

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

17 January 2020

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, 23 JANUARY 2020 at 7.15 pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Follows – Chair
Councillor Williams – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor PS Rivers
Councillor Rosoman	Councillor Steel
Councillor Stubbs	Councillor Wardell
Councillor Welland	

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 28 November 2019, a copy of which has been circulated previously.

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the 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. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. BUDGET MONITORING

Members to consider a budget monitoring report to 31 December 2019 (detailed report attached for the information of Members). The variances are calculated against the Revised Estimates as agreed by Full Council on 19 December 2019 (Min No 325-19).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	2,371 u/s	0
Civic Expenses	977 o/s	0
Town Promotion	241 o/s	0
Staycation	301 o/s	301 o/s
Festivals & Markets	6,256 u/s	6,200 u/s
Christmas Lights	20,127 u/s	0
Fireworks Night	0 u/s	0
Neighbourhood Plan	0 o/s	0
BWP Community Centre	672 o/s	0
Pepperpot	293 u/s	0
The Square	0 o/s	0
Allotments	492 u/s	0
Wilfrid Noyce Community Centre	3,583 u/s	0
Bandstand	164 u/s	0
Godalming Museum	1,586 o/s	0
Land & Property Other	649 u/s	0
TOTAL	30,138 u/s	5,899 u/s

The monitoring report shows a current variance of £30,138 underspend against budget.

All but the Staycation & Festivals variance are considered timing issues. In particular £22,000 of the underspend relates to our Christmas Lights where we have not received the final invoice – this impacts both the Wilfrid Noyce and the Christmas Lights cost centres. The £301 overspend was a late invoice from Canine Partners for its demonstration at Dogalming.

8. COMMITTEE WORK PROGRAMME

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

9. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Recommendation – Members to consider the applications for Grant Aid Support and to resolve to approve those applications the Committee wishes to support.

Information:	£
2018/2020 Grants Budget	60,000.00
Allocations this year to date	56,970.00
Balance available for allocation	3,030.00
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2018/19 General Grant Fund Allocation	22,000.00
Allocations this year to date	20,970.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	500.00
Balance unallocated if applications agreed	530.00
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2018/19 SLA Fund Allocation	33,000.00
Allocations this year to date	33,000.00
SLA Fund applications this meeting	.00
Balance unallocated if applications agreed	00,000.00
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2018/19 Council Community Fund Allocation	5,000.00
Allocations this year to date	3,000.00
Council Community Fund applications this meeting	00.00
Balance unallocated if applications agreed	2,000.00
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Total balance unallocated if applications agreed	<u>2,530.00</u>

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

Applications for General Grant Fund Support

Waverley Borough Council

£500 is applied for to assist with the costs of running The Specsavers Surrey Youth Games. Previous Grants: £200 in 1994/95, £200 in 95/96, £200 in 96/97, £200 in 97/98, £200 in 98/99, £300 in 2002/03, £300 in 2006/07, £3,500 in 2008/09, £500 in 2008/09, £500 in 2009/10, £500 in 2010/11, £2,000 in 2015/16, £300 in 2016/17, £300 in 2018/19, £500 in 2019/20.

NB. Although WBC received a grant during the current year in support of the 2019 Specsavers Surrey Youth Games, this second in-year application results from the start date of the 2020 Specsavers Surrey Youth Games being from 20 April 2020 (the first opportunity in FY 2020/21 to consider the application would be at the very earliest 4 days before the start date.

10. TELEPHONE KIOSK CONSULTATION – ITEM FOR DECISION

This item lies with Policy & Management due to the potential ongoing financial liability to the Council.

Recommendation: Members to resolve to agree whether they wish to support the adoption of telephone kiosks for community use and if so to identify which kiosks are to be adopted.

Following the initial consultation regarding removal of BT public phone kiosks Waverley Borough Council informed Godalming Town Council that they have received comments regarding two locations within the Godalming area. As such, WBC has requested Godalming

Town Council's observations by the end of the second consultation period. GTC's response will need to be made by 24 January 2020.

Phone Box Located Junction St John's Street/Farncombe Street.

WBC informed GTC that comments received suggest that it should be adopted by the Town Council. Further enquiries clarified that the comment received said '*A defibrillator in every redundant telephone box would be a great idea. Has Waverley thought about this?*'

Members may wish to consider the following:

- This is a modern 'glass' telephone kiosk not a traditional K6 Red Phone Kiosk.
- Except in rural locations where a defibrillator is to be fitted BT's Adopt-a-Kiosk scheme is usually limited to Red Kiosks
- GTC provides a publicly accessible defibrillator within 85 metres of this phone box outside the Farncombe Day Centre

Spring Grove

WBC Informed GTC that it had received indications of a possible adoption by a Local Charity.

Further enquiries have identified that the Farncombe Initiative had discussed possibilities for repurposing this phone box. However, no further action has been taken.

The BT Adopt-a- Kiosk scheme is open to:

- recognised Local Authorities (e.g. District/Borough Council);
- Parish/Community/Town Council or equivalent;
- registered charity; and
- private land owner. (Anyone who has a BT telephone box on their land.)

As such, whilst the Farncombe Initiative might be able to assist in the refurbishment and future maintenance of the kiosk, Godalming Town Council would have to be the 'buyer' at a cost of £1.

The telephone kiosk at Spring Grove is in need of some repair and repainting, although in general it is in good order. Any organisation 'adopting' a kiosk becomes responsible for its upkeep and if necessary its ultimate removal at the organisation's expense. As such, in addition to the initial cost of refurbishment and adaptation to whatever community need is identified, there would be a potential future cost for ongoing maintenance and repair. Godalming Town Council would also be responsible for gaining any required planning consent.

Members may wish to indicate to Waverley Borough Council that they object to the removal of this telephone kiosk and that they wish to explore the option to adopt it on behalf of the community. Alternatively, Members may wish to offer no objection to the removal of this telephone kiosk.

Whilst the cost of refurbishment would need to be determined based on the existing condition, an example of glazing costs are; Full Glazing kit for a K6 Kiosk = £500, Glazing for 5 large & 5 small windows in K6 = £60 (a kiosk has 24 large and 48 small windows). Additionally an upgrade to the light fitting and fuse spur(s) may be required.

Defibrillators in Red Telephone Boxes

Members may wish to consider whether they wish to locate a Defibrillator in an adopted Red Phone Kiosk. A 'Telephone Defibrillator kit' would include:

- 1 x Powerheart G5 Defibrillator
- 1 x Ready Kit (gloves, scissors, wipes, towel, razor, CPR mask)

1 x Defib Store 2000 with heating, light and keypad lock fitted with Class 2 electrics suitable for phone box install
1 x 3D Defibrillator location wall sign
4 x "Defibrillator" polycarbonate panels to replace "telephone" in kiosk
2 x "Defibrillator located in Telephone Box" window stickers for around the local area

These kits cost approximately £1,600 per location, plus ongoing maintenance costs of approx. £200 per annum (either to replace out of date or used items or to reserves for future replacement as required). Additionally, an approximate fitting cost of £400 per location would be required along with staff resource for initial refurbishment and then for regular inspections.

If Members wished to adopt a K6 telephone kiosk for community use with a defibrillator then it is suggested that each location would require an initial cost of £2,500-£2,750 depending on the starting condition of the kiosk.

As Members will note from the BT Adopt-a-Kiosk brochure (attached for the information of Members) there are other uses that can be made of a telephone kiosk for example an Information Hub or uses can be combined such as a 'Book Swap and Defibrillator.'

Funding

No provision has been made in the 2020/21 budget for adoption, refurbishment or maintenance of telephone kiosks. Funding for initial refurbishment would need to be allocated from the Emerging Projects Fund, with future maintenance and upkeep costs being added to the Land and Other Property budget for 2021 onwards.

11. REFURBISHMENT OF 107-109 HIGH STREET – ITEM FOR DECISION

Recommendation: Members to consider the attached report - 107-109 High Street Refurbishments Options and resolve to approve recommendations to Full Council for the conduct of the works and authorisation of funding.

Members to receive confidential tender report (report attached for the information of Members) relating to the refurbishment works associated with 107-109 High Street and an options report for managing the refurbishment project.

Members to note the commercial in confidence nature of the tender report and are to use the designated abbreviations if referring to a specific company during debate.

12. MAYOR'S EXPENSES – ITEM FOR DECISION

At the Mayorality Committee on 10 December 2015 (Min 299-14), it was agreed that the Mayor's Expenses budget be set at a level sufficient to allow the Mayor to fulfil the duties required of and expected of the Town Mayor. The Committee acknowledged that the cost of mayoral duties may vary from year to year. The figure for the allowance to be based upon the anticipated costs known at that time and that it be reviewed along with all other budget costs as part of the revised estimate process.

One of the duties currently required from the Mayor is to host an annual dinner for the town's volunteer community as a thank you for all the work they do within our town, which significantly contributes to the vibrancy of our community. The Support Services Executive has sought several quotes for the catering of this event, and these have come in in excess of the budget available. Accordingly, Members are asked to authorise an increase of £1,500 to the Mayor's Expenses budget for the 2019/20 civic year.

Further, Members are asked to consider renaming this event the Godalming Town Civic Dinner (currently known as the Mayor's Dinner) to reflect that the event is for and about the town of Godalming.

Additionally, Members are asked to consider removing the dinner from the Mayor's Expenses nominal code, and creating a separate nominal code, so that the costs of hosting this event can be separately monitored.

Recommendations:

- 1. Members increase the Mayor's Expenses budget for the 2019/20 civic year by £1,500.**
- 2. Members rename the event Godalming Town Civic Dinner.**
- 3. Members create a new nominal code for this event.**

13. PENSION REVALUATION AND SALARY REVIEW – ITEM TO NOTE

Members to note the contents of a letter received from Surrey County Council's Strategic Finance Manager (Pensions) (letter attached for the information of Members). With effect from 1 April 2020 the Town Council's employer's contribution rate to the LGPS will be 18.4%. That is more than the current contribution rate of 17.2%. The additional cost to the Council's employee budget in 2020/21 will be approximately £3,400.

The rate given is based on Godalming Town Council being part of a town and parish pool. This pool was established to help reduce the volatility in employer contribution rates between Triennial Valuations. We have the right to withdraw from the pool and request a separate actuarial valuation, an option the RFO is exploring.

Members also to note that The National Joint Council for Local Government Services (NJC) has not yet agreed the new pay scales for 2020-2021 to be implemented from 1 April 2020. The national negotiations for this were put on hold due to the general election and we have not received any update since then. We have budgeted for a 2% increase (based on the current award) – anything negotiated above this will be unbudgeted.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GO GODALMING ASSOCIATION

Members are asked to note a report from Councillor Heagin on the Go Godalming Association (report attached for the information of Members) an organisation on which Councillor Heagin represents the Town Council.

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

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

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

Members are asked to note a report from Councillor Purvis on the Godalming Museum Trust (report attached for the information of Members) an organisation on which Councillor Purvis represents the Town Council.

17. COMMUNICATIONS ARISING FROM THIS MEETING

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

18. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 5 March 2020 at 7.15 pm in the Council Chamber.

19. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	643,778	643,778	0	643,778			100.0%	
1102 Community Infrastructure Levy	0	0	0	4,844	4,844	(0)	4,844			100.0%	
1202 Grants - WBC	0	0	0	7,060	7,060	0	7,060			100.0%	
1303 Other customer/client receipts	528	0	(528)	3,238	2,710	(528)	2,710			119.5%	
1401 Interest Received	28	500	472	1,574	1,500	(74)	1,967			80.0%	
1501 Recharges to Godalming JBC	0	0	0	29,680	29,680	0	29,680			100.0%	
Head Office Costs :- Income	556	500	(56)	690,174	689,572	(602)	690,039			100.0%	0
4001 Salaries	19,216	19,100	(116)	146,564	146,545	(19)	203,845	57,281		71.9%	
4002 Employer's NIC	1,926	1,950	24	15,124	15,172	48	20,633	5,509		73.3%	
4003 Employer's Superannuation	3,244	3,244	(0)	25,153	25,244	91	35,068	9,915		71.7%	
4005 Agency Staff & Contractors	0	0	0	96	96	0	96	0		100.0%	
4011 Staff Training	210	250	40	1,888	1,994	106	2,744	856		68.8%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500	1,500		0.0%	
4013 Other Staff Expenses	32	50	18	70	139	69	289	219		24.4%	
4102 Property Maintenance	0	20	20	31	66	35	126	95		24.5%	
4103 Maintenance Contracts	0	0	0	761	761	0	761	0		100.0%	
4121 Rents	0	0	0	14,510	14,510	0	14,510	0		100.0%	
4163 Domestic Supplies	48	10	(38)	58	27	(31)	57	(1)		100.9%	
4201 Public Transport	0	0	0	73	0	(73)	0	(73)		0.0%	
4202 Car Allowances	32	60	28	840	911	71	1,091	251		77.0%	
4203 Other Transport Costs	0	0	0	177	176	(1)	176	(1)		100.3%	
4204 Fuel Costs	79	50	(29)	603	541	(62)	691	88		87.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Vehicle Maintenance	514	0	(514)	1,507	961	(546)	1,961		454	76.8%	
4301 Equipment	1,349	1,500	151	16,118	16,243	125	20,243		4,125	79.6%	
4304 Catering & Hospitality	3	20	17	186	207	21	267		81	69.5%	
4305 Clothes, Uniform & Laundry	0	0	0	305	100	(205)	200		(105)	152.5%	
4306 Printing	0	165	165	1,909	2,240	331	2,755		846	69.3%	
4307 Stationery	81	340	259	2,577	3,060	483	4,090		1,513	63.0%	
4308 General Office Expense	0	0	0	77	77	(0)	77		(0)	100.6%	
4311 Professional Fees - Legal	0	0	0	1,717	1,267	(450)	1,267		(450)	135.5%	
4312 Professional Fees - Surveyors	0	0	0	1,700	1,700	0	1,700		0	100.0%	
4313 Professional Fees - Other	0	850	850	1,969	3,668	1,699	6,238		4,269	31.6%	
4314 Audit Fees	180	300	120	2,384	2,504	120	3,249		865	73.4%	
4315 Insurance	0	0	0	8,580	8,580	(0)	8,580		(0)	100.0%	
4321 Bank Charges	28	30	2	251	222	(29)	312		61	80.5%	
4322 Postage	0	500	500	1,384	1,302	(82)	1,822		438	76.0%	
4323 Telephones	460	330	(130)	1,850	1,789	(61)	2,289		439	80.8%	
4325 Computing	702	630	(72)	5,914	5,817	(97)	8,177		2,263	72.3%	
4326 Website	45	45	0	486	486	(0)	876		390	55.5%	
4327 Publicity Advertising	0	0	0	567	567	0	567		0	100.0%	
4331 Newsletter	0	1,100	1,100	3,460	3,380	(80)	4,480		1,020	77.2%	
4341 Grants	0	0	0	52,006	52,006	0	60,000		7,994	86.7%	
4342 Subscriptions	0	0	0	3,860	3,860	(0)	3,860		(0)	100.0%	
4401 Payments to Godalming JBC	0	0	0	54,836	54,836	0	54,836		0	100.0%	
4900 Miscellaneous Expenses	22	165	143	623	929	306	2,735		2,112	22.8%	
6000 Debt Charges - Principal	0	0	0	16,545	16,545	(0)	26,136		9,591	63.3%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6001 Debt Charges - Interest	0	0	0	20,673	20,673	(0)	33,618		12,945	61.5%	
Head Office Costs :- Indirect Expenditure	28,171	30,709	2,538	407,433	409,201	1,768	531,922	0	124,489	76.6%	0
5102 Contrib. to Other Provisions	0	0	0	12,479	12,479	0	12,479		0	100.0%	
Head Office Costs :- Other Costs	0	0	0	12,479	12,479	0	12,479	0	0	100.0%	0
Net Income over Expenditure	(27,614)	(30,209)	(2,595)	270,263	267,892	(2,371)	145,638				
<u>102 Civic Expenses</u>											
1303 Other customer/client receipts	0	0	0	156	156	0	156			100.0%	
Civic Expenses :- Income	0	0	0	156	156	0	156			100.0%	0
4102 Property Maintenance	0	0	0	83	45	(38)	45		(38)	184.7%	
4301 Equipment	0	0	0	179	0	(179)	0		(179)	0.0%	
4304 Catering & Hospitality	33	100	67	1,046	905	(141)	1,005		(41)	104.1%	
4305 Clothes, Uniform & Laundry	0	0	0	699	699	0	899		200	77.7%	
4306 Printing	0	0	0	548	548	0	598		50	91.6%	
4313 Professional Fees - Other	0	0	0	925	595	(330)	595		(330)	155.5%	
4325 Computing	200	200	0	1,950	1,950	0	2,550		600	76.5%	
4327 Publicity Advertising	0	0	0	142	142	0	142		0	100.0%	
4332 Mayor's Expenses	132	132	(0)	1,537	1,537	0	8,500		6,963	18.1%	
4333 Members' Expenses	0	0	0	168	168	0	168		0	100.0%	
4334 Members' Training	0	0	0	1,416	1,276	(140)	2,026		610	69.9%	
4900 Miscellaneous Expenses	22	0	(22)	1,114	944	(170)	944		(170)	118.0%	
Civic Expenses :- Indirect Expenditure	387	432	45	9,806	8,809	(997)	17,472	0	7,666	56.1%	0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

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5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Income over Expenditure	(387)	(432)	(45)	(15,650)	(14,653)	997	(23,316)				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	4,049	4,049	0	4,049			100.0%	
1304 Donations	0	0	0	34	34	0	34			99.1%	
Town Promotion :- Income	0	0	0	4,082	4,083	1	4,083			100.0%	0
4005 Agency Staff & Contractors	0	0	0	1,824	1,824	0	1,824		0	100.0%	
4102 Property Maintenance	0	0	0	41	41	0	41		0	99.4%	
4162 Waste Removal	0	0	0	264	264	(0)	264		(0)	100.1%	
4171 Grounds Maintenance Costs	0	0	0	5,498	5,499	1	5,499		1	100.0%	
4203 Other Transport Costs	0	0	0	557	557	(0)	557		(0)	100.0%	
4301 Equipment	0	0	0	2,245	2,244	(1)	2,244		(1)	100.0%	
4304 Catering & Hospitality	0	0	0	126	126	(0)	126		(0)	100.1%	
4306 Printing	0	0	0	42	0	(42)	0		(42)	0.0%	
4313 Professional Fees - Other	850	400	(450)	850	400	(450)	400		(450)	212.5%	
4327 Publicity Advertising	0	250	250	1,662	1,912	250	1,912		250	86.9%	
4900 Miscellaneous Expenses	0	0	0	193	194	1	194		1	99.4%	
Town Promotion :- Indirect Expenditure	850	650	(200)	13,302	13,061	(241)	13,061	0	(241)	101.8%	0
Net Income over Expenditure	(850)	(650)	200	(9,219)	(8,978)	241	(8,978)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	236	236	0	236			100.0%	
Staycation :- Income	0	0	0	236	236	0	236			100.0%	0
4001 Salaries	0	0	0	111	111	0	111	0		100.0%	
4002 Employer's NIC	0	0	0	11	11	0	11	0		98.9%	
4005 Agency Staff & Contractors	0	0	0	400	400	0	400	0		100.0%	
4162 Waste Removal	0	0	0	881	881	0	881	0		100.0%	
4301 Equipment	0	0	0	514	514	(0)	514	(0)		100.1%	
4304 Catering & Hospitality	0	0	0	378	378	0	378	0		99.9%	
4313 Professional Fees - Other	0	0	0	600	300	(300)	300	(300)		200.0%	
4327 Publicity Advertising	0	0	0	3,852	3,852	0	3,852	0		100.0%	
4343 Licensing/PRS	0	0	0	170	170	(0)	170	(0)		100.2%	
4900 Miscellaneous Expenses	0	0	0	88	88	(0)	88	(0)		100.5%	
Staycation :- Indirect Expenditure	0	0	0	7,006	6,705	(301)	6,705	0	(301)	104.5%	0
Net Income over Expenditure	0	0	0	(6,770)	(6,469)	301	(6,469)				
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	1,090	0	(1,090)	18,773	15,392	(3,381)	15,517			121.0%	
1304 Donations	20	0	(20)	20	0	(20)	0			0.0%	
Festivals & Markets :- Income	1,110	0	(1,110)	18,793	15,392	(3,401)	15,517			121.1%	0
4001 Salaries	357	0	(357)	1,901	1,954	53	2,034	133		93.5%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 Employer's NIC	35	0	(35)	186	217	31	228		42	81.7%	
4003 Employer's Superannuation	48	0	(48)	94	146	52	146		52	64.4%	
4005 Agency Staff & Contractors	0	0	0	128	640	512	640		512	20.0%	
4162 Waste Removal	264	0	(264)	749	834	85	834		85	89.8%	
4202 Car Allowances	23	0	(23)	34	0	(34)	0		(34)	0.0%	
4203 Other Transport Costs	9	0	(9)	13	204	191	204		191	6.5%	
4301 Equipment	190	0	(190)	527	847	320	847		320	62.2%	
4304 Catering & Hospitality	120	0	(120)	177	177	(0)	177		(0)	100.2%	
4306 Printing	0	0	0	50	530	480	530		480	9.4%	
4313 Professional Fees - Other	200	0	(200)	3,436	3,890	454	3,890		454	88.3%	
4327 Publicity Advertising	0	0	0	4,662	4,820	159	4,820		159	96.7%	
4343 Licensing/PRS	0	0	0	230	340	110	340		110	67.6%	
4900 Miscellaneous Expenses	31	0	(31)	85	528	443	828		743	10.2%	
Festivals & Markets :- Indirect Expenditure	1,277	0	(1,277)	12,272	15,127	2,855	15,518	0	3,246	79.1%	0
Net Income over Expenditure	(167)	0	167	6,521	265	(6,256)	(1)				
<u>108 Christmas Lights</u>											
1304 Donations	0	3,200	3,200	0	3,200	3,200	3,200			0.0%	
Christmas Lights :- Income	0	3,200	3,200	0	3,200	3,200	3,200			0.0%	0
4005 Agency Staff & Contractors	0	0	0	40	40	0	40		0	100.0%	
4313 Professional Fees - Other	5,876	29,240	23,364	22,476	45,840	23,364	45,840		23,364	49.0%	
4900 Miscellaneous Expenses	17	0	(17)	37	0	(37)	0		(37)	0.0%	
Christmas Lights :- Indirect Expenditure	5,893	29,240	23,347	22,553	45,880	23,327	45,880	0	23,327	49.2%	0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5001 Transfers from Reserves	0	0	0	0	0	0	(3,680)		(3,680)	0.0%	
Christmas Lights :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(3,680)</u>	<u>0</u>	<u>(3,680)</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,893)</u>	<u>(26,040)</u>	<u>(20,147)</u>	<u>(22,553)</u>	<u>(42,680)</u>	<u>(20,127)</u>	<u>(39,000)</u>				
<u>109 Fireworks Night</u>											
4313 Professional Fees - Other	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Fireworks Night :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>	<u>0</u>	<u>(2,000)</u>				
<u>111 Neighbourhood Plan</u>											
4327 Publicity Advertising	0	0	0	1,930	1,930	0	1,930		0	100.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,930</u>	<u>1,930</u>	<u>0</u>	<u>1,930</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
5001 Transfers from Reserves	0	0	0	(1,730)	(1,730)	(0)	(1,730)		(0)	100.0%	
Neighbourhood Plan :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,730)</u>	<u>(1,730)</u>	<u>(0)</u>	<u>(1,730)</u>	<u>0</u>	<u>(0)</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(200)</u>	<u>(200)</u>	<u>0</u>	<u>(200)</u>				
<u>201 BWP Community Centre</u>											
1301 Premises Hire Charges	1,739	2,300	561	21,490	21,512	22	28,012			76.7%	
1303 Other customer/client receipts	0	0	0	341	0	(341)	0			0.0%	
BWP Community Centre :- Income	<u>1,739</u>	<u>2,300</u>	<u>561</u>	<u>21,831</u>	<u>21,512</u>	<u>(319)</u>	<u>28,012</u>			<u>77.9%</u>	<u>0</u>

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4005 Agency Staff & Contractors	0	0	0	2,024	2,024	0	2,024		0	100.0%	
4102 Property Maintenance	1,526	300	(1,226)	3,328	2,325	(1,003)	3,625		297	91.8%	
4103 Maintenance Contracts	0	35	35	542	414	(128)	519		(23)	104.5%	
4111 Energy Costs	267	290	23	2,149	2,114	(35)	3,444		1,295	62.4%	
4131 Rates	0	0	0	1,326	1,326	0	1,326		0	100.0%	
4141 Water Services	31	40	9	283	301	18	421		138	67.3%	
4161 Cleaning	2,043	1,975	(68)	4,185	4,143	(42)	8,093		3,908	51.7%	
4162 Waste Removal	58	65	7	1,185	1,258	73	1,453		268	81.6%	
4163 Domestic Supplies	0	10	10	6	26	20	56		50	10.7%	
4171 Grounds Maintenance Costs	142	124	(18)	858	925	67	1,297		439	66.2%	
4203 Other Transport Costs	0	0	0	30	30	0	30		0	100.0%	
4301 Equipment	182	50	(132)	2,020	1,937	(83)	2,087		67	96.8%	
4304 Catering & Hospitality	0	0	0	23	23	0	23		0	98.9%	
4323 Telephones	28	28	1	243	246	3	330		87	73.5%	
4324 Broadband	38	38	0	342	342	(0)	456		114	75.1%	
4343 Licensing/PRS	0	0	0	180	300	120	300		120	60.2%	
BWP Community Centre :- Indirect Expenditure	4,313	2,955	(1,358)	18,725	17,734	(991)	25,484	0	6,759	73.5%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(2,575)	(655)	1,920	606	1,278	672	28				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	1,028	800	(228)	9,537	9,101	(436)	11,501			82.9%	
1303 Other customer/client receipts	0	0	0	2,083	2,083	(0)	2,083			100.0%	
Pepperpot :- Income	1,028	800	(228)	11,621	11,184	(437)	13,584			85.5%	0
4005 Agency Staff & Contractors	0	0	0	320	320	0	320	0	0	100.0%	
4101 Repair/Alteration of Buildings	0	0	0	2,474	2,474	0	2,474	0	0	100.0%	
4102 Property Maintenance	39	125	86	395	565	170	940	545	545	42.1%	
4103 Maintenance Contracts	330	85	(245)	1,783	1,458	(325)	1,713	(70)	(70)	104.1%	
4111 Energy Costs	96	100	4	598	592	(6)	892	294	294	67.0%	
4131 Rates	0	0	0	675	675	(0)	675	(0)	(0)	100.0%	
4161 Cleaning	404	415	12	951	964	13	1,859	908	908	51.2%	
4301 Equipment	0	0	0	1,873	1,874	1	2,474	601	601	75.7%	
4323 Telephones	26	26	0	230	234	4	312	82	82	73.8%	
4324 Broadband	38	38	0	305	305	(0)	419	114	114	72.8%	
4327 Publicity Advertising	0	0	0	590	590	0	590	0	0	100.0%	
4343 Licensing/PRS	0	0	0	70	70	0	70	0	0	100.0%	
Pepperpot :- Indirect Expenditure	933	789	(144)	10,265	10,121	(144)	12,738	0	2,473	80.6%	0
5001 Transfers from Reserves	0	0	0	(4,500)	(4,500)	0	(4,500)	0	0	100.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	
Pepperpot :- Other Costs	0	0	0	(2,000)	(2,000)	0	(2,000)	0	0	100.0%	0
Net Income over Expenditure	95	11	(84)	3,356	3,063	(293)	2,846				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	0	0	0	6,000	6,000	0	12,000			50.0%	
1303 Other customer/client receipts	0	0	0	1,512	1,512	0	1,512			100.0%	
The Square :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,512</u>	<u>7,512</u>	<u>0</u>	<u>13,512</u>			<u>55.6%</u>	<u>0</u>
4315 Insurance	0	0	0	1,512	1,512	0	1,512		0	100.0%	
The Square :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,512</u>	<u>1,512</u>	<u>0</u>	<u>1,512</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>12,000</u>				
<u>204 Allotments</u>											
1302 Rents	0	0	0	1,943	1,944	1	1,944			100.0%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,943</u>	<u>1,944</u>	<u>1</u>	<u>1,944</u>			<u>100.0%</u>	<u>0</u>
4005 Agency Staff & Contractors	0	0	0	272	272	0	272		0	100.0%	
4102 Property Maintenance	0	0	0	329	329	(0)	329		(0)	100.0%	
4141 Water Services	8	5	(3)	59	53	(6)	68		9	87.5%	
4162 Waste Removal	0	0	0	211	211	0	211		0	100.0%	
4171 Grounds Maintenance Costs	0	250	250	560	1,060	500	1,810		1,250	31.0%	
4301 Equipment	0	0	0	11,551	11,551	0	11,551		0	100.0%	
Allotments :- Indirect Expenditure	<u>8</u>	<u>255</u>	<u>247</u>	<u>12,983</u>	<u>13,476</u>	<u>493</u>	<u>14,241</u>	<u>0</u>	<u>1,258</u>	<u>91.2%</u>	<u>0</u>
5001 Transfers from Reserves	0	0	0	(10,500)	(10,500)	0	(10,500)		0	100.0%	
Allotments :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>(10,500)</u>	<u>(10,500)</u>	<u>0</u>	<u>(10,500)</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(8)</u>	<u>(255)</u>	<u>(247)</u>	<u>(540)</u>	<u>(1,032)</u>	<u>(492)</u>	<u>(1,797)</u>				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	3,953	4,500	547	40,479	40,039	(440)	53,589			75.5%	
Wilfrid Noyce Community Centre :- Income	3,953	4,500	547	40,479	40,039	(440)	53,589			75.5%	0
4001 Salaries	74	212	138	1,916	2,019	103	2,655	739		72.2%	
4003 Employer's Superannuation	0	36	36	0	68	68	182	182		0.0%	
4005 Agency Staff & Contractors	0	0	0	1,264	1,264	0	1,264	0		100.0%	
4102 Property Maintenance	15	400	385	1,639	2,374	735	4,374	2,735		37.5%	
4103 Maintenance Contracts	79	570	491	3,257	3,798	541	6,238	2,981		52.2%	
4111 Energy Costs	435	440	5	3,468	3,325	(143)	4,645	1,177		74.7%	
4121 Rents	0	0	0	291	230	(61)	230	(61)		126.6%	
4131 Rates	0	0	0	4,566	4,566	(0)	4,566	(0)		100.0%	
4141 Water Services	104	100	(4)	646	640	(6)	940	294		68.7%	
4161 Cleaning	3,459	3,275	(184)	7,241	7,057	(184)	13,307	6,066		54.4%	
4162 Waste Removal	153	152	(1)	1,378	1,529	151	1,985	607		69.4%	
4163 Domestic Supplies	0	50	50	228	274	46	424	196		53.8%	
4171 Grounds Maintenance Costs	0	0	0	31	31	(0)	31	(0)		100.3%	
4301 Equipment	0	0	0	2,642	2,641	(1)	4,541	1,899		58.2%	
4304 Catering & Hospitality	0	0	0	10	10	0	10	0		97.2%	
4313 Professional Fees - Other	0	2,170	2,170	1,400	3,570	2,170	3,570	2,170		39.2%	
4323 Telephones	51	26	(25)	535	487	(48)	793	258		67.5%	
4324 Broadband	38	26	(12)	268	246	(22)	324	56		82.6%	
4343 Licensing/PRS	0	0	0	757	350	(407)	350	(407)		216.2%	
4900 Miscellaneous Expenses	0	100	100	0	200	200	500	500		0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	4,408	7,557	3,149	31,536	34,679	3,143	50,929	0	19,393	61.9%	0

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(455)	(3,057)	(2,602)	6,443	2,860	(3,583)	160				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	503	504	1	504			99.9%	
1302 Rents	0	0	0	202	202	0	202			99.8%	
Bandstand :- Income	0	0	0	705	706	1	706			99.8%	0
4005 Agency Staff & Contractors	0	0	0	32	32	0	32		0	100.0%	
4102 Property Maintenance	0	83	83	16	182	166	435		419	3.8%	
4343 Licensing/PRS	0	0	0	0	0	0	100		100	0.0%	
Bandstand :- Indirect Expenditure	0	83	83	48	214	166	567	0	519	8.5%	0
Net Income over Expenditure	0	(83)	(83)	656	492	(164)	139				
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	5,119	5,118	(1)	6,824			75.0%	
1303 Other customer/client receipts	0	0	0	53,780	53,780	0	54,020			99.6%	
Godalming Museum :- Income	0	0	0	58,899	58,898	(1)	60,844			96.8%	0
4001 Salaries	3,588	3,588	(0)	32,295	32,292	(3)	43,056		10,761	75.0%	
4002 Employer's NIC	316	316	0	2,840	2,844	4	3,776		936	75.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Employer's Superannuation	599	599	(0)	5,395	5,391	(4)	7,188		1,793	75.1%	
4005 Agency Staff & Contractors	0	0	0	424	424	0	424		0	100.0%	
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%	
4102 Property Maintenance	130	200	70	4,399	4,465	66	5,165		766	85.2%	
4103 Maintenance Contracts	79	0	(79)	634	474	(160)	474		(160)	133.7%	
4111 Energy Costs	0	0	0	13	13	0	13		0	98.1%	
4162 Waste Removal	14	0	(14)	76	63	(13)	63		(13)	121.3%	
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%	
4301 Equipment	1,575	0	(1,575)	1,575	0	(1,575)	0		(1,575)	0.0%	
4306 Printing	0	0	0	105	105	(0)	105		(0)	100.4%	
4307 Stationery	0	25	25	226	171	(55)	246		20	91.9%	
4313 Professional Fees - Other	0	0	0	1,135	1,135	0	1,135		0	100.0%	
4315 Insurance	0	0	0	6,071	6,071	0	6,071		0	100.0%	
4323 Telephones	45	25	(20)	148	154	6	229		81	64.8%	
4325 Computing	192	265	73	2,237	2,385	148	3,180		943	70.4%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
4900 Miscellaneous Expenses	0	0	0	60	60	0	60		0	100.0%	
Godalming Museum :- Indirect Expenditure	6,538	5,018	(1,520)	57,634	56,047	(1,587)	74,845	0	17,211	77.0%	0
5001 Transfers from Reserves	0	0	0	(3,200)	(3,200)	0	(3,200)		0	100.0%	
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	49,800	49,800	0	49,800	0	0	100.0%	0
Net Income over Expenditure	(6,538)	(5,018)	1,520	(48,535)	(46,949)	1,586	(63,801)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208 Land & Property - Other</u>											
1303 Other customer/client receipts	0	0	0	5,649	5,649	0	5,649			100.0%	
Land & Property - Other :- Income	0	0	0	5,649	5,649	0	5,649			100.0%	0
4005 Agency Staff & Contractors	0	0	0	4,124	4,124	0	4,124	0		100.0%	
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560	1,560		0.0%	
4102 Property Maintenance	262	325	63	7,740	6,963	(777)	7,938	198		97.5%	
4103 Maintenance Contracts	0	100	100	0	200	200	500	500		0.0%	
4111 Energy Costs	50	65	15	490	522	32	717	227		68.3%	
4131 Rates	0	0	0	3,609	3,609	0	3,609	0		100.0%	
4141 Water Services	130	270	140	2,073	2,352	279	3,162	1,089		65.6%	
4151 Fixtures & Fittings	0	0	0	0	0	0	250	250		0.0%	
4161 Cleaning	3,026	3,510	484	6,053	6,536	483	16,536	10,483		36.6%	
4171 Grounds Maintenance Costs	86	86	1	438	439	1	5,803	5,365		7.5%	
4203 Other Transport Costs	0	0	0	150	150	(0)	150	(0)		100.2%	
4301 Equipment	0	0	0	3,227	3,227	(0)	3,227	(0)		100.0%	
4313 Professional Fees - Other	0	0	0	2,301	2,302	1	2,302	1		100.0%	
4900 Miscellaneous Expenses	0	450	450	1,395	1,826	431	2,276	881		61.3%	
Land & Property - Other :- Indirect Expenditure	3,554	4,806	1,252	31,601	32,250	649	52,154	0	20,553	60.6%	0
5001 Transfers from Reserves	0	0	0	(7,400)	(7,400)	0	(7,400)	0		100.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0		100.0%	
Land & Property - Other :- Other Costs	0	0	0	(4,900)	(4,900)	0	(4,900)	0	0	100.0%	0
Net Income over Expenditure	(3,554)	(4,806)	(1,252)	(21,052)	(21,701)	(649)	(41,605)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	8,386	11,300	2,914	862,079	860,083	(1,996)	891,071			96.7%	
Expenditure	56,331	82,494	26,163	694,752	722,895	28,143	917,427	0	222,675	75.7%	
Net Income over Expenditure	(47,945)	(71,194)	(23,249)	167,326	137,188	(30,138)	(26,356)				
Movement to/(from) Gen Reserve	(47,945)			167,326							

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting.	Quarterly	April 2020
FARNCOMBE INITIATIVE	Cllr PMA Rivers	274-13	New Chair appointed (Min No 43-19)	Bi-annual	28 Nov 2019 Jan 2020
FLOOD ALLEVIATION	Town Clerk	405-13 428-14 469-15	Overbanking of Hell Ditch in December was contained by the Flood Defence Wall EA are investigating works required to alleviate the waterlogging issues experienced on the ‘dry side’ of the defences.	N/A	Dec 2019
CONDITION OF TREES IN THE TOWN COUNCIL’S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18).	2 yearly	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Two yearly	May 2020
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2020
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 Oct 19 Planning permission and Change of Use approval received 13 Jan 2020		31 March 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	Town Clerk	297-18	<p>GTC website compliance with the regulations:</p> <ul style="list-style-type: none"> • Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website www.godalming-tc.gov.uk; • the cost of an accessibility audit and the proposed funding cost centre be brought to this Committee for authorisation prior to any work being undertaken; and • the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations • Support Services Executive has undertaken training on Website accessibility and is working through GTC website to resolve issues 	<p>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	23 Sep 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report provided.	05/09/19	17/10/19
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report provided.	17/10/19	28/11/19
Waverley Citizens' Advice	Cllr Steel		Report expected 17 October 2019. Report deferred to 16 April 2020 as no meeting held.	17/10/19	16/04/20
Sport Godalming	Cllr Adam		Report provided.	28/11/19	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report provided.	28/11/19	
Go Godalming Association	Town Mayor/ Cllr Heagin		Report on this agenda	23/01/20	
Holloway Hill Sports Association	Cllr Martin		Report on this agenda	23/01/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report on this agenda	23/01/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 5 March 2020	05/03/20	
Godalming Together CIC	Cllr Welland		Report expected 5 March 2020	05/03/20	
SALC	Cllr Cosser		Report expected 5 March 2020	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report expected 16 April 2020	16/04/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
District Scout Council	TBC		Report expected 16 April 2020	16/04/20	
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report deferred from 22 May 2019. Report expected 25 June 2020	25/06/20	
Farncombe Day Centre	Cllr Hullah		Report deferred from 22 May 2019. Report expected 30 July 2020	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019. Report expected 30 July 2020	30/07/20	

*Dates to be set when Meeting Schedule 2020/21 is agreed.

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Mayor's Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019
Spring Festival	Saturday, 6 April 2019
Farmers' Market	Saturday, 27 April 2019
St John's Spring Fair	Saturday, 4 May 2019 (TBC)
Annual Council/Mayor Making	Thursday, 16 May 2019
Godalming Run	Sunday, 19 May 2019
Farmers' Market	Saturday, 25 May 2019
Town Show	Saturday, 1 June 2019
Farmers' Market	Saturday, 29 June 2019
Summer Food Festival	Sunday, 7 July 2019
Farmers' Market	Saturday, 27 July 2019
Staycation	Saturday, 3–Sunday, 11 August 2019
Farmers' Market	Saturday, 31 August 2019
Farmers' Market	Saturday, 28 September 2019
Godalming Pop-Up Saturday	Saturday, 12 October, 2019
Farmers' Market	Saturday, 26 October 2019
Remembrance Sunday	Sunday, 10 November 2019
Godalming Pop-Up Saturday	Saturday, 9 November, 2019
Christmas Festival & Light Switch-On	Saturday, 30 November 2019
Farncombe Lights Switch-on	Friday, 6 December 2019
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 14 December 2019
Godalming Pop-Up Saturday	Saturday, 14 December 2019
Farmers' Market	Saturday, 21 December 2019
Godalming Pop-Up Saturday	Saturday, 11 January 2020
Godalming Pop-Up Saturday	Saturday, 8 February 2020
Pancake Races	Tuesday, 25 February 2020
Farmers' Market	Saturday, 29 February 2020
Godalming Pop-Up Saturday	Saturday, 14 March 2020
Farmers' Market	Saturday, 28 March 2020
Spring Festival – Spring into Godalming	Saturday, 4 April 2020
Godalming Pop-Up Saturday	Saturday, 11 April 2020

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation Navarley Borough Council

2. Contact Name, Address and Telephone Number Tom Crouse

The Bungs, Godalming, GU7 1HR,
01483 523169

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? _____

See Attached Form.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.

No

6. Please state size of membership and annual subscription levels of Organisation. _____

N/A.

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

See Attached Form.

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

Speasavers Surrey Youth Games 2020

- b) Specify
- Total Estimated Cost £6000
 - Amount already available £500
 - Amount expected to be available at commencement £6000
 - Dates scheduled to commence and finish 20/4/2020 → 14/6/2020

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

Body	Amount Applied For	Amount Received
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Please See Attached Form.

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

a) Amount £500.00

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

- Amount £500.00

- Date 21/5/19.

- Project Speasavers Surrey Youth Games 2019.

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

Please See Attached Form.

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

Signed [Signature] Date 21/11/2019

Capacity in which signed Assistant Leisure Development Officer.

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

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

Godalming Town Council Grant Application Form Questions

See below the answers to the questions within the application that say 'please see form'.

4 - 'What are the aims and objectives if the organisation?'

Aims

- To increase physical activity levels throughout the Borough.
- To decrease the number of inactivity children throughout the Borough.

Objectives

- Increase the physical activity levels across the borough including within Godalming by providing up to 8 weeks of free coaching within the area.
- To have children attend the free weekly sessions.
- To attract and sustain currently inactivity children into physical activity. Either through the participants joining a local club or playing recreationally.
- Submit at least 1 team for each sport into the Specsavers Surrey Youth Games competition weekend.

8 - 'If not included in the annual report enclosed, please provide details of your organisations activities over the past year, with particular reference to any special projects undertaken or planned'.

- Xplorer - Xplorer is a free family friendly navigation challenge that is educational and fun and gives children a sense of adventure as they explore the park to find the markers. It involves a healthy mix of physical activity and decision making that the whole family can enjoy together. Multiple events are carried out over the year at Broadwater Park, Farnham Park and Snoxhall Fields.
- Skate Events 2018 and 2019 Skate Waverley offers the opportunity for young people to be coached by the pros, watch demonstrations and show off their new tricks. Free workshops are held throughout the summer in Haslemere, Godalming, Farnham and Cranleigh.
- Walking Football – Held in Farnham and Hindhead the weekly sessions allow those to get involved with walking football. A slower paced version of the game.
- Community Golf – Alongside Xplorer Community Golf was hired to encourage golf through gold in the park. This allowed anyone to try out gold for free.
- Breeze – Free guided bike rides for women – aimed at getting women into cycling.
- Surrey Youth Games 2019 – Previous event held from the event being applied for. No changes in the aims and objectives.
- Surrey Youth Games 2020 – Event being applied for.

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

The Specsavers Surrey Youth Games is the largest annual youth sports festival in the county, with more than 2,000 competitors taking part every year. The event is suitable for anyone between the ages of 7 to 16 who wants to learn a new sport or develop skills with qualified local coaches.

The main aim of the games is to encourage young people to develop their sporting skills and promote physical activity and fair play in sport. In 2019 we had over 150 registrations from young people in Waverley who attended our training sessions. More than 100 of those

participants were selected to represent Team Waverley during the weekend competition. The games focus on the introduction of sports to children who are beginners, meaning worries around experience levels are removed, as the majority will also be a similar level. The games also allow young people to come together and socialise through sport, meeting new people and creating friendships within the community.

Using established local coaches connected to clubs provides pathways encouraging integration into those local clubs. Creating a sustainable physical activity habit is important within this age group as this is a period where there is a high rate of drop out. Another limiting factor combated throughout the games is cost. Often families are not able to afford costings that are associated with certain sports, such as coaching fees. The Specsavers Surrey Youth Games combats these factors by providing free training and in some sports, loaning equipment.

The funding required is vital to enable that the training and weekend event can be provided to the participants free of charge. Funding will be spent on coaching/training costs and promotion of the games to maximise the number of young people given the opportunity to access the training.

10 - Are you applying for or have you already received other financial assistance for this project?

Trade Direct – 500 – Not applied yet

Cranleigh Parish Council – 500 – Applied

Places Leisure – 2000 – Applied

Haslemere Town Council – 500 – Not applied yet

Tesco Bags for Help – 500 to 2000 – Successful (amount to be decided)

Godalming Town Council – 500 – Current Application

*Organisations are logged as unsuccessful until confirmed as successful.

12- 'What benefits for the Godalming community do you expect will result from the project?'

The participants of the project would see:

- An increase in their physical activity levels.
- Access to try a new sport in a comfortable and accessible environment.
- The ability to try competitive sport through the competition weekend.
- The opportunity to make new friends within the local community through the training sessions.
- Provide opportunities and activities for the local children which help improve their skills.

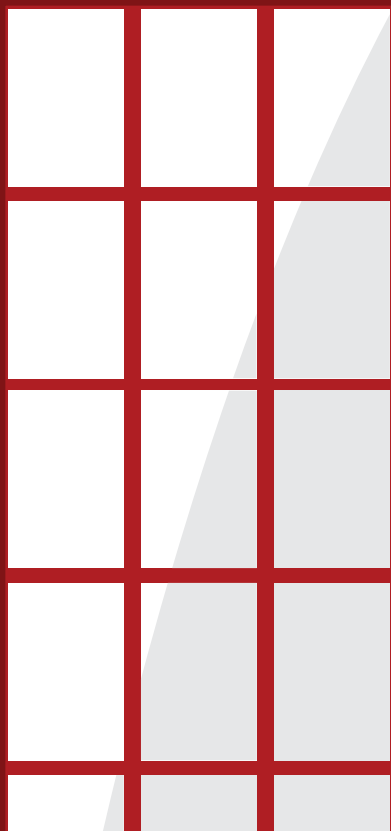
The Surrey Youth Games will benefit the local community as:

- The games use local coaches to provide the training. As a result there are accessible pathways to local clubs, if the participants wish to carry on the sport.
- Promotion of the local sports clubs.

- Participants from other areas of district attending the training sessions potentially will visit Godalming.



ADOPT A KIOSK





Welcome to the Adopt a Kiosk Scheme

The Adopt a Kiosk scheme enables your community to retain its iconic red kiosk.

It is open to the following bodies:

- Recognised local authority (e.g. District/Borough Council)
- Parish/Community/Town Council or equivalent
- Registered charity
- Private land owner. (Anyone who has one of our telephone boxes on their land)

The scheme is not available to other individuals, community groups such as residents associations or commercial organisations.

The Adopt a Kiosk programme

Since the Adopt a Kiosk programme was launched, more than 5,000 communities across the UK have seized the opportunity to do something wonderful with local phone boxes that had little or no usage.

Often, BT phone boxes have stood for years as part of a town or village, and many members of the community are keen to avoid simply having the phone box removed, leaving an empty space where it once stood.

The growth of the mobile phone industry has inevitably meant phone box usage has dropped dramatically, and nearly half of the phone boxes in the UK have been removed, but there are still around 5000 red phone boxes which can be adopted.

So BT is delighted to give communities the opportunity to get back in touch with the remaining phone boxes – and make them once again an asset that local people can enjoy.

Thousands of communities already have come up with a fantastic array of ideas to re-use their beloved local phone box.

Phone boxes already adopted include a grocery shop, a wildlife information centre and the Community Heartbeat Trust charity has even installed defibrillators in some local phone boxes.

This pack is designed to inspire you as to what you could do with your local phone box, and give you some more information about how to get involved in adopting.

Whether it's something that would bring heritage and culture, a practical solution or just joy and inspiration to your community, BT would love you to consider adopting!

Saving lives with phone boxes at the heart of communities

Up and down the country, the Community Heartbeat Trust is campaigning for redundant phone boxes to be turned into vital medical centres for local communities, including the installation of lifesaving defibrillators in the phone boxes.

From Aberdeen to Plymouth, working with BT, the charity has already installed defibrillators into a number of phone boxes, and is now inundated with inquiries from parish councils.

Trust secretary Martin Fagan said: “With something as serious as a cardiac arrest, time is of the essence, and unfortunately ambulance services often can’t reach country villages in time.”

“To install defibrillators in disused phone boxes is ideal, as they are often in the centre of the village and it means the iconic red phone box can remain a lifeline and focus the community.”

“The take-up has been fantastic, and we hope many more people will adopt and choose our help to save lives in rural communities.”



“ To install defibrillators in disused phone boxes is ideal, as they are often in the centre of the village and it means the iconic red phone box can remain a lifeline and focus the community ”

And here's how it can work...

When crowds gathered to watch the Tour de France stream through the little Essex village of Finchingfield, an adopted BT phone box played a major role in saving a man's life.

Parish clerk Kate Fox said: "A man suffered a heart attack while visiting Finchingfield to join the 8,000-strong crowd thronging the village that day.

"Fortunately, one of the ladies from the post office was on hand and her prompt action in using the phone box defibrillator to stimulate his heart before an ambulance arrived was certainly instrumental in saving his life.

"The ambulance crew worked on the patient for nearly hour to stabilise him before he was transferred to Basildon hospital by air ambulance."

The council is now planning to put another defibrillator in another BT phone box in the neighbouring parish of Great Bardfield.

"Anyone would be able to use the defibrillator in the event of an emergency," said Kate. "The devices are very intuitive with audio directions so, although training is beneficial, it's not essential."



Promenade of art as Cheltenham boxes clever

Ten red phone boxes in the centre of Cheltenham are being transformed into miniature art galleries.

The phone boxes have been a familiar sight in a pedestrianised section of the Promenade in the Gloucestershire town since the 1960s.

The go-ahead for their novel new use was approved at a meeting of the borough council's planning committee. Councillors

voted unanimously in favour of the idea and said they were pleased the phone boxes would remain a permanent feature in the town.

The phone boxes were removed to undergo renovations before being returned to the site where they now provide a showcase for the work of local artists.



Village phone box looks blooming lovely, thanks to littl'uns

Green-fingered tots have given a new lease of life to the Red phone box in the village of Minety, Wiltshire.

Adopted by the community, the phone box has blossomed as a pop-up plant shop where local pre-school children sell flowers and vegetables they have grown themselves.

The plant-growing initiative started as a fundraiser to earn £65 to buy red paint to smarten up the phone box but thanks to a request from Rob Hilliar of BT, who happens to be the deputy chair of the local parish council, BT volunteered to provide the correct shade of red paint.

Rob said: “The whole thing has been so successful, and such fun for the kids, that they are continuing their little enterprise.

“As plants sell, the shop is restocked and the children are also growing produce such as lettuce and tomatoes at customers’ request.

“They’ve already raised more than £150 so far towards the pre-school funds.”



Superstar Brian May opens exhibition in the world's smallest art gallery

Brian May had many great opportunities while he was part of legendary rock band Queen - but one of his most unusual involvements centres on a red BT phone box in North Yorkshire.

The phone box, which has been part of the market town of Settle for over 50 years, has been turned into a fantastic mini art gallery, and Brian was one of the big names behind the project due to his passion for photography and huge desire to bring some Bohemian Rhapsody to village and community life.

The community of Settle bought the phone box for £1 as part of Adopt a Kiosk box and turned it into one of the quirkiest art galleries in the country.

Curator Roger Taylor (no connection to Queen!) and Brian exhibited some of his beloved stereoscopic photographs, and the booth has also shown postcards, poetry, paintings and even fabric pictures.



Roger said: “The project has given the people of Settle a real sense of community and joy, and also helped to put our town of 4,000 people on the map.”

“We were bursting with pride when Brian came to open the exhibition, and his lecture packed out our small village theatre.”

“The effect on the local economy has been significant, with local holiday rentals and B&Bs even referencing the gallery on their websites as one of Settle’s latest attractions.”

“ The project has given the people of Settle a real sense of community and joy, and also helped to put our town of 4,000 people on the map ”

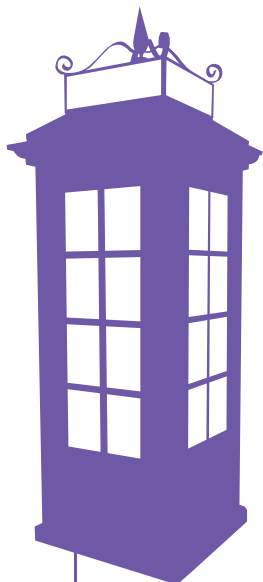




Adopt a Kiosk

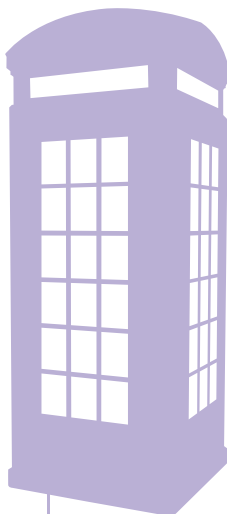
Great ideas brought together by communities just like yours, from across the UK

Phone box design timeline



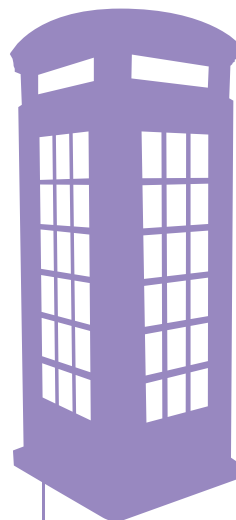
K1

Designed by
Somerville & Company
1920



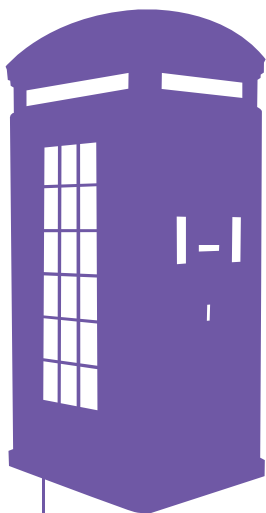
K2

Designed by
Giles Gilbert Scott
1924



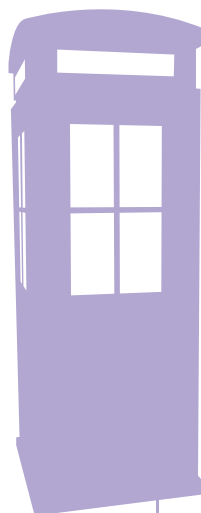
K3

Designed by
Giles Gilbert Scott
1927



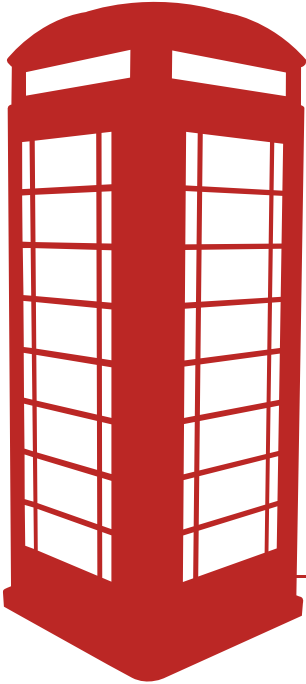
K4

Designed by
the Post Office
1927



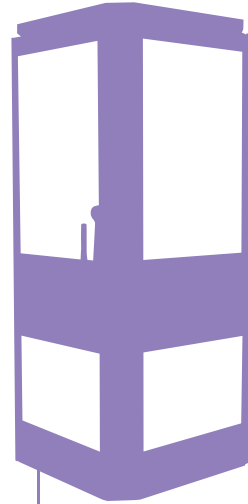
K5

Designed by
the Post Office
1934



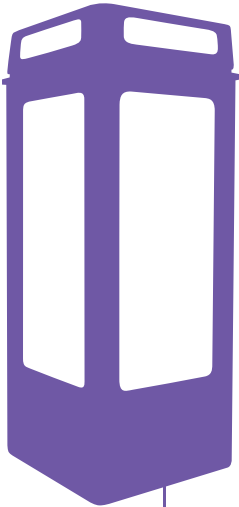
K6

Designed by
Giles Gilbert Scott
1935



K7

Designed by
Neville Conder
1959



K8

Designed by
Bruce Martin
1968



What will yours be?

Designed by your community

All you need to know about adopting

We would love you to adopt your phone box, and below are some of the key questions to help you make the decision for your community.

WHO can apply?

Any recognised local authority, parish/ community/town council, Registered Charity or any Community Interest Company throughout the UK or Scotland can apply to adopt their local phone box.

HOW much does it cost?

To comply with legal requirements, authorities will be required to purchase the phone box from BT for a £1. Where there is power present at the kiosk the Parish / Community / Town council has the option to take ownership of the power supply, or for BT to continue to supply the power free of charge on your behalf.

WHICH planning regulations which need to be complied with?

Any group who adopts a phone box must apply to the relevant authorities for all of the necessary consents to retain a phone box.

WHAT happens to the power connection?

Option1: BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future, however BT will contact the kiosk owner should this become necessary. Electrical equipment cannot be connected to the electrical supply unless agreed with BT.

At the point of adoption BT will ensure that the light will be working but from then on BT will only be responsible for the supply in to the kiosk to the point of the fusebox. Any future faults beyond this point will be the responsibility of the phone box owner.

Option 2: The customer can choose to take over the responsibility for the electricity supply. Customers choosing this option will have to apply for an MPAN number from their electricity company. Please contact us should you wish to choose this option.

WHAT is an MPAN number?

A Meter Point Administration Number or MPAN number is a 21 digit reference number, used across the UK to determine electricity supply points. Where the customer chooses to own the power connection for themselves BT will require the customer's un-metered MPAN number. The number is required to transfer the billing for a phone boxes power supply. Local power companies will be able to supply this. Please contact us if you require more information on how to apply for an un-metered MPAN number.

WHAT if the power supply has already been disconnected?

Where a power disconnection has already taken place BT will not refund any payments made or reconnect the supply.

WHAT is the annual electricity cost for a phone box?

If the customer chooses to transfer the electricity supply over to themselves BT has no control over what electricity companies will charge for providing an un-metered supply for the lighting. This will vary depending on the electricity company chosen.

CONDITIONS OF TRANSFER

The following provides an overview of the key requirements for any potential transfer. Please ensure that you also review the contract agreements.

Next steps

WHO TO CONTACT NEXT?

Please visit www.bt.com/adopt for more information

1. The adopting community must apply to the relevant authorities for any of the necessary consents to retain a phone box. This may involve planning consent depending on the Local Authority.
2. The phone box will be disconnected from the telecommunications network and the payphone equipment removed by BT.
3. Where a phone box is powered, the adopting community will have the option for BT to continue to supply the power free of charge or to take ownership of the supply for themselves. Please contact us should you wish to own the power connection for yourselves.
4. To comply with legal requirements, the adopting community will be required to purchase the phone box from BT for £1.
5. The phone box will be purchased with any and all physical defects. No representations, warranties or conditions concerning the quality or fitness for purpose are given or assumed by BT.
6. The adopting community will be responsible for all support and maintenance of the phone box and for any liability resulting from the phone box or its use following completion of the transfer.

WHAT HAPPENS WHEN YOU APPLY?

Once an application has been submitted, BT will handle the rest. It is that simple!

1. It is imperative that all the legal conditions contained within the “agreement for the sale and purchase of telephone kiosk(s)” are met. Only submit an online application when the contract can be signed and returned to BT.
2. Upon receipt of both the online application and a signed contract, BT will review the application.
3. BT will sign and return a copy of the contract for all approved applications, upon which the transfer process will commence automatically.
4. Upon completing the removal of the payphone equipment from the phone box, BT will forward a Notice to Complete to the adopting community. Ownership of the phone box will be automatically transferred within 5 days.
5. The phone box(es) will then be the property of the adopting community!
6. Some applications will require the permission of the Local Authority. BT will apply for permission in these cases, but this can take up to 90 days and acceptance cannot be guaranteed. In the event an application isn’t approved BT will contact the adopting community directly.

Did you know...

- Any recognised local authority, parish/community/town council, parish meeting or Registered Charity throughout the UK or Scotland can apply to adopt their local phone box
- Since the Adopt a Kiosk scheme was launched in 2008, 4,000 phone boxes have been adopted
- Boxes have been turned into defibrillator kiosks, art galleries, book exchanges, exhibitions and information centres and even a pub!
- Every village that fits a defibrillator supplied by the Community Heartbeat Trust in their adopted phone box can receive a free paint kit from the British Coatings Federation to spruce up the box
- Villagers in Ambridge - in BBC Radio 4's long-running drama The Archers - have adopted their own phone box
- You can check easily online to find out if your local phone box is available for adoption, but even if it isn't then you can contact us to see what we can do for you.

If you would like to find out more about adopting a phone box, Please visit www.bt.com/adopt for more information



Offices worldwide

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11. 107-109 HIGH STREET REFURBISHMENTS OPTIONS

Members to consider options for the conversion of 107-109 High Street (formerly The Racquet Shop) from A1 retail to A2 professional services for use by Godalming Town Council as its administrative offices.

As highlighted to Members at the Policy & Management Committee of 28 November, the pre-tender budget cost report indicated that the tender costs for the original scheme would be significantly higher than had been expected. As such a revised tender specification was issued omitting items from the original scheme that could be incorporated within a second phase of works.

The tenders were received on 12 December. The confidential *Report on Tenders* document (attached for the information of Members) sets out the tender cost received from contractors for the refurbishment works.

All the estimates received exceed the available funds for carrying out the works. In addition to the costs indicated, professional fees of approx £10,000 would also need to be allowed for.

Members should note that the most affordable options provided by RLC & GC exclude the following:

- DDA WC for shared use by Museum & GTC;
- interconnecting doorway between GTC offices and Museum;
- wheelchair ramp to rear meeting room; and
- stairlift to mid-office level.

Having gained possession of the property on 18 December, with the shop empty, the proposed layouts for the office and support areas were set out. Both staff and a number of Members of the Asset Working Group reviewed the layout and provided feedback for improvements.

Change of Use from A1 retail to A2 offices for 107-109 High Street along with relevant Listed Building and Conservation Areas consent for the planned refurbishments as set out in submitted plans was received on 13 January 2020 (WA/2019/1735 & 1736 decision notices to be tabled for the information of Members are available on WBC website). Members will wish to note that the amendments to the internal layout highlighted above, which will create a more efficient and practicable space, will need to be submitted to the Planning Authority prior to constructing the internal layout. Likewise drawings showing the internal drainage routes are required to be approved by the Planning Authority.

The revised option tender totals of RLC and GC are £170,882 and £170,024 respectively. Within these costs are sums of between £62,623 and £75,120 for Contractor Preliminary Costs, contingency sums and strip out costs.

Following review of the tender documents, an additional option for an in-house managed refurbishment has been included for Members' consideration, which eliminates costs associated with project management and initial strip out by utilising existing GTC resource. Additionally, GTC would also make savings by utilising its own resources for the internal decoration works and other general trade works that could realise an additional £20,000 of savings.

The costs indicated at Annex A (Commercial in Confidence) for the major material requirements, plus allowances for miscellaneous materials, along with labour costs of self-

employed tradespeople are based on material costs sourced from local merchants GTC have trade accounts with and the local independent trades market. If Members were minded to adopt the in-house management approach, costs would be subject to further negotiations and market testing/quotes as required by GTC financial regulations. Additionally, in keeping with the Council's environmental objectives, the aim would be, where reasonably practicable and financially competitive, to utilise local suppliers and tradespeople thus reducing the project CO2e footprint.

Members may wish to further consider the increased scope of works achievable within the in-house option. Due to input from staff and Members, the design changes allow for the provision of a DDA WC, the provision of ramp access to all levels and the interconnecting access between the GTC office and Museum to be re-instated within the first phase.

As indicated at Annex A the estimated cost of the in-house option, including a contingency allowance, is approximately £80,000.

The extended work schedule shown at Annex B (attached for the information of Members) is based on the requirement that GTC continues to provide existing services, such as public realm grounds maintenance. However, it would be unrealistic to believe that undertaking this project would not have some impact on some ongoing and planned works. If Members were to approve the in-house option then the following projects would be subject to priority amendment:

- Joint Burial Committee – Nightingale Cemetery regeneration project delayed until completion;
- Bandstand redecoration postponed until 2021;
- Broadwater Park Community Centre large hall redecoration potentially delayed until autumn 2020; and
- Broadwater Park Community Centre kitchen refurbishment delayed until winter 2020.

If Members were minded to look towards a main contractor option, there would be a requirement to obtain further funding from the PWLB to address the shortfall between costs and available funds.

Officers recommend that Members resolve to approve the refurbishment of 107-109 High Street be directly managed by GTC staff using both in-house resource and professional tradespersons as necessary.

Officers further recommend that Members resolve to approve to recommend that Full Council authorise up to £80,000 from earmarked reserve 346 (107-109a High Street, currently standing at £109,680), to conduct the works.

	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14
Gas Supply Isolation Isolate gas supply and disconnect metre supply (completed 8 Jan)														
Windows & External Side Door Identify works required to existing windows (repair or replace) order external door and new windows for mid office														
Strip out shop fitting, wall coverings, studwork, false beams, Boiler, wet heating system, Sanitary & Kitchen fittings, carpets & floor coverings														
Electrical Isolation & Install Temp Supplies Disconnect all existing electrical loads from Consumer Units & Install Temp sockets & maintain alarm supplies for refurb stage (GTC electrical contractor)														
Electrical Strip out remove & disposal existing electrical wiring & fittings														
Waste Away - Strip Out Disposal of stripped out material via licenced waste disposal, material recycling (changing perception & skillway for timber)														
Building Material Order Including insulating material, studwork timber, conservation clay bricks , internal door frames, flooring joists & hangars														
Guttering Repair Repair of existing guttering about alleyway side door														
Groundwork breakout for lower ramp, lay lower ramp, lay waste pipe from WC1 & connect to main drain. Lay cold water feed to WC1														
Brickwork Remove casement window & doorframe, install temp building containment, lay infill dwarf wall using conservation clay bricks , widen opening between front & rear building														
External Side Wall Insulation Install insulation and vapour barrier to internal side of external side wall														
Overboard Ceiling Overboard existing ceiling 12.5mm plasterboard														
First Fix Joinery & Museum Breakthrough Internal studwork, internal door frames, Breakthrough of studwall into Museum entrance lobby														
Windows & External Side Door Install new windows and external frames as required														
First Fix Electrics & Data Cabling & Alarm & Fire Detection Systems Below floor, above ceiling and behind boarding cabling														
First Fix Plumbing Install First Fix Plumbing														
Museum Entrance Replacement Museum Entrance Door														
Internal Partition Acoustic Insulation & Wall Boarding Install acoustic insulation in stud walling & dryline studwork														
Plastering Skim coat to all internal walls & ceiling boards														



	WK 15	WK 16	WK 17	WK 18	WK 19	WK 20	WK 21	WK 22	WK 23	WK 24	WK 25	
Fix Kitchen Install Kitchen units	Yellow											
Ventilation Ducting - TBC Install ventilation ducting for WC1		Yellow										
Second Fix Carpentry Internal doors, skirting, etc. External repairs to shop frontage		Green	Yellow									
Internal Decoration Internal walls, ceilings and woodwork			Yellow	Yellow	Yellow	Yellow	Yellow					
Second Fix Plumbing Installing Sanitary wear, hotwater heaters and kitchen plumbing						Yellow	Yellow					
Second Fix Electrics & Data Cabling & Electric Radiators Second fix electrics, data cabling, alarm systems & installing fireshutter between Office Area & Museum, plus hanging & commissioning electric radiators						Green	Green					
Shelving etc Install shelving and other fixed storage solutions as required								Yellow				
Internal Decoration Snagging Make good internal decoration as required								Yellow	Yellow			
External Decorations Wash down exterior masonry, paint exterior shop frontage										Yellow	Green	
Sign Write Shop Frontage Town Council, Museum & Garden plus Coat of Arms											Green	
Office Move & IT Commission Relocate office functions											Yellow	Green
PHASE 1 Complete												
Phase 2 Museum External Staircase Autumn/Winter 2020												

GTC Staff
Contractor
Critical Path

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The Town Clerk
Godalming Town Council
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10 January 2020

SURREY COUNTY COUNCIL PENSION FUND RESULTS OF ACTUARIAL VALUATION AT 31 MARCH 2019

I am pleased to report that the Pension Fund Actuary has presented her initial report on the funding position of the Surrey Pension Fund (“the Fund”) at 31 March 2019. The triennial actuarial valuation is used to determine the contribution rates required for the next valuation period; from 1 April 2020 to 31 March 2023. The new contribution rate is applicable from 1 April 2020.

The Funding objectives are as follows:

- To ensure the long-term solvency of the Fund, using a prudent long term view. This will ensure that sufficient funds are available to meet all members'/dependants' benefits as they fall due for payment.
- To ensure that employer contribution rates are affordable and stable.
- To reflect the different characteristics of scheme employers in determining contribution rates.
- To ensure administration costs attributable to scheme employers are charged proportionately to how they are accrued.
- To take reasonable measures to reduce the risk to all employers of any employer defaulting on its pension obligations.

To help to meet these objectives, the Fund has developed a covenant risk categorisation system in order to determine the level of assurance required for individual employer funding targets. This approach seeks to accurately reflect the differing characteristics of employers within the Fund and reduce the risk of an employer defaulting upon their pension obligations.

The risk categories are outlined as follows:

- Category 1 – a tax-raising or precepting employer; an employer with a guarantee from a tax-raising employer or an academies, whether they be part of a pooled multi-academy trust, an umbrella trust or are a single academy trust (MAT/UT/SAT)
- Category 2 – an employer with a satisfactory third party guarantee, that can provide adequate security to the Fund or can evidence a covenant that the Fund deems satisfactory through financial or other information, and a willingness and ability to pay

scheme contributions, as appropriate, following an independent assessment approved by the Fund;

- Category 3 – stand-alone employers with no guarantee and with insufficient covenant strength.

As an employer participating in the Fund, you have been categorised as a group 1 employer.

Surrey Pension Fund has set up a Town and Parish Council pool which all Town and Parish Councils are eligible to participate in.

The main aims of the pooling arrangement are to:

- manage volatility in employer contribution rates between Triennial Valuations;
- provide a means of grouping employers with similar characteristics to share membership experience and smooth out the effects of costly but relatively rare events such as ill-health retirements or deaths in service; and
- minimise the risk of cross subsidy between Pool Members for any events under an employer's control.

The pooled rate will be recalculated at each subsequent Triennial Valuation with the next revision taking place as part of the 2022 Triennial Valuation.

In the event that a Parish or Town Council chooses not to participate in the pooling arrangement a separate actuarial valuation will be undertaken to establish an individual employer contribution rate as part of the formal 2019 valuation.

Based upon the current risk categorisation as set out above, the Fund is proposing the following as a minimum level of contributions for the three years from 1 April 2020 to 31 March 2023

The results of the 2019 actuarial valuation are as follows:

	31 March 2016 £000s	31 March 2019 £000s
Assets	7,899	11,098
Liabilities	7,431	9,532
Surplus	468	1,566

Primary Rate: 18.4% of payroll

Secondary Rate: - % of payroll

Total Rate: 18.4% of payroll

The primary rate is the percentage of pay required to meet the cost of future pension benefits earned by the active members within the scheme.

The secondary contribution rate is to take account of how the assets and estimated liabilities may evolve over time and to ensure that the past service liabilities are fully funded over the deficit recovery period with the level of assurance required.

The secondary contributions rate can look high relative to the current deficit. In some cases, they are set to achieve full funding over an appropriate time horizon, for a given proportion of possible economic outcomes, which allows for the inherent liability and asset volatility over time.

Please also note that the above contribution rates reflect the minimum amount due. If you wish to make additional payments, then please advise us before doing so.

A draft copy of the Funding Strategy Statement for the Surrey Pension Fund has been sent to you via email. This reflects the discussions between employers, officers, members and the Fund actuary during the valuation process. This document now enters a period of consultation and we welcome feedback. The deadline for responses is 1 February 2020.

This is also an opportune time to remind you that payments are due by the 19th day of the month following the month to which the payment relates.

I hope your funding position is clear but, **if you decide to opt-out of the pool** or have any queries, please contact Ayaz Malik at ayaz.malik@surreycc.gov.uk .

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Mason', with a long horizontal flourish extending to the right.

Neil Mason
Strategic Finance Manager (Pensions)

GO GODALMING – A REPORT BY JOAN HEAGIN

1. OVERVIEW

GO GODALMING (GG) is an umbrella organisation which was founded in May 1994 to promote and co-ordinate cultural, social, commercial and other activities in Godalming for the benefit of the inhabitants and visitors to the town.

Its 5 main constituents, for whom it arranges insurance, are

- ❖ Godalming in Bloom
- ❖ Music in the Park
- ❖ Sport Godalming
- ❖ GOLO
- ❖ Godalming Canoe Club

In addition it has affiliations with over 60 organization's in the town, including Chamber of Commerce, Churches Together, Godalming Museum, Godalming Trust and Godalming Film and Operatic Societies.

GG is funded through donations from affiliated organisations (£10) and private individual (£5).

Regular committee meetings are well attended, by a cross section of member organisations.

2. SPECIFIC ISSUES

The following issues have been identified from reports and discussions at the two meetings attended in September and November 2019 as being of potential interest to GTC members.

A. WELCOME PACK

GG has historically prepared a welcome pack for new residents providing information about forthcoming events. Even before GDPR, not all Estate Agents were co-operating to enable bespoke packs to be hand-delivered, but that approach is no longer possible.

Alternatives are therefore being debated and there is a request for GTC to review how its website profiles the full range of cultural and sporting activities available in the town.

B. GODALMING LOTTERY (GOLO)

GOLO reported a difficult year in 2019, where it reported a small loss as a result of significantly increased printing costs. It has therefore decided to reduce the monthly prize fund from £1,000 to £800 from January 2020 and make a big push for additional volunteers to cover more shops and pubs to encourage sale of tickets.

It was noted that in 11 years of operation GOLO has raised over £50,000 for local good causes

C. MUSIC IN THE PARK

Whilst generally reporting another successful season in 2019, the experiment with holding one concert at Aaron's Hill was not successful and will not be repeated.

D. GODALMING FILM SOCIETY

Godalming Film Society is considering possible changes to its August film festival but is generally committed to continuing the concept of family oriented films during the school holidays.

It remains optimistic about its Relaxed Film Screenings in WNC, in conjunction with Dementia Action Alliance, reporting good attendance at the 3rd screening in September. Their aim is for 5 showings in 2020 to provide the base for a regular monthly or bi-monthly event.

Joan Heagin

4th January 2020

P.S. SPORT GODALMING

Sport Godalming is one of the organisations covered by the GG umbrella.

Since Cllr Adams separate report regarding them it has become known that they have been nominated for The Queens Award for Voluntary Service, and their credentials are currently being reviewed by the Cabinet Office (alongside countless others, no doubt).

No further news expected until mid year.

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Godalming Town Council – Holloway Hill Sports Association Report January 2020

Prepared by Peter Martin

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

The main activity of the Association is the management of the pavilion itself and the promotion of sport in general. The group is responsible for the bar and the upkeep of the facilities (including vital changing rooms). Revenue comes from subscriptions from member clubs and the hiring out of the pavilion hall.

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

Maintenance work is a constant need and the pavilion is now showing its age. All this work is managed by a small group of very dedicated volunteers and as a result the pavilion itself is more marketable. The sports association itself does not have much in the way of funds, most of which are provided by the member clubs with the remainder coming from lettings and bar takings. What funds it does have are wisely spent and everything is ploughed back into the premises. Unfortunately, as with many local organisations, costs have increased considerably in recent years and the board of directors are continually fighting to hold down costs while looking for revenue and funding opportunities.

Godalming Museum Report January 2020 www.godalmingmuseum.org.uk for more.

The museum was founded in 1921 and is administered by the Godalming Museum Trust, supported by Waverley Borough and Godalming Town Councils. Grants are applied for to assist with specific projects. It is managed by employed staff, curator Alison Pattison and Volunteer Coordinator Angela Terelak with a team of volunteers organised into different committees. A Friends of the Museum group also helps to fund running costs. It is a registered charity, overseen by a trust and coordinated by an overall Museum Management Committee representing all groups.

The Museum's collection of artefacts and records can be viewed for local interest, education and local history research. The collection is curated and occasionally items that don't inform local history are sold or transferred elsewhere. A large piece of work has created digital records and an indexing system to cross reference information which will make research easier when completed.

Museum entry is free and it opens Tues to Sat 10am to 4pm. The Museum hosts educational visits welcoming groups at a cost for example of £3 per student for a full day. Loseley Fields and Gosden House schools both reported how successful these had been. Other groups have included local Beavers and Brownies. Museum staff also visit schools. There are also loan boxes, charged at £8 a fortnight containing themed artefacts, activities and relevant books, one has also recently been used by a visitor with some poorly sighted friends in the Museum garden. They also manage some of the bookings for local English Heritage Open Days and they have a photo gallery of nominated people with special connection to Godalming, which Councillor Heagin has volunteered to help manage.

The Museum is housed in the oldest medieval building in Godalming, which stands behind the Georgian brick front. Recent work has delivered a bright new gallery. A new fire escape and adaptations to develop the Museum in partnership with what are now adjoining Godalming Town Council premises are planned. The aim is to have a ground floor wheelchair accessible WC, shared foyer access and a permanently dedicated display space in a front window for the Museum. It is also hoped to have the wording 'Godalming Museum' indicated more clearly on the upper building front.

There is a gift shop, exhibition space and tea room with a tranquil rear garden which was recently renovated by a dedicated volunteer, winning a silver award in South East in Bloom last year. Trustees agreed at the last meeting to add the removal of single use plastic, wherever possible, to their already actively applied environmental policy at the request of GTC trustee Councillor Purvis, in line with GTC and WBC aims on climate change and biodiversity.

The Museum hopes to improve income with increased promotion of events via social media, posters and leafleting, renewed and increased patronage from corporate sponsors, more visitor footfall following coming changes to public awareness and more uptake of public participation in talks and lectures, a public quiz night and increased donation through contactless giving, which is currently being explored as a new technology. There is a new, more sturdy gazebo and flag to improve presence and visibility at outdoor events.

Upcoming events: see also www.godalmingmuseum.org.uk

Free art exhibitions including landscapes, portraits and sculpture through the year, see listings on website.

Talks and lectures: Tickets £5 available at the Museum.

15th Jan Lecture: 'The Silk Road, from China to the Mediterranean' by Alan Bott. ('Norman Architecture' lecture to be rescheduled).

22nd Jan Gallery talk: 'The Woodlands behind my Music' by Mervyn Mewis

29th Jan Gallery talk: 'Working Sculpture in Stone' by Simon Keely

7th Feb Museum Quiz at the Wilfrid Noyce Centre, with fish and chip supper and bar.

12th Feb Gallery talk: 'Music from the Landscape' by Jez Smith

25th March Lecture: Saxon Life and Death: A unique cemetery in Godalming by Rob Poulton

22nd April Iceman Herbalist by Lynda Burlyn, starting from Bronze Age evidence.

The next street collection will be 16th May at Secretts.

Between May and July there will be an exhibition at the Museum about the town centre Saxon graveyard findings following Surrey University analysis which will reveal information about the people who lived here and where they came from.

29th May Friends of the Museum group visit to Chichester, the Cathedral, Bishop's Palace and Fishbourne Roman Villa. There may be places for interested others.

23rd August The work of the recent Witley Camp archaeology project will culminate in an open day on the Burys at the Music in the Park event. There will be living history groups, exhibitions, children's activities etc and a live band playing music from the 1st and 2nd world war eras.

2021 will be the Museum's centenary and will be celebrated with a lecture and exhibitions through the year about the museum and the future of museums.

GTC/Waverley Museum trustees are Councillor Heagin, Councillor Purvis and Councillor Rosoman.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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