

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

18 March 2016

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, 24 MARCH 2016 at 7.00 pm.

Louise P Goodfellow
Town Clerk

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

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

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 18 February 2016, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

5. COMMITTEE WORK PROGRAMME

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

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

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

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

7. BUDGET MONITORING

Members to consider a budget monitoring report for month eleven of the current financial year 2015/16 (the year to 29 February 2016) (detailed report attached for the information of Members).

Members to note that the monitoring report shows a current variance of £1,226 underspent and that there is a small projected overspend at the year-end of £500 (note that this is against the revised estimate which means that such a small overspend would merely reduce the surplus planned to be transferred to the revenue reserve).

Cost Centre		Year to date Variance	Projected Variance @ year end
		£	£
101	Head Office Costs	1,844 o/s	0
102	Civic Expenses	162 u/s	0
104	Town Promotion	1,718 u/s	0
105	Staycation	0	0
106	Festivals & Markets	169 u/s	0
108	Christmas Lights	2,779 o/s	0
110	Community Navigator	618 o/s	0
111	Neighbourhood Plan	54 o/s	0
201	BWP Community Centre	139 u/s	0
202	Pepperpot	32 u/s	0
203	The Square	3,000 o/s	0
204	Allotments	179 o/s	500 o/s
205	Wilfrid Noyce Community Centre	6,649 u/s	0
206	Bandstand	112 u/s	0
208	Land & Property Other	719 u/s	0
TOTAL		1,226 u/s	500 o/s

8. APPROVAL OF INTERNAL AUDIT

Members to consider the report of the Internal Auditor (attached for the information of Members).

9. REPORT OF THE AUDIT COMMITTEE

Electronic Payments

The Audit Committee recommended to this Committee and Full Council that the Council proceed to implement electronic payments as proposed within the report attached for the information of Members. Members further agreed to recommend that the daily limit be set at £50,000.

10. ANNUAL REVIEW OF FINANCIAL REGULATIONS

Financial Regulations are attached for the information of Members. Members are asked to review them and recommend them to Full Council for adoption. No amendments are proposed by officers although Members are asked to note that in its separate review of Financial Regulations the Audit Committee suggested an amendment to Financial Regulation 6.16.

11. REPORT OF THE STAFFING SUB-COMMITTEE

Health & Safety Policy

The Staffing Sub-Committee reviewed the Health & Safety policy (last adopted by Full Council in November 2013) and recommended it with no amendments to this Committee for further onward recommendation to Full Council.

Bullying & Harassment Policy

The Staffing Sub-Committee reviewed the Bullying & Harassment policy (last adopted by Full Council on 22 September 2011) and recommended it with no amendments to this Committee for further onward recommendation to Full Council. .

Staffing Implications of the Refurbished Wilfrid Noyce Centre

The Staffing Sub-Committee recommended the creation of the post of weekend caretaker of the Wilfrid Noyce Centre – offering an annual salary of £2,193 (SCP 14 £16,231 pro rata) for five hours work a week; with additional fees being paid for the supervision of Friday & Saturday evening lettings (those fees to be funded from the additional fees payable (previously agreed by Members) for a Friday and Saturday evening letting). The total potential cost to the budget of this post would be £2,850 allowing for full employer's on costs of National Insurance and superannuation. It is suggested that this sum could be funded as follows: by virement of £1,560 from the cleaning budget (the caretaker's duties would include the Saturday cleaning of the centre) and £696 from the grounds maintenance budget (the caretaker would be required to do a small amount of weekly tidying and gardening). A further £600 would be taken from the additional letting income (over and above that budgeted for) that seems likely to accrue from the Wilfrid Noyce Centre.

A draft job description, terms & conditions of employment and a draft advert are attached for the consideration of Members.

It is proposed that the post be advertised by notices displayed and circulated locally and using social media and that applicants be interviewed by the Facilities Manager and Town Clerk.

Members are asked to agree the creation of the post of weekend caretaker for the Wilfrid Noyce Centre on the terms outlined above and in the attachments and to authorise officers to proceed to advertise and fill the post as soon as practicable.

12. REPORT OF THE COMMUNICATIONS WORKING GROUP

Members to consider an oral report from the Chairman of the Communications Working Group which will cover progress to date in appointing a web designer to create a new Town Council website.

13. GODALMING FLOOD ALLEVIATION SCHEME

Members to consider a report from the Deputy Town Clerk (report attached for the information of Members).

Members to indicate whether they wish to agree the proposal contained within the report.

14. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to receive an oral update on the project so far from the Facilities Manager. A budget monitoring report for the project is attached for the information of Members.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members are asked to note a report from Councillor Gray on the Farncombe Day Centre (report attached for the information of Members) an organisation on which Councillor Gray represents the Town Council.

16. APPLICATIONS FOR GRANT AID

	£
Information: 2016/2017 Grants Budget	55,000.00
Allocations this year to date	0.00
Balance available for allocation	55,000.00
Applications this meeting	10,573.00
Balance unallocated if applications agreed	44,427.00

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

Godalming & Farncombe Bowling Club

£500 is applied for to help the club build up the youth team and progress links with local schools with expert coaching, advertising costs, the provision of small bowls for the children, special score cards and provision of team tabards to encourage team spirit amongst the youngsters.

Previous Grants: None

Godalming Museum

£5,000 is applied for to assist with the costs of providing a Volunteer Co-ordinator for 12 hours a week.

Previous Grants: £505 in 1994; £250 in 1996; £2,000 in 1998; £4,000 in 1999/2000; £500 in 2001/2; £500 in 2005; £500 in 2006/7; £4,000 in 2004 and each year through to 2009; £4,600 in 2010; £950 in 2011; £4,600 in 2011 and each year through to 2014 and £5,000 in 2015.

Mistweave Media Ltd

£920 is applied for to assist with the creation of first short film, based in Godalming

Previous Grants: None

Skillway

£1,500 is applied for to assist with rental costs.

Previous Grants: £1,350 in 2013/14

St Peter & St Paul Scout Group

£2,226 is applied for to assist with re-roofing part of the scout hut. The toilet/lobby area of the hut has a leaking roof, which needs replacement.

Previous Grants: £300 in 2003/4, £250 in 2006/7, £300 in 2008/9 and £1,300 in 2014/15.

Members further to consider whether to renew Grant aid for three organisations that are regular users of the Town Council's premises. There are three requests for grant aid in kind in the form of free use of the Town Council's premises. There are no supporting grant applications for any of these items.

Friends of Broadwater Park

£93 is applied for as grant aid in kind in the form of nine hours use of the small hall and three hours use of the large hall at the Broadwater Park Community Centre to facilitate meetings of the Friends of Broadwater Park.

The Godalming Trust

Free use of the Pepperpot Undercroft and Upper Room over the weekends of 10 & 11 September 2011, 8 & 9 September 2012, 7 & 8 September 2013, 13 & 14 September 2014 and 12 & 13 September 2015 (Heritage Open Days) was awarded - a total of 16 hours each year at a value of £208. It is suggested that the same sum is granted for the weekend of 10 & 11 September 2016.

Godalming & District Community First Responders

Grant aid in kind of £126 ie. an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session, was granted in 2013/14, 2014/15 & 2015/16 for regular training and meeting sessions. It is suggested that £126 grant aid in kind is granted for 2016/17.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 19 May 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

18. ANNOUNCEMENTS

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

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

19. THE SQUARE

Members to consider a confidential oral report from the Town Clerk.

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
THE SQUARE	Town Clerk		This matter is now a standing confidential item and appears on the agenda.	N/A		
THE WILFRID NOYCE CENTRE	Town Clerk	162-13 and 273-13 (95-12, 250-12, 337-12, 90-14 & 468-13 also refer)	An update report is included on the agenda for this meeting - at that point the Facilities Manager will report orally.	Interim Date 4/12/14 Original Contract completion date 31/10/15		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	On the agenda for this meeting and for adoption by Full Council on 31 March 2016	31/03/16		
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 15 October 2015. Further reports expected at approximately six-monthly intervals. Next full report due 28 April 2016. However, Members are asked to note that a bench has been ordered for Marshall Road (near its junction with Lower Manor Road) and that this bench will be the ongoing responsibility of the Town Council	N/A		
FLOOD ALLEVIATION – formerly headed “EMERGENCY PLANNING”	Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. Successful public consultation event in the Borough Hall on Thursday 21 January 2016. MoU signed on 4 March 2016. Report on the agenda for this meeting.	23/10/14	unknown	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015, 2 December 2015 and 16 March 2016. Report on the agenda for this meeting.			
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Report received 23 July 2015 – service of all agendas by post remains but incremental approach adopted to moving towards mixed service according to Members' needs	11/06/15	23/07/15	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming & District Chamber of Commerce	Cllr Poulter	81-15	Report received 23 July 2015	23/07/15		23/07/15
SCC – Tree Wardens	Cllr Williams	81-15	Report received 3 September 2015	3/09/15		3/09/15
Godalming Museum Trust	Cllr Gordon-Smith	81-15	Report received 3 September 2015	3/09/15		3/09/15
Sport Godalming	Cllr P Martin	81-15	Report received 15 October 2015	15/10/15		15/10/15
Godalming Together CIC	Cllr A Bott	81-15	Report received 17 December 2015	15/10/15		17/12/15
Waverley Cycle Forum	Cllr Walden	81-15	Report received 17 December 2015	26/11/15		17/12/15
SSALC (formerly SCAP&TC)	Cllr Cosser	81-15	Report received 17 December 2015	26/11/15		17/12/15
District Scout Council	Cllr Wheatley	81-15	Report received 7 January 2016	7/01/16		7/01/16
Fairtrade Steering Group	Cllr Wheatley	81-15	Report received 18 February 2016	18/02/16		
Waverley Citizens' Advice Bureau	Cllr S Bott	81-15	Report deferred	18/02/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Farncombe Day Centre	Cllr Gray	81-15	Report on the agenda for this meeting	24/03/16		
Godalming/Joigny Friendship Association	Cllr A Bott	81-15		19/05/16		

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

Event	Date
Farmers' Market	Saturday, 26 March 2016
Farmers' Market	Saturday, 30 April 2016
Rogation Sunday	Sunday, 1 May 2016
Police & Crime Commissioner's Elections	Thursday, 5 May 2016
St John's Spring Fair	Saturday, 30 April 2016 (TBC)
Annual Council/Mayor Making	Thursday, 12 May 2016
Godalming Run	Sunday, 15 May 2016
Farmers' Market	Saturday, 28 May 2016
Town Show	Saturday, 4 June 2016
Queen's 90 th Birthday	Sunday 12 June 2016
Farmers' Market	Saturday, 25 June 2016
Summer Food Festival	Saturday, 2 July 2016
Farmers' Market	Saturday, 30 July 2016
Staycation	Saturday, 6–Sunday, 14 August 2016
Farmers' Market	Saturday, 27 August 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Month No : 11

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>101 Head Office Costs</u>									
5101 Contrib. to Premises Provision	0	0	0	1,600	1,600	0	1,600		0
5102 Contrib. to Other Provisions	0	0	0	0	3,000	3,000	6,620		6,620
	0	0	0	1,600	4,600	3,000	8,220	0	6,620
Head Office Costs :- Expenditure									
4001 Salaries	13,238	13,116	-122	143,310	143,191	-119	155,873		12,563
4002 Employer's NIC	1,199	1,142	-57	13,088	13,031	-57	14,173		1,085
4003 Employer's Superannuation	2,314	2,550	236	25,270	25,506	236	28,366		3,096
4005 Agency Staff	0	0	0	3,321	3,322	1	3,321		0
4011 Staff Training	205	283	78	1,638	1,716	78	2,000		362
4013 Other Staff Expenses	0	44	44	106	149	43	200		94
4102 Property Maintenance	0	0	0	727	730	3	730		3
4103 Maintenance Contracts	694	0	-694	694	0	-694	0		-694
4121 Rents	0	0	0	0	0	0	13,000		13,000
4161 Cleaning	5	0	-5	23	18	-5	50		27
4201 Public Transport	0	0	0	91	0	-91	0		-91
4202 Car Allowances	0	128	128	743	871	128	1,000		257
4203 Other Transport Costs	0	0	0	16	0	-16	0		-16
4301 Equipment	12	42	30	361	462	101	500		139
4304 Catering	15	0	-15	221	200	-21	200		-21
4305 Clothes, Uniform & Laundry	0	0	0	95	96	1	100		5
4306 Printing	526	0	-526	1,297	771	-526	2,200		903
4307 Stationery	32	217	185	1,741	2,387	646	2,600		859
4308 General Office Expense	0	0	0	1,047	0	-1,047	0		-1,047

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>104 Town Promotion</u>									
5001 Transfers from Reserves	0	0	0	-3,148	0	3,148	0	0	3,148
Town Promotion :- Expenditure	0	0	0	-3,148	0	3,148	0	0	3,148
4102 Property Maintenance	0	0	0	7,198	7,198	0	8,000	0	802
4151 Fixtures & Fittings	0	0	0	9,231	8,300	-931	8,300	0	-931
4163 Domestic Supplies	0	0	0	6	6	0	30	0	24
4171 Grounds Maintenance Costs	0	0	0	26	0	-26	0	0	-26
4203 Other Transport Costs	0	0	0	67	70	3	70	0	3
4301 Equipment	430	0	-430	430	0	-430	0	0	-430
4303 Materials	0	0	0	217	210	-7	210	0	-7
4313 Professional Fees - Other	0	0	0	0	0	0	4,130	0	4,130
4325 Computers	23	0	-23	23	0	-23	0	0	-23
4327 Publicity Advertising	0	0	0	270	270	0	270	0	0
4343 Licensing/PRS	15	0	-15	15	0	-15	0	0	-15
Town Promotion :- Expenditure	468	0	-468	17,483	16,054	-1,429	21,010	0	3,527
1303 Other customer/client receipts	0	0	0	6,119	6,120	-1	6,120	0	0
1502 Other Recharges	0	0	0	0	0	0	14,890	0	0
Town Promotion :- Income	0	0	0	6,119	6,120	-1	21,010	0	0
Net Expenditure over Income	468	0	-468	8,216	9,934	1,718	0	0	0

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>105 Staycation</u>									
4203 Other Transport Costs	0	0	0	90	90	0	90		0
4327 Publicity Advertising	0	0	0	2,000	2,000	0	2,000		0
4900 Miscellaneous Expenses	0	0	0	1,110	1,110	0	1,110		0
Staycation :- Expenditure	0	0	0	3,200	3,200	0	3,200	0	0
Net Expenditure over Income	0	0	0	3,200	3,200	0	3,200		
<u>106 Festivals & Markets</u>									
5102 Contrib. to Other Provisions	0	0	0	0	0	0	3,280		3,280
Festivals & Markets :- Expenditure	0	0	0	0	0	0	3,280	0	3,280
4001 Salaries	0	0	0	1,400	1,860	460	1,860		460
4002 Employer's NIC	0	0	0	137	240	103	240		103
4121 Rents	0	0	0	195	200	5	200		5
4162 Waste Removal	0	0	0	459	460	1	460		1
4203 Other Transport Costs	0	0	0	678	520	-158	520		-158
4301 Equipment	0	0	0	395	400	5	400		5
4303 Materials	0	0	0	218	200	-18	300		82
4304 Catering	0	0	0	142	150	9	150		9
4306 Printing	0	0	0	620	620	0	620		0
4313 Professional Fees - Other	0	0	0	1,354	1,360	6	1,360		6
4327 Publicity Advertising	300	0	-300	2,780	2,480	-300	2,480		-300
4343 Licensing/PRS	206	0	-206	590	380	-210	430		-160

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4900 Miscellaneous Expenses	0	0	0	1,771	1,770	-1	2,000		229
Festivals & Markets :- Expenditure	506	0	-506	10,739	10,640	-99	11,020	0	281
1303 Other customer/client receipts	0	0	0	14,798	14,500	298	14,500		
1304 Donations	0	0	0	170	200	-30	200		
Festivals & Markets :- Income	0	0	0	14,968	14,700	268	14,700		
Net Expenditure over Income	506	0	-506	-4,229	-4,060	169	-400		
<u>108</u> <u>Christmas Lights</u>									
5102 Contrib. to Other Provisions	0	0	0	0	0	0	10,200		10,200
Christmas Lights :- Expenditure	0	0	0	0	0	0	10,200	0	10,200
4111 Energy Costs	0	0	0	20	0	-20	0		-20
4313 Professional Fees - Other	0	0	0	31,559	32,000	441	32,000		441
Christmas Lights :- Expenditure	0	0	0	31,579	32,000	421	32,000	0	421
1304 Donations	0	3,200	-3,200	0	3,200	-3,200	3,200		
Christmas Lights :- Income	0	3,200	-3,200	0	3,200	-3,200	3,200		
Net Expenditure over Income	0	-3,200	-3,200	31,579	28,800	-2,779	39,000		
<u>110</u> <u>Community Navigator</u>									
4001 Salaries	2,039	2,040	1	22,443	22,440	-3	24,480		2,037

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4002 Employer's NIC	188	168	-20	2,072	1,848	-224	2,019		-53
4003 Employer's Superannuation	387	387	0	4,264	4,257	-7	4,641		377
4011 Staff Training	0	0	0	325	0	-325	0		-325
4202 Car Allowances	0	0	0	394	400	6	800		406
4203 Other Transport Costs	0	0	0	3	0	-3	0		-3
4301 Equipment	0	0	0	0	0	0	400		400
4303 Materials	0	0	0	19	0	-19	0		-19
4304 Catering	0	0	0	8	0	-8	0		-8
4306 Printing	0	0	0	55	0	-55	0		-55
4323 Telephones	0	40	40	161	205	44	250		89
4900 Miscellaneous Expenses	0	0	0	24	0	-24	2,410		2,386
	2,615	2,635	20	29,768	29,150	-618	35,000	0	5,232
1202 Community Navigator :- Expenditure	0	0	0	35,000	35,000	0	35,000		
Community Navigator :- Income	0	0	0	35,000	35,000	0	35,000		
	2,615	2,635	20	-5,232	-5,850	-618	0		
<u>111 Neighbourhood Plan</u>									
5102 Contrib. to Other Provisions	0	0	0	0	0	0	498		498
	0	0	0	0	0	0	498	0	498
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	620		620
4301 Equipment	0	0	0	0	0	0	400		26
4304 Catering	0	0	0	374	400	26	400		26
4306 Printing	0	0	0	3,280	3,280	0	4,500		1,220

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4308	0	0	0	3	0	-3	500		497
4313	0	0	0	460	460	0	3,100		2,640
4322	0	0	0	4,013	4,000	-13	4,500		487
4327	0	0	0	1,380	1,380	0	1,380		0
4342	0	0	0	65	0	-65	0		-65
	0	0	0	9,574	9,520	-54	15,000	0	5,426
1204	0	0	0	7,498	7,498	0	7,498		
	0	0	0	7,498	7,498	0	7,498		
	0	0	0	2,076	2,022	-54	8,000		
201 BWP Community Centre									
5101	0	0	0	3,000	3,000	0	3,000		0
	0	0	0	3,000	3,000	0	3,000	0	0
4001	831	831	0	9,380	9,141	-239	10,211		831
4002	81	85	4	916	935	19	1,016		100
4003	0	157	157	0	314	314	471		471
4101	0	250	250	58	2,750	2,692	3,000		2,942
4102	150	0	-150	843	0	-843	0		-843
4103	108	0	-108	519	0	-519	0		-519
4111	899	275	-624	2,710	3,025	315	3,300		590
4131	0	0	0	1,296	1,300	4	1,296		0
4141	0	0	0	373	380	7	450		77

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Month No : 11

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4161 Cleaning	992	575	-417	5,883	6,325	442	6,900		1,017
4162 Waste Removal	48	50	2	381	550	169	600		219
4163 Domestic Supplies	27	0	-27	50	0	-50	0		-50
4171 Grounds Maintenance Costs	0	100	100	1,101	1,100	-1	1,200		99
4181 Premises Insurance	0	0	0	900	900	0	900		0
4301 Equipment	0	42	42	174	462	288	500		326
4306 Printing	0	17	17	0	187	187	100		100
4323 Telephones	14	29	15	226	319	93	350		124
4324 Broadband	17	0	-17	236	0	-236	0		-236
4325 Computers	0	50	50	550	550	0	600		50
4342 Subscriptions	0	0	0	266	240	-26	240		-26
	3,167	2,461	-706	25,861	28,478	2,617	31,134	0	5,273
1301 BWP Community Centre :- Expenditure	442	2,333	-1,891	23,184	25,663	-2,479	28,000		
	442	2,333	-1,891	23,184	25,663	-2,479	28,000		
BWP Community Centre :- Income									
	2,725	128	-2,597	5,676	5,815	139	6,134		
Net Expenditure over Income									
202 Pepperpot									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
	0	0	0	2,000	2,000	0	2,000	0	0
Pepperpot :- Expenditure									
4102 Property Maintenance	0	0	0	1,096	1,000	-96	1,000		-96
4103 Maintenance Contracts	108	0	-108	1,017	1,000	-17	1,000		-17
4111 Energy Costs	257	88	-169	838	968	130	1,060		222

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Month No : 11

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1302 Rents	0	0	0	9,000	12,000	-3,000	12,000		
1303 Other customer/client receipts	0	0	0	6,589	6,589	0	6,589		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,589</u>	<u>18,589</u>	<u>-3,000</u>	<u>18,589</u>		
The Square :- Income									
	<u>0</u>	<u>0</u>	<u>0</u>	<u>-4,800</u>	<u>-7,800</u>	<u>-3,000</u>	<u>-7,800</u>		
Net Expenditure over Income									
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
204 Allotments									
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Allotments :- Expenditure									
4102 Property Maintenance	0	0	0	208	210	2	210		
4103 Maintenance Contracts	0	0	0	200	200	0	200		
4141 Water Services	22	0	-22	80	60	-20	80		
4162 Waste Removal	0	0	0	288	290	2	290		
4171 Grounds Maintenance Costs	0	158	158	4,021	3,858	-163	4,020		
4311 Professional Fees - Legal	0	0	0	530	530	0	530		
4900 Miscellaneous Expenses	0	0	0	20	20	0	20		
	<u>22</u>	<u>158</u>	<u>136</u>	<u>5,347</u>	<u>5,168</u>	<u>-179</u>	<u>5,350</u>	<u>0</u>	<u>3</u>
Allotments :- Expenditure									
1302 Rents	0	0	0	2,268	2,268	0	2,268		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,268</u>	<u>2,268</u>	<u>0</u>	<u>2,268</u>		
Allotments :- Income									
	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,268</u>	<u>2,268</u>	<u>0</u>	<u>2,268</u>		
Net Expenditure over Income									
	<u>22</u>	<u>158</u>	<u>136</u>	<u>4,079</u>	<u>3,900</u>	<u>-179</u>	<u>4,082</u>		

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 29/02/2016

Month No : 11

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4324 Broadband	120	0	-120	274	0	-274	0		-274
4325 Computers	0	58	58	0	638	638	700		700
4327 Publicity Advertising	227	0	-227	406	0	-406	0		-406
4341 Grants	0	0	0	3,100	3,100	0	3,100		0
4342 Subscriptions	0	0	0	31	0	-31	0		-31
4343 Licensing/PRS	0	0	0	324	320	-4	400		76
Wilfrid Noyce Community Centre :- Expenditure	2,350	1,580	-770	34,058	34,833	775	38,918	0	4,860
1301 Premises Hire Charges	1,022	1,458	-436	20,165	16,038	4,127	17,500		
1302 Rents	0	0	0	-450	0	-450	0		
1303 Other customer/client receipts	2,083	0	2,083	2,197	0	2,197	0		
Wilfrid Noyce Community Centre :- Income	3,105	1,458	1,647	21,912	16,038	5,874	17,500		
Net Expenditure over Income	-755	122	877	14,146	20,795	6,649	23,418		
<u>206 Bandstand</u>									
4101 Repair/Alteration of Buildings	0	58	58	0	638	638	700		700
4102 Property Maintenance	0	0	0	297	0	-297	0		-297
4342 Subscriptions	0	0	0	188	0	-188	0		-188
4343 Licensing/PRS	70	0	-70	140	100	-40	100		-40
Bandstand :- Expenditure	70	58	-12	626	738	112	800	0	174
1301 Premises Hire Charges	0	0	0	605	605	0	605		
1303 Other customer/client receipts	0	0	0	181	181	0	181		
Bandstand :- Income	0	0	0	786	786	0	786		
Net Expenditure over Income	70	58	-12	-160	-48	112	14		

Godalming Town Council
Incorporating the
Joint Burial Committee
Internal Audit

Year Ended 31st March 2016



Prepared by: Mulberry & Co
Date of Interim Visit: 23rd November 2015
Date of Final Visit:

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Internal audit is a key component of the system of internal control.

The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's role is to assist the council in fulfilling its responsibility to have and maintain proper internal control arrangements and those for the prevention and detection of fraud, error or mistakes

All internal audit work must be reported to the council. Any report by internal audit is addressed to the council, may recommend actions to be taken by the council, and should be treated as a document open to view by local taxpayers.

Two pieces of legislation set out how local councils should behave when accounting for the public funds they manage and what rights local taxpayers have in relation to those accounts. These are the **Audit Commission Act 1998** and the **Accounts and Audit Regulations** issued from time to time under the Act. The requirement for local councils to prepare accounts annually and to subject them to external audit comes from the **Audit Commission Act 1998 (the Act)**. The Act describes the rights of taxpayers and other interested parties in relation to those accounts.

Under the regulations, all local councils must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome. The Annual Governance Statement in Section 2 of the annual return provides the means for local councils to report to local taxpayers on their system of internal control.

This report is prepared for the council and proper officers of the council named above, for use in fulfilling their obligations under the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act for preparing the Annual Return and reviewing the effectiveness of their system of internal controls. Mulberry and Co accept no responsibility for any action or inaction taken as a result of the findings of this report and accept no responsibility to any other party other than those named above.

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Summary Findings

I enclose my interim report for your kind attention and presentation to the council. I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose.

My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate has covered the entire year to date. Amongst others the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the RBS package.
- Review of Income

A. BOOKS OF ACCOUNT

The RBS system was tested to verify the brought forward balances and to review the entries made to the cashbooks. Entries were posted in a clear and logical manner and the brought forward balances were correct. I make no recommendation to change this system

B. STANDING ORDERS AND FINANCIAL REGULATIONS

The Financial Regulations and Standing Orders were reviewed in the last 12 months and council agreed and minuted these properly. These documents are current and I make no recommendation to change at this time. I selected at random items to test from the financial regulations and am pleased to report the following.

- FR 2.2 Bank reconciliations prepared and signed off in accordance with regulations.
- FR 2.5 Internal auditor properly appointed by council.
- FR 5.2 Payments list prepared and taken to policy and management committee. Minutes adequately describe the payments list being authorised, there were cut off errors between the months. **Council will need to perform an exercise to identify missing payments and authorise appropriately. Council reminded that FR states the list should be detailed in the minutes or appended as an attachment to the minutes.**
- FR 6.5 Cheque book stubs are being initialed twice. No bacs, or on-line payments.
- FR 7.1 Paye paid on time. Statutory obligations met.
- FR 6.17 Petty cash agrees at interim audit date.
- FR 10-11 Orders for Work, Goods and Services, & Contracts. IA has seen evidence of process being correctly followed, with council approval. Regular reports are made to council and progress is being robustly monitored.

C. RISK MANAGEMENT & INSURANCE

A Regular review of risks is carried out and I am satisfied that risks are accounted for and documented properly. I was pleased to see the council has a good system of risk assessment and documentation.

Council has insurance in place. Money cover is adequate and insurance values can be related to the fixed asset register, an additional schedule has been added to ensure personal travel and accident is in accordance with staff contracts. Evidence has been noted of insurer input in reviewing insurable assets list on an annual basis.

Information shown online does not fully meet the requirements of the transparency code. Council must bring this information up to date.

Points Forward - Action Plan

Point Forward / Action needed	Auditor notes	Council response
Other Transparency Code	Council must ensure code is reviewed and implemented	

Overview of Council

	Work Task	Schedule Ref	Notes/Results
Terms of Engagement			
1	Review terms of engagement letter and confirm appropriate to this year		New engagement letter issued Engagement letter is kept on the correspondence file.
2	Confirm that the professional independence and competence questionnaire has been completed and agreed with the client	1.2	Yes – confirmed and attached
3	Complete Budget	1.3	Completed & Agreed with Client
4	Complete Timetable	1.4	Completed & Agreed with Client
Planning Notes – Understanding the Town & Parish Council			
	Number of electors and size of precept		16,000 (16,000 2014/15) Precept £457k Grant £13k 2014/15 Precept £449k Grant £16k
	Key personnel		Louise Goodfellow Clerk & RFO Rita Tong – Accountant
	Type of financial accounting in place i.e. Manual books, computerised system		RBS Omega Accounts system
	Does the council carry out an annual risk assessment, and is it documented.		Yes – The various assessments are reviewed on a rolling annual basis and are approved by the various sub committees and ratified by the full council. Audit sub committee are reviewing various risk assessments as an on-going project.
	Does the council have a good control environment (evidence of internal reviews and counter signing of cheques etc)		Yes there are good internal controls in place – see notes attached.
	Any significant changes since prior year (staff or procedures)		New accountant
	Any there any matters arising from last year's audit and/or management letter		None
	Matters arising from discussions with council, including whether there is any evidence of fraud or material misstatement.		None
	Key high risk or expected problem areas,		None

Professional Independence and Competence Questionnaire

The internal audit function must be sufficiently independent from the management of financial controls and procedures of the council which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the council.

There are two key principles, which all local councils must follow in setting up their internal audit function, regardless of how procured: **independence and competence.**

INDEPENDENCE	
Do you have any specific reliance on the fee to be earned from this assignment	No
Overdue fees	
Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	No
Litigation	
Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	No
Associated firms	
Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	No
Family or other personal relationships	
Do you or any of your staff have personal or family connections with the council or its officers?	No
Mutual business interest	
Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	No
Financial involvement	
Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement in the client in respect of the following:	
Any beneficial interest in shares or other investments?	No
Any loans or guarantees?	No
Goods and services: hospitality	
Have you or any of your staff accepted materials, goods or services on favourable terms or received undue hospitality from the council?	No
Ex-partners or senior staff	
Has any senior officer of the council been a partner or senior employee of the practice?	No
Is the partner or any senior employee on the audit team in negotiations to join the client?	No
Long association	
Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review. 8th Year of auditing	No
Provision of other services	
Do we provide any of the following services to the client:-	
Accounting services, book-keeping or payroll services	No
Staff secondments	No
IT services where we are involved in the design, provision or implementation of systems	No
Specialist valuations which are included in the accounts	No
Tax compliance work or tax planning	No

Corporate finance activities	No
Any advocacy services e.g. Tax commissioner hearings	No
Any services relating to the management of the council	No
Any other services that may cause a threat to the firm's objectivity or independence	No
Where any of the above have been answered 'yes', then specify below what safeguards are proposed to maintain integrity and independence:-	
Competence	
Consider the following matters prior to deciding to accept appointment/re-appointment as auditors:	
Are there any particular challenges and risks associated with this client?	No
Do we have sufficient expertise available to undertake this audit engagement?	Yes
Are there sufficient resources available to undertake this audit engagement?	Yes
Having regard to the safeguards identified, I am satisfied that we are independent and competent to perform this audit.	

Budget

		Hours
Planning & Systems Work	Interim Visit	2
File Review and reporting	Interim Visit	1
Financial Procedures	Final Visit	2
File review	Final Visit	1
Total Budget Hours		6
Hourly Rate		£50
Time Cost		£300
Other costs	Mileage	£50
Total Budgeted Cost		£350
Total Budgeted Fee		£400

Timetable

Autumn 2015	Planning and Interim Audit work
May 2016	Final Audit work
May 2016	Issue Audit Report & Letter

Systems Notes

Godalming Town Council is located in the heart of the town in its own self-contained offices, which comprise a suite of rooms, kitchen, meeting rooms etc. The offices are currently owned by the Borough Council, the Town Council has a long standing permission to occupy. The offices are open daily from 9.00 am to 5pm Monday to Friday. There are members of staff on site during these times, the Clerk & RFO, Deputy Clerk.

Expenditure:

If appropriate purchase orders are raised for expenses; however for general items such as telephone, rates etc no PO will be raised. The PO is generally signed off by the person who orders the goods/service. PO's are sequentially numbered. Yellow copy attached to invoice when arrives, white to customer.

When the invoice arrives – it is passed to the person who ordered the goods/service for review; if appropriate it is then matched to the PO. The yellow copy PO is attached to the relevant invoice. Discrepancies are investigated by the responsible person. Purchase invoices are posted to RBS after they have been matched to the PO and approved by the appropriate person. Invoice is then passed to the RFO for payment.

The RFO will then check budget, arithmetic, and will box stamp the invoice and will populate with relevant financial accounts information. Invoices then filed into unpaid folders. Cheques are hand written and the invoices for paying are kept with the cheque.

Quotes are obtained depending on the expense type and amount, for those amounts over £1,000 - £5,000 2 quotes, £5k to £50k – 3 quotes £60k+ tendering exercise. However, if deemed appropriate or significant a quote will be obtained even if below the £1,000 limit.

Expenditure has to be authorised by the council before payment can be made; however the Clerk & RFO have a pre-authorised limit of £1000.00.

Payment:

The council pays all suppliers as soon as possible which is generally every week. In readiness the RFO prepares an expenditure list and cheques. Cheque Signatories generally visit the office on a weekly basis, if urgent RFO will contact signatories.

The signatories sign the cheques, initial the cheque book stubs, counter sign the invoice. The RFO issues the cheques by post together with a remittance. The payments list is ratified at P&M meeting.

Utilities are paid by DD.

There are five signatories. Chairman, Vice Chair, Chair of Planning or Vice Chair, and Mayor and Deputy Mayor. When there are changes the mandates are updated.

Petty Cash:

There is a petty cash system. RFO float - £200 for office -. Total float of £200. This is insignificant.

Facilities and Cemeteries manager (Deputy Clerk) has advance of £500 (imprest) Clerk has £500 (imprest) – classed as a loan.

General Controls

The council has good general controls

- Specified opening hours
- Locked offices
- Passwords on computers
- External PC back up – daily
- Audit Committee – meets circa every 12 weeks.

Inherent Risk Assessment

Based on the above findings and discussions with council it is my opinion that the inherent risk within the systems of the council is categorised as follows

Work Task	notes	
Are standing orders and financial regulations regularly reviewed	Yes these were on site and were current and reference to a minute	Low Risk
Is council following its written Financial regulations & standing orders	Yes	Low Risk
Does the council have risk assessments in place and are these reviewed at least annually	Yes	Low Risk
Does the council have a committee or working party responsible for internal checking	Yes	Low Risk
Is there evidence of hierarchical review (counter signing bank rec, invoices etc)	Yes	Low Risk
Is there regular reporting against budget?	Yes	Low Risk
Are books and records maintained on a regular basis	Yes	Low Risk
Is the clerk under time pressure	No	Low Risk
Are there complicated transactions?	No complicated transactions	Low Risk
Any changes to key staff	No	Low Risk
Any changes in systems or procedures	No	Low Risk
Is all info on site and to hand?	All info on site and to hand	Low Risk
Any problems in the past	No problems in past	Low Risk
Are there any other factors to consider?	Records neat and tidy	Low Risk

Conclusion & Opinion

I discussed the system above with the RFO and reviewed an invoice picked at random, which contained all the details mentioned above.

The system in place is robust and entirely fit for purpose for a Parish Council of this size. There are good internal controls, policies and procedures in place which are reviewed on an annual basis.

I am of the opinion that the inherent risk in the system is low and would recommend a sample size of 10 when testing in detail and would also state that the internal controls can be relied upon.

Specific Audit Plan

Audit Area	Notes	Risk of error or misstatement	Tests	Ref
Section 4 Annual Return Appropriate books of account have been kept properly throughout the year.	RBS package in place, limited and uncomplicated transactions	Low	Review transactions in cashbook make verbal enquiries. Test arithmetic.	A
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Good, simple system	Low	Review invoices and reconcile to cash book in detail. Review minutes and cheque books for authorisations	B
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Risk assessment policy written risk assessments carried out	Low	Review and comment	C
The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	RBS package used	Low	Review minutes for evidence of council discussion of the same	D
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Only income is precept	Low	Test to precept application	E
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Limited Petty Cash	Low	Review and comment	F
Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Payroll processed using HMRC system	Low	Test rates and hours are authorised Test net wages to payments due	G
Asset and investments registers were complete and accurate and properly maintained.	Fixed asset register in place	Low	Review insurance schedule and cashbook for missing items off the register	H
Periodic and year-end bank account	Regular reconciliations on RBS	Low	Test reconciliation in detail	I

<p>reconciliations were properly carried out. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</p>	<p>Receipts and payments</p>	<p>Low</p>	<p>Test audit trail sufficient for electors rights</p>	<p>J</p>
<p>Trust funds (including charitable) The council met its responsibilities as a trustee.</p>	<p>None</p>	<p>Low</p>	<p>Nothing to test</p>	<p>K</p>

End of interim report

9. ELECTRONIC PAYMENTS

As previously considered by the Policy & Management Committee on 7 January 2016 (minute 345/16 refers), it would be preferable to start paying suppliers and staff via internet banking, wherever possible. The following proposed process has been developed in consultation with Councillor Steve Bott and Internal Auditor Mark Mulberry (who has dealings with other Parish and Town Councils who have adopted similar methods).

To maintain adequate control, the following process is proposed:

1. Officers verify that the goods or services have been received, have been correctly charged and allocate a nominal code, then sign off the invoice.
2. Finance Administrator enters invoice into General Ledger and on a regular basis compiles a schedule of supplier invoices to be paid.
3. Two cheque signatories sign off the schedule of supplier invoices to be paid after verifying the amount, bank account details and payee are correct and that the expenditure is lawful (i.e. within budget). The signatories initial both the schedule and the invoice to evidence this check has been performed.
4. Scheduled payments are then uploaded as an instruction to pay to the bank account (preferably through a file transfer to avoid potential for keying errors) and authorised for payment at the same time by a single cheque signatory who is present when the instruction is submitted.

The Financial Administrator (FA) will continue to have read only access to the bank account, which enables the recording of receipts and payments made directly into the bank account on a daily basis. Read only access will also continue to allow the FA to transfer funds between accounts to maximise Interest Received.

It is recommended that there be one bank fob card that has the ability to make actual payments from the Council's bank accounts. This fob card will be stored in the Council's alarmed Strongroom and will not leave Council premises. All authorised account signatories would be given the passcode for this fob card but must not make it known to Officers. The Chairman of the Audit Sub Committee would be the contact person for all signatories should they forget the passcode. This option carries no additional bank fees (currently £5.50 per month plus transaction fees).

Alternatively, every signatory could have an individual bank fob card. However, this carries a considerably higher cost in bank fees (a one-off £350 implementation fee, monthly account fee of £52.50 plus transaction fees). The 2016/17 budget would be insufficient should this option be preferred and would thus require additional funding to be found. The considerable additional cost comes without any discernible benefit and therefore this option is not recommended for that reason.

The bank advises that a daily limit of between £0 and £100,000 can be set. Officers recommend a limit be put in place and that it be at the level of £50,000 as currently all payment runs are contained within this limit. If a single payment over £50,000 needs to be made, the bank advises it can do so upon the authorisation of two signatories (but in that case, writing a cheque would be more time efficient).

We would still use cheques for payments to suppliers for whom we did not have bank account details. However, we would expect at least 90% of payments to be made electronically.

Members are asked to indicate which option, if any, they wish to support.

Further, should they agree to proceed with the movement to electronic payments, they are asked to indicate at what level the daily limit should be set.



GODALMING TOWN COUNCIL

FINANCIAL REGULATIONS

**Adopted by Full Council on
15 January 2015**

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These Financial Regulations are made under Standing Order 140 and were adopted by the Council at its Meeting held on 15 January 2015.

1. General

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with Godalming Town Council Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these regulations and not to encourage employees to breach them. Failure to follow instructions within these regulations brings the office of Councillor into disrepute.
- 1.8. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

- 1.9. The RFO;
- acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

¹ Accounts and Audit (England) Regulations 2011/817

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the Full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £50,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. Accounting and Audit (Internal and External)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, an officer other than the RFO shall be required to produce bank reconciliations (for all accounts). The RFO shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Audit Committee, evidenced by the signature of the Committee Chairman upon the reconciliations.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed annually by the Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices. The appointment will be reviewed every seven years.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or

- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual Estimates (Budget) and Forward Planning

- 3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Management Committee and the Council.
- 3.2. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary Control and Authority to Spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £50,000;
 - a duly delegated committee of the Council for items over £2,000; or
 - the Town Clerk, for any items below £2,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Town Clerk shall report such action to the Chairman of the Policy & Management Committee as soon as possible and to the Policy & Management Committee as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual and projected

annual expenditure against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of 15% of the budget or 2% of the precept.

- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking Arrangements and Authorisation of Payments

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for security and efficiency.
- 5.2. The RFO shall cause to be prepared a schedule of payments requiring authorisation made and, together with the relevant invoices, present the schedule to the Policy & Management Committee. The Committee shall review the schedule for compliance and, having satisfied itself, shall confirm by a resolution of the Committee that the payments made were appropriate. The approved schedule shall be signed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be verified and certified by the officer procuring the good/services to confirm that the work, goods or services to which each invoice relates has been received or carried out. All invoices for payment shall be checked by the officer arranging payment to confirm that the invoice represents expenditure previously approved by the Council and has not previously been paid.
- 5.4. The RFO shall ensure that all invoices are examined for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all properly verified and certified invoices submitted.

6. Instructions for the Making of Payments

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. The Town Clerk/RFO shall give instruction that each payment authorised in accordance with Regulation 5 above shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council. No Councillor should be a signatory to a transaction in which they have declared a disclosable pecuniary interest or in which they have any other interest.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the invoice or other voucher.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Policy & Management Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Policy & Management Committee at least every two years.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to the Policy & Management Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Policy & Management Committee at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Policy & Management Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the of the Policy & Management Committee at least every two years.
- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be kept securely in the Council's

strongroom in a sealed dated & timed envelope signed by two Councillors across the seal. This envelope may not be opened other than in the presence of two Councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council or the Policy & Management Committee. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or the Policy & Management Committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, an officer (not the Town Clerk or RFO) shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly who and what approvals are needed for each type of payment.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, whether used for internet banking or not, may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Town Clerk or in her absence the Deputy Town Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. The RFO may provide imprests to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall advance imprests up to a maximum of £500 for the purpose of defraying operational and other expenses to officers named by the Policy & Management Committee.
 - b) The RFO shall maintain a petty cash float of a maximum of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. Payment of Salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Policy & Management Committee (or Council if the matter affects the Town Clerk alone).
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Policy & Management Committee must consider a full business case.

8. Loans and Investments

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. When raising an invoice an officer will deliver the top copy to the debtor, send one of the copies to the RFO and retain the second copy in their own records. If an invoice is voided all three copies should be kept in the officer's own records.
- 9.3. Each invoice pad shall be held securely by the officer to which it is issued and from time to time that officer may be called upon to account for each of the sequentially numbered invoices in the pad.
- 9.4. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.5. The Council will review all fees and charges at least annually, following a report of the Town Clerk.
- 9.6. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.7. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.8. The origin of each receipt shall be entered on the paying-in slip.
- 9.9. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.10. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.11. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Work, Goods and Services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman the Policy & Management Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 142 and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Town Clerk or RFO shall obtain 2 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. Payments Under Contracts for Building or Other Construction Works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Assets, Properties and Estates

- 13.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 13.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. Insurance

- 14.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2. The Town Clerk shall ensure that all new risks, properties or vehicles which require to be insured or any alterations affecting existing insurances is effected immediately.
- 14.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 14.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 14.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

15. Risk Management

- 15.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall cause to be prepared, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 15.2. When considering any new activity, the Town Clerk shall cause to be prepared a draft risk assessment including risk management proposals for consideration and adoption by the Council.

16. Suspension and Revision of Financial Regulations

- 16.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 16.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



Vacancy for a Weekend Caretaker

Can you help?

Godalming Town Council is looking for a weekend caretaker to look after the newly refurbished Wilfrid Noyce Centre predominantly on Saturdays with some Friday evenings and Sundays by arrangement. Guaranteed basic hours are five hours a week to be worked on Saturdays with additional hours possible on Friday evenings and Sunday afternoons dependent upon bookings.

If you think you could be part of a small staff team and play a part in the future of this great community facility then we would love to hear from you.

Pay: £8.43ph plus paid holiday.

For more details and an application pack contact the Facilities Manager, Andy Jeffery on 01483 523575 or email office@godalming-tc.gov.uk

Closing date: Monday, 18 April 2016 at midday.

Interviews for this post will take place on Saturday, 23 April 2016



JOB DESCRIPTION

Job Title	Weekend Caretaker
Reporting to	Facilities Manager
Location	Based at the Wilfrid Noyce Centre, Crown Court, Godalming GU7 1DY
Role	To provide a service which ensures the safe and proper use, maintenance and security of the Wilfrid Noyce Centre at weekends.
Hours of Working	5 hours per week (Saturday working) with the possibility of overtime for additional weekend hours (including Friday evenings) if required.
Salary	£2,193 (£16,231 pa pro rata (SCP 14))

Main Purposes

To provide a service which ensures the safe and proper use, maintenance and security of the centre

Skills & Experience

Able to deal and communicate with a range of people face to face and over the telephone

Practical skills to deploy and store tiered seating and arrange layout of tables and chairs for a variety of events.

Practical skills to deal with events that may affect the operation of the centre i.e power trips.

Main Duties

- a) Provide as required access to hirers of the centre and secure when necessary the premises after completion of hire.
- b) Set out and clear away furniture as required for special events (chairs, tables and tiered seating).
- c) Demonstrate operation of centre equipment as required by type of hiring.
- d) Ensure that the Centre is clean, tidy and in a safe condition and ready for the next user.
- e) Ensure the perimeter of the Centre is kept free of litter.
- f) Ensure consumable supplies are replenished.
- h) Report any arising defects to the Facilities Manager.
- i) Carry out other duties as directed by the Facilities Manager.
- j) Act as one of the named keyholders for emergency call out (additional payment if call-out required).

Additional Information

Basic hours are to be conducted predominately between 12.30 and 23.00 on a Saturday as determined by the hall use. Additional hours may be offered for specific Friday evenings/Sunday afternoon events at £8.43 per hour.



ADDITIONAL INFORMATION

Weekend Caretaker

TERMS & CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are as set out in the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions.

This appointment will be subject to satisfactory references and occupational health clearance. The successful applicant will be required to complete a confidential health questionnaire (to be forwarded direct to the Town Council's occupational health advisor) and to provide evidence of the right to work in the UK (usually this will be a passport).

The appointment will also be subject to the completion of a six-month probationary period.

PLACE OF WORK

The Weekend Caretaker will be based at the Wilfrid Noyce Centre, Crown Court, Godalming, Godalming GU7 1DY.

SALARY & HOURS OF WORK

The hours for this job are 5 hours a week to be worked predominantly on Saturdays (though flexibility to work some of the hours on a Sunday may be discussed). The salary for this post is £2,193 per annum. The salary grade for this post is based on NJC pay scales (spinal column points 14) and is calculated pro rata (based on a standard working week of 37 hours). Additional hours worked for attendance at Friday evening and/or Sunday events will be paid at £8.43 per hour.

All Godalming Town Council staff are paid monthly by cheque on the twenty-second day of each month (although it is anticipated that the Council will move to payment by direct credit before the post is filled).

LEAVE ENTITLEMENT

The leave entitlement for this post is 25 hours (or 5 days) per annum (rising to 30 hours (6 days)) days after 5 years' continuous Local Government service. Additionally where Christmas Day, Boxing Day or New Year's Day fall on a Saturday there will be no requirement to work those days.

PENSION

The postholder is entitled to become a "pensionable employee" by joining the Local Government Pension Scheme and will automatically be admitted to the scheme unless opting out in writing or contributing to another scheme, which deems the individual unable to contribute to the LGPS Scheme. This scheme is operated for this Authority by Surrey County Council. Employee's contribution rates are currently 5.8% of salary.

INSURANCE

Personal Accident and Assault

As a responsible employer the Town Council is anxious to minimise the risk to its employees of personal accident or assault whilst performing their duties. The Council will therefore insure the postholder against death or permanent disablement arising from and in the course of their duties.

CODE OF CONDUCT

All employees of Godalming Town Council are expected to comply with the Godalming Town Council's Officer Code of Conduct and other policies of the Council.

APPRAISAL

All employees of Godalming Town Council will receive an annual Appraisal/Development Review. .

TRAINING

Godalming Town Council will provide all necessary training.

HEALTH AND SAFETY

All employees of Godalming Town Council are expected to familiarise themselves with and to comply with Godalming Town Council's Health & Safety Policy (copy available on request). All required Personal Protective Equipment and Health & Safety training will be provided.

MORE INFORMATION

If you would like more information about the post please contact Andy Jeffery, Facilities Manager on 01483 523112 (operations@godalming-tc.gov.uk).

12 GODALMING FLOOD ALLEVIATION SCHEME

Members will be aware that Godalming Town Council (GTC) has been working in partnership with the Godalming Flood Alleviation Scheme Steering Group (GFASSG) to create flood resilience to those homes and businesses effected by the 2013/14 flooding of the Meadow and Catteshall Road area. Whilst the focus of the GFASSG has been on the issues surrounding the Hell Ditch area of the River Wey and its tributaries, the Environment Agency, Surrey County Council (SCC) and the Thames Regional Flood & Coastal Committee have had to assess any scheme for Godalming in a wider context of both funding and impact on other areas within the Wey Valley. To that end the Godalming Flood Alleviation Scheme forms part of a wider consideration known as the Wey Flood Alleviation Schemes, which include structural improvements, local property protection, floodplain management and catchment management with the aim of reducing flood risk from the River Wey. These schemes will be delivered in a phased approach for Godalming, Guildford, Old Woking and Byfleet & Weybridge.

Due to its early community support, commitment from GTC, SCC and Waverley Borough Council (WBC), the first phase of the Wey Flood Alleviation Scheme is focusing on Godalming.

Following the successful public meeting held in the Borough Hall on 22 January, a GFASSG meeting was held on 4 March. At that meeting it was reported that a Strategic Business Case for project development to the start of construction phase was being finalised for submission to the National Project Appraisal Service (NPAS). However, a funding shortfall of £280,000 was also reported. Those present noted that for the Godalming Flood Alleviation Scheme to proceed there is a need to obtain commitments for partnership funding for the predicted shortfall.

On further clarification the requirement for upfront funding was identified as £30,000 with the remaining shortfall being a commitment to support the ongoing maintenance of the structure to the sum of £2,500pa over the 100-year lifetime of the scheme (hence the accumulated sum of £250,000) beginning in financial year 17/18

Agreement, subject to approval, was achieved for bridging the upfront shortfall by additional contributions from SCC and WBC with new contributions being made by the utility companies. Although the commitment to funding is required before the scheme can be put forward to the NPAS the funds are not required until financial year 2017/18. On further discussion the utility companies indicated their preference would be to deposit the funds with GTC during financial year 16/17 for release by GTC when required.

The ongoing maintenance fund proved to be the more challenging issue due to the difficulties of other partners of the GFASSG to create specific revenue reserves for the maintenance of an individual scheme.

In consultation with the GTC councillors present at the 4 March GFASSG meeting, it was agreed that a proposal would be brought to this committee to ascertain whether GTC is prepared to provide further support to the Godalming Flood Alleviation Scheme to ensure that it is able to progress to construction, thus providing flood risk reduction, up to a 1 in 100 standard of protection, to the 96 properties in the affected area.

The proposal in front of this committee is that GTC commit to creating a revenue fund of £2,500 per annum to be used for the general maintenance of the structure. This would include requirements such as mowing of the earthen banks, periodic maintenance of the road gate or wooden facing panels if the final design faces the wall in wood. Any residue of the revenue

fund would be required to be transferred to an earmarked reserve for future use. This fund would be for general maintenance and not major repair.

If Members agree to the proposal, this would in effect make GTC the largest single partnership contributor at £438,000 over the lifetime of the scheme - £163,000 as nominal value of the GTC land the scheme will be constructed upon, £25,000 in upfront financial contribution and £250,000 in ongoing maintenance costs. Other partnership contributions include £105,000 upfront financial contribution from WBC and £350,000 upfront funding from SCC.

When agreeing to sign up to the Memorandum of Understanding that underpins the GFASSG (Minute 428-14 refers), GTC accepted that although it does not have any direct responsibility for flood risk management, it does accept some responsibility for the well-being of its residents. As such GTC agreed to make representations to those authorities who do hold responsibility for flood risk management and provide such support as it can to those authorities. This support would include financial contributions when such contributions provide a direct benefit to the residents of Godalming.

If Members agree to support the proposal they will be acting under Section 137 (1) & (2) of the Local Government Act 1972, in as much that GTC may, subject to certain provisions, incur expenditure which they consider to be in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. This includes the power to contribute towards the defraying of expenditure by another local authority in or in connection with the exercise of that other authority's functions.

If Members agree to support the proposal, the cost to the GTC budget could be absorbed by the anticipated growth in the tax base due to the dwellings at Tanner House (Godalming Key Site) coming on stream during financial years 16/17 & 17/18 (the first 34 properties are scheduled for occupation in October 2016 with the remaining 103 following on thereafter). The tax base would need to increase by an additional 43.23 properties based on the 2016/17 Band D equivalent to cover the cost of this proposal.

Members are asked to indicate whether they wish to agree the proposal,

WILFRID NOYCE CENTRE COSTS - UPDATED 16 MARCH 2016

EXPENDITURE	Projected/ Actual Expenditure 2015/16		Actual Expenditure to Date
Misc Costs	1,871.65	1	1,871.65
Information Boards & Plaques	2,035.00	1 & 2	2,035.00
Party Wall Agreement	1,250.00	1	1,250.00
Waverley Fees	1,470.00	1	1,470.00
Post Contract Fees	42,678.00		42,678.09
Additional Structural Engineering Fees	2,582.50	1	2,582.50
CDM-Health & Safety	3,375.00	1	2,835.00
Building Regulation Fees	1,950.00	1	1,300.00
Thames Water	3,302.40	1	2,752.00
Southern Gas Network	1,822.05	1	1,822.05
Southern Electric	2,454.52	1	2,454.52
Asbestos Clearance	11,675.00		11,675.00
Tendered Build Costs	844,887.90		770,221.26
Kitchen Equipment Fit Out	20,971.00		20,237.20
Kitchen Extraction & Air Supply	17,050.00		16,453.25
Lighting , AV, Induction Loop	31,486.00		31,486.00
Furniture Fit Out	23,652.00		23,652.00
Physical Fire Shutter	2,495.00		2,495.00
Fire Safety Order	1,000.00		0.00
Crockery & Cutlery	2,497.38		2,497.38
Kitchen Utensils	1,000.00		651.81
Door Locks	1,601.05		1,601.05
Secure Roller Cage Storage	266.70		266.70
Window Coverings	5,087.17		5,087.17
Portable staging	4,158.02		4,158.02
Safety equipment	258.55		258.55
Built in Storage	338.22		338.22
Additional Ground and gardening works	10,082.98		10,082.98
Tiered Seating Fit Out	24,742.00	2	0.00
Rational Combi Oven SCC 201 system	19,143.00	2	19,143.00
Difibrillator	1,316.37	3	1,316.37
Foyer Furniture	1,023.00	4	1,023.00
Electronic Display Screen	1,500.00	3	
Total Expenditure	1,091,022.46		985,694.77
INCOME			
Borrowing	841,000.00		
Wilfrid Noyce Refurb Scheme (367)	180,177.00		
Virement 2015/16	7,000.00		
Chamber of Commerce	20,000.00		
Caudle Memorial Trust Donation	38,000.00	2	
Surrey County Council (Cllr Cosser)	450.00	4	
Surrey County Council (Cllr Martin)	2,000.00	3	
GOLO	500.00	4	
Total Income	1,089,127.00		
Current Shortfall (Excess of Exp over Inc)	1,895.46		

Notes:

¹ Total Expenditure includes £20,165.60 of expenditure not initially allowed for

² Funded or partly by donation from the Caudle Memorial Trust.

³ Defibrillator & Electronic Display funded by SCC Councillor Martin

Farncombe Day Centre Report – February 2016

The past year has been a busy one at the Farncombe Day Centre, which provides a range of services and activities for older people in the Godalming and Farncombe area. Demand for the Day Centre services remained strong, with the Day Centre serving an average of 140 lunches per week in 2015.

There continues to be a real need for the Day Centre's minibus, which enables the less mobile to come to the Centre and socialise as well as accessing the amenities of the Farncombe area. In 2015, minibus user numbers increased by nearly 20% to an average of 60 users/week. With projections of a growing older population in Waverley, services such as the Day Centre minibus are going to be increasingly needed as a way to enable people to stay in their own homes, yet remain socially active and not become isolated.

The Day Centre continues to be run by a committed team of staff and volunteers. All the staff are very dedicated and their commitment extends beyond their formal hours of work. In addition, the Day Centre could not do what it does without the support and commitment of its 50 or so volunteers on the minibus as escorts; on the servery and in the kitchen, helping to serve refreshments and washing up; taking lunch money; as members of the Executive Committee; and as fundraisers. The Day Centre is always in need of new volunteers, and in particular would welcome more younger volunteers.

The Day Centre has a monthly programme of entertainment, activities and the ever popular Bingo. The activities included arts and crafts and gentle exercise sessions, which are open to anyone who would like to come and participate. There were also regular day trips including the very popular trip to the seaside for fish and chips, outings to local garden centres, and a canal trip from Dapdune Wharf. A full listing of each month's events are posted on the Day Centre's website: <http://farncombedaycentre.org.uk/wp/events/>

The Day Centre premises are used to provide chiropody and podiatry services. The Day Centre provides a bathing service for those requiring bathing assistance using the Parker Bath in the adjoining Bowring House. Eye care services are regular users of the Day Centre and clothing suppliers also make regular visits, enabling the less mobile to buy clothes and shoes at reasonable prices. All these activities are in addition to the provision of a hairdressing salon. A team of three hairdressers provide a daily service for the local community as well as those who attend the Day Centre.

The Day Centre is grateful to Waverley Borough Council and the Voluntary Grants Panel for their continuing financial support. Local government grants accounted for 36% of the Day Centre's income in 2014/15. Last year the Day Centre also received generous grant funding to support its minibus services from the Community Foundation for Surrey. Self-generated income (lunch charges, minibus fares, etc) accounted for 44% of the Day Centre's income in 2014/15, with donations, generously provided by the local community, businesses and individuals, accounting for 14%. For instance, the Godalming Lions and Round Table enabled the provision of free Christmas lunches for all Day Centre users.

The Day Centre actively manages its expenditures and continues to seek new ways to help reduce costs. For instance, in recent years, the Day Centre has established relationships with the local allotment groups which generously donate their excess produce to Day Centre. The Day Centre Executive Committee only seeks to increase its charges in line with inflation. However as Farncombe is one of the more deprived areas of Waverley, charges cannot be raised excessively.

In 2014/15, the Day Centre concluded a three-year Service Level Agreement with Waverley Borough Council, which has helped with financial planning. However the continuing squeeze on local government and voluntary sector funding means there is still a degree of uncertainty as to future resources. Notwithstanding the Day Centre's Executive Committee is very cognisant of the need to continue to seek alternative financial sources and continues to work hard to ensure the Day Centre is properly funded.

The support of Waverley Borough Council, the Town Council, local organisations and volunteers are crucial to ensuring the Day Centre continues to offer its much needed services to the elderly in the Godalming and Farncombe area. This is especially relevant as demand from an aging population will increase the demand and need for its services.

February 2016

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation GODALMING & FARNCOMBE BOWLING CLUB
2. Contact Name, Address and Telephone Number CAROL HARRIS - LEES (SECRETARY)
36 MILTONS CRESCENT, GODALMING, SURREY.
GU7 2NT 01483 415057 07837 505049

3. Details of Organisation; is it

- a) A Charity?
b) A Trust?
c) A Private Limited Company?
d) Affiliated to any National Body? - YES BOWLS ENGLAND, SCBA & WSBA
e) Any other official registration?

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

Godalming & Farncombe Bowling Club (G&FBC) situated at the Phillips Memorial Ground, is a very old established Bowling Club who proudly celebrates its 150th Anniversary in 2017. The community has always been a major part of the Club and it prides itself on building firm links with WBC through its use of electricity/toilet facilities and by encouraging to the Club new members of any age. G&FBC is keen to promote and increase its Youth Members by putting in place local advertising and linking with local schools. The Club would like to be able to provide its youth team with additional & appropriate small bowls together with adjustable youth team vest tops in the Club colours.

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. _____

50 F/T MEMBERS 30 SOCIAL MEMBERS 4 JUNIOR MEMBERS
£70 PA £20 PA £150 PA.

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.

We would like to build up our youth team and continue
and grow links with local schools with expert coaching
which hopefully will attract new young members
to this team based healthy sport.

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

to assist with advertising to progress links with

local schools, coaching, provision of small boats, special score cards & team talards to encourage team spirit for The Youngsters

- b) Specify - Total Estimated Cost £
- Amount already available £
- Amount expected to be available at commencement £
- Dates scheduled to commence and finish

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

Body	Amount Applied For	Amount Received
—		

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

a) Amount £ 500

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

- Amount £
- Date N/A.
- Project

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

Inclusion of youngsters in local sport.

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

Signed _____ Date _____

Capacity in which signed _____

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.

Please state who the cheque should be made payable to should your application be successful

THE APPLICANT WAS GIVEN THE WRONG GRANT APPLICATION FORM (ONE FOR GRANT AID IN KIND) THE DETAILS HAVE BEEN TRANSCRIBED BY GTC STAFF HENCE NO SIGNATURE

THE GODALMING & FARNCOMBE BOWLING CLUB

1. The name of the club shall be the Godalming & Farncombe Bowling Club.
2. The address of the club premises shall be the Phillips Memorial Ground, The Bury, Godalming, Surrey.
3. The Club is formed to provide for the members the use of a bowling green and club house and to supply refreshments and all things incidental to the playing of bowls. Any surplus income or gains are to be reinvested in the club and no club monies or assets are to be distributed, in cash or in kind, to members of the Club or any third party.
4. **Membership.**
 - a) Every candidate for membership shall be proposed and seconded by members of the Club. His/her full name and address shall be communicated in writing to the Secretary, who shall cause these particulars to be exhibited prominently in the Club house in a part frequented by the members for a period of at least seven days before his/her election as a member. Until the candidate is elected as a member he shall not be entitled to any of the privileges of the Club.
 - b) Candidates for membership shall be elected by the Executive Committee at its sole discretion.
 - c) The Executive Committee shall have power to elect Social Members in accordance with sub-paragraph 4 (a) above.
5. The position of Honorary Past President shall be conferred upon any member who has held the position of President for more than five years. This office shall be held for life. The Honorary Past Presidents shall be entitled to attend meetings of the Executive and Management Committees of the Club, but shall not be entitled to vote at such meetings.
6. The Management of General membership shall be conducted by an Executive Committee, and shall consist of: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Match Secretary, Club Captain, and at least two Vice Captains and five elected members from the Membership, all of either sex. They shall be proposed, seconded and elected by ballot at each general meeting. They shall hold office until the next annual general meeting, when they shall retire, but shall be eligible for re-election from year to year. Eight members of the Executive Committee shall form a quorum.

Decisions of the Executive Committee shall be arrived at by a simple majority of those present at the meeting. In the event of a tie, the Chairman shall have the casting vote.

 - a) Specific single sex bowling matters should be managed by a Management Committee consisting of members of the appropriate sex. These two Management Committees, with their own Chairperson and Secretary, would in turn provide the direct link with the respective County and National Governing bodies. They shall be proposed, seconded and elected by ballot at each general meeting. They shall hold office until the next annual general meeting, when they shall retire, but shall be eligible for re-election from year to year.

7. The elections of members of either Committee shall take place in the following manner:
 - a. Any two members of the club shall be at liberty to nominate a member to serve on either Committee. The nominee should inform the Secretary in writing at least 28 days before the annual general meeting that he/she is prepared to accept the nomination.
 - b. A list of the names shall be affixed to the notice board of the club, twenty-eight days at least before the annual general meeting. If there are more names than vacancies, balloting lists shall be prepared containing the names of the candidates only and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies. If two or more candidates obtain equal numbers of votes, the Chairperson of the meeting shall select by lot from such candidates, the candidate or candidates who are to be members of either committee.
 - c. All members of either committee shall retire every year at the annual general meeting and shall be eligible for re-election.
8. The Executive Committee shall have the power to fill any casual vacancy.
9. The Executive Committee in addition to the powers hereinafter specifically conferred upon Them shall have the control of the finances of the club, power to engage, control and dismiss the club servants and all such administrative powers as may be necessary for properly carrying out the objects of the club in accordance with these rules.
10. The Secretary shall conduct the correspondence of the club and shall have custody of all documents belonging to the club. He/she shall keep full and correct minutes of all proceedings and records of all competitions of the club.
11. The Treasurer shall keep the accounts of the Club and shall make up the annual statement of accounts and balance sheet of the Club to the 30 day of September each year which shall after audit be printed and circulated amongst the members with the notice of the annual general meeting.
12. Two members shall be appointed account checkers at the annual general meeting. They, or one of them shall check the annual statement of accounts and balance sheet before they are printed.
13. Membership of the Club is open to all members of society, whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All members shall pay an annual subscription as agreed at the annual general meeting, unless membership commences after the 31 July when they shall be liable for half of the subscription.
14. Annual subscriptions for membership may be paid at the AGM or during the month of April. If any member shall have failed to pay his/her subscription by 30 April, the Executive Committee shall be entitled to terminate his/her membership without further notice.

15. On the recommendation of the Executive Committee an ordinary member may be elected a life member at any general meeting of the Club and shall thereafter be entitled to all the privileges of membership without paying the annual subscription or any special payment for such life membership. A two-thirds majority of those present shall be necessary for such election. There shall not be more than ten life members of the Club at any one time.
16. A member may at any time give notice in writing to the secretary to resign his/her membership of the Club but shall continue liable for any annual subscription due and unpaid at the date of his/her resignation.
17. The Executive Committee shall have the power to expel any member who shall offend against the rules of the Club or whose conduct shall in the opinion of the Executive Committee render him/her unfit for membership of the club. Before any such member is expelled the secretary shall give him/her seven days written notice to attend a meeting of the Executive and shall inform him/her of the complaints made against him/her. No member shall be expelled without first having the opportunity of appearing before the Executive Committee and answering complaints made against him/her nor unless at least two thirds of the Executive Committee then present vote in favour of his/her expulsion.
18. Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all such rights to claim against the Club or its property or funds as he/she otherwise would by reason of membership.
19. Any member shall be entitled to introduce guests to the Club provided that no person whose application for membership has been declined or has been expelled from the Club shall be introduced as a guest. The member introducing a guest shall enter the name and address of the guest together with his or her own name in a book, which shall be kept at the Clubhouse.
20. An annual general meeting of the Club should be held in the month of October in each year and fifteen months shall not elapse without a general meeting. At the annual general meeting the following business shall be conducted.
 - a) The presentation and (if accepted) the passing of the accounts for the previous financial year ended on the 30 day of September prior to the meeting which accounts shall first have been checked by the Club's account checkers.
 - b) The election of the Executive and Management Committee.
 - c) The election of two auditors.
 - d) Such other business as shall have been communicated to the secretary at least 28 days prior to the annual general meeting and included in the notice of the meeting sent by him/her to the members.
21. An extraordinary meeting maybe convened at any time and shall be convened within twenty one days on requisition of one fifth of the members of the Club or thirty members whichever is the least. Such requisition must state the purpose for which such a meeting is required.
22. The secretary shall at least fourteen days before any general meeting send to every member at his/her address, as recorded in the Club's books notice of the meeting stating the date, time and place where it will be held and the business to be conducted.
23. The business at a general meeting shall be limited to that provided by these rules and those

further matters set out in the notice convening the meeting. The quorum at any general meeting shall be twenty.

24. The president of the Club shall preside at all meetings of the Club, but if he/she shall not be present within fifteen minutes after the time appointed for the meeting or has signified his/her inability to be present at the meeting, the members shall chose one of their number to be chair person at the meeting.
25. No rule of the Club shall be repealed or altered, and no rule shall be made, save by a two thirds majority of the members present at a general meeting, and at least one calendar month's of the intention to propose any new rule or alteration shall be given to the secretary, who shall send notice of the same to every member at his/her address in the Club register, at least fourteen days before the general meeting.
26. The Executive Committee are empowered to make, repeal and amend such by laws as they may from time to time to consider necessary for the well being of the Club. These by laws, repeals and amendments shall have effect until otherwise determined by the Executive Committee or a General Meeting.
27. All complaints shall be made in writing to the secretary who shall, if he/she is unable to deal with them, submit them to the Executive Committee whose decision shall be final. In no instance shall a servant of the Club be reprimanded directly by a member.
28. The property of the Club shall be vested in for Trustees who shall be appointed by the Executive Committee and the property of the Club shall be vested in them to be dealt with by them as the Executive Committee may from time to time direct by resolution (or which an entry in the minute book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property. The Trustees shall hold office until death or resignation or until removal from office by the Executive Committee. Whereby reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed, the Executive Committee shall nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the secretary is hereby nominated as the person to appoint a new Trustee or Trustees of the Club within the meaning of *Section 36 of the Trustees Act 1925*, and shall by Deed duly appoint the person or persons so nominated by the Executive Committee.
29. No member shall take away, or permit to be taken away from the Clubhouse under any pretence whatever, or shall injure or destroy, any property of the Club except in the case of repair with the Executive Committee's approval.
30. The Clubhouse shall be opened to members daily between such hours as the Executive shall from time to time determine, but the Executive Committee may close it for such times as they deem necessary for cleansing and repairs.
31. Members of visiting clubs and officials of matches are entitled to use the bar and Club premises on the day on which they play against the Club as guests within the meaning of section 9 of the Licensing Act of 1964.

32. The purchase of intoxicating liquor, for supply by the Club shall be at the absolute discretion of the bar sub committee of not less than five members, of which at least three must be members of the main committee.
33. No personnel shall at any time be entitled to receive at the expense of the Club any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying out of the Club.
34. The charges to be made for intoxicating liquor and refreshments and the like, shall be determined by the bar sub committee, as appointed in rule 32 except that the profit margin shall be determined by the Executive Committee.
35. The permitted hours for the supply of intoxicating liquor shall be as determined by the Executive Committee and in accordance with the local Licensing Laws.
- | | |
|---|-----------------|
| <u>Monday to Saturdays</u> | 11am to 11pm |
| <u>Sundays</u> | Noon to 10.30pm |
| Except when Christmas falls on a Sunday & Good Friday | 6pm to 9.30pm |

The sale of alcohol is prohibited to persons under the age of 18.

36. The Executive Committee shall be the sole authority with written legal advice if necessary for the interpretation of these rules and of the regulations made from time to time by the Executive Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations shall be final and binding on the members.
37. All withdrawals from any account held by the Club must be signed by any two of the President, Secretary or Treasurer.
38. In the event of the Godalming & Farncombe Bowling Club being dissolved, a decision to be taken by the Trustees of the Club at a Special General Meeting called for that purpose, and after settling all the liabilities of the Club and terminating the lease's of the green and Clubhouse with Waverley Borough Council, all remaining assets of the Club shall be transferred to the Bowls England for use for the benefit of the sport of bowls.
39. The Godalming & Farncombe Bowling Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies. The full Child Protection Policy is detailed in Appendix A.

Updated 30/10/2008

Rule 37 revised – AGM 27.10.11 Rule 39 added EGM 11.4.2012 Updated Rule 13 2014

Godalming & Farncombe Bowling Club

CHILD PROTECTION POLICY

Introduction

All sporting organisations which make provision for children and young people must ensure that:

- The welfare of the child is paramount;
- All children, whatever age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff paid or unpaid and all members working in sport have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has taken place.

Policy Statement

Godalming & Farncombe Bowling Club has a duty of care to safeguard all children involved in Godalming & Farncombe Bowling Club from harm. All children have a right to protection and the need of disabled children and others who may be particularly vulnerable must be taken into account. Godalming & Farncombe Bowling Club will ensure the safety and protection of all children and vulnerable persons involved at Godalming & Farncombe Bowling Club through adherence to the Child Protection guidelines adopted by the Club.

A Child is defined as a person **under the age of 18** (The Child Protection Act 1989)

Policy Aims

The aim of Godalming & Farncombe Bowling Club Child Protection Policy is to promote good practice:

- Provide children and young people with appropriate safety and protection whilst in the care of Godalming & Farncombe Bowling Club ;
- Allow all staff, members and volunteers to make informed and confident response to specific protection issues.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the Club must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means

- Always working in an open environment (e.g. avoiding private or unobserved situations and encourage open communications with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players. (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust enabling children to share in the decision making process.
- Making sport fun, enjoyable and promoting fair play.
- Keeping up to date with technical skill, qualifications and insurance in sport.
- Involving parents/carers wherever possible
- Always ensure parents, carers, teachers, coaches or officials work in pairs.
- Ensure that if mixed teams are taken away they are always accompanied by male and female adults.
- Being an excellent role model. This includes not smoking or drinking alcohol or using bad or abusive language in the company of young children.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults. Avoid excessive training or competition and not pushing them against their will.
- Securing parental consent to act *in loco parentis*, if need arises to administer first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

Practises to be avoided

The following should be **avoided** except in an emergency. If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of someone in charge or the child's parents. For example a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session.

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking or dropping off a child to an event

Practices never to be sanctioned

The following should **never** be sanctioned. You should **never**;

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do themselves.
- Invite or allow children to stay with you at your home unsupervised.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed;

- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done.

Use of photographic/video equipment

Videoining/ photography are a very useful coaching aid, however, it has been known that some people have used a sporting occasion to take inappropriate photographs or videos of young people. Therefore you must be vigilant and any concerns reported to the clubs Child Protection Officer. Therefore before using such equipment;

You must

- Obtain parental consent of the child before using such equipment
- Explain to the child why and what the video/picture will be used for

You must never

- Use such equipment without the parents consent
- Use such equipment unless other people are present
- Use such equipment without explaining what you are trying to achieve by use of this equipment both to the child and parent.

REMEMBER HE OR SHE IS STILL A CHILD UNTILL THEY ARE 18

Recruitment and training of volunteers

Godalming & Farncombe Bowling Club recognises that anyone has the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

- All volunteers should complete an application form which will elicit information about the applicants past and a self discloser about any criminal past.
- Consent should be obtained to seek information from the Criminal Records Bureau or evidence of CRB certificate obtained through the Bowls Development Alliance.
- A confidential reference of character should be obtained.
- Evidence of identity (i.e. passport or picture driving licence)

Induction

All volunteers will be required to undergo an interview to ascertain their suitability and qualifications to coach and work with children and disabled adults.

Checks to be made

- Does the applicant have a the appropriate coaching certificate and license to coach
- Has the applicant had Child Protection training
- Has the applicant had first aid training
- Does the applicant carry the required insurance

Training

In addition Godalming & Farncombe Bowling Club will aim to give volunteers any additional training required to;

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person
- Work safely and effectively with children
- Ensure their own practise is likely to protect them from false allegations.

Godalming & Farncombe Bowling Club further requires that:

- Instructors and coaching volunteers attend a recognised, good practice and child protection awareness course, to ensure their practice is exemplary. This will develop a positive culture towards good practice and child protection.
- Other volunteers to complete an awareness training course on child protection.
- Volunteers should attend a course in Emergency First Aid.
- Attend update training when necessary. Information about meeting training needs can be obtained from the your NGB, the National Society for the Prevention of Cruelty to Children (NSPCC) and the Sports Council.

Responding to allegations or suspicions

It is not the responsibility of anyone working on behalf of Godalming & Farncombe Bowling Club, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Godalming & Farncombe Bowling Club will assure all staff and volunteers that it will fully support and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police or child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice: the Club Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Club Child Protection Officer, or a matter handled inadequately and concerns remain, it should be reported to the relevant NGB Officer who will deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Club Child Protection Officer will refer the allegation to the Social Services Department who may involve the police, or go directly to the police if out of hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the Social Services Department.
- The Club Child Protection Officer should also inform the relevant NGB Officer who in turn will inform the NGB Child Protection Officer who will deal with any media enquiries.
- If the Club Child Protection Officer is the subject of any suspicion or allegation, the report must be made to the appropriate Officer or the NGB Child Protection Officer who will refer the allegation to Social services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services and police
- Godalming & Farncombe Bowling Club President and the NGB Child Protection Officer.

- The alleged abuser (and parents if the alleged abuser is a child)

Seek Social Services/NSPCC advice on who should approach the alleged abuser

Information should be stored in a secure place with limited access to designated people, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

- The Club Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Social Services inquiries.
- Irrespective of the police or Social Services inquiries the Club disciplinary committee will assess all individual cases to decide whether a member or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Club disciplinary committee must reach a decision based on the available information. The welfare of the child being of paramount importance in any such decisions.

Support to deal with the aftermath of abuse:

- Consideration must be given to the kind of support that children, parents and members of staff may require. Use of help lines, support groups and open meetings can maintain an open culture and help the healing process. Advice may be obtained from The British Association for Counselling at www.baacp.co.uk.
- Consideration must be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

- Allegations of abuse may be made some time after the event (i.e. by an adult who was abused as a child).
- Where such allegations are made the above procedures must be followed and reported to Social Services or the police as the alleged perpetrator may still be working with children and thereby putting them at risk.

Action if bullying is suspected

- If bullying is suspected the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying

- Take all signs of bullying very seriously
- Encourage all children to speak and share any concerns. (It is believed that up to 12 children a year commit suicide because of bullying, so if anyone talks about or threatens suicide professional help must be sought immediately).
- Investigate all allegations and take action to ensure that the victim is safe. Speak with the victim and bullies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom and when).
- Report any concerns to the Club Child Protection Officer or school, whenever the bullying is occurring.

Action to be taken towards the bullies

- Talk to the bullies, explain the situation and try to get them to understand the consequences of their behaviour. Seek an apology to the victim.
- Inform the bullies parents.
- Insist on the return of borrowed items and that the bullies compensate the victim.
- Provide support for the victims coach.
- Impose sanctions as necessary.
- Encourage and support the bullies to change behaviour.
- Hold meetings with the families to report progress
- Inform all members of the action taken.
- Keep a written record of the action taken.

3. *Concerns outside Godalming & Farncombe Bowling Club control* (i.e. a parent or carer):

- Report your concerns to the Club Child Protection Officer who should contact Social Services and or the police as soon as possible.
- If the Club Child Protection Officer is not available the person being told or discovering the abuse should contact Social Services and or the police immediately.
- Social Services and the Club Child Protection Officer will decide how to involve the parents or carers.
- The Club Child Protection Officer should also inform the NGB Child Protection Officer. The NGB will then ascertain whether or not the persons involved play a role in Godalming & Farncombe Bowling Club and take appropriate action.

Information required for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible a detailed record should always be made at the time of disclosure or concern, which should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation including dates, times and any other factors or relevant information.
- Make a clear distinction between what is fact, and what is opinion or hearsay
- A description of any visible bruising or other injuries, or behavioural changes.
- The child's account, if it can be given, of what has happened. (On no account push the child into giving information).
- Details of any witnesses to the incident.
- Have the parents been contacted? If so, what was said?
- Has anyone else been consulted? If so, record any details.
- If the child was not the person reporting the incident has the child been spoken to and what was said?
- Has anyone been alleged to be the abuser?

Where possible a referral to the police or social services should be confirmed, in writing, within 24 hours. The name of the person who took the referral should be recorded. The NGB Child Protection Officer should also be informed of the incident and action taken. The NGB will then take responsibility for any Press involvement.

Use of the NGB forms will guide you through the task of recording of the incident.

Useful contacts

- NGB Child Protection Officer (CPO) see www.bowlschildprotect.co.uk
- NSPCC help line 0808 800 500

This ten page document is derived from various sources including:

NGB Child Protection Policy

CPSU guidelines

Every Child Matters

Keeping Children Safe

The Joint Panel for Safeguarding and Protecting Children and the Vulnerable

It is in 'word' so can be adopted by Counties, Clubs, Junior Leagues and teams. It can also be amended to suit individual situations.

GODALMING & FARNCOMBE BOWLING CLUB			
BALANCE SHEET - 2014 - 2015			
CREDIT		DEBIT	
CASH IN HAND	221.46		
CASH AT BANK	2177.91		
Members annual subscriptions	3020.00	Cost of teas/raffle - match days	1176.10
Social members subscriptions	295.00	Printing of fixture card	120.00
Match day subscriptions	2779.64	WBC Non-domestic rates	276.08
Match day raffles	841.00	WBC Lease/rent	522.00
Bar takings	9210.91	WBC Green maintenance	4000.00
Competition subs/fees	176.50	WBC Bar licence	70.00
Club quiz evening	340.00	Electricity account	742.47
Commission Bowlsweat Direct	17.00	Bar Account HT WHITE & co	6132.23
WBC Water charges repayment	235.05	Club insurance	1144.00
Shop sales	90.00	Water system maintenance	541.58
Jumble Sale	161.64	BT Telephone/ Internet account	558.25
Transfer from Reserve account	2240.48	CF Fire protection check	232.69
Winnings WSBA league	15.00	Subs/fees to BE, SCBA etc.	1060.00
Bandstand electricity	190.00	Update honours board	104.83
WBC Irrigation repayment	180.52	National pens	187.31
		Kitchen stock etc.	426.98
		Coach hire to Bognor	430.00
		Bar stock/Bookers	592.08
		Gratuity	50.00
		SurreyPol. Keyholder register	42.00
		Sundry purchases	173.00
		Officers expenses	95.32
		Donation to SCBA Ben/fund	100.00
		Trophies/engraving - Sport Shack	300.00
		Website renewal	72.00
		Mitie Cleaning	51.12
		Thames Water	103.56
TOTAL CREDIT	22192.11		
ASSETS			
Bar stock in hand	928.10		
Bar till cash	160.00	TOTAL DEBIT	19303.60
Club shirts/jackets etc. in hand	1180.00		
		CASH IN HAND	121.60
		CASH AT BANK	2766.91
RESERVE ACCOUNT	300.24	TOTAL TO BALANCE	22192.11

GODALMING & FARNCOMBE BOWLING CLUB

Minutes of AGM held at
The Club House, 28th October 2015 at 7.30p.m.

1. **Apologies:** Sally Eade, Sue Chruszcz, Graham Robinson, Lynn Gray, Allan Gray, Steve Townend, Jackie Spring, Jim Spring
2. **Minutes:** of Previous AGM held on 29th October 2014 had been circulated and agreed as a true record.
Proposed: John Fishlock:
Seconder: John Neal.

3. **Matters Arising:**
None

4. **Presidents Report:**

Tony Clark gave his thanks for all the members for continuing to support the Club. Tony confirmed that current membership was at the same level as that in 2014. Tony went on to welcome all new members of the Club and to extend his good wishes to them for a successful year on the Green. He went on to say that there had been many highlights throughout the year including the Club being winners of the 2nd Division. Then the promotion to the 1st Division and to top everything the Club achieved the place of Champions of the 1st Division. Graham Robinson made the final as runner up. The Finals Day was a great success. Tony offered a vote of thanks on behalf of the Club to James Raggett. Tony went on to say that with sadness he was standing down as President – he had enjoyed his term in office and gave his successor his very best wishes.

5. **Officers Reports**

Treasurers Report

Michael Horne gave a short resume of the year. List of playing members 51 Full time, 8 Life, 30 Social and 4 juniors. Michael went on to say it has been a quiet year but at the end of the season the Club had received a bill from Waverley Borough Council in respect to the maintenance of the bowling green which was £600 more than the previous year. This had been quite a blow to the club and we need a letter to be sent to WBC asking for a breakdown of these costs. The Bar had had a good year with profit of £2486, Match Day Raffles £841 and in March Jackie & Carol R held a Jumble Sale which raised £161.64. The June Quiz which was open to all and raised £340. Thanks were given to Jackie, Carol & Robin. The Roffe Swayne Event held during in July had raised £340 over the bar.

Thanks were also given to Carol & James for arranging the fixture Cards.

- a) Treasurer reported Cash in Hand £ 121.60
- b) Cash in Current account £2791.00
- c) Reserve account £300.24 (Michael explained: Not much point us having this account as the interest is derisory, our £300 gets us 1p interest per month)

Michael asked for Any Questions:

Fraser Ryder asked if he was right in thinking that the Club was actually just breaking even. He went on to suggest that it would be of more help if members could see a profit & loss account. Furthermore he added if we are making a loss it would suggest we need to increase the annual fee. Michael responded by saying he was simply carrying out end of year accounts in exactly the same way as his predecessor had. Ian Chapman mentioned that the increase in maintenance costs was quite substantial and asked if this type of increase would be carrying on in future years? Michael responded by saying that WBC considered the cost of the maintenance to the tax payer was equivalent to £8442 – this included the hedges, fencing and hard standing areas around

the green - the Club had not realised they were responsible for these areas.

Tony informed the members that the increased charges were just not only affecting us but also Holloway Hill and Haselmere. Some form of united presentation was needed to the Council querying these increased charges and requesting a 5yr projection of charges. Roger raised concern about the fact that it had taken WBC so long in letting us have some notification of the intended increase in costs – ideally we should have been informed during February/March and he went on to say that he was not happy with this situation.

Michael confirmed the £4k had not as yet been paid but would be sent by transfer the following day. People in general voiced concern about the unacceptable state of the green. John Green proposed that we did not pay WBC before the EGM. Frank informed the Club that Holloway had paid their increased maintenance costs to WBC and that in his opinion if we didn't pay then we would only cause bigger problems. Graham confirmed that he had spoken to the Council and put forward our concerns. Roger went on to suggest that we should have a joint meeting with Holloway Hill & Haselmere.

Tony went on to say that there were many things to explore and that in his opinion bowling had been too cheap for too long. WBC was looking at ways themselves to reduce costs and as a Club we have to face this problem.

Match Secretary

Please see attached report.

Vote of confidence in Match Secretary James Raggett

Proposed: John Neal

Seconded: Stafford Sims-Handcock

6. Meeting with Andy Webb deferred to the Committee Meeting 18th November.

7. To receive proposition from the Clubs Committee that Club subscriptions for 2016 are:

Only change is Full Members Annual Fee increased by £2 to £62

Proposer: Norman Barber

Seconder: Ian Tayfield

John Neal suggested that there should be a discussion on Fees at the EGM before agreeing to 2015/16 Fees. Tony responded by saying we were currently working on a 5yr Plan to be proposed at the EGM.

Michael went on to say that fees should go up but by exactly how much we should firstly complete the 5 yr Plan and then meet with Council. Tony suggested that we should come to the EGM having reached a conclusion and with more information on a new fee structure. Now Tony went on to say this was not in his opinion the right time to talk about fees when it was not absolutely clear what the 5 yr Plan is going to show up.

Proposed: Ian chapman

Seconder: John Neal

This was Carried unanimously

Meeting Closed at 8.10pm

..... Dated.....
President: Roger Humphrey

GODALMING TOWN COUNCIL

Application for Grant Aid

1. **Name of Voluntary Organisation:** Godalming Museum

2. **Contact Name, Address and Telephone Number:**

Alison Pattison
Godalming Museum, 109a High Street, Godalming, GU7 1AQ
01483 426 510

RECEIVED
14 MAR 2016

3. **Details of Organisation, is it:**

- a) A Charity? Yes, Registered Charity (no. 292155)
- 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?**

Godalming Museum aims to promote the enjoyment and understanding of the heritage of Godalming and its surrounding villages and to encourage and support life long learning. It does this by collecting, safeguarding and making accessible local artefacts and knowledge within a welcoming, stimulating and inclusive environment.

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

- The museum runs a shop and a café
- We hire out the exhibition gallery and take a 20% commission on any work sold
- We hire out the museum facilities (eg meeting rooms)
- We charge for educational workshops and tours

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

- Entry to the museum is free and we welcome 16,000 visitors each year
- This year so far 1,300 school children have attended museum workshops, talks and guided tours of the museum and town (at £1 a head)
- And 297 adults have attended talks or guided tours given by museum staff and volunteers (at £2 a head)
- And 168 adults have attended talks by external speakers, organised by the museum and the Godalming Trust (at £5 a head)
- The museum depends on 80 volunteers who donate their time to fulfill a wide range of roles from education to exhibitions, from stewarding to fundraising, from serving in the shop to answering local history enquiries
- There are 397 members of the Friends of Godalming Museum. An annual subscription costs £12 for an individual and £20 for 2 individuals at the same address
- The museum also has 5 Corporate Patrons who make a contribution of £250 each

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

- a) Constitution or aims
Memorandum of Association
- b) Copy of accounts (these will not be required for a new organisation)
Report and Financial Statements for the year ending 31st March 2015
- 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)
Please see Report and Financial Statements and copy of last Museum Newsletter

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

The annual report covers April 2014 – March 2015. I am also enclosing a brochure for the last year which includes the exhibitions and public talks offered by the museum over the year since April 2015.

This year we have made a particular effort to improve the museum's education services in order to support local schools delivering the new curriculum. As a result we have more than doubled schools' use of the museum (from an average of 488 children a year to 1,300). In the coming year we will seek to consolidate this improvement and to market our new services more effectively.

The museum was proud to unveil, in September, a beautiful series of stained glass panels depicting a year on the George Road allotments by Farncombe-based artist Rachel Mulligan. The Museum Trust raised the money for this work, "Labours of the Months" from national, county and local grant giving bodies and through fundraising events put on by museum volunteers.

The Museum Trust has also put considerable time and funding into bringing the museum's fire procedures and fire detection equipment and its security equipment up to date. This essential work protects not just visitors and volunteers but also collections belonging to Godalming Town Council and to Waverley Borough Council which are cared for and made publically accessible on their behalf by the Museum Trust.

Over the coming year the museum plans to improve its marketing and fundraising activities.

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

The museum is asking for support from the Town Council towards the cost of a Volunteer Coordinator for 12 hours a week.

The museum is only able to achieve all that it does because of its amazing team of 80 volunteers. Each member of this team has to be recruited, trained, managed and supported, in the face of increasing competition from other volunteer-run organisations in the town.

The public rightly expect high standards from the museum's volunteer staff. They expect them to be able to answer enquiries, process credit card payments, respond to e-mails, send digital images, be aware of health and safety, book out school loan boxes, know about upcoming events and exhibitions, react appropriately in an emergency... in short to carry out a wide variety of tasks requiring up-to-date knowledge of procedures and equipment.

It is only by providing our volunteers with their own dedicated Volunteer Coordinator that we have been able to meet these expectations, maintain volunteer numbers and support our volunteers as their responsibilities grow. We have been tremendously grateful to the Town Council for the support they have provided for this part time post.

The Town Council's support has been particularly appreciated as the museum has faced increasing challenges in recent years. It has become harder to recruit patrons and inescapable costs (such as the utilities) have risen faster than donations and income earned

inescapable costs (such as the utilities) have risen faster than donations and income earned in the shop and raised at events. Waverley Borough Council has made changes in the way it supports the museum which have resulted in the Museum Trust having to find additional funding each year. Most recently, the grant towards volunteers' parking costs has not been renewed – requiring the Trust to raise an additional £1,500 a year. The museum is responding to these challenges by putting on additional fundraising events, by investing where it can to save revenue costs (for instance by gradually changing over to low energy lighting and by moving to a new company to monitor and maintain its security systems) and by tight management of utilities and contracts. Each of these initiatives requires additional volunteer time if it is not to divert resources from the museum's public services.

The role of Volunteer Coordinator is more critical than ever as we try to retain our volunteer body in difficult times and make sure that the museum continues to deliver the best service it can to the people of Godalming and Farncombe.

b) Specify	- Total Estimated Cost	£8,000
	- Amount already available	£3,000
	- Amount expected to be available at commencement	£3,000
	- Dates scheduled to commence and finish	1/5/2016 – 31/4/2017

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

Please provide details

Godalming Museum Trust will raise the supporting funding for this essential post.

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

State:

- a) Amount £5,000
- b) Whether you have received a previous grant from the Town Council

Godalming Museum was founded by Godalming Town Council in 1921 (and indeed a significant part of the collection still belongs to the Town). In 1974 the museum passed to the newly created Waverley Borough Council who since then have funded the Curator's post and supported the museum with rates and rent rebates. In 1987 the Museum Trust was formed to raise funds to move the museum into its present premises and to extend its opening hours and the services it offers. My records of grants kindly donated to the museum by the Town Council go back to the 1990s and are as follows:-

1994	Furniture for the local studies library	£505
1996	Purchase of watercolour 'the South Border at Munstead Wood' by Helen Allingham	£250
1998	Refurbishment of the town clock	£2,000
1999/2000	Millennium Stained Glass Window	£4,000
2001/2	Purchase of the Archive documenting the construction of Fulbrook by Sir Edwin Lutyens	£500
2005	Inside, Outside, Upside down explorers' pack	£500
2006/7	Purchase of watercolour 'Wildfowl' by Sir Archibald Thorburn	£500
2004 - 2009	Volunteer Coordinator post	£4,000 pa
2010	Volunteer Coordinator post	£4,600
2011	Happy Museum Project	£950
2011-2014	Volunteer Coordinator post	£4,600 pa
2015	Volunteer Coordinator post	£5,000

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

In all that it does, the museum aims to benefit the people of Godalming and Farncombe and to fulfill the Town Council's priority of preserving the local heritage.

The museum is open 5 days a week, 6.5 hours a day, all year (except between Christmas and New Year). It is a friendly community centre with many regular visitors. 40% of our visitors come from within 2 miles, so that we provide a direct service to many local residents (we have a good spread of visitors from across Godalming and Farncombe). By also attracting visitors from further afield, we play our part in keeping the High Street alive and thriving.

We offer:-

- Free access to displays about the town's history
- Free access to temporary exhibitions which showcase the work of local artists, photographers and craft workers
- Free access to exhibitions exploring aspects of local heritage (for example this summer's exhibition about Paine's knitwear factory, which opened with a reunion for former employees, sponsored by the current owner of Alan Paine Knitwear).
- Workshops, museum visits, loan boxes and town walks for local schools – supporting the teachers in delivering the new curriculum and giving the children insight into and a pride in, the heritage of their town
- Free or affordable family activities over the summer holidays
- Facilities for local and family history researchers
- Care of and public access to, collections belonging to the Town Council, including the Percy Woods Archive, also collections deposited by community groups (such as the Chamber of Commerce and the Godalming Trust). Last year the museum was awarded full accreditation from the National Arts Council, demonstrating that we meet nationally accredited standards in this (and all our other) work.
- Support for and collaborative working with, other community groups
 - We host the town's Visitor Information Point (run by Godalming Together)
 - We host the annual Cards for Good Causes Christmas card shop, which each year raises around £25,000 for the charities involved
 - We work with the Godalming Trust to lay on a series of public lectures each winter and to deliver the annual Heritage Open Days an event which is popular with residents as well as bringing in visitors to the town
 - We work with Godalming Town Council: supporting Staycation each year with family activities and trails; jointly producing the monthly updates for the First World War displays; collaborating periodically on exhibitions and projects (such as the very successful Memento Mori exhibition) and most recently contributing information and images for the new displays at the Wilfrid Noyce Centre
 - We sell GOLO lottery tickets
 - We give students at local schools and colleges work experience, supporting their studies, helping them to gain qualifications, such as the Duke of Edinburgh awards, fostering good citizenship and improving their CV's and applications for work or university
 - Community groups, including the Godalming Photographic Club and Conquest Art use the museum's exhibition gallery (along with many individual artists and photographers)
 - This year we collaborated with Natural England to produce a popular exhibition on Witley Camp in the First World War and are now working with the National Trust and the Surrey County Archaeological Unit, as well as volunteer local historians and archaeologists to develop this project

All this is only possible because of the museum's volunteers who fill all front of house roles and many behind the scenes as well. At a very conservative estimate, the museum depends on 20 hours of volunteer time each and every day. All these volunteers are recruited, managed and supported by the Volunteer Coordinator who works out the duty

rota, arranges and carries out induction training and ongoing group and individual training, organises DBS checks as necessary, protects and promotes the volunteers' health and safety, keeps all volunteers informed about what is happening in the museum and supports them through any difficulties. By making sure that volunteering at the museum is meaningful and rewarding she helps not only our 80 volunteers but also the visitors, who often comment on the warm, welcoming atmosphere at the museum.

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

Signed *Aileen Lathson* Date 11/3/2016

Capacity in which signed CURATOR

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

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

Please state who the cheque should be made payable to should your application be successful:
Godalming Museum Trust

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

Memorandum of Association

of

GODALMING MUSEUM TRUST

- 1 The name of the Company (hereinafter called the "Trust") is Godalming Museum Trust.
- 2 The registered office of the Trust will be situate in England.
- 3 The object of the Trust is to advance the education of the public in Waverley, Surrey, by the provision of a museum. In furtherance of the above-mentioned object but not further or otherwise the Trust shall have the following powers:
- (a) To promote and preserve for the benefit of the public the Godalming Museum (the "Museum").
 - (b) To acquire exhibits for the Museum and carry out restoration and research in relation to the same for the purpose of public display of the said exhibits and education of the public by the dissemination of the useful results of the research conducted and to carry out works for the improvement and development of the Museum.
 - (c) To provide educational and lecturing facilities and tours at the Museum.
 - (d) Subject to the provisions hereinafter contained as to any property subject to the jurisdiction of the Charity Commissioners of England and Wales, to purchase, take on lease, or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges the acquisition of which the Trust may from time to time think necessary for the promotion of its objects or any of them, and to construct, maintain, add to, improve, furnish, equip and alter any building or erection necessary for the work of the Trust.
 - (e)
 - (i) *With the exception of the Museum Collection (as hereinafter defined) and *subject to such covenants as are required by law, to sell, let, mortgage, turn to account, manage and improve all or any of the property or assets of the Trust subject to such terms and conditions as may be thought expedient and to exercise any rights, privileges or advantages, easements or other benefits for the time being attached to such property or assets and to undertake, maintain, execute and do all such lawful acts, matters and things as the Trust may be obliged or required or ought to do as the owner of such property or assets provided always that the Trust shall create no mortgage, charge, pledge or any encumbrance (other than those arising by operation of law) over any exhibit or material comprised in or acquired for the purposes of display in the Museum.
 - (ii) *Neither the Museum Collection nor any part thereof shall be disposed of except in accordance with the following procedure:

- (A) The Museum Collection shall first be offered by loan, exchange, gift or sale to a Museum registered with the Museum and Galleries Commission or other Institution approved by the said Commission.
 - (B) If no such arrangement as in (A) above is made then the Museum Community at large must be advised of the intention to dispose of the Museum Collection and a period of at least two months must be allowed for an interest in acquiring the Museum Collection to be expressed. The Museum shall keep full records of all such decisions and where it is agreed to transfer the Museum Collection the appropriate documentation relating to the same shall similarly be transferred.
 - (C) Where no arrangement as in (B) above is made then the Museum shall offer the Museum Collection to any Charitable Institution, Museum, School, College or University by exchange, gift or private treaty sale before the same is offered to the Public by Auction or any other manner.
 - (D) Any monies received from the disposal of the Museum Collection shall be applied solely for the benefit of the retained Museum Collection.
- (iii) "The Museum Collection" shall mean all or any of the exhibits, works of art and materials comprised in or acquired for the purposes of display in the Museum or which form part of the Library and Archive Records appertaining to the said exhibits, works of art and materials and shall where the context requires mean a single item as well as more than one item or a collection of items. There shall be excluded from this definition such exhibits, works of art and material as are already in the ownership of Waverley Borough Council, Godalming Town Council and any other person, Body, Company or Organisation which has made such exhibits, works of art or materials available to the Museum and the disposal of which the Trust is not competent to make.*
- (f) To obtain, collect and receive money and funds by way of contributions donations, subscriptions, legacies, grants or any other lawful method, provided that the Trustees shall not accept and receive any gifts or property of any description, whether subject to any special trust or not, for any one or more of the objects of the Trust.
 - (g) To act as Trustees and to undertake and execute any charitable trust which may lawfully be undertaken by the Trust and may be necessary for the attainment of its objects, and to perform any services in furtherance of the objects of the Trust, gratuitously or otherwise.
 - (h) To retain or employ professional or technical advisers or workers in furtherance of the objects of the trust and to pay such fees for their services as are reasonable.
 - (i) To employ any company, person or firm (other than a Trustee) to manage or assist in the day to day management of the Trust and of the Trust's Property or any part thereof subject always to the control and supervision of the Trustees and upon such reasonable terms as the Trustees think fit and to employ and pay a secretary and such other officials or staff as the Trustees may in their discretion from time to time determine and to fix such salaries

subject always to Clause 4 hereof as the Trustees may deem proper and to enter into any service agreements which they shall consider necessary or desirable including power to determine any such employment upon such terms as the Trustees may decide.

- (j) To take steps by personal or written appeals, public meetings, film shows, sales of booklets and advertising matter, or otherwise, as may from time to time be deemed expedient for procuring contributions or donations or income to enable the Trust to carry out any of its objects which may require such assistance.
- (k) Subject to such consents as may be required by law and to the limitation provided by Clause 3(e) above to borrow, or raise money for the purposes of the Trust on such terms and in such manner as may be thought fit.
- (l) To subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Trust or calculated to further its objects
- (m) To make any charitable donation either in cash or assets which the Trust may deem necessary.
- (n) To invest the moneys of the Trust not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.
- (o) To procure and print, publish, issue and distribute gratuitously or otherwise, newspapers, periodicals, books, pamphlets, leaflets, advertisements, appeals or other literature.
- (p) To establish, support, subsidise, promote, co-operate or federate with, affiliate or become affiliated to, act as trustees or agents for, or manage or lend money or other assistance to any other educational association, society or other body, corporate or unincorporate, established for charitable purposes only and for the purpose of promoting any objects of the Trust to co-operate with manufacturers, dealers or other traders, and with the press and other sources of publicity.
- (q) To transfer or make over with or without valuable consideration any part of the property or assets of the Trust *(with the exception of the Museum Collection)* not required for the purposes for which it is formed to any body having charitable purposes or a charitable purpose as its objects or object, provided that such body is by its constitution prohibited from distributing its profits or assets among its members to at least the extent imposed by this Memorandum upon the Trust.
- (r) To amalgamate, federate, affiliate or combine wholly or in part with *any Museum registered with the Museum and Galleries Commission or other Institution approved by the said Commission* formed for objects similar to those of the Trust *such registered Museum or other Institution* being prohibited from distributing profits and assets among their members to at least the extent imposed by this Memorandum upon the Trust.
- (s) To purchase take on lease or in exchange, hire or otherwise acquire and take over (so far as lawfully may be) and to hold any real or personal property and rights or privileges which the Trust may think necessary for the

promotion of its objects and to construct, maintain and alter any buildings or erections necessary for the work of the Trust.

- (t) To make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.
- (u) To insure the Trust and the Trust's property against such risks as the Trustees of the Trust for the time being shall consider it prudent or necessary to insure against.
- (v) To make by-laws, rules and regulations with regard to the affairs of the management of the Trust.
- (w) To co-operate with and render financial and other assistance to associations, whether incorporated or unincorporated, the objects of which are exclusively charitable and are of a nature likely to promote the objects of the Trust, but so that nothing herein shall authorise the application of the funds of the Trust to any objects not exclusively charitable.
- (x) To pay out of the Funds of the Trust the reasonable and proper costs, charges and expenses of and necessary for the formation and registration of the Trust.
- (y) To do all or any of the above things in any part of the world, and as principals, agents, trustees or otherwise, and by or through trustees, agents or otherwise.
- (z) To do all such other lawful things as are necessary for the attainment of the above objects or any of them.

Provided that the objects of the Trust shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

Provided also that in case the Trust shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales the Trust shall not sell, mortgage, charge, or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Board of Trustees of the Trust shall be chargeable for such property as may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects, and defaults, and for the due administration of such property in the same manner and to the extent as they would as such Board of Trustees have been if no incorporation had been effected, and the incorporation of the Trust shall not diminish or impair any control or authority exercisable by the Chancery Division the Charity Commissioners over such Board of Trustees, but they shall, as regards any such property be subject, jointly and separately to such control or authority, as if the Trust were not incorporated. In case the Trust shall take or hold any property which may be subject to any trusts, the Trust shall only deal with the same in such manner as allowed by law having regard to such trusts.

- 4 The income and property of the Trust shall be applied solely towards the promotion of its objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Trust and no member of its Board of Trustees shall be appointed to any office of the Trust paid by salary or

fees or receive any remuneration or other benefit in money or money's worth from the trust providing that nothing herein shall prevent any payment in good faith by the Trust:

- (a) of reasonable and proper remuneration to any member, officer or servant of the Trust (not being a member of its Board) for any services rendered to the Trust
- (b) of interest on money lent by any member of the Trust or of its Board at a rate per annum not exceeding 2% less than the base rate prescribed for the time being by the Trust's bankers, or 3% whichever is the greater
- (c) of reasonable and proper rent for premises demised or let by any member of the Trust or of its Board
- (d) of fees, remuneration or other benefit in money or money's worth to a company of which a member of the Board of Trustees may be a member
- (e) to any member of the Board of the Trustees of out-of-pocket expenses.

5 The fourth and ninth paragraphs of this Memorandum contain conditions which satisfy the provisions of Section 30 of the Companies Act 1985 (which exempts the Trust from including "Limited" as part of its name).

6 The liability of the members is limited.

7 Every member of the Trust undertakes to contribute to the assets of the Trust, in the event of its being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Trust contracted before he ceases to be a member, and of the costs, charges and expenses of winding-up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

8 If upon the winding-up or dissolution of the Trust there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Trust, but shall be given or transferred *(i) in the case of the Museum Collection to a registered Museum approved by the Museum and Galleries Commission or such other Institution as shall be approved by the said Commission and (ii) in the case of the remainder of the property of the Trust transferred* to Waverley Borough Council upon charitable trusts or to some charitable institution or institutions having objects similar to the objects of the Trust, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Trust *(a) in the case of the Museum Collection in accordance with the provisions of sub-paragraph (ii) of paragraph (e) of Clause 3 of this Memorandum and (b) in the case of the remainder of the property at least as great as is imposed on the Trust* under or by virtue of Paragraph 4 hereof, such institution or institutions to be determined by the members of the Trust at or before the time of dissolution *(where appropriate with the approval of the Museum and Galleries Commission) and (c)* in so far as effect cannot be given to the aforesaid provision then to some charitable object.

9 True accounts shall be kept of the sums of money received and expended by the Trust, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the Trust; and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may

be imposed in accordance with the regulations of the Trust for the time being in force, such accounts shall be open to the inspection of the members. Once at least in every year the accounts of the Trust shall be examined, and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

WE, the several persons whose names and addresses are subscribed are desirous of being formed into a company in pursuance of this Memorandum of Association.

NAMES AND ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

Richard Anthony Thornton	Long Hill House The Sands Surrey	High Sheriff of Surrey
Marguerite Mary Gordon	Woodborough Grosvenor Road Godalming Surrey	Waverley BC Committee Chairman
Arthur Michael Kerry	11 Binscombe Lane Godalming Surrey	Div Officer (GLC) Ret'd
Elizabeth Grudgeon	31 Poplar Road Shalford	Social Worker
Pamela Pile	Hillside Milford Surrey	Managing Director
Julian Mountford Cartwright	Hazelwell The Drive Godalming Surrey	Company Director
David John Coombs	Meadow Barn Priorsfield Road Godalming Surrey	Editor

THE COMPANIES ACTS 1985 AND 2006
COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL
Articles of Association
of
Godalming Museum Trust

GENERAL

- 1 In these Presents the words standing in the first column of the table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context.

<u>Words</u>	<u>Meanings</u>
The 1985 Act	The Companies Act 1985
The 2006 Act	The Companies Act 2006
The Acts	The 1985 Act and the 2006 Act
these Presents	These Articles of Association and the regulations of the Trust from time to time in force
The Trust	The above-named Godalming Museum Trust
The Office	The registered office of the Trust
The Seal	The common seal of the Trust
Month	Calendar month
In Writing	Written, printed lithographed partly one and partly another, and other modes of representing or producing words of visible form

And words importing the singular number only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender and vice versa.

Reference herein to any provision of the Acts shall be a reference to such provision as modified or re-enacted by any Statute for the time being in force.

Subject as aforesaid, any words or expressions defined in the Acts or any statutory modification or re-enactment thereof in force at the date on which these Presents become binding on the Trust shall, if not inconsistent with the subject or context, bear the same meanings in these Presents.

- 2 The Trust is established for the purposes expressed in the Memorandum of Association.

MEMBERS

- 3 Any person who has agreed to be appointed as a Trustee in accordance with these Articles shall automatically become a member of the Trust upon such appointment and their names shall be entered in the register of members.
- 4 If a Trustee is:
- 4.1 disqualified pursuant to Article 40; or
 - 4.2 removed as a Trustee pursuant to these Presents; or
 - 4.3 resigns as a Trustee,
- he shall automatically upon such disqualification, removal or resignation cease to be a member of the Trust.
- 5 Only a Trustee shall be entitled to be admitted as a member of the Trust and any members who at the time of the adoption of these Presents are not Trustees shall cease to be members with effect from the end of the meeting at which these Presents are adopted.

GENERAL MEETING

- 6 The Trust shall hold a meeting in every year as its Annual General Meeting at such time and place as may be determined by the Trustees and shall specify the meeting as such in the notice calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the Trust holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.
- 7 All meetings other than Annual General Meetings shall be called **General Meetings**.
- 8 The Trustees may whenever they think fit convene a General Meeting and General Meetings shall also be convened by the Trustees on such requisition, or in default may be convened by such requisitionists, as provided by the 2006 Act.
- 9 Fourteen days' notice at least of every Annual General Meeting and of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of the meeting and the general nature of the business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these Presents or under the 2006 Act entitled to receive any notices from the Trust: but with the consent of all the members entitled to receive notice thereof or of such proportion thereof as is prescribed by the 2006 Act in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those members may think fit.
- 10 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed or proceedings had at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 11 No business shall be transacted at any General Meeting unless a quorum is present when the Meeting proceeds to business. Save as herein otherwise provided two members present in person shall be a quorum.
- 12 If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day at such other time and place as the Trustees shall appoint, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be a quorum.
- 13 The Chairman of the Board of Trustees shall preside as Chairman at every General Meeting, but if at any time there be no such Chairman, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding the same or shall be unwilling to preside the members present shall choose some other Trustee to take the chair.
- 14 The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid the members shall not be entitled to any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 15 At all General Meetings a resolution put to the vote of the meeting shall be decided on a show of hands or by such other method as the meeting may determine. A declaration by the Chairman that a resolution has been carried, or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Trust, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. A resolution in writing signed or approved in writing by each member shall be valid and effective as if it had been passed at a meeting of the members duly convened and held and when signed may consist of several documents in like form each signed by one or more of the members.
- 16 In case of an equality of votes the Chairman of the meeting shall be entitled to a second or casting vote.

VOTES OF MEMBERS

- 17 At General Meetings of the Trust every member shall have one vote.
- Every member shall be able to appoint a proxy to exercise any or all of his rights to attend, speak and vote at any meeting of the Trust. Any appointment shall be made in writing and be produced at the meeting for which such proxy has been appointed to appear at and shall be conclusive evidence that he was duly appointed.
- 18 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, on on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the 2006 Act, a poll may be demanded:

- (a) by the Chairman; or
- (b) by at least two members having the right to vote at the meeting,

and a demand by a person as proxy for a member shall be the same as a demand by the member.

TRUSTEES

- 19 The number of the Trustees shall not be less than three nor until otherwise determined by the Trust in General Meeting more than fifteen.
- 20 The first Trustees shall be appointed by the subscribers to the Memorandum of Association.
- 21 The Trust may from time to time by Ordinary Resolution increase or reduce the number of Trustees, but so that the number of Trustees is at no time less than three.
- 22 The Trustees shall have power at any time, and from time to time, to appoint any person to be a Trustee either to fill a casual vacancy or as an addition to the existing Trustees, but so that the total number of Trustees shall not at any time exceed the number fixed in accordance with these Presents. Any Trustees so appointed shall, subject to Article 25(i), hold office only until the next following Annual General Meeting and shall then be eligible for re-election.
- 23 The Trust may by Ordinary Resolution, of which special notice has been given in accordance with Section 312 of the 2006 Act, remove any Trustee before the expiration of his period of office notwithstanding anything in these Presents or in any Agreement between the Trust and such Trustee. Such removal shall be without prejudice to any claim such Trustee may have for damages for breach of any contract of service between him and the Trust.
- 24 The Trust may by Ordinary Resolution appoint another person in place of a Trustee removed from office under the immediately preceding Article. Without prejudice to the powers of the Trustees under Article 22, the Trust in General Meeting may appoint any person to be a Trustee either to fill a casual vacancy or as an additional Trustee. The person appointed to fill such a vacancy shall be subject to retirement at the same time as if he had become a Trustee on the day on which the Trustee in whose place he is appointed was last elected a Trustee.
- 25 The following additional provisions shall relate to the retirement and re-election of Trustees:
 - (i) at each Annual General Meeting a quarter of the Trustees shall retire from Office with the exception of any Trustee who is nominated to serve by an outside local government body;
 - (ii) any Trustee who shall retire pursuant to this Article or whose term shall expire shall be eligible for re-election to the Board of Trustees and shall give notice of his or her intention to seek re-election in writing to the Secretary prior to the relevant Annual General Meeting or by oral notice at the relevant Annual General Meeting. Any such Trustee shall be re-elected by simple majority of the members present at the Annual General Meeting.

- (iii) subject to the provisions of the Acts, the Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

26 The Trustees, save as mentioned in the Memorandum of Association, shall not be entitled to receive any remuneration but may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with the purposes of the Trust.

PROCEEDINGS OF THE TRUSTEES

27 The Trustees may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Two Trustees present in person shall form a quorum for all business transacted at Meetings of Trustees.

28 A Trustee may, and on the request of a Trustee the Secretary shall, at any time, summon a meeting of the Board of Trustees by notice served upon the several Trustees. A Trustee who is absent from the United Kingdom shall not be entitled to notice of a meeting.

29 The first Chairman of the Board of Trustees shall be that person appointed as Chairman by a simple majority of the Trustees and shall hold office until the termination of the first Annual General Meeting of the Trust. Such appointment shall be made by instrument in writing signed by or on behalf of the relevant majority and shall take effect upon lodgement of the instrument at the Office. Thereafter the Chairman of the Board of Trustees shall be that person appointed as Chairman by such a simple majority of the Members at each Annual General Meeting of the Trust and each Chairman so appointed shall hold office from the date of his appointment until determination of the Annual General Meeting next following the Annual General Meeting at which he was appointed. If at any meeting such Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, or if no such Chairman shall for the time being be appointed the Trustees present shall choose one of their number to be Chairman of the meeting.

30 In addition to the Chairman of the Board of Trustees appointed pursuant to Article 29 the Board of Trustees shall appoint a Vice Chairman at each Annual General Meeting of the Trust and each Vice Chairman so appointed shall hold office from the date of his appointment until determination of the Annual General Meeting next following the Annual General Meeting at which he was appointed.

31 A Vice Chairman appointed under Article 30 shall have all the powers and duties of the Chairman in the absence of or unavailability of the Chairman or where the Chairman has delegated any of his powers and duties under these Presents to the Vice Chairman and these Presents shall be read and construed accordingly.

32 A meeting of the Trustees at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Trust for the time being vested in the Trustees generally.

33 All acts bona fide done by any meeting of the Board of Trustees or by any person acting as a Trustee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Trustee, or that they or any of them were disqualified or had vacated office, be as valid as if every

such person had been duly appointed or had duly continued in office and was qualified to be a Trustee.

- 34 A Trustee shall not be entitled to vote in respect of any contract, matter or arrangement in which he is interested, and shall not be counted in the quorum at any meeting at which any such matter is considered, unless his interest arises only because:
- (a) the resolution relates to the giving to him of a guarantee, security, or indemnity in respect of money lent to, or an obligation incurred by him for the benefit of, the Trust or any of its subsidiaries; or
 - (b) the resolution relates to the giving to a third party of a guarantee, security, or indemnity in respect of an obligation of the Trust or any of its subsidiaries for which the Trustee has assumed responsibility in whole or part and whether alone or jointly with others under a guarantee or indemnity or by the giving of security.
- 35 The Trustees shall cause proper minutes to be made of all appointments of officers made by the Trustees and of the proceedings of all meetings of the Trust and of the Board of Trustees, and all business transacted at such meetings, and any, such minutes of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without further proof of the facts therein stated.
- 36 The Trustees may delegate any of their powers to any committee consisting of one or more Trustees. They may also delegate to any Trustee holding any other executive office such of their powers as they consider desirable to be exercised by him. Any such delegation may be made subject to any conditions the Trustees may impose, and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by these Presents.
- 37 A resolution in writing signed or approved in writing by each Trustee shall be valid and effective as if it had been passed at a meeting of the Trustees duly convened and held and when signed may consist of several documents in like form each signed by one or more of the Trustees.

POWERS OF THE TRUSTEES

- 38 The business of the Trust shall be managed by the Trustees, who may pay all such expenses of, and preliminary to, promotion, formation, establishment and registration of the Trust as they think fit, and may exercise all such power of the Trust, and do on behalf of the Trust all such acts as may be exercised and done by the Trust and as are not by the Acts or by these Presents required to be exercised or done by the Trust in General Meeting subject nevertheless to any regulations contained in these Presents, to the provisions of the Acts and to such regulations as may be prescribed by the Trust in General Meeting, but no regulation made by the Trust in General Meeting shall invalidate any prior act of the Trustees which would have been valid if such regulation had not been made.

BORROWING

- 39 The Trustees may exercise all the powers of the Trust to borrow money for the purposes of the Trust's business.

DISQUALIFICATION OF TRUSTEES

- 40 The Office of Trustee shall ipso facto be vacated:
- (a) If a receiving order is made against him or he makes any arrangement or composition with his creditors;
 - (b) If he is found lunatic or becomes of unsound mind;
 - (c) If by notice in writing to the Trust he resigns his office;
 - (d) If he ceases to hold office by virtue of any provision of the Acts; or
 - (e) If he be removed from office by an Ordinary Resolution of the Trust in accordance with the relative provisions of these Articles.

SECRETARY

- 41 The Secretary shall be appointed from time to time by the Trustees for such time, at such reasonable remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them as Secretary or as assistant or deputy Secretary. The Trustees may from time to time appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

THE SEAL

- 42 The Seal of the Trust shall not be affixed to any instrument except by the authority of a resolution of the Board of Trustees and every instrument to which the seal shall be affixed shall be signed by a Trustee and shall be countersigned by the Secretary or by a second Trustee or by some other person appointed by the Trustees for the purpose.

ACCOUNTS

- 43 The Trustees shall cause proper books of account to be kept with respect to:
- (a) all sums of money received and expended by the Trust and the matters in respect of which such receipt and expenditure take place;
 - (b) all sales and purchases of goods or services by the Trusts; and
 - (c) the assets and liabilities of the Trust.

Proper books shall not be deemed to be kept if there are not kept such books of accounts as are necessary to give a true and fair view of the state of affairs of the Trust and to explain its transactions.

44 The books of account shall be kept at the Office, or subject to Sections 388 of the 2006 Act, at such other place or places as the Trustees shall think fit, and shall as the Trustees may from time to time direct, be open to the inspection of the Trustees.

45 At the Annual General Meeting in every year the Trustees shall lay before the Trust a proper income and expenditure account for the period since the last preceding account (or in the case of the first account since the incorporation of the Trust) made up to date not more than four months before such meeting, together with a proper balance sheet made up at the same date. Every such balance sheet shall be accompanied by proper reports of the Trustees and the Auditors, and copies of such accounts, balance sheets and reports (all of which shall be made in accordance with any statutory requirements for the time being in force) and of any other documents required by law to be annexed or attached thereto or to accompany the same shall not less than twenty-one days before the date of the meeting be sent to the Auditors and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' report shall be open to inspection and made to the meeting as required by the 2006 Act. A copy of the Auditor's report shall be filed with the Companies Registrar in accordance with Section 444 of the 2006 Act.

AUDIT

46 Once at least in every year the accounts of the Trust shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

47 Auditors shall be appointed and their duties regulated in accordance with the relevant provisions in Chapters 2 to 4 of Part 16 of the 2006 Act.

NOTICES

48 A notice may be served by the Trust upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such member at his registered address as appearing in the register of members.

49 Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Trust an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address, but save aforesaid, only those members who are described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Trust.

50 Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in providing such a service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

INDEMNITY

- 51 Subject to the provisions of the 2006 Act (but without prejudice to any indemnity to which a Trustee or other officer of the Trust may otherwise be entitled), the Trustees may exercise the power of the Trust to:
- 51.1 indemnify any Trustee or other officer (other than any person engaged as auditor) of the Trust out of the assets of the Trust against any liability in connection with any negligence, default, breach of duty or breach of trust by him in relation to the Company, provided that, in the case of a Trustee, no indemnity may be provided against any such liability incurred by him unless such indemnity is provided pursuant to a 'qualifying third party indemnity provision' within the meaning of the Act; and/or
- 51.2 provide any Trustee or other officer (other than any person engaged as auditor) of the Trust with funds to meet expenditure incurred or to be incurred by such Trustee or other officer:
- (a) in defending any criminal or civil proceedings, or in defending himself in an investigation by a regulatory authority or against action proposed to be taken by a regulatory authority in connection with any alleged negligence, default, breach of duty or breach of trust in relation to the Company; or
 - (b) in connection with an application to the court for relief from liability; or
- 51.3 do anything to enable a Trustee or other officer to avoid incurring such expenditure.
- 52 Without prejudice to Article 51 but subject to the provisions of the Act, the Trustees may exercise the power of the Trust to purchase and maintain insurance at the expense of the Trust for the benefit of Trustees or other officers (other than any person engaged as auditor) of the Trust against any liability which attaches to them or loss or expenditure which they incur in relation to anything done or omitted or alleged to have been done or omitted as Trustees or officers.

DISSOLUTION

- 53 Paragraph 8 of the Memorandum of Association of the Trust relating to the winding up and dissolution of the Trust shall have effect as if the provision thereof were repeated in these Articles.

NAMES AND ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

Richard Anthony Thornton	Long Hill House The Sands Surrey	High Sheriff of Surrey
Marguerite Mary Gordon	Woodborough Grosvenor Road Godalming Surrey	Waverley BC Committee Chairman
Arthur Michael Kerry	11 Binscombe Lane Godalming Surrey	Div Officer (GLC) Ret'd
Elizabeth Grudgeon	31 Poplar Road Shalford	Social Worker
Pamela Pile	Hillside Milford Surrey	Managing Director
Julian Mountford Cartwright	Hazelwell The Drive Godalming Surrey	Company Director
David John Coombs	Meadow Barn Priorsfield Road Godalming Surrey	Editor

Dated the 4th day of November 1985

Witness to the above signatures

M B Fellingham
Highfield
Brighton Road
Godalming
Solicitor

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

Company Registered No. 1968010

Roffe Swayne
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

**GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)**

(Company Registered Number 1968010)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

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GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2015

The Trustees present their Report and the Financial Statements for the year ended 31 March 2015.

CONSTITUTION AND PRINCIPAL ACTIVITY

Godalming Museum is a company limited by guarantee (Memorandum of Association dated 4 November 1985) and is a registered charity. The principal activity of the Company is the provision of museum facilities in Godalming for the public benefit.

TRUSTEES:

The Trustees at the end of the year under review were:

A J Bott, OBE, MA, FSA (Chairman)
D J Coombs
Lady Forbes
M R Goodridge, MBE, LL.B.
Mrs C Gordon-Smith (Representing Godalming Town Council)
M Hartnall, FCA
Mrs M E Heath-Bullock
Rt Hon Jeremy Hunt, MA, MP
Dr T D Kennea, R.D., M.Sc.
M More-Molyneux, D.L.
J Parsons, BA, LRAM, ARCM (Representing Charterhouse)
A Taylor-Smith, BA (Representing Waverley Borough Council)
A Kelly, FCA (appointed 2 July 2014)

Secretary: Simon Vere Nicoll, LL.B

Treasurer: Mr A Kelly, FCA
Roffe Swayne
Ashcombe Court
Woolsack Way
Godalming
Surrey, GU7 1LQ

Registered Office: Beaufort House
Chertsey Street
Guildford
Surrey, GU1 4 HA

Independent Examiner: Mr P J Osborne FCA
Osbornes Accountants Limited
20 Market Place
Kingston Upon Thames
Surrey
KT1 1JP

Solicitors: Clyde & Co
Beaufort House
Chertsey Street
Guildford
Surrey, GU1 4HA

Bankers: HSBC Bank Plc
110 High Street
Godalming
Surrey, GU7 1DP

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2015

Registered Charity No: 292155

Registered Museum No: 255

Review of Progress and Achievements
2014 – 2015

Trustees

The Trustees sadly accepted the resignation of David Coombs. David is the foremost expert in Winston Churchill's paintings and his commitment to commemorative exhibitions and events this year made it impossible for him to continue as a Trustee. David was one of the founders of Godalming Museum Trust, serving as Deputy Chairman, as Chairman of the Library Committee and as the Collections Trustee. His wise advice and his enthusiastic support of the museum and its activities will be greatly missed, as will his extensive knowledge of Godalming past and present and his expertise in the wider world of museums and art.

The Trustees are pleased to welcome Tony Kelly and William Edwards as new Trustees.

Accreditation

The museum was invited to reapply for accreditation by the Arts Council in the autumn, and after working its way through the application process was proud to be awarded full accreditation at the beginning of April.

Collections

429 items were added to the collections during 2014, consisting of 155 photographs, 123 documents, 125 objects (mostly pieces of ephemera including local history notes and pamphlets) and 26 books. Accessions included a collection of documents and photographs collected over many years by David Coombs and now kindly donated to the museum.

The Museum was delighted to be able to purchase a series of stained glass windows created by Farncombe based Surrey Artist of the Year, Rachel Mulligan. Inspired by Medieval Books of Hours, the windows record a year on the George Road Allotments in Farncombe and will be displayed in the new Living Landscape Gallery. This purchase was made possible by grants from the Victoria and Albert Museum Purchase Grant Fund, Mike and Kathy Smyth and Councilor Peter Martin's Community Fund, by generous private donations and by the fundraising efforts of our volunteers who held plant sales, made jam and organized talks, visits and events. The Museum is extremely grateful to them all.

Oral history recording has continued, led by volunteer Gavin Maclachlan and focusing on the exhibition about Paine's knitwear factory which is planned for August 2015. The museum continues to benefit from the input of students volunteering as part of their Duke of Edinburgh awards and transcribing oral history interviews.

Care of Collections

The museum was fortunate this year to be able to carry out two significant conservation projects. The plans and drawings for the "New Municipal Buildings, Godalming" by Arthur Halcrow Verstage, dating from 1898 – 1901, were conserved with a grant of £2,708.50 from the Association of Independent Museums Pilgrim Trust Conservation Grants Scheme. The Museum Trust paid for their framing and the drawings were displayed over the summer as part of the exhibition celebrating the bicentenary of the Peppercot.

John Collier's portrait of T H Huxley, an important feature of the Peoples Gallery at the museum, was conserved with a grant of £2,000 from the Barbara Whatmore Trust.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2015 (continued)

Education

820 pupils visited the museum in school groups, or attended talks and object handling sessions in their schools, and guided walks around the town given by the Curator and museum volunteers Anne Concanen and Hugh Turrall-Clarke. Schools from across the borough used the loan box service.

Anne and Alison took part in *Learning on My Doorstep*, a project set up by the Surrey Museums Consultative Committee (now the Surrey Museums Partnership) to help museum education staff review and improve their education services in the light of the new curriculum. As a result of this we are planning a new service, with a focus on local history which will meet the needs of the new curriculum by offering resources about Jack Phillips and Gertrude Jekyll (students need to study significant local characters and events), as well as covering prehistory, Romans, Anglo Saxons and local history. The new service will be launched in September 2015.

First World War Centenary

The museum marked the centenary of the outbreak of the First World War with an exhibition by the Godalming Quakers, *Peacemakers in War, and Now* and with *The Poppy Trail*, a trail around the museum highlighting objects and people involved in the war. The museum intends to hold an exhibition on a wartime theme in each year of the centenary. In 2015 our exhibition was about the army camps at Witley and was curated by archaeologist, local historian and author John Janaway. Since being displayed at the museum, this exhibition has also been on show at the Milford Fete and at the Clockhouse day centre in Milford. It will be on display again for a study day on First World War sources held at the Surrey History Centre and as part of a Borough-wide event for Heritage Weekend. The museum is also contributing each month to a Godalming Town Council display giving a month by month history of the war on panels at the Pepperpot, in the Parish Church and at Farncombe Day Centre.

Events

The museum organised a programme of events and lectures, which were promoted to the general public as well as to members of the Museum Trust and the Godalming Trust. In addition museum volunteers and the Curator attended local groups to give talks on request. Local groups have also visited the museum for guided tours led by the Curator and by museum volunteers.

Apr	Visit to Oxford led by Alan Bott.
May	Flag day , High Street and supermarkets.
Jun	The museum had a stall at the Godalming Fete .
Jul	The summer lunch was held in the Great Barn at Nurscombe Farm. The museum is very grateful to Mrs Jane Fairbank for this opportunity to enjoy the beautiful buildings, garden and surroundings .
Sep	Flag day , Secrets in Milford. As usual, the museum supported Heritage Open Days , handling the ticketing for those properties where numbers were restricted and opening additionally on the Sunday.
Oct	Commander Susan Lochner DL RN (retired) Deputy Lord Lieutenant of Surrey formally opened the museum's Poppy Trail . Talk, The Arts in Godalming - Music; Ralph Vaughan Williams OM and Surrey , by Robin Wells – Former Directory of Music at Charterhouse.
Nov	Talk, The Arts in Godalming - The Art of Topiary , by James Crebbin-Bailey – Award winner RHS Chelsea. The museum had a stall at the fair to mark the switching on of the Christmas Lights .
Dec	The museum had a stall at the Mayor's Christmas Fair .
Jan	Talk, The Arts in Godalming - Architecture: from Surrey to New Delhi, a journey with Sir Edwin Lutyens OM , by Martin Lutyens, Chairman of the Lutyens Trust
Mar	Talk, The Arts in Godalming - Art: G F Watts OM and Mary Seton Watts – Their Life and Work in Surrey , by Nick Tromans, Curator of the Watts Gallery.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2015 (continued)

Exhibitions

Apr	Redivivus , textile and embroidery exhibition.
Apr-May	Memento Mori , the social history of death and burial in Godalming.
May - Jun	The Distractionists art exhibition.
Jun - Jul	Peacemakers in War and now , the Quaker experience of war.
Jul	Godalming Photographic Club annual show.
Aug	Happy Birthday Pepperpot celebrating the bicentenary of Godalming's Old Town Hall.
Sep	Studio 12 , art exhibition.
Sep-Oct	Value What We Have , art exhibition.
Oct - Dec	Cards for Good Causes .
Jan-Mar	Witley Camp the archaeology and history of the First World War army camps at Milford and Witley.
Mar	The work of Joan Painter , art exhibition.

Governance

The Health and Safety committee met regularly through the year and conducted periodic inspections. The Museum Management Committee met every three months and the Trustees in July and January.

Marketing and publicity

The museum is grateful to all the volunteers who help with marketing and publicity: Jacky Beale issued regular press releases; Hugh Turrall-Clarke, assisted by Jan Frankcom kept the museum website up to date and Yvonne Burley oversaw the production of the biannual museum newsletter.

Over the year Hugh Turrall-Clarke added a great deal of material to the website, much of it resources which can be viewed on line, including historical photographs of the town, among them the 1961 photographic survey of the High Street.

Shop

The museum's shop continued to provide valuable support to the work of the museum, both financially and as a visitor service, with the shop manager putting in a great deal of hard work to stock and staff museum stalls at town events and to make sure that suitable stock was available for group and school visits.

Staff

Curator:	Alison Pattison
Volunteer Coordinator:	Angela Terelak
Archivist:	Shirley Dixon
Gardener:	Patricia Liechti Clarke
Cleaners	RKF Cleaning

For all other aspects of its work, the museum depends on, and is deeply grateful for, the hard work and good will of its team of over 80 volunteers. Those involved both directly with our visitors and behind the scenes generously give their time and expertise to the practical day-to-day operation of the museum, to the development of its services and to its financial viability.

Three volunteer training sessions were held during the year.

Visitors

Visitor numbers for 2014/15 were 15,459 compared with 15,769 the previous year.

In conclusion, the Trustees wish to thank Waverley Borough Council, Godalming Town Council, the Friends of the Museum, our volunteers and other supporters for their continuing help. Our task would have been much more difficult without their financial and other contributions.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2015

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Over the year, the Trust's assets rose from £105,865 to £106,030 (as per the Balance Sheet on page 7), although £12,715 of these are ring-fenced for specific Restricted Funds. This means that the assets available to meet our future needs at the year end were £93,315.

There was a small deficit in General Funds of £1,027 from day-to-day activities during the year (as per the Statement of Financial Activities on page 6) and a rise of £4,992 in the value of the Trust's investments. This has resulted in a modest increase in our "free reserves" of £3,336.

In addition it should be remembered that the value of the Trust's investments move up and down depending on general investment and economic conditions, so we cannot assume that these will remain at this value in future periods.

We are grateful for the continued financial support of both Waverley Borough Council and Godalming Town Council, with the latter's contributions being used towards the cost of the volunteer co-ordinator as in previous years.

We have also continued to receive funds for the Stained Glass Window project, and also received monies towards specific conservation projects within the Museum. All of these sums are very much appreciated.

Refreshments and shop sales were slightly down on the previous year due to an overall lower footfall. The Trustees are actively considering ways of increasing this again in the coming months.

On the expenditure side the costs of maintaining the Museum continue to be challenging but generally under control, and Trustees are continuing to monitor expenses closely.



..... A J BOTT

Chairman of the Trustees

22 September 2015
.....

Date

GODALMING MUSEUM TRUST

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2015

	General Funds	Restricted Funds	Total 2015	Total 2014
	£	£	£	£
INCOME RESOURCES				
Incoming Resources from general funds – voluntary income:				
Grants from Public Bodies				
Waverley Borough Council	3,960	-	3,960	1,800
Godalming Town Council - general	5,000	-	5,000	4,600
Godalming Town Council - additional	-	-	-	2,000
Surrey County Council	-	-	-	2,000
Other Donations and grants				
Subscriptions to Friends of the Museum	4,229	-	4,229	3,410
General donations and grants	5,191	15,047	20,238	15,949
Related tax recoverable	2,652	20	2,672	1,964
Activities for generating funds:				
Lettings and exhibitions	357	-	357	940
Godalming Museum Sales contribution	9,367	-	9,367	9,486
Fundraising	6,232	-	6,232	12,315
Other income	4,745	-	4,745	4,570
Investment Income:				
Bank interest & other investment income	<u>1,028</u>	-	<u>1,028</u>	<u>21</u>
TOTAL INCOMING RESOURCES	<u>42,761</u>	<u>15,067</u>	<u>57,828</u>	<u>59,055</u>
RESOURCES EXPENDED				
Charitable Expenditure:				
Archiving, cataloguing & conservation	6,811	-	6,811	3,704
Project expenditure	-	18,799	18,799	-
Operating costs	<u>30,924</u>	<u>68</u>	<u>30,992</u>	<u>35,982</u>
	<u>37,735</u>	<u>18,867</u>	<u>56,602</u>	<u>39,686</u>
Cost of generating funds:				
Fundraising costs	4,360	-	4,360	4,334
Cost of goods sold	<u>1,189</u>	-	<u>1,189</u>	<u>1,282</u>
	<u>5,549</u>	-	<u>5,549</u>	<u>5,616</u>
Governance costs:				
Independent examiner's fee	<u>504</u>	-	<u>504</u>	<u>480</u>
	<u>43,788</u>	<u>18,867</u>	<u>62,655</u>	<u>45,782</u>
Net (expenditure)/income for the year before other recognised gains	(1,027)	(3,800)	(4,827)	13,273
Other recognised gains:				
Unrealised gains on revaluation of investments	<u>4,992</u>	-	<u>4,992</u>	<u>4,523</u>
	3,965	(3,800)	165	17,796
Net movement in funds before transfers	<u>(629)</u>	<u>629</u>	-	-
Transfers between funds	-	-	-	-
Net movement in funds after transfers	3,336	(3,171)	165	17,796
Total funds brought forward	<u>89,979</u>	<u>15,886</u>	<u>105,865</u>	<u>88,069</u>
TOTAL FUNDS CARRIED FORWARD	<u>93,315</u>	<u>12,715</u>	<u>106,030</u>	<u>105,865</u>

GODALMING MUSEUM TRUST
 (Company Registered Number 1968010)
BALANCE SHEET AT 31 MARCH 2015

	Notes	2015 £	2014 £
FIXED ASSETS			
Investments	(2)	74,815	58,810
		<u> </u>	<u> </u>
CURRENT ASSETS			
Debtors:			
Amounts due from Godalming Museum Sales		9,335	9,637
Income tax recoverable		2,205	1,964
Prepayments		<u>2,435</u>	<u>2,058</u>
		<u>13,975</u>	<u>13,659</u>
Cash at bank and in hand:			
Charities Aid Foundation accounts		8,153	21,808
Savings Account		1,265	191
Current Account		8,821	13,337
Cash in hand		<u>50</u>	<u>-</u>
		<u>18,289</u>	<u>35,336</u>
		32,264	48,995
CREDITORS: Amounts falling due within one year:			
Creditors and accruals		<u>1,049</u>	<u>1,940</u>
NET CURRENT ASSETS		<u>31,215</u>	<u>47,055</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		£ <u>106,030</u>	£ <u>105,865</u>
Represented by:			
FUNDS			
Unrestricted General Fund	(4)	93,315	89,979
Restricted Funds	(5)	<u>12,715</u>	<u>15,886</u>
		£ <u>106,030</u>	£ <u>105,865</u>

GODALMING MUSEUM TRUST

(Company Registered Number 1968010)

BALANCE SHEET AT 31 MARCH 2015
(continued)


For the year ending 31 March 2015 the Company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

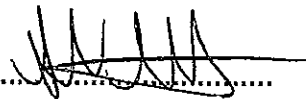
The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved on behalf of the Trustees on 22 September 2015

A J BOTT

..... 

A KELLY

..... 

**GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

NOTE 1

ACCOUNTING POLICIES

Accounting Convention

The Financial Statements have been prepared under the Historical Cost Convention, as modified by the valuation of the Company's Fixed Asset Investments, and are in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011, and the requirement of the Statement of Recommended Practice: 'Accounting by Charities' (March 2005).

Fixed Asset Investment

The Company's Fixed Asset Investments have been valued at the quoted bid price for the units on the balance sheet date.

Restricted Funds

Monies received for specific purposes are classified as Restricted Funds and related expenditure is charged to those specific funds.

Capitalisation of Fixed Assets

The exhibits and collection of assets which are owned by the Museum for public display have not been capitalised in the Balance Sheet, whether or not they have been purchased or donated to the Museum. Any items purchased are paid for out of the general funds of the Company or by way of funds specifically received for such purpose.

The Trustees consider that all such assets are of historical importance and form a collection of artistic or scientific works for the benefit of the community as a whole and as such, there is no intention to dispose of any of the assets in question.

The provision in these Accounts of the nature and value of such assets is considered by the Trustees to be prejudicial to the efficient working of the charity.

NOTE 2

INVESTMENTS

	2015 £	2014 £
Schroders Charity Equity Fund 3527.8346 units	30,953	28,519
Schroders Charity Fixed Interest Fund 4143.8754 units	18,904	16,721
CAF Bond Income Fund	14,331	13,570
CAF Equitrak Fund	10,627	-
	<hr/>	<hr/>
Market Value as at 31 March 2015	74,815	58,810
	<hr/> <hr/>	<hr/> <hr/>

All investments are in common or collective investment schemes registered in the UK.

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015
 (continued)

NOTE 3

ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Investments	Net Current Assets	Totals
	£	£	£
Restricted Funds			
Jekyll Digitisation Project	-	5,000	5,000
Sir Kenneth Clucas Legacy	-	7,715	7,715
	<hr/>	<hr/>	<hr/>
	-	12,715	12,715
Unrestricted Funds	74,815	18,500	93,315
	<hr/>	<hr/>	<hr/>
	74,815	31,215	106,030
	<hr/>	<hr/>	<hr/>

NOTE 4

UNRESTRICTED GENERAL FUND

	2015 £	2014 £
Balance at 1 April 2014	89,979	85,583
Add:		
Transfer from Unrestricted Special Funds	-	7,807
Transfer from Restricted Funds	(629)	(15,450)
Transfer from Income and Expenditure Account	(1,027)	7,516
Unrealised Gain on Investment	4,992	4,523
	<hr/>	<hr/>
Balance at 31 March 2015	93,315	89,979
	<hr/>	<hr/>

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015
 (continued)

NOTE 5

RESTRICTED FUNDS

	Happy Museum Project	Jekyll Digitisation Project	Thomas Huxley Conservation	Sir Kenneth Clucas Legacy	Verstage Conservation	Stained glass Project	TOTAL
	£	£	£	£	£	£	£
INCOMING RESOURCES							
Grants from Public Bodies	68	-	2,000	-	2,708	10,291	15,067
Grants and donations							
RESOURCES EXPENDED							
Project expenditure	68	-	2,120	1,171	2,708	12,800	18,867
Net outgoing Resources	-	-	(120)	(1,171)	-	(2,509)	(3,800)
Balance brought forward at 1 April 2014	-	5,000	-	8,886	-	2,000	15,886
Transfers from general funds	-	5,000	(120)	7,715	-	(509)	12,086
Balance carried forward at 31 March 2015	-	-	120	-	-	509	629
	-	5,000	-	7,715	-	-	12,715

**GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015
(continued)**

NOTE 6

CAPITAL COMMITMENTS

The Trust has no outstanding capital commitments.

NOTE 7

TRUSTEES REMUNERATION AND EXPENSES

No remuneration was paid to any of the Trustees nor are any expenses reimbursed to them for their services to the Trust during the year (2014 – None).

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
GODALMING MUSEUM TRUST**

I report on the accounts of the Charity for the year ended 31 March 2015 which are set out on pages 7 to 13.

Respective responsibilities of Trustees and Examiner

As the Charity's Trustees you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



P J Osborne FCA
Osbornes Accountants Limited
20 Market Place
Kingston Upon Thames
Surrey
KT1 1JP

Date..... 22/9/15

GODALMING MUSEUM TRUST
INCOME AND EXPENDITURE ACCOUNT – UNRESTRICTED FUNDS
FOR THE YEAR ENDED 31 MARCH 2015

INCOME	2015 £		2014 £
Grants and donations:			
Waverley Borough Council	3,960		1,800
Godalming Town Council	5,000		4,600
Other grants	-		2,000
General donations	<u>5,191</u>		<u>4,924</u>
Friends' subscriptions		14,151	13,324
Godalming Museum sales		4,229	3,410
Income tax recoverable under Gift Aid		9,367	9,486
Fundraising events		2,652	1,964
Less: expenses	6,232 <u>(4,360)</u>		12,315 <u>(4,334)</u>
Sales of refreshments		1,872	7,981
Less: expenses	2,505 <u>(1,189)</u>		2,649 <u>(1,282)</u>
Lettings and exhibitions		1,316	1,367
Bank and other deposit interest		357	940
Income from investments		15	21
Corporate donations		1,013	-
Other income		1,600	1,800
		<u>640</u>	<u>121</u>
		37,212	40,414
LESS: EXPENDITURE			
Rent (net of grant)	2,220		2,580
Water, electricity, telephone and internet	3,693		5,362
Volunteer co-ordinator	6,900		6,900
Repairs and maintenance	3,280		1,697
Archiving, cataloguing and conservation	6,811		3,550
Insurance	1,303		610
Security	3,026		2,268
Garden	1,120		1,285
Independent examiner's fees	504		480
Cleaning and waste disposal	4,490		4,036
Library and administration	886		936
Publicity and newsletter	1,204		680
Equipment	588		-
Parking costs	1,700		-
Exhibitions	-		739
Subscriptions	105		135
Services for schools and other children's activities	-		169
Education and training	208		-
Improvements to building, displays & galleries	-		249
Website costs	-		1,068
Miscellaneous	<u>201</u>		<u>154</u>
		<u>38,239</u>	<u>32,898</u>
(DEFICIT)/SURPLUS FOR THE YEAR		<u>(1,027)</u>	<u>7,516</u>

Income		2016/17 budget	2015/16 current position	2015/16 budget
Premises	Rent reduction	£2,380.00	£2,380.00	£2,380.00
Volunteers	GTC grant (Vol Coordinator)	£5,000.00	£5,000.00	£5,000.00
	WBC grant (Vol parking)	£0.00	£1,900.00	£1,900.00
Events (profit)	Lecture programme	£900.00	£410.00	£900.00
	Gallery talks	£0.00	£30.00	£300.00
	Titanic talk	£0.00	£430.00	£0.00
	Summer Lunch	£2,250.00	£2,546.00	£2,150.00
	Concert	£0.00	£1,984.00	£2,000.00
	Trip	£350.00	£0.00	£0.00
Friends & Patrons	Friends subscriptions	£3,700.00	£3,581.00	£3,700.00
	Corporate membership	£2,000.00	£2,010.00	£1,850.00
	Advertising	£200.00	£300.00	£200.00
Shop (profit)	Sales minus costs	£7,000.00	£6,830.00	£7,000.00
Café (profit)	Sales (profit)	£800.00	£0.00	£800.00
Exhibitions	Lettings	£800.00	£600.00	£880.00
	Commission	£500.00	£190.00	£530.00
Facilities Hire	Facilities hire	£100.00	£400.00	£450.00
	Xmas cards	£1,800.00	£0.00	£2,000.00
General grants & donations	General donations	£2,500.00	£2,235.00	£2,000.00
	WBC grant	£1,850.00	£1,800.00	£1,800.00
	Flag days	£500.00	£491.00	£500.00
	Waitrose green token scheme	£300.00	£527.00	£0.00
Library	Income from enquiries	£280.00	£212.00	£280.00
Education	School visits	£1,000.00	£1,035.00	£500.00
	Other children's group visits	£150.00	£70.00	£150.00
	Adult group visits	£400.00	£354.00	£300.00
	Loan boxes	£100.00	£60.00	£100.00
Other	Tax refunds & gift aid	£2,500.00	£0.00	£2,500.00
	Interest	£10.00	£11.00	£10.00
	Sundries	£0.00	£83.00	£0.00
TOTAL INCOME		£37,370.00	£35,469.00	£40,180.00
Expenditure		2016/17 budget	2015/16 current position	2015/16 budget
Premises	Rent	£5,500.00	£5,500.00	£4,600.00
	Building maintenance	£1,500.00	£2,896.00	£1,000.00
	Garden	£1,000.00	£778.00	£1,000.00
	Cleaning	£3,430.00	£3,430.00	£3,430.00
	Cleaning materials	£80.00	£182.00	£80.00
	Electricity	£1,800.00	£3,082.00	£1,800.00
	Water	£180.00	£169.00	£180.00
	Waste collection	£340.00	£200.00	£340.00
	Sanitary bin collection	£200.00	£99.00	£200.00
	Telephone & internet	£1,350.00	£1,091.00	£1,350.00
	Photocopier rental	£100.00	£100.00	£100.00
	Photocopier copies charge	£190.00	£61.00	£190.00
	Fire alarm	£1,270.00	£1,093.00	£1,270.00
	Fire extinguishers	£140.00	£140.00	£140.00
	Intruder alarm	£500.00	£3,010.00	£800.00

	Public Liability Insurance	£1,000.00	£1,000.00	£1,000.00
Volunteers	Volunteer Coordinator	£7,500.00	£7,435.00	£6,900.00
	Volunteer training	£220.00	£173.00	£220.00
	Volunteer parking	£1,500.00	£1,520.00	£1,900.00
Marketing	Brochure	£550.00	£1,013.00	£800.00
	Website	£250.00	£267.00	£200.00
Events	Autumn reception	£150.00	£0.00	£150.00
Friends & Patrons	Friends newsletter	£500.00	£260.00	£300.00
	Friends leaflet	£260.00	£0.00	£0.00
Exhibitions	Printing & materials	£500.00	£1,027.00	£700.00
Library	Book binding	£250.00	£280.00	£250.00
Education	Materials	£500.00	£0.00	£500.00
Collections	Conservation	£250.00	£173.00	£1,500.00
	Town Clock maintenance	£220.00	£0.00	£220.00
	Environmental monitoring	£650.00	£0.00	£650.00
	Past Perfect maintenance	£380.00	£383.21	£360.00
	Collections insurance	£350.00	£278.00	£350.00
	Archivist	£3,000.00	£2,712.00	£4,000.00
	Acquisitions	£0.00	£0.00	£500.00
	Displays	£500.00	£0.00	£600.00
Other	Petty cash	£90.00	£0.00	£90.00
	Office supplies	£400.00	£556.00	£400.00
	Subscriptions (AIM, SyAS etc)	£150.00	£70.00	£150.00
	Audit	£500.00	£517.00	£500.00
	Contingency	£500.00	£139.00	£1,000.00
TOTAL EXPENDITURE		£37,750.00	£39,634.21	£39,720.00
BALANCE		-£380.00	-£4,165.21	£460.00

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14 MAR 2016

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation MISTWEGAVE MEDIA LTD
2. Contact Name, Address and Telephone Number MICHAEL VAN KOETSVELD
31 BRIGHTON ROAD, GODALMING, SURREY,
GU7 1NT 07810 653 330
3. Details of Organisation; is it
 - a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? TO WRITE SALEABLE
SCRIPTS AND PRODUCE FILMS USING LOCAL
TALENT WHERE POSSIBLE
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
N/A
6. Please state size of membership and annual subscription levels of Organisation. ONE
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims SEE 4. ABOVE
 - b) Copy of accounts (these will not be required for a new organisation) N/A
 - c) Copy of budget for current financial year BUDGET FOR PROJECT ATTACHED
 - d) Copy of last annual report to members (this will not be required for a new organisation) N/A
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.
I have been in pre-production for my short film
"Falling in love". I have secured locations and
some funding from GFS and crowdfunding on
GoFundMe.com. Casting under way, including local
actors and crew.

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

THE CREATION OF MY FIRST SHORT FILM, BASED IN GODALMING.

b) Specify

- Total Estimated Cost £ 10,000
- Amount already available £ 2,670
- Amount expected to be available at commencement £ 6,500
- Dates scheduled to commence and finish Filming. 27/9/16 - 4/5/16

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
CROWDFUNDING	£10,000	£920 TO DATE
WIND BACK FILMS LTD	£500	£500
GODALMING FILM SOCIETY	£2,500	£1,250

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

a) Amount £ 920.00 TO MATCH CROWDFUNDING TO DATE

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

- Amount £ N/A
 - Date N/A
 - Project N/A

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

A PACKAGE OF FILM, MAKING OF FILM PRESENTATIONS + NOTES THAT WILL BE SHOWN AT THE GODALMING FILM SOCIETY SUBMITTED TO INTERNATIONAL FILM FESTIVALS AND MADE AVAILABLE TO LOCAL COLLEGES / GROUPS WHO SHOW INTEREST PROMOTING GODALMING TALENT.

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

Signed [Signature] Date 14/8/16

Capacity in which signed DIRECTOR

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

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

Please state who the cheque should be made payable to should your application be successful

MISTWEAVE MEDIA LIMITED

Production: **FALLING IN LOVE**

Length: 14 mins

Location: UK

Budget Update Date:

14/03/2016

Shooting Dates:

May-16

Shooting Days:

5

Account #	Category	Specifics	Nett Cost	VAT	Budget	Actual Cost
ABOVE THE LINE						
001	Script & Rights	MVK - own script, no rights issues	£0.00	£0.00	£0.00	£0.00
002	Production Company	Mistweave Media Limited	£0.00	£0.00	£0.00	£0.00
002	Production Company	Laid Back Films Limited	£0.00	£0.00	£0.00	£0.00
002	Production Company	The Naked Film Picture Company	£0.00	£0.00	£0.00	£0.00
003	Director	MVK	£0.00	£0.00	£0.00	£0.00
004	Cast - Ali	5 Days @ £80	£400.00	£0.00	£400.00	
004	Cast - Milo	4 Days @ £80	£320.00	£0.00	£320.00	
004	Cast - Margaret (name)	1 Day @ £200	£200.00	£0.00	£200.00	
004	Cast - Susan (name)	1 Shift @ £100	£100.00	£0.00	£100.00	
004	Cast - Mr Barrow (name)	1 Shift @ £120	£120.00	£0.00	£120.00	
004	Cast - Milo's Dad	Showreel permission	£0.00	£0.00	£0.00	£0.00
004	Cast - Milo's Mum	Showreel permission	£0.00	£0.00	£0.00	£0.00
004	Cast - Secretary	Showreel permission	£0.00	£0.00	£0.00	£0.00
004	Cast - Street Lout	Showreel permission	£0.00	£0.00	£0.00	£0.00
004	Cast - Street Lout	Showreel permission	£0.00	£0.00	£0.00	£0.00
004	Cast - Street Lout	Showreel permission	£0.00	£0.00	£0.00	£0.00
004	Cast - Taxi Driver	Included in taxi hire below	£0.00	£0.00	£0.00	£0.00
004	Cast - Café Waitress	Showreel permission	£0.00	£0.00	£0.00	£0.00
004	Cast - Café Customers x 12	Family, friends and GFS members	£0.00	£0.00	£0.00	£0.00
ABOVE THE LINE TOTAL:					£1,140	£0
PRODUCTION COSTS						
101	Travel - Middlesbrough	Minibus - 3 day hire	£325.00	£65.00	£390.00	
102	Hotel - Middlesbrough	6 rooms @ £30 per room for 1 night	£150.00	£30.00	£180.00	
102	Lodging - Surrey	2 for 3 nights - Northacre?	£0.00	£0.00	£0.00	
103	Food - Filming Day 1	2 Cast, 5 Crew @.5 per head	£35.00	£7.00	£42.00	
103	Food - Filming Day 2	4 Cast, 5 Crew @.5 per head	£45.00	£9.00	£54.00	
103	Food - Filming Day 3	3 Cast, 12 Extras, 5 Crew @.5 per head	£100.00	£20.00	£120.00	
103	Food - Filming Day 4	3 Cast, 5 Crew @.5 per head	£40.00	£8.00	£48.00	
103	Food - Filming Day 5	2 Cast, 3 Crew @.5 per head	£25.00	£5.00	£30.00	
104	Camera & Lighting	Kit, Crew, Expendables	£1,000.00	£200.00	£1,200.00	
105	Lighting - Other Days	Kit & Expendables	£100.00	£20.00	£120.00	
106	Sound	Kit, Crew, Accessories	£150.00	£30.00	£180.00	
107	Locations - Exterior Milo's House	31 Brighton Rd	£0.00	£0.00	£0.00	

107	Locations - Bedroom 1	31 Brighton Rd	£0.00	£0.00	£0.00
107	Locations - Bedroom 2	Northacre	£0.00	£0.00	£0.00
107	Locations - Exterior Ali's House	Northacre	£0.00	£0.00	£0.00
107	Locations - Café	Café Mila, Godalming	£200.00	£0.00	£200.00
107	Locations - Solicitor's Office	??? - Possible Cost - GFS?	£0.00	£0.00	£0.00
107	Locations - Station 1	Godalming	£0.00	£0.00	£0.00
107	Locations - Station 2	Middlesbrough	£0.00	£0.00	£0.00
107	Locations - Train tickets x6	Returns - Godalming-Woking @£6.20 per head	£31.00	£6.20	£37.20
107	Locations - Taxi Rank	Middlesbrough	£0.00	£0.00	£0.00
107	Locations - Road to Bridge	Middlesbrough	£0.00	£0.00	£0.00
107	Locations - Bridge & Bungee	BigBang Promotions - 8hrs all in	£2,500.00	£500.00	£3,000.00
107	Locations - Casting room	King's Arms Godalming	£113.40	£0.00	£113.40
108	Vehicles - Taxi	Middlesbrough - 4hrs @ £15.00 incl driver	£54.00	£6.00	£60.00
109	Art Dept	Props, Wardrobe, Make-up etc.	£35.00	£7.00	£42.00
110	Office Expenses	Paper supplies, fax, internet etc.	£10.00	£2.00	£12.00
111	Petty Cash		£100.00	£0.00	£100.00
112	Film or Tape Stock	64GB card x2	£113.28	£22.66	£135.94
113	Lab	Developing, dailies, etc.	£0.00	£0.00	£0.00
114	Insurance	Camera and lighting equipment x 5 days	£250.00	£50.00	£300.00
115	Editing	Studio hire plus operator x 1 day	£400.00	£100.00	£500.00
116	Shipping	For festivals etc	£50.00	£10.00	£60.00
117	Still Photos	Photographer & Supplies MvK/NF/SC/EE	£0.00	£0.00	£0.00
118	Bank Account	Fee to set up account	£54.16	£10.84	£65.00
119	Contingency	10% of production costs	£582.67	£0.00	£582.67
			PRODUCTION TOTAL:	£7,572	£915

POST-PRODUCTION COSTS					
201	Soundtrack	Music composition	£500.00	£0.00	£500.00
202	Final Post Mix	Sound mixing session & Grading	£500.00	£0.00	£500.00
203	Accountancy	Fees to cover accounts submission	£200.00	£40.00	£240.00
204	Marketing	Festival fees, screeners, postage	£417.00	£83.00	£500.00
			POST-PRODUCTION TOTAL:	£1,740	£0

FUND-RAISING COSTS					
301	Hug and e-postcard	Thanks for your contribution	£0.00	£0.00	£0.00
302	T-shirt + 301	I helped fund... @ £3.96 (estimated x 10)	£33.00	£6.60	£39.60
303	Signed DVD, TC + 302	I helped fund... @ £4.76 (estimated x 5)	£19.83	£3.97	£23.80
304	Filming Day, STC + 303	I helped fund... @ £9.76 (estimated x 2)	£16.26	£3.26	£19.52
305	EPC, bungee + 304	I helped fund... @ £20.00 (estimated x 2)	£33.33	£6.67	£40.00
			FUND-RAISING TOTAL:	£123	£0

GRAND TOTAL NETT:	£9,323
GRAND TOTAL VAT:	£1,252
GRAND TOTAL ESTIMATED BUDGET:	£10,575
ACTUAL COST GRAND TOTAL:	£915

Account**Source / Name**

Mistweave Media Limited
Laid Back Films Limited
Godalming Film Society
Godalming Town Council
GOLO

- 301 Incentive Level 1: Thanks Credit x 100
 - 302 Incentive Level 2: T-Shirt plus above x 10
 - 303 Incentive Level 3: DVD, Executive Producer Credit plus above x 5
 - 304 Incentive Level 4: Film day plus above x 2
 - 305 Incentive Level 5: EPC plus bungee and above x 2
-

After costs	No. Received	Offer Made	Amount	Actual
		Confirmed	£3,000.00	
		Confirmed	£500.00	
		Confirmed	£1,250.00	
		Applied	£920.00	
		To Apply	£500.00	
£9.11	2	Estimate	£1,000.00	£18.22
£14.46	9	Estimate	£160.40	£130.14
£41.59	6	Estimate	£226.20	£249.54
£83.14	4	Estimate	£180.48	£332.56
£458.04	1	Estimate	£960.00	£458.04

		TOTAL INCOME	£8,697.08	£1,188.50
--	--	---------------------	------------------	------------------

RECEIVED
1 MAR 2016

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation SKILLWAY

2. Contact Name, Address and Telephone Number MRS VIVIEN GILLMAN,
SKILLWAY, THE OLD CHAPELS, DEANERY ROAD,
GODALMING, SURREY GU7 2PG 07776 168860

3. Details of Organisation; is it

- (a) A Charity? REG NO 277631.
- 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? SKILLWAY is a tried and tested
charity, with a good local reputation. Skillway delivers an almost
unique blend of skills training, together with pastoral care and
nurturing to some of the most troubled and disadvantaged
youths in the area (largely Waverley and Guildford boroughs).

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

No trading activities

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

No membership or subscriptions

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.

Noted in annual accounts and also see enclosed
newsletter

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

GRANT TOWARDS RENT

b) Specify

- Total Estimated Cost
- Amount already available
- Amount expected to be available at commencement
- Dates scheduled to commence and finish

£ 5000.00 per annum
£ }
£ } N/A

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
------	--------------------	-----------------

No other body applied to or other financial assistance received

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

a) Amount £ 1500.00

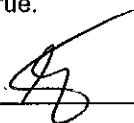
b) Whether you have received a previous grant from the Town Council

- Amount £ 1350.00
- Date Jan 2014
- Project grant towards tent.

12. What benefits do you anticipate will be derived by the Godalming Community from your project? As approximately 1/3 of our pupils are from the Godalming area the Godalming community benefits from the improvement in attitude and acquisition of skills which make them more employable and better citizens.

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

Signed



Date

29/2/2016.

Capacity in which signed

C.E.O.

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

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

Please state who the cheque should be made payable to should your application be successful

SKILLWAY.

SKILLWATER



THIS DECLARATION OF TRUST is made the ~~twentieth~~
day of February 1979 by ROBIN IAN WATSON of

"Oakdene" 10 Park Chase Godalming Surrey ~~LADY~~ Bronwen Lady

ASTOR of Tuesley Manor Tuesley Godalming aforesaid

ALEXANDER ALAN CRAIG of 12 Mount Lodge 53a Shepherds Hill

London N6 5QR RICHARD HUTSON of 11 Harrowdene Cranleigh

Surrey DAVID NORTH of "Braefoot" Upper Bourne Lane

Farnham Surrey and RYAN LAWRENCE KELLEY of 3 Knoll Quarry

Godalming Surrey (hereinafter called "the Original Trustees")

W H E R E A S :-

The Original Trustees are desirous of spreading the
Christian Gospel particularly amongst young people in
Godalming and elsewhere and have set aside the sum of
Ten Pounds for this purpose

NOW PURSUANT to the said desire THIS DEED WITNESSETH

AND IT IS HEREBY DECLARED as follows:-

1. The Charity constituted by the Trusts hereby created
and declared with and subject to the powers and provisions
hereinafter contained shall be known and hereinafter
referred to as "the Warehouse Christian Trust"

2. The Original Trustees hereby declare that they and
the survivors or survivor of them or other the Trustees or
Trustee hereof for the time being will hold the said sum
of Ten Pounds and all subscriptions donations bequests
and other monies and property and when the same shall
be paid to or vested in shall be held upon the trusts
of this deed and the money investments and property from
time to time representing the same in accordance with the
provisions hereinafter contained UPON TRUST as to both
capital and income without distinction for the promotion of
the Christian faith by any or all of the following means:-

W. I. W.
R. I. W.

50p
18/10
8/2

- (a) establishing and maintaining meeting places at the said premises and elsewhere where young people and other persons can meet and hear the Christian gospel
- (b) employing a manager and other persons trained in Christian counselling to manage such meeting places and to provide refreshments and other facilities in furtherance of such object
- (c) purchasing taking on lease or in exchange hire or otherwise acquiring any real or personal property and any rights or privileges which may be necessary for the promotion of the Trusts hereof and constructing maintaining and altering any building or erections necessary for carrying out the said Trusts
- (d) selling letting mortgaging and disposing of or turning to account all or any of the property or assets of the Trustees as may be expedient with a view to the promotion of the Trusts hereof
- (e) borrowing or raising money for the purposes of the Trusts hereof on such terms and on such security as may be thought fit
- (f) investing monies not immediately required for the activities of the Trustees in or upon such investments securities or property as may be thought fit
- (g) amalgamating affiliating or co-operating with and subscribing to any charitable associations society or corporation having objects wholly or partly the same as the Trusts hereof and purchasing or otherwise acquiring and undertaking all or any part of the property assets liabilities and engagements of any such association society or corporation

which may lawfully be undertaken by them and are conducive to the carrying out of the Trusts hereof

(i) doing all such other things as are necessary to the attainment of the above object

3. The activities of the Trust shall be conducted in accordance with the following Basis of Faith namely belief in:-

(i) God as the Creator of all men and the Father of all who believe in the Lord Jesus Christ

(ii) The Lord Jesus Christ, as the only begotten Son of God, Redeemer of the World, and the One Mediator, through faith in whom alone we obtain forgiveness of sins

(iii) God the Holy Spirit

(iv) The fact of sin, and the necessity for the Atonement

(v) The Incarnation, Death Resurrection. Ascension and Coming Again of the Lord Jesus Christ

(vi) The whole Bible as the Inspired Word of God.

4. The Trustees shall deal with and dispose of the said monies investments and property and the proceeds of sale and the income rents and profits thereof in all respects and shall be entitled to be indemnified out of the funds of the Charity against all liabilities in respect of such investments and property and in particular shall invest all or any part of such monies from time to time in such investments (including the purchase of land for investment or occupation) or upon such security as they shall from time to time in their absolute discretion think fit or place the same on deposit with a bank

5. The Trustees shall have power to make such rules and regulations not inconsistent with the Trusts hereof as shall from time to time be required for the furtherance of the Trusts hereof and may authorise their bankers to accept the signature of any two of their number on cheques and other instructions

6. (a) The Trustees shall hold at least one meeting and may hold as many meetings as they think fit in every year and any question submitted to a meeting shall be decided by a majority of the votes of the Trustees present at such meeting but the Chairman (if any) shall have a second or casting vote

(b) 14 days prior written notice shall be given to each Trustee at their last notified address if any such meeting referred to in sub-paragraph (a) hereof by the person convening such meeting or by a Trustee nominated for such purpose

7. The power of appointing a new Trustee or Trustees of this Declaration of Trust shall be exercised by the Trustees for the time being thereof provided that upon any such appointment the number of Trustees may be increased or diminished but so that the same shall not thereby fall below three

8. Whenever there are four or more Trustees of these presents any Trustee may at any time retire from the trusts of these presents by giving two calendar months notice in writing of his intention so to do to each of the other Trustees Provided That the number of trustees is not thereby reduced below three and the retiring trustee and the continuing trustees shall give effect to this desire by executing a Deed of Retirement

9. Any Trustee may be removed by a majority vote of

the Trustees who shall not be required to give any reason for such removal

10. The Trustees shall not exercise their power of borrowing money nor shall they enter into contracts and other obligations without the written consent of all the Trustees for the time being and if any Trustees should dissent from such a proposal he or she shall be permitted to resign in accordance with the provision of Clause 8 hereof prior to the other Trustees. exercising the power of borrowing or entering into such contract or other obligations

11. The Trustees may from time to time appoint an Executive Committee to manage the activities of the Charity, the members of the Executive Committee being appointed in writing by the Trustees who may at any time remove any such members or appoint additional members of the Executive Committee in the same manner. The Trustees shall have the right to veto any decision of the Executive Committee if in their sole discretion they deem it necessary without giving any reason therefor

12. On any change of Trustee the new Trustee and the continuing Trustees shall in the Deed of Appointment declare their adherence to the Basis of Faith as set out in this Trust Deed

13. If at any time the Trustees consider it inexpedient to continue carrying out the Trusts hereof and there remains after the satisfaction of all debts and liabilities any property whatsoever the same shall be given or transferred to some other charity or charities having objects and a Basis of Faith similar to the Trusts hereof such charity

the charities to be chosen by the Trustees and if and so far as effect cannot be given to the provisions of this clause then to such other charitable objects as the Trustees may decide

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first before written

[Handwritten signature]

SIGNED SEALED and DELIVERED
by the said ROBIN IAN WATSON
in the presence of:-

[Handwritten signature]

20 Darnford Way
Cranleigh
Surrey

Bank Account

[Handwritten signature]

SIGNED SEALED and DELIVERED
by the said LADY BRONWEN
ASTOR in the presence of:-

[Handwritten signature]

5 Park Road
Godalming

Accountant

[Handwritten signature]

SIGNED SEALED and DELIVERED
by the said ALEXANDER ALAN
CRAIG in the presence of:-

[Handwritten signature]
17 Park Road
Godalming,
Surrey

[Handwritten signature]

SIGNED SEALED and DELIVERED
by the said RICHARD HUTSON
in the presence of:-

[Handwritten signature]
23 Wentworth Close
Weybourne, Farnham
Surrey

C. H.

d
of
s
to
en

SIGNED SEALED and DELIVERED)
by the said DAVID NORTH)
in the presence of:-)

[Handwritten signature]

John Cobbett
St. Mary's Hall
Cambridge
Survey
Police Officer

SIGNED SEALED and DELIVERED)
by the said RYAN LAWRENCE)
KELLY in the presence of:-)

[Handwritten signature]

Michael S. Jones
1. Victoria Road
Penrith
NSW
2007

Warehouse Christian Trust
Report and Financial Statements
Year ended: 31 December 2014

Charity no: 277631

Contents	Page
Legal and Administrative Information	1
Report of the Trustees	2
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Reference and Administration Information

Chairman: Dr C Jagger

Trustees: J Beale
R Bennett
K Benny
L Brown
R Brown
S Crowther
G Gammell
S Godwin
V Hicks
V Hinde
J Hindley
S Marshall (appointed 1 November 2014)
K Powell
P Powell

Address: 42 High Street
Godalming
GU7 1DY

Registered Charity number: 277631

Independent examiner: A J Bennewith
FCA, FCPA, FFA, FFTA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Report of the Trustees for the Year ended 31 December 2014

The trustees present their report with the financial statements of the charity for the year ended 31 December 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Reference and Administration

Legal and reference information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's governing document, and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Structure, Governance and Management

- The charity is controlled by the trustees.
- The trustees consider that there are sufficient reserves. Any possible risks have been considered and taken into account in future budgets.
- All trustees are appointed when necessary and are given sufficient training on appointment.

Reserves policy and risk management

The Warehouse Christian Trust's operations are divided into two separate arms: The Cellar and Skillway.

With regard to The Cellar during the year the trustees strived to maximise income from as many different sources as possible and as a result of these efforts a small surplus of income over expenditure was achieved. Out of the monies held in the bank £5,000 is kept on deposit to meet any future contingent liabilities.

Skillway continues with its pioneering work regarding the education and support of young people. This arm of the Trust carries reserves equivalent to approximately two terms' running costs, which it is felt essential to ensure the continuity of the service for the young people who attend.

Objectives and Activities

The short and long term objects of the charity are for the Cellar to remain a focal point of serving presence and love, with an openness to receiving all those who are lonely or distressed, and for Skillway to provide apprenticeship-style training for young people up to school-leaving age in a variety of manual skills, together with exceptional pastoral support.

The charity is aware of its dependency on the goodwill and support of a large number of volunteers and thanks all those who have helped during the year.

Both The Cellar and Skillway are grateful to the local churches for their support and to many altruistic individual benefactors, several of whom make regular monthly contributions gift-aided. This predictable income is most welcomed and very gratefully received.

The Cellar would like to gratefully acknowledge the tremendous support of: Sadas, Waverley Voluntary Grants Panel, Community Foundation for Surrey, Bishop of Guildford Community Fund, Dora Fedoruk Memorial Fund, Erica Leonard Trust, Eashing BP Petrol Station, Godalming Town Council, Wilmott Dixon, Godalming Golo Lottery and The Hamamelis Trust, without the help of which The Cellar would not be able to function as it does.

Skillway would also like to express its sincere thanks to all those in the decision making process leading to donations received from Godalming Town Council, Parsons Brinckerhoff, two private family Trusts, the organisers of the Godalming Bandstand Concerts, The Cutler Trust, The Tithe Trust, Surrey County Council, Go Godalming, Hart Brown Solicitors, Waitrose, The Rotary Club of Godalming Woolsack, Aldro School, and to The County Club in Guildford who held a Golf Day in aid of Skillway.

Very grateful thanks are also noted for the assistance of the The Community Foundation for Surrey who have administered grants totalling £10,500 from The Dora Fedoruk Memorial Fund, The Haslemere Challice Community Fund and the Memset Community Fund.

The David Williamson Trust, an anonymous family and the Dan Eley Foundation have all made donations to specifically sponsor individual students so that they may benefit from at least one year at Skillway. We are immensely grateful to them and offer our thanks on behalf of the students who have benefitted.

We sincerely acknowledge the support of individual Trustees and the many Volunteer Tutors who give so freely of their time and expertise, often in quite challenging circumstances.

Achievements and Performance

The charity fulfilled its obligation during the year and continued to provide a high standard of professional service to the local community and beyond.

Financial Review

The Cellar benefitted from the efforts made to sustain income from various sources and the situation will continue to be closely monitored to ensure, as far as possible, that the costs of running the café etc. can be covered. In spite of the loss this year for Skillway great results are being achieved with the pupils and strenuous efforts are being made to increase income streams to cover costs for the future.

Plans for Future Periods

The charity intends to continue to carry out the objectives for the foreseeable future. There are sufficient reserves to allow this to be done and the trustees do not see any reason why the charity would not be able to fulfil its role.

On behalf of the trustees;

R Brown
Date: 15 April 2015

Report of the Independent Examiner

I report on the accounts of the charity for the year to 31 December 2014 which are set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (Under Section 144(2) of the Charities Act 2011) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA
A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Date: 23 April 2015

Statement of Financial Activities
for the Year Ended 31 December 2014

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources:					
Voluntary income:					
Grants and donations		91,139		91,139	89,484
Social outreach income		4,762		4,762	4,080
Tax refunded		3,827	-	3,827	5,519
Activities for generating funds:					
Cellar takings		25,771	-	25,771	22,457
Skillway school fees		35,737	-	35,737	33,600
Investment activity:					
Interest received		29	-	29	21
Total incoming resources		<u>161,265</u>	<u>-</u>	<u>161,265</u>	<u>155,161</u>
Resources expended:					
Charitable activity:					
Cellar expenditure	2	67,953	-	67,953	68,969
Skillway expenditure	3	88,792	5,667	94,459	91,720
Governance activity:					
Accountancy		1,320	-	1,320	2,040
Total resources expended		<u>158,065</u>	<u>5,667</u>	<u>163,732</u>	<u>162,729</u>
Net incoming/(outgoing) resources		3,200	(5,667)	(2,467)	(7,568)
Total funds brought forward		59,385	5,667	65,052	72,620
Total funds carried forward		<u>£ 62,585</u>	<u>£ -</u>	<u>£ 62,585</u>	<u>£ 65,052</u>

Balance Sheet as at 31 December 2014

	<u>Notes</u>	2014 £	2013 £
Fixed assets	4	3,812	4,833
Current assets:			
Stock		281	280
Debtors and prepayments	7	11,469	-
Cash at bank and in hand		<u>48,595</u>	<u>61,751</u>
		60,345	62,031
Creditors: amounts falling due within one year	8	<u>1,560</u>	<u>1,800</u>
		58,785	60,231
		<u>£ 62,597</u>	<u>£ 65,064</u>
Represented by:			
Unrestricted general fund	5	62,585	59,385
Restricted funds	5	-	<u>5,667</u>
		<u>62,585</u>	65,052
Trustees' deposits		12	12
		<u>£ 62,597</u>	<u>£ 65,064</u>

On behalf of the trustees:

R Brown

Date: 15 April 2015

**Notes Forming Part of the Financial Statements
for the Year Ended 31 December 2014**

1 Principal accounting policies

a. Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in February 2005 and the Charities Act 2011.

b. Incoming resources

Voluntary income is received in cash by way of donations and is included in full in the statement of financial activities as soon as it is received. Tax reclaimable in respect of gifts and donations is included in the same period as the underlying donations to which it relates.

c. Resources expended

Items of expenditure are included in the Statement of Financial Activities on an accruals basis.

d. Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: equipment: 25% on reducing balance, workshop: 20% on reducing balance.

e. Taxation

The charity is exempt from tax on its charitable activities.

2 The Cellar

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources				
Sales	25,771	-	25,771	22,457
Donations received	35,542	-	35,542	42,627
Social outreach income	4,762	-	4,762	4,080
Tax refunded	2,626	-	2,626	2,598
Interest received	2	-	2	2
	<u>68,703</u>	<u>-</u>	<u>68,703</u>	<u>71,764</u>
Resources expended				
Cost of sales				
Opening stock	280	-	280	297
Purchases	17,300	-	17,300	17,175
Closing stock	(281)	-	(281)	(280)
	<u>17,299</u>	<u>-</u>	<u>17,299</u>	<u>17,192</u>
Light and heat	1,303	-	1,303	1,834
Legal and professional fees	923	-	923	-
License fees	265	-	265	279
Rent, rates and insurance	14,990	-	14,990	13,607
Shop items and equipment	881	-	881	1,161
Telephone, post & stationery	1,222	-	1,222	1,291
Training	-	-	-	599
Travel & subsistence	94	-	94	245
Wages	25,139	-	25,139	25,497
Social outreach expenditure	3,758	-	3,758	4,602
Property maintenance	1,803	-	1,803	2,183
Equipment depreciation	276	-	276	368
Sundry expenses	-	-	-	111
	<u>67,953</u>	<u>-</u>	<u>67,953</u>	<u>68,969</u>
Total Cellar expenses	<u>67,953</u>	<u>-</u>	<u>67,953</u>	<u>68,969</u>
Share of governance costs	660	-	660	1,020
Net surplus/(deficit)	<u>£90</u>	<u>-</u>	<u>£90</u>	<u>£1,775</u>

3	<u>Skillway</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
	Incoming resources				
	Grants and donations	55,597	-	55,597	46,857
	School fees	35,737	-	35,737	33,600
	Tax refunded	1,201	-	1,201	2,921
	Interest received	27	-	27	19
	Total incoming resources	<u>92,562</u>	<u>-</u>	<u>92,562</u>	<u>83,397</u>
	Resources expended				
	Advertising and publicity	434	-	434	724
	Bank charges	146	-	146	188
	Heat and light	1,500	-	1,500	1,500
	Insurance	1,533	-	1,533	1,566
	Office expenses	1,326	-	1,326	2,227
	Rent and rates	4,688	-	4,688	2,789
	Sundry expenditure	9	-	9	-
	Telephone	484	-	484	424
	Training	-	-	-	485
	Travel	987	-	987	1,018
	Wages	68,739	5,667	74,406	72,537
	Workshop depreciation	745	-	745	932
	Workshop materials and tools	8,201	-	8,201	7,330
	Total Skillway expenses	<u>88,792</u>	<u>5,667</u>	<u>94,459</u>	<u>91,720</u>
	Share of governance costs	660	-	660	1,020
	Net surplus/(deficit)	<u>£3,110</u>	<u>£(5,667)</u>	<u>£(2,557)</u>	<u>£(9,343)</u>
	4				
	<u>Fixed assets</u>		Equipment £	Workshop £	Total £
	Cost				
	At 1 January 2014		20,995	29,792	50,787
	Additions		-	-	-
	At 31 December 2014		<u>20,995</u>	<u>29,792</u>	<u>50,787</u>
	Depreciation				
	At 1 January 2014		19,889	26,065	45,954
	Charge for year		276	745	1,021
	At 31 December 2014		<u>20,165</u>	<u>26,810</u>	<u>46,975</u>
	Net book values				
	At 31 December 2014		<u>£830</u>	<u>£2,982</u>	<u>£3,812</u>
	At 31 December 2013		<u>£1,106</u>	<u>£3,727</u>	<u>£4,833</u>

5 <u>Funds</u>	Unrestricted	Restricted Funds:		Total
	Funds	Cellar	Skillway	
	£	£	£	£
At 1 January 2014	59,385	-	5,667	65,052
Incoming resources	161,265	-	-	161,265
Resources expended	(158,065)	-	(5,667)	(163,732)
At 31 December 2014	<u>£62,585</u>	<u>-</u>	<u>-</u>	<u>£62,585</u>

Restricted funds held by Skillway relate to donations in respect of sponsorship for specific pupils to receive training.

6 **Related parties**

The charity is controlled by the trustees.

During the year £600 (2013: £600) was paid to one of the trustees, Ray Brown, for services unrelated to his role as a trustee.

7 **Debtors and prepayments**

	2014	2013
	£	£
Accrued income	<u>£ 11,469</u>	<u>£ -</u>

8 **Creditors and accruals**

	2014	2013
	£	£
Accountancy accrual	<u>£ 1,560</u>	<u>£ 1,800</u>

SKILLWAY BUDGET FOR 2016

At

January

	2016	2016		Jan -Apr		May - Aug		Sept - Dec		Comments
	Budget	Actual	Est	Actual	Est	Actual	Est	Actual	Est	
INCOME										
Grants & donations	54,000		18,000	0	18,000	0	18,000	0	18,000	
School subsidy	35,390		13,000	0	13,000	0	13,000	0	13,390	3% increase Sept?
Capital donations	0		0	0	0	0	0	0	0	
Tax / Gift Aid	1,600		0	0	1,600	0	1,600	0	0	
Sub total	94,990		31,000	0	32,600	0	32,600	0	31,390	
Dep a/c interest										
Total	94,990		31,000	0	32,600	0	32,600	0	31,390	
EXPENDITURE										
Wages	74,250		24,500	0	24,500	0	24,500	0	25,250	3% increase Sept?
Training /Inspects	300		0	0	0	0	300	0	300	79.68%
Office Exp	1,050		350	0	350	0	350	0	350	0.32%
Workshop exp	6,000		2,000	0	2,000	0	2,000	0	2,000	1.13%
Publicity	150		50	0	50	0	50	0	50	6.44%
Rent & Rates	5,900		300	0	300	0	300	0	5,300	0.16%
Electricity	1,500		500	0	500	0	500	0	500	6.33%
Insurance	1,600		0	0	0	0	1,600	0	1,600	1.61%
Travel	1,050		500	0	300	0	300	0	250	1.72%
Telephone	450		150	0	150	0	150	0	150	1.13%
Sundry/Bank chgs	135		45	0	45	0	45	0	45	0.48%
Accountancy	800		800	0	0	0	0	0	0	0.14%
Capital	0		0	0	0	0	0	0	0	0.86%
Total	93,185		29,195	0	28,195	0	35,795	0	35,795	0.00%
Surplus/(Deficit)	1,805		1,805	0	4,405	0	-4,405	0	0	100.00%

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation St Peter and St. Paul Scout Group
2. Contact Name, Address and Telephone Number Steve Mitchell
30, Charterhouse Rd, Godalming, Surrey, GU7 2AQ
01483 415934

3. Details of Organisation; is it

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

4. What are the aims and objectives of the Organisation? To run Beaver, Cub and Scout packs for the benefit of young people (see Constitution attached)

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

We do not engage in trading activity, but do receive donations to hut maintenance - approx. £2000/PA

6. Please state size of membership and annual subscription levels of Organisation. Approx 90 members - 2015 subs £4,910

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.

We continue to run Beaver, Cub and Scout pack throughout the year, with a wide range of Scouting activities available for young people. We also run fund-raising events and participate in local events and activities, such as Remembrance Day Parade and Christmas services.

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

Re roofing part of the scout hut. The toilet/lobby area of the hut has a leaking roof, which needs replacement.

b) Specify

- Total Estimated Cost £ 14,226
- Amount already available £ 2,000 (Scout funds)
- Amount expected to be available at commencement £ 14,226
- Dates scheduled to commence and finish 01/07/16 → 30/06/17

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
Awards for All	£10,000	£0 (Application pending)

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

a) Amount £ 2,226

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

- Amount £ 1,300
- Date March 2014
- Project weather boarding replacement

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

Resurfacing the toilets/lobby area will allow the building to continue to be used for group activities and protect this valuable historic building.

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

Signed Witdell Date 22/02/16

Capacity in which signed Group Chairman

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

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

Please state who the cheque should be made payable to should your application be successful

St. Peter and St. Paul Scout Group

Godalming Town Council
Bridge Street
Godalming
Surrey
GU7 1HT

RECEIVED
24 FEB 2016

22nd February 2016

Dear Sir/Madam

**St Peter & St Paul Scout Hut, Charterhouse Road, Godalming
Grant Application**

We would like to apply to the Town Council for a grant towards essential works to our scout hut in Charterhouse Road, Godalming. The hut is a 300 year old, listed, timber-framed barn, which provides a wonderful base for scouting activities and wider community use.

Parts of the building are in poor condition and desperately in need of repair. The roof of the toilets/lobby area leaks and if not replaced soon, will result in damage the building itself and jeopardise activities.

The cost of carrying out the work is £14,226. We have a quotation from a local specialist contractor for the work (see attached). The scout group can fund £2,000 in cash towards the project and have applied to Awards for All for £10,000. We have successfully made grant applications to them in the past and delivered the projects within budget and time, so we are optimistic this will be successful. We would like to apply the Town Council for the remaining £2,226

We would grateful if you would consider this application. Thank you.

Yours Sincerely



Steve Mitchell
Chairman - SS Peter & Paul Scout Group

Enclosed:

- o Grant application form
- o Group accounts/budget 2014/15
- o Quotation for works
- o Constitution

ST. PETER AND ST. PAUL SCOUT GROUP
RECEIPTS AND PAYMENTS
FOR THE PERIOD 31/3/14 UNTIL 31/3/15

Mar-14			Mar-15	
£	£		£	£
		BALANCES BROUGHT FORWARD		
	7,707	Current Account	6,695	
	52	Activity Account	97	
7,866	107	Cash	176	6,968
		GENERAL RECEIPTS		
	6,567	Subscriptions	4,910	
	2,635	Hut Donations	1,614	
	2,261	Gift Aid	871	
12,793	1,330	Grants	1,689	9,084
		GENERAL PAYMENTS		
	6,597	Central Capitation	2,580	
	1,751	Troop Subscriptions	1,286	
	2,683	Insurance/Utilities	2,794	
	1,540	Equipment,Uniform,Repairs,Renewals	218	
	920	Hut Maintenance	3,415	
	65	Leader Training/Uniform	0	
13,592	36	Other	173	10,466
-799		SURPLUS/(DEFICIT) ON REVENUE		-1,382
		FUND RAISING NET		
	0	Donations	0	
125	125	Other Income	0	0
-674		SURPLUS/(DEFICIT) TOTAL		-1,382
		BALANCES CARRIED FORWARD		
	6,695	Current Account	5,230	
	97	Activity Account	260	
	176	Cash	96	
6,968			0	5,586

Notes

1. Exceptional 15 month period to 3-14 to bring financial year in line with Gift Aid submissions
2. Grants from Town Council and Local Residents Assoc
3. Additional £600 electric bill back dated for new meter reading
4. Exceptional Hut Maintenance weatherboarding/water heater/electrics.
5. Hut Maintenance partially funded by previous year's grants
6. Funds at year end still at normal levels for time of year

The Constitution of the Scout Group

The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.

i. Membership of the Group Scout Council is open to:

- Scouters;
- Group Scout Active Support members
- (including the Group Scout Active Support Manager and Group Scout Active Support Co-ordinators – if appointed);
- Colony, Pack and Troop Assistants ;
- Skills Instructors;
- Administrators;
- Advisers;
- Patrol Leaders;
- all parents of Beaver Scouts, Cub Scouts and Scouts;
- the Sponsoring Authority or its nominee;
- any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council;
- Explorer Scout Leaders (if stated in a Partnership Agreement);

ii. The District Commissioner and District Chairman are ex-officio members of the Group Scout Council.

iii. Membership of the Group Scout Council ceases upon:

- the resignation of the member;
- the dissolution of the Council;
- the termination of membership by Headquarters following a recommendation by the Group Executive Committee.

iv. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- receive and consider the Annual Report of the Group Executive Committee, including the annual statement of accounts;
- approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
- elect a Group Secretary and Group Treasurer;
- elect certain members of the Group Executive Committee;
- appoint an auditor or independent examiner or scrutineer as required.

M.J. COLEMAN
& SONS LTD

M. J. Coleman & Sons Limited
Roofing Contractor -
Tiling and Slating Specialists

92 Busbridge Lane, Godalming,
Surrey GU7 1QH.

Tel: 01483 894220.

Fax: 01243 603020.

Email: mjcoleman@live.co.uk

Web: www.mjcoleman.co.uk

Mr S Mitchell
St Peter & St Paul's Scout Group
C/O 30 Charterhouse Road
GODALMING
Surrey
GU7 2AQ

1 February 2016

Reference: SPC/01/7359/a

Dear Mr Mitchell

St Peter & St Paul's Scout Hut, Charterhouse Road, GODALMING

Thank you for your invitation to quote for the roofing work at the above address. As a result of my site visit I detail below the various specifications and our prices.

Quotation 1- Front-facing Lean-to Roof Slope over Toilets

Supply and erect scaffolding and ladders for access.

Supply and erect Heras fencing to prevent unauthorized access.

Provide wireless audible alarm system to scaffolding to discourage unauthorized access.

Carefully remove existing rainwater goods and clear from site.

Carefully remove existing vertical boarding to abutment with Front Small Hall and clear from site.

Carefully remove existing clay tiles and clear from site.

Carefully remove existing battens and felt and any insulation products and clear from site.

Carefully remove existing rooflight and clear from site.

Inspect rafters and fascia boards for defects.

Adjust opening for rooflight as necessary.

Supply and fix Recticel or similar 70mm rigid insulation board cut tightly between existing rafters over sloping ceiling only.

Supply and fix Type 5U felt to eaves.

Supply and fix Tyvek Supro breathable membrane and 25 x 38mm sawn softwood treated battens secured to rafters using galvanized nails.

Supply and fix new Clements 2 conservation rooflight.

Supply and fix new Tudor hand-made clay plain tiles in Medium Antique colour laid to a 100mm gauge.

Each tile in every fifth course secured to battens using 2 no. aluminium alloy nails.

Double course of tiles at eaves.

Registered in England number 4410307.

Registered Office:
92 Busbridge Lane, Godalming,
Surrey GU7 1QH.

VAT number 792 5588 75.



Verges bedded and pointed on plain tile undercloak.

Cutting to square abutments including Code 3 lead soakers.

Supply and fix new Code 4 lead cover flashings and apron flashings laid in lengths not exceeding 1.5m.

Make good disturbed boarding to Main Barn.

Supply and fix new ex 150 x 18mm softwood treated timber feather-edge boarding to abutment with Small Hall including staining using Sadolin Classic wood stain in Ebony colour.

Supply and fix new black UPVC Decpflow guttering including matching downpipe and all necessary fixings and fittings to discharge into existing rainwater disposal system.

Make good disturbed ceiling to Boy's Toilets.

Clean down work, sweep up rubbish, clear and leave tidy on completion of work.

For the sum of: £10,102.00 Ten Thousand One Hundred & Two Pounds (excluding VAT of £2,020.40)

Quotation 2- Front Porch

Start over Quotation 1 to:

Jack up existing wall plate to base of cast iron sheeting until level.

Carefully remove existing corner post and clear from site.

Excavate to a nominal 600mm depth and clear debris from site.

Supply and lay concrete foundation.

Supply and erect 1 no. new 100 x 100 air dried oak post secured to existing wall plate.

For the sum of: £1,005.00 One Thousand & Three Pounds (excluding VAT of £200.00)

Quotation 3- Timbers

I suggest that you allow the Provisional Sum of £750.00 Seven Hundred & Fifty Pounds (excluding VAT of £150.00) to carry out any necessary repairs to existing timbers.

The total cost of all works as specified to 1 from rising lean to roof slope over toilets (Quotations 1 - 3 inclusive) as specified is £11,855.00 Eleven Thousand Eight Hundred & Fifty Five Pounds (excluding VAT of £2,371.00)

It should be noted that this quotation does not include any work on underground drainage or for re-covering porch roof.

All work carried out is subject to our Conditions of Sale, a copy of which is enclosed.

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.