		2,998
Head Office Costs :- Expenditure	<b>24,246</b>	<b>87,970</b>	<b>63,724</b>	<b>99,605</b>	<b>160,736</b>	<b>61,131</b>	<b>409,502</b>	<b>0</b>	<b>309,897</b>
1001 Precept	0	0	0	257,121	257,121	0	514,242		
1202 Grants - WBC	0	0	0	11,510	12,180	-670	12,180		
1303 Other customer/client receipts	420	0	420	420	0	420	0		
1304 Donations	0	0	0	1	0	1	0		
1401 Interest Received	0	225	-225	283	225	58	900		
1501 Recharges to Godalming JBC	0	27,000	-27,000	0	27,000	-27,000	27,000		
Head Office Costs :- Income	<b>420</b>	<b>27,225</b>	<b>-26,805</b>	<b>269,335</b>	<b>296,526</b>	<b>-27,191</b>	<b>554,322</b>		
<b>Net Expenditure over Income</b>	<b>59,056</b>	<b>95,975</b>	<b>36,919</b>	<b>-134,499</b>	<b>-100,560</b>	<b>33,939</b>	<b>-109,590</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
<b>102 Civic Expenses</b>									
5102 Contrib. to Other Provisions	4,000	4,000	0	4,000	4,000	0	4,000		0
Civic Expenses :- Expenditure	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
4005 Agency Staff	0	0	0	150	0	-150	0		-150
4303 Materials	0	0	0	51	30	-21	0		-51
4304 Catering	27	18	-9	-70	18	88	0		70
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	1,000		1,000
4306 Printing	0	0	0	0	0	0	800		800
4313 Professional Fees - Other	-38	0	38	-3	0	3	0		3
4332 Mayor's Expenses	0	100	100	2,445	1,825	-620	8,000		5,555
4333 Members' Expenses	0	100	100	70	300	230	1,200		1,130
4900 Miscellaneous Expenses	0	100	100	200	300	100	600		400
Civic Expenses :- Expenditure	<b>-11</b>	<b>318</b>	<b>329</b>	<b>2,843</b>	<b>2,473</b>	<b>-370</b>	<b>11,600</b>	<b>0</b>	<b>8,757</b>
<b>Net Expenditure over Income</b>	<b>3,989</b>	<b>4,318</b>	<b>329</b>	<b>6,843</b>	<b>6,473</b>	<b>-370</b>	<b>15,600</b>		
<b>104 Town Promotion</b>									
4102 Property Maintenance	0	0	0	1,600	0	-1,600	0		-1,600
4203 Other Transport Costs	0	0	0	101	0	-101	0		-101
4301 Equipment	0	0	0	707	0	-707	0		-707
4302 Furniture	0	0	0	409	0	-409	0		-409
4900 Miscellaneous Expenses	225	0	-225	225	0	-225	0		-225
Town Promotion :- Expenditure	<b>225</b>	<b>0</b>	<b>-225</b>	<b>3,041</b>	<b>0</b>	<b>-3,041</b>	<b>0</b>	<b>0</b>	<b>-3,041</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
1303 Other customer/client receipts	0	0	0	398	0	398	0		
Town Promotion :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>398</b>	<b>0</b>	<b>398</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>225</b>	<b>0</b>	<b>-225</b>	<b>2,644</b>	<b>0</b>	<b>-2,644</b>	<b>0</b>		
<b>105 Staycation</b>									
4301 Equipment	0	0	0	310	0	-310	0		-310
4327 Publicity Advertising	2,000	2,000	0	2,000	2,000	0	2,000		0
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,200		1,200
Staycation :- Expenditure	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,310</b>	<b>2,000</b>	<b>-310</b>	<b>3,200</b>	<b>0</b>	<b>890</b>
<b>Net Expenditure over Income</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,310</b>	<b>2,000</b>	<b>-310</b>	<b>3,200</b>		
<b>106 Festivals &amp; Markets</b>									
4001 Salaries	200	186	-14	500	558	58	1,860		1,360
4002 Employer's NIC	20	24	4	49	72	23	240		191
4301 Equipment	0	0	0	102	0	-102	0		-102
4303 Materials	209	0	-209	209	0	-209	0		-209
Festivals & Markets :- Expenditure	<b>429</b>	<b>210</b>	<b>-219</b>	<b>860</b>	<b>630</b>	<b>-230</b>	<b>2,100</b>	<b>0</b>	<b>1,240</b>
1303 Other customer/client receipts	0	208	-208	625	624	1	2,500		
Festivals & Markets :- Income	<b>0</b>	<b>208</b>	<b>-208</b>	<b>625</b>	<b>624</b>	<b>1</b>	<b>2,500</b>		
<b>Net Expenditure over Income</b>	<b>429</b>	<b>2</b>	<b>-427</b>	<b>235</b>	<b>6</b>	<b>-229</b>	<b>-400</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
<b>108 Christmas Lights</b>									
5102	Contrib. to Other Provisions	0	8,500	8,500	0	8,500	8,500		8,500
	Christmas Lights :- Expenditure	<b>0</b>	<b>8,500</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>
4301	Equipment	436	0	-436	436	0	0		-436
4313	Professional Fees - Other	0	0	0	0	0	34,000		34,000
	Christmas Lights :- Expenditure	<b>436</b>	<b>0</b>	<b>-436</b>	<b>436</b>	<b>0</b>	<b>34,000</b>	<b>0</b>	<b>33,564</b>
1304	Donations	0	0	0	0	0	3,500		
	Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,500</b>		
	<b>Net Expenditure over Income</b>	<b>436</b>	<b>8,500</b>	<b>8,064</b>	<b>436</b>	<b>8,500</b>	<b>39,000</b>		
<b>110 Community Navigator</b>									
5102	Contrib. to Other Provisions	0	-2,810	-2,810	0	-2,810	-2,810		-2,810
	Community Navigator :- Expenditure	<b>0</b>	<b>-2,810</b>	<b>-2,810</b>	<b>0</b>	<b>-2,810</b>	<b>-2,810</b>	<b>0</b>	<b>-2,810</b>
4001	Salaries	2,101	2,039	-62	6,179	6,117	7,730		1,551
4002	Employer's NIC	197	188	-9	573	564	1,000		427
4003	Employer's Superannuation	399	387	-12	1,174	1,161	1,470		296
4202	Car Allowances	0	0	0	0	0	200		200
4301	Equipment	0	0	0	0	0	700		700
4306	Printing	0	0	0	450	0	0		-450
4323	Telephones	35	0	-35	35	0	60		25

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
4325	Computers	30	0	-30	30	0	-30	200		170
4900	Miscellaneous Expenses	0	0	0	0	0	0	200		200
	Community Navigator :- Expenditure	<b>2,761</b>	<b>2,614</b>	<b>-147</b>	<b>8,441</b>	<b>7,842</b>	<b>-599</b>	<b>11,560</b>	<b>0</b>	<b>3,119</b>
1202	Grants - WBC	0	0	0	8,750	8,750	0	8,750		
	Community Navigator :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,750</b>	<b>8,750</b>	<b>0</b>	<b>8,750</b>		
	<b>Net Expenditure over Income</b>	<b>2,761</b>	<b>-196</b>	<b>-2,957</b>	<b>-309</b>	<b>-3,718</b>	<b>-3,409</b>	<b>0</b>		
	<b>111 Neighbourhood Plan</b>									
4121	Rents	0	0	0	200	0	-200	0		-200
4313	Professional Fees - Other	0	0	0	971	971	0	11,450		10,479
4342	Subscriptions	65	0	-65	65	0	-65	0		-65
4900	Miscellaneous Expenses	0	0	0	110	0	-110	0		-110
	Neighbourhood Plan :- Expenditure	<b>65</b>	<b>0</b>	<b>-65</b>	<b>1,346</b>	<b>971</b>	<b>-375</b>	<b>11,450</b>	<b>0</b>	<b>10,104</b>
1502	Other Recharges	0	0	0	0	0	0	11,450		
	Neighbourhood Plan :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,450</b>		
	<b>Net Expenditure over Income</b>	<b>65</b>	<b>0</b>	<b>-65</b>	<b>1,346</b>	<b>971</b>	<b>-375</b>	<b>0</b>		
	<b>201 BWP Community Centre</b>									
5101	Contrib. to Premises Provision	3,000	3,000	0	3,000	3,000	0	3,000		0
	BWP Community Centre :- Expenditure	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
4001 Salaries	856	858	2	2,517	2,520	3	10,070		7,553
4002 Employer's NIC	84	109	25	247	327	80	1,310		1,063
4003 Employer's Superannuation	0	159	159	0	477	477	1,910		1,910
4101 Repair/Alteration of Buildings	0	250	250	0	750	750	3,000		3,000
4102 Property Maintenance	0	0	0	150	0	-150	0		-150
4103 Maintenance Contracts	0	0	0	108	0	-108	0		-108
4111 Energy Costs	285	275	-10	453	825	372	3,300		2,847
4131 Rates	0	0	0	1,307	1,330	23	1,330		23
4141 Water Services	116	113	-3	116	113	-3	450		334
4161 Cleaning	546	638	92	1,551	1,914	363	7,650		6,099
4162 Waste Removal	50	0	-50	181	0	-181	0		-181
4163 Domestic Supplies	0	0	0	28	0	-28	0		-28
4171 Grounds Maintenance Costs	195	100	-95	195	300	105	1,200		1,005
4181 Premises Insurance	0	0	0	920	920	0	920		0
4301 Equipment	282	58	-224	282	174	-108	700		418
4306 Printing	0	8	8	0	24	24	100		100
4323 Telephones	24	29	5	66	87	21	350		284
4324 Broadband	17	0	-17	51	0	-51	0		-51
4325 Computers	39	74	35	39	222	183	890		851
4342 Subscriptions	0	0	0	0	0	0	250		250
BWP Community Centre :- Expenditure	<b>2,492</b>	<b>2,671</b>	<b>179</b>	<b>8,210</b>	<b>9,983</b>	<b>1,773</b>	<b>33,430</b>	<b>0</b>	<b>25,220</b>
1301 Premises Hire Charges	294	2,417	-2,123	11,514	7,251	4,263	29,000		
BWP Community Centre :- Income	<b>294</b>	<b>2,417</b>	<b>-2,123</b>	<b>11,514</b>	<b>7,251</b>	<b>4,263</b>	<b>29,000</b>		
<b>Net Expenditure over Income</b>	<b>5,198</b>	<b>3,254</b>	<b>-1,944</b>	<b>-304</b>	<b>5,732</b>	<b>6,036</b>	<b>7,430</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
<b>202 Pepperpot</b>									
5101 Contrib. to Premises Provision	2,000	2,000	0	2,000	2,000	0	2,000		0
Pepperpot :- Expenditure	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
4101 Repair/Alteration of Buildings	0	125	125	0	375	375	1,500		1,500
4103 Maintenance Contracts	280	0	-280	678	0	-678	0		-678
4111 Energy Costs	53	92	39	232	276	44	1,100		868
4131 Rates	0	0	0	666	680	15	680		15
4161 Cleaning	240	300	60	697	900	203	3,600		2,903
4181 Premises Insurance	0	0	0	210	210	0	210		0
4301 Equipment	0	67	67	0	201	201	800		800
4313 Professional Fees - Other	30	0	-30	30	0	-30	0		-30
4323 Telephones	48	39	-9	143	117	-26	470		327
4324 Broadband	21	0	-21	62	0	-62	0		-62
4325 Computers	0	21	21	0	63	63	250		250
4343 Licensing/PRS	70	0	-70	70	0	-70	0		-70
Pepperpot :- Expenditure	<b>743</b>	<b>644</b>	<b>-99</b>	<b>2,788</b>	<b>2,822</b>	<b>34</b>	<b>8,610</b>	<b>0</b>	<b>5,822</b>
1301 Premises Hire Charges	638	708	-71	3,318	2,124	1,194	8,500		
Pepperpot :- Income	<b>638</b>	<b>708</b>	<b>-71</b>	<b>3,318</b>	<b>2,124</b>	<b>1,194</b>	<b>8,500</b>		
<b>Net Expenditure over Income</b>	<b>2,106</b>	<b>1,936</b>	<b>-170</b>	<b>1,470</b>	<b>2,698</b>	<b>1,228</b>	<b>2,110</b>		



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
<b>203 The Square</b>										
4181	Premises Insurance	0	6,500	6,500	0	6,500	6,500	6,500		6,500
4315	Insurance	7,010	0	-7,010	7,010	0	-7,010	0		-7,010
	The Square :- Expenditure	<b>7,010</b>	<b>6,500</b>	<b>-510</b>	<b>7,010</b>	<b>6,500</b>	<b>-510</b>	<b>6,500</b>	<b>0</b>	<b>-510</b>
1302	Rents	0	0	0	0	3,000	-3,000	12,000		
1303	Other customer/client receipts	7,010	0	7,010	7,010	0	7,010	6,500		
	The Square :- Income	<b>7,010</b>	<b>0</b>	<b>7,010</b>	<b>7,010</b>	<b>3,000</b>	<b>4,010</b>	<b>18,500</b>		
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>6,500</b>	<b>6,500</b>	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>-12,000</b>		
<b>204 Allotments</b>										
5101	Contrib. to Premises Provision	1,000	1,000	0	1,000	1,000	0	1,000		0
	Allotments :- Expenditure	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4141	Water Services	8	25	17	8	25	17	100		92
4171	Grounds Maintenance Costs	488	158	-330	488	474	-14	1,900		1,412
	Allotments :- Expenditure	<b>496</b>	<b>183</b>	<b>-313</b>	<b>496</b>	<b>499</b>	<b>3</b>	<b>2,000</b>	<b>0</b>	<b>1,504</b>
1302	Rents	0	0	0	0	0	0	1,950		
	Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950</b>		
	<b>Net Expenditure over Income</b>	<b>1,496</b>	<b>1,183</b>	<b>-313</b>	<b>1,496</b>	<b>1,499</b>	<b>3</b>	<b>1,050</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	2,000	4,500	2,500	2,000	4,500	2,500	4,500		2,500
Wilfrid Noyce Community Centre :- Expenditure	<b>2,000</b>	<b>4,500</b>	<b>2,500</b>	<b>2,000</b>	<b>4,500</b>	<b>2,500</b>	<b>4,500</b>	<b>0</b>	<b>2,500</b>
4001 Salaries	188	0	-188	335	0	-335	0		-335
4005 Agency Staff	0	0	0	375	0	-375	0		-375
4101 Repair/Alteration of Buildings	0	167	167	379	501	122	2,000		1,621
4102 Property Maintenance	7	0	-7	7	0	-7	0		-7
4111 Energy Costs	416	333	-83	931	999	68	4,000		3,069
4131 Rates	4,723	0	-4,723	4,723	0	-4,723	4,000		-723
4141 Water Services	0	50	50	149	150	1	600		451
4161 Cleaning	1,061	1,083	22	3,070	3,249	179	13,000		9,930
4162 Waste Removal	114	0	-114	114	0	-114	0		-114
4163 Domestic Supplies	16	0	-16	67	0	-67	0		-67
4171 Grounds Maintenance Costs	0	33	33	0	99	99	400		400
4181 Premises Insurance	0	0	0	1,148	800	-348	800		-348
4301 Equipment	367	67	-300	918	201	-717	800		-118
4304 Catering	0	0	0	750	0	-750	0		-750
4323 Telephones	22	0	-22	66	0	-66	0		-66
4324 Broadband	22	0	-22	150	0	-150	0		-150
4325 Computers	0	58	58	0	174	174	700		700
4327 Publicity Advertising	0	0	0	31	0	-31	0		-31
4342 Subscriptions	0	0	0	0	0	0	300		300
Wilfrid Noyce Community Centre :- Expenditure	<b>6,937</b>	<b>1,791</b>	<b>-5,146</b>	<b>13,214</b>	<b>6,173</b>	<b>-7,041</b>	<b>26,600</b>	<b>0</b>	<b>13,386</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
1301 Premises Hire Charges	486	2,292	-1,806	13,144	6,876	6,268	27,500		
1302 Rents	-201	0	-201	-201	0	-201	0		
Wilfrid Noyce Community Centre :- Income	<b>285</b>	<b>2,292</b>	<b>-2,007</b>	<b>12,944</b>	<b>6,876</b>	<b>6,068</b>	<b>27,500</b>		
<b>Net Expenditure over Income</b>	<b>8,651</b>	<b>3,999</b>	<b>-4,652</b>	<b>2,270</b>	<b>3,797</b>	<b>1,527</b>	<b>3,600</b>		
<b><u>206 Bandstand</u></b>									
4101 Repair/Alteration of Buildings	0	83	83	0	249	249	1,000		1,000
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	<b>0</b>	<b>83</b>	<b>83</b>	<b>70</b>	<b>349</b>	<b>279</b>	<b>1,100</b>	<b>0</b>	<b>1,030</b>
1301 Premises Hire Charges	591	0	591	613	0	613	800		
1303 Other customer/client receipts	247	0	247	247	0	247	0		
Bandstand :- Income	<b>838</b>	<b>0</b>	<b>838</b>	<b>860</b>	<b>0</b>	<b>860</b>	<b>800</b>		
<b>Net Expenditure over Income</b>	<b>-838</b>	<b>83</b>	<b>921</b>	<b>-790</b>	<b>349</b>	<b>1,139</b>	<b>300</b>		
<b><u>208 Land &amp; Property - Other</u></b>									
5101 Contrib. to Premises Provision	1,000	1,000	0	1,000	1,000	0	1,000		0
Land & Property - Other :- Expenditure	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4101 Repair/Alteration of Buildings	0	125	125	0	375	375	1,500		1,500
4102 Property Maintenance	0	0	0	41	0	-41	0		-41
4103 Maintenance Contracts	0	0	0	324	0	-324	0		-324

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2016

Month No : 3

## Cost Centre 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
4151 Fixtures & Fittings	0	0	0	750	0	-750	1,000		250
4171 Grounds Maintenance Costs	118	83	-35	118	249	131	1,000		882
4301 Equipment	0	0	0	470	0	-470	0		-470
Land & Property - Other :- Expenditure	<b>118</b>	<b>208</b>	<b>90</b>	<b>1,704</b>	<b>624</b>	<b>-1,080</b>	<b>3,500</b>	<b>0</b>	<b>1,796</b>
<b>Net Expenditure over Income</b>	<b>1,118</b>	<b>1,208</b>	<b>90</b>	<b>2,704</b>	<b>1,624</b>	<b>-1,080</b>	<b>4,500</b>		
<b>301 Capital Project - Wilfrid Noyc</b>									
4101 Repair/Alteration of Buildings	0	0	0	4,008	0	-4,008	15,899		11,891
4151 Fixtures & Fittings	0	0	0	993	0	-993	0		-993
4301 Equipment	2,232	0	-2,232	5,664	0	-5,664	0		-5,664
4303 Materials	0	0	0	349	0	-349	0		-349
4313 Professional Fees - Other	0	0	0	993	0	-993	0		-993
Capital Project - Wilfrid Noyc :- Expenditure	<b>2,232</b>	<b>0</b>	<b>-2,232</b>	<b>12,006</b>	<b>0</b>	<b>-12,006</b>	<b>15,899</b>	<b>0</b>	<b>3,893</b>
1502 Other Recharges	0	0	0	0	0	0	15,899		
Capital Project - Wilfrid Noyc :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,899</b>		
<b>Net Expenditure over Income</b>	<b>2,232</b>	<b>0</b>	<b>-2,232</b>	<b>12,006</b>	<b>0</b>	<b>-12,006</b>	<b>0</b>		
Other Expenditure	<b>98,408</b>	<b>161,612</b>	<b>63,204</b>	<b>212,609</b>	<b>258,022</b>	<b>45,413</b>	<b>637,471</b>	<b>0</b>	<b>424,862</b>
Income	<b>9,484</b>	<b>32,850</b>	<b>-23,366</b>	<b>314,752</b>	<b>325,151</b>	<b>-10,399</b>	<b>682,671</b>		
<b>Net Expenditure over Income</b>	<b>88,924</b>	<b>128,762</b>	<b>39,838</b>	<b>-102,143</b>	<b>-67,129</b>	<b>35,014</b>	<b>-45,200</b>		

8. Godalming Annual Bonfire & Firework Display

**Introduction**

Members will be aware of the decision of the Godalming & Villages Lions Club to withdraw from the running of the annual Godalming torch lit procession, bonfire and firework display. On receipt of this news on 13 June, Members indicated that Officers might explore potential options for the continuation of the November celebrations by other community groups within the town.

Dialogue with both Godalming Rotary Clubs, the Round Table and 41 Club have established the extent to which these organisations are able and willing to support the Town's Bonfire & Firework Display. All indicated their support for the event, however, equally they all state that they are unable to take on the organisation of the event in its entirety. Further discussions established that in order for these organisations to undertake a role in the delivery of an event, they would wish to work as a collaboration of town community organisations with the town council taking the role of lead organisation to facilitate, co-ordinate and underwrite this major event, in much the same vein as it did for the 2012 Jubilee events.

It is for Members to decide if they wish the town council to co-ordinate community groups to provide a November 5<sup>th</sup> celebration event. Members may wish to take the position that there is no role for the town council in the organisation of this event. However, Members may decide that the November 5<sup>th</sup> celebration is of benefit to the town and that they wish to facilitate its continuance in a suitable format.

**Town Council Has No Role in the Facilitation of November 5<sup>th</sup> Events**

Members may wish to take the view that Godalming Town Council has no role in the organisation of November 5<sup>th</sup> events and with the cessation of the Lion's involvement, Godalming will no longer have November 5<sup>th</sup> celebrations.

To some extent the town council is betwixt and between. On the one hand, it could be said that, if no other voluntary organisation wishes to take on the responsibility then the loss of this calendar event could be attributed to the lack of community involvement/engagement. Whilst on the other hand, it could be the argument that, having bureaucracy cited as the reason for not being able to continue, it should be those 'responsible' for the bureaucracy to sort it out. Of course it is not the town council who imposed the so called 'bureaucracy'. Indeed if the town council were to take a role in this event it would be required to fulfil all safety requirements and would rightly impose a higher level of organisational requirement on itself in order to protect its reputation.

Whatever Members decide there will be potential of reputational risk. If the decision is not to support this event, then its reputation as an engaged,

proactive council whose function is to enhance the lives of its residents could be set back, whereas, if it takes on a major role in the organisation of the event and, for whatever reason, it does not meet peoples' expectation then the council's reputation could also suffer.

Having looked at 42 other events throughout the Surrey/West Sussex area, the vast majority are organised by community groups such as the Lions, Rotary and Round Table as well as schools, football and rugby clubs, the latter group tending to cater for a smaller area/population. No examples of borough, town or parish councils being sole organisers for November 5<sup>th</sup> events could be found, although a number do support such events.

It is on the basis that it would be an almost unique situation for Godalming Town Council to take a leading role in such an event that this report considers many of the issues in detail. The report sets out the main issues relating to the current format of the event along with potential options that Members may wish to consider and, where appropriate, officer's recommendations. The key points are set out below:

### **Godalming Town Council as Lead Facilitator**

#### Key Points

For Godalming to continue to enjoy a November event, Godalming Town Council would need to become the lead facilitator with the event being based on a Musical Firework Extravaganza, torch lit procession, children's fun fair, food and drink concessions with the bonfire element of the event discontinued.

If agreed:

- Godalming Town Council would be the lead organisation and act as the facilitator for a community group based collaborative
- Godalming Town Council would be required to underwrite the event financially
- Godalming Town Council would be responsible for arranging the Public Liability Insurance for the event
- Godalming Town Council would be responsible for conducting the risk assessment for the event and submitting an event management plan to Waverley Safety Advisory Group
- 41 Club to be asked to provide stewards for the event.
- The Godalming Rotary Clubs to be asked to manage the torch lit procession, providing personnel required for selling procession torches and managing the road closures required for the procession.
- Godalming Rotary clubs to be asked to provide collectors at the points of entry onto the fireworks site
- Godalming Round Table to be asked to provide personnel to run food & drink concessions.
- Godalming Round Table to be asked to provide site evacuation stewards

- All funds collected to be 'pooled', agreed expenses and fixed costs to be covered with 50% of the remaining funds to be distributed evenly between the participating organisations (Rotary & Round Table). The remaining 50% to be placed in a GTC reserve and added to year on year until sufficient funds are available to cover the underwriting risk. Thereafter net profits are to be distributed evenly amongst the supporting organisations (including GTC to cover administration costs)
- If a situation arises where income fails to meet costs, GTC, as underwriters, cover these costs. It is suggested that if this were the case in the first year any such loss is covered by the 'New Initiatives Fund'. Losses in subsequent years would first be covered by the dedicated reserve with any further shortfall being covered by GTC from reserves.
- Participating organisations to accept that their contribution of time and personnel is provided at the risk of no financial gain to their charitable funds
- Participating organisations are to accept that where funds are distributed from a net gain then these funds are to be allocated as restricted funds for the purposes of providing grants to local good causes
- If the event fails to meet its costs GTC and participating community groups will be required to review the structure of the event in order to determine its future viability.

### **Godalming Annual Bonfire, Torch Lit Procession and Firework Display**

#### The Bonfire

Currently held on the Lammas land behind the Godalming United Church (GUC), the construction of the bonfire is a labour intensive activity, which has now seen two separate community groups finding it necessary to pass on the mantle of responsibility for the organisation, construction, lighting and post bonfire clear up to others.

Although the bonfire has been held at its present location for many years, officers have examined the bonfire site in light of any responsibilities the town council may have if it were to become the facilitator of a collaborative group.

The first issue relates directly to the location, the Lammas lands are the town's principle flood plains, during November they are often wet resulting in a boggy and muddy bonfire field. Additionally due to the nature of the Lammas lands they are uneven and rutted, which increases the risk to organisers, volunteer helpers and spectators, risks that are amplified by the poor lighting conditions present at the bonfire site. The limitations of the site also restrict the type of ancillary activities that could support the event and which are present at many other bonfire and firework events.

The second issue of concern is the limited entry and egress from the site, with the entrance being restricted by the physical constraints of its environment and

the river boundary. There are other issues regarding the sites location, which are discussed when considering the procession.

Putting aside the issues surrounding the bonfire site, the third issue regarding the bonfire relates to the physical construction of the bonfire itself. As landowners WBC require the construction of the bonfire to be carried out on the day of the bonfire, which makes for an extremely demanding day for those involved. However, the timber used to construct the bonfire is collected from three to four weeks before the event. It has been noted that over the last number of years the type and quantity of unsuitable material that is delivered to the collection point has increased, with last year being particularly challenging. This resulted in the collection site not being fully cleared to pre-bonfire levels until well after the event.

The materials for the bonfire are collected on Godalming Town Council land adjacent to the town bridge and the Godalming United Church (GUC). Once the construction of the bonfire begins, suitable bonfire material has to be identified and then transported from the collection point to the bonfire pit. Due to the nature of the site there is a reliance on the provision of a tractor & trailer from a local farm.

Any risk assessment of the bonfire would identify the risk of arson, not only of the bonfire once constructed (as in 2013) but also the risk of arson against the collected/stored material before it is moved onto the bonfire site. If such an occurrence were to happen it would have the potential to cause damage/ disruption to the town bridge and the GUC. If this were to be the case, it is likely that the owners of these structures would seek reinstatement costs from the organiser's insurers or from GTC as landowners.

On balance, taking into account the safety issues of the procession discussed later in this report, and in consultation with the community groups, none of whom wish to be responsible for the construction, safety or the post event clearing up of the bonfire site, officers recommend that if GTC were to act as the lead organisation for a November event then, as with the majority of such events in Surrey (23 out of 42 public events held in 2015 and promoted on the Get Surrey website), it focuses the event around a firework display without a bonfire element. As such the remainder of this report focuses on those elements that officers and the community groups believe can be safely and practically delivered for a sustainable future event.

### The Procession

A key element of the current event, as in many events throughout the county, is the Torch Lit Procession. The procession, which at present starts from outside the Red Lion, provides an important revenue source and a visual spectacle, both for those taking part in the procession and those awaiting its arrival at the event site.

The majority of the procession is fairly straightforward to organise. If the November event were to continue the Rotary clubs of Godalming have indicated that, allowing for adjustments required to take account of the



available police support, this is an element of the event they feel able to undertake.

Until 2014, the bonfire event had been supported by the police service, which undertook the traffic management of Flambards Way and Bridge Road thus providing a safe passage for the procession from Bridge Street, along Bridge Road to the bonfire site, as well as for the safe dispersal of spectators after the event. However, as Members will be aware, in 2015 the police service withdrew support for road closures at community events, this included bonfire and firework display events. Your officers, along with members of Godalming Rotary Clubs and the 41 Club had first hand experience in 2015 of the difficulties and dangers of volunteers managing the nighttime closure of Flambards Way and Bridge Road. In the absence of police support, any future risk assessment for the nighttime closure of these roads would require mitigating action to replace the police service. This mitigation is likely to require the use of police accredited traffic management companies to control the closures of major through roads. The use of such companies would increase the costs involved in putting on the event.

Officers recommend that if GTC were to act as the lead organisation for a November event, the procession element of the event should be retained for both the revenue raising aspect and the visual impact. However, taking into account the previous issues regarding the bonfire site along with the traffic management issues, officers recommend that an alternative site for a firework night event be considered.

### The Fireworks

In its present guise, the firework display is fired from the Lammas land and is a 15 - 17 minute display. Due to the location of the display, the underfoot conditions of the site and the topography of Godalming, many spectators choose to view the fireworks from alternative locations. The finance model used for the bonfire event relies on the entry charge to the bonfire site. Whilst the entry charge was relatively straightforward at the bonfire site (collectors positioned at the single entry point) the previous organisers also had to deploy collectors at the main alternative but unofficial viewing points. This placed a need on the organisers to recruit many more collectors, and also had the potential to undermine the financial model of the event.

Officers have consulted with a firework display company to identify a potential alternative event to that of a bonfire and firework event.

Whilst the bonfire was labour intensive and undoubtedly increased the risk liability to the organisers (the Public Liability for the firework element falls to the firework company, whereas Public Liability for injury or damage caused by the bonfire and associated activities fall to the event organisers alone) it does provide a focus for the event and attracts people to the site (as opposed to the unofficial alternative viewing sites). Therefore, any alternative event needs to provide a specific appeal for spectators to attend the official site.

## **Proposal for the Future Sustainability of a November 5<sup>th</sup> Celebration**

The proposed alternative would be a Musical Firework Extravaganza, with a small funfair, food & drink concessions and a Torch Lit Procession.

The Musical Firework Extravaganza is a firework display choreographed to music that uses a mix of aerial and low level pyrotechnics to create a display. When designing such an event, it is important to identify a spectator site which is easily managed by controlled access points, provides clear, safe and comfortable viewing for those spectators who are in attendance at the official site, but also significantly reduces the visual and audio impact of the display in 'unofficial' viewing positions.

The funfair and concessions would only be feasible if the site conditions safely allowed for these activities.

Based on these requirements, four sites were considered:

- Lammas Lands as currently used
- Holloway Hill Recreation Ground
- The Burys Youth Field & Crown Court Car Park
- Broadwater Park

Of these potential options, the Lammas Lands were discounted for the reasons already set out. Whilst Holloway Hill Recreation Ground was considered a suitable site for fireworks, funfair and concessions, it was discounted on the grounds of access and parking.

The Burys and Broadwater Park are considered to be viable options. Subject to approval by the Safety Advisory Group (SAG) Waverley Borough Council have indicated support in principle for either site.

The **Burys Youth Field** is considered suitable for a November event for the following reason:

- Central Location for all main residential areas of the town
- Access onto the site can be managed
- Safety flood lighting available
- Restricted views of the fireworks outside of its immediate area
- Free parking (after 6.30pm) is available within the town centre car parks
- Licensed for regulated entertainment
- Has toilet facilities readily available (Crown Court)
- Designated area of Crown Court Car Park outside of the WNC provides hard standing for fair ground rides and concessions
- Allows for a safe torch lit procession from Church Street, via the High Street, Bridge Street and then into the Burys thus avoiding the need to close down Flambards Way and Bridge Road.

- Wilfrid Noyce Centre provides kitchen facilities for provision of revenue generating hot food concession
- Central location provides economic opportunity for town centre hospitality providers.

#### Disadvantages of The Burys:

- Relatively small site limiting numbers to 3-5,000 people
- Will require closure of Crown Court Car Park 15 minutes before the display.
- Will require closure of Moss Lane, Great George Street & The Burys during display

The other viable option for a Musical Firework Extravaganza is Broadwater Park. **Broadwater Park** is considered a suitable option for the following reasons:

- Located within walking distance of a high population area
- Access onto the site can be managed
- Larger spectator area, allowing for greater number of spectators or more space for spectators than the Burys Field
- Restricted views of the fireworks outside of its immediate area
- Parking might be available at Broadwater school
- Toilet facilities are available in the park
- Allows for a safe torch lit procession from Farncombe Street Shopping Parade, via St Johns Road, Vicarage Walk, the Oval, Nursery Road, and Summers Road and onto Broadwater Park.
- Site is larger than the Burys Field

#### Disadvantages of Broadwater Park

- Further from the other localities i.e Holloway & Aarons Hill
- Requires co-operation of Cricket Clubs
- Temporary safety flood lighting would need to be used
- Portable generators would be required for electrical supplies
- Parking is limited
- Higher density of residential housing around site
- No suitable hard standing area for fair ground rides and concessions, whilst they are able to be positioned on the field, the risk of incurring re-instatement costs due to ground damage caused by vehicles is increased.
- Costs of putting on the event at Broadwater Park are marginally higher.

#### Costs

Officers have met with the Godalming & Villages Lions Club to ascertain the financial model of the previous events. Having reviewed the Lions Club model along with the anticipated costs for a Musical Fireworks Extravaganza, a

budget for holding such an event is detailed in table 1 - The Burys and table 2 - Broadwater Park.

#### Waverley Safety Advisory Group

The Waverley Safety Advisory Group (SAG) considers the public safety issues relating to all large-scale public event within the Borough. The SAG consists of representatives of WBC, Surrey Fire & Rescue Service, Surrey Police, the Ambulance Service and the NHS.

As potential organisers of a large-scale public event a responsibility exists to consider the risks involved in holding the event, not only at an event level, but also at a Borough level prior to submitting the management plan to the SAG.

The November 5<sup>th</sup> celebrations are usually concentrated around the week leading up to and following the closest Saturday to November the 5<sup>th</sup>, with an exceptional concentration of events on the same day when the 5<sup>th</sup> of November falls on a Saturday.

In order to allow a higher degree of available resource, as well as to establish a key calendar date, it is suggested that Godalming fixes the date for its November event to be the Friday closest to November the 5<sup>th</sup>. This will ensure that the event does not clash with the NCT low bang fireworks or Puttenham and Chiddingfold Bonfire events. The exact timing of the event would need to be agreed, but it is suggested that the Firework Display is set for 8.15pm.

If Members were to agree to this event the date for 2016 would be Friday 4<sup>th</sup> November, a date for which it is known that a suitable firework display company is available.

#### End Piece

There are a number of other issues that would need to be worked out such as pricing structure, payment method i.e online advance bookings, advertising and marketing etc.

Members should note that availability of a suitable funfair has not yet been investigated and that the short notice may preclude its inclusion.

## THE BURYS

Item	Cost	Item	Income
Fireworks	£5,417.00		
Safety barriers	£475.00		
Labour (set up/clear down)	£600.00		
PA System	£500.00		
Waste disposal	£212.00		
Radios	£200.00		
Additional insurance premium	£985.00		
TEN	£21.00		
Food Concession Costs	£385.00		
Transport	£128.33	Sponsorship	£1,000.00
Procession Band	£250.00	Food Concession sales	£900.00
Crown Court Car Park	£240.00	Other Concessions	£500.00
First Aid	£250.00	Advance Site only Family Tickets (600 Family Tickets)	£6,750.00
Wax Procession Torches (400)	£664.00	Advance Procession Family Tickets (200 Family Tickets)	£3,600.00
Wrist bands	£191.10		
	<b>£10,518.43</b>		<b>£12,750.00</b>
Income/expenditure	<b>-£2,231.57</b>		

**NOTES: Ticket income based on using online advanced ticket sale website**

	Cost	Income
<b>Site Tickets prices</b>		
Adults 16+	£5.00	£4.50
Under 16	£3.00	£2.50
Family (2 Adults, 3 Children)	£12.00	£11.25

<b>Procession Ticket Prices</b>		
Adult 16+ (includes procession torch)	£8.00	£7.50
Family (2 Adults, 3 Children 2 procession torches)	£18.00	£17.25

**Average ticket Price from 26 large scale events**

	Advance Sales	On Night
Adult	£4.91	£5.21
Child	£3.67	£3.73
Family (2+2)	£13.00	N/A

**Table 1.**

## BROADWATER PARK

Item	Cost	Item	Income
Fireworks	£5,417.00		
Safety barriers	£475.00		
Marquee	£195.00		
Generators	£300.00		
Waste disposal	£212.00		
Labour (set up/clear down)	£600.00		
PA System	£500.00		
Radios	£200.00		
Additional insurance premium	£985.00		
TEN	£21.00		
Transport	£128.33		
Procession Band	£250.00	Sponsorship	£1,000.00
Portable Lighting	£850.00	Concessions	£750.00
		Advance Family Site only Tickets (600 Family Tickets)	£6,750.00
First Aid	£250.00	Advance Family Procession Tickets (200 Family Tickets)	£3,600.00
Wax Procession Torches (400)	£664.00		
Coloured Wrist bands	£191.10		
	<b>£11,238.43</b>		<b>£12,100.00</b>
Income/expenditure	<b>-£861.57</b>		

**NOTES: Ticket income based on using online advanced ticket sale website**

	Cost	Income
<b>Site Tickets prices</b>		
Adults 16+	£5.00	£4.50
Under 16	£3.00	£2.50
Family (2 Adults, 3 Children)	£12.00	£11.25
<b>Procession Ticket Prices</b>		
Adult 16+	£8.00	£7.50
Family (2 Adults, 3 Children 2 procession torches)	£18.00	£17.25
<b>Average ticket Price from 26 large scale events</b>		
	Advance Sales	
Adult	£4.91	
Child	£3.67	
Family (2+2)	£13.00	

**Table 2.**

## WAVERLEY CITIZENS' ADVICE BUREAU

Citizens' Advice Bureau Waverley has four offices. CAB currently has 25 advisers and 10 "assessors" working at Godalming, supported by around 1.5 fte of paid staff.

Godalming CAB have around 6.8k contacts per annum with around 2.7k clients; 40% of these are face to face contacts and 25% by phone and the balance by mail/email. Phone access has been improved by using a virtual call centre; trials of advice by email and webchat are ongoing. CAB has coordinated a "Get Advice in Waverley" website which includes contributions from over 30 local organisations.

The largest category of enquiries relate to tax and benefits (36%), with debt (14 %), housing (11%) also being substantial categories.

Regarding the future demand, the changes being introduced through Welfare Reform are likely to have an impact. Although this programme has been around for a while, until recently its main impact has been on new claimants; the shift in focus to existing claimants will affect more people. (This has been very apparent over the last year with the transfer of existing claimants from Disability Living Allowance to Personal Independence Payments, where changes in eligibility criteria have resulted in advising a large number of clients on their appeals rights.) The move this year to Universal Credit and the introduction of the new lower-level benefit cap (£20,000 per household outside London) are also likely to have a major impact on work levels.

CAB also anticipate a continuation in the increase in immigration enquiries, including from asylum seekers.

More local people are seeking advice about accessing affordable private rented accommodation. CAB are currently working with WBC to see how to jointly address this issue, including the possible introduction of a "tenant accreditation" scheme based on some basic financial management training offered under their "Letting with Confidence" project.

"Letting with Confidence" is a new initiative aimed at overcoming obstacles to private landlords in letting their properties to tenants on housing benefit. Another initiative is developing closer working with the Clinical Commissioning Groups (CCGs), through the provision of non-clinical advice at GP surgeries. A further project aims to address fuel poverty.

CAB is a voluntary organisation and funded by donations. It is supported by grants including SCC and a SLA with WBC. GTC makes it a grant and other councils including Farnham, Cranleigh and Haslemere contribute. It also runs various fundraising activities, raising over £40k last year ; A recent film night at WNC raised £1k, a golf day in Farnham £9.5k, the London marathon £2.2k and a bike ride in Haslemere £4.2k.

Steve Bott

July 2016

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the adopted Godalming Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

**Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council's Code of Conduct paragraph 12(2)).**

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

Signed

Dated

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgment of the public interest.

<sup>4</sup> State item under consideration.