

Planting for flower bed leading up to new Boarden Bridge

Plan and considerations

- Yellow/white theme (in celebration of Winnie the Pooh – as locally people call it the Pooh Sticks Bridge). These colours will also 'light up' the shady areas and tie in with the warm natural wood colours of the bridge
- Mixed shady/dappled shade conditions – so we need shady/dappled shade- friendly plants (recommended below)
- North facing (if you stand with your back to the path wall and face the road)
- Moist hummus soil
- Plants need to be self-sufficient and low-maintenance
- Year-round colour/interest if possible
- Ideally include lots of pollinators / bee friendly plants

Preferred Shrubs (ideally 3 of each)

- Mahonia Aquifolium (Apollo) – yellow flowers
- Hypericum Hidcote – yellow flowers (coloured berries in Autumn)
- Skimmia Japonica – white flowers (red berries in Autumn)
- Sarcococca Hookeriana (Humilis) – white flowers
- Corkscrew Hazel (yellow catkins)
- Mahonia Wagneri Pinacle

Plants to interfill (ideally a dozen of each at least)

- Geranium Sylvoticum Album (white flowers)
- Foxglove (Digitalis Grandiflora is a yellow variety) or a peach variety would be great
- Myostis Alpestris (white forgetmenots)
- Rudbeckia fulgida var. deamii (yellow)
- Astrantia major (white)
- Anemone Honorine Jubert (white)
- Aquilegia – any white or yellow varieties
- Primula Helodoxa (if it's available now) – yellow
- Lily of the Valley (white)
- Pansies/Violas – yellow (please can we have more than a dozen)
- Autumn flowering cyclamen – Hederifolium (white)

Compost/Bark

- Also we may need to build up the soil in areas and it would be good to get compost.
- Plus it'd be good to add bark chips to surpress the weeds.

The bed measures 64 m² and you probably want at least 2cm depth of compost and bark chips.

In the Autumn it'd be also good to plant spring bulbs

- Snowdrops
- Yellow crocuses
- Daffodils
- Winter aconite
- White anemone (sylvoticum)

Aiming to tackle the bed and planting on Saturday 16th June if possible.



8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

| TASK | WHO? | MINUTE REF | PROGRESS | Requirement | Due date |
|--|---------------|------------------|---|-------------|------------------------------------|
| COMMUNITY CENTRES – PERFORMANCE MONITORING | Town Clerk | 46-16 | On-going item for approximately quarterly reporting. | Quarterly | 12 April 2018 |
| FARNCOMBE INITIATIVE | Cllr Cosser | 274-13 | Reports expected at approximately six-monthly intervals. Report on this agenda | Bi-annual | 24 May 2018 |
| FLOOD ALLEVIATION | Town Clerk | 405-13 428-14 | Full Council signed a Memorandum of Understanding with other agencies and created a £25,000 earmarked reserve for a future Flood Alleviation scheme and, contribution of land. | N/A | Construction Due to begin mid 2018 |
| COMMUNICATIONS WORKING GROUP | Cllr Reynolds | | Report received October 2017 – Communications Officer's Post Established 01 Feb 2017. Comms Officer to submit draft Comms strategy/policy document to Comms Working Group. – Work Complete | | October 2018 |
| DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES | Town Clerk | 46-16 | Tenancy at Will for public toilets signed and toilets re-opened on 15 November. Solicitors appointed for completion of lease(s). Awaiting update from Solicitor. Lease returned for correction | N/A | Draft Lease to P&M 1 March 2018 |
| WW1 2018 (INC GODALMING WAR MEMORIAL) | Town Clerk | 46-16 | Order placed with mason for new memorial plaques. The civic aspects of the Remembrance day events to be taken to the Mayoralty Committee – 24 May 2018. | | 11/11/2018 |
| FIREWORKS | Town Clerk | 173-16 | Preparations for 2018 event underway. | Annual | 12 July 2018 |
| CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP | Town Clerk | 414-16 | Next report due Nov 2018 | 2 yearly | Nov 2018 |
| INVESTMENT STRATEGY | RFO | N/A | Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy. Strategy to be brought to this committee 12 July. | | Dec 2018 |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|----------------------------|------------|--|----------------------|---------------------|
| APPROVAL OF VARIABLE DIRECT DEBITS | RFO | N/A | Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years. | 25/05/17 | 25/05/19 |
| ENGAGEMENT OF INTERNAL AUDIT | RFO | N/A | Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17. | Annual | Jan 2019 |
| BUSINESS PLAN WORKING GROUP | Town Clerk | 328-17 | Group on 4 April anticipated report to P&M on 24 May 2018. | | |
| | | | | | |
| REPRESENTATION ON EXTERNAL BODIES REPORTS: | | | | Required Date | Revised Date |
| Sport Godalming | Cllr P Martin | 51-16 | Report provided. | 25/05/17 | |
| Godalming/Joigny Friendship Association | Cllr Hunter | 81-15 | Report provided. | 25/05/17 | |
| Godalming/Mayen Association | Cllr Thornton | 51-16 | Report provided. | 13/07/17 | |
| Waverley Citizens' Advice | Cllr S Bott | 51-16 | Presentation by CAB on 14 Sept | 13/07/17 | |
| Godalming Transportation Task Group (SCC) | Cllr Walden Cllr Bolton | 51-16 | No report as no meetings of the Godalming Transportation Task Group have been held. | 07/09/17 | |
| Godalming & District Chamber of Commerce | Cllr Poulter | 51-16 | Report provided. | 07/09/17 | |
| Go Godalming Association | Cllr Gordon-Smith | 51-16 | Report provided | 19/10/17 | |
| Holloway Hill Sports Association | Cllr T Martin | 51-16 | Report provided | 19/10/17 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|-------------------|------------|---|-------------|----------|
| Godalming Museum Trust | Cllr Gordon-Smith | 51.16 | Report provided | 30/11/17 | |
| St Mark's Community Centre Management Committee | Cllr Pinches | 51-16 | Report deferred to 12 July 2018 | 30/11/17 | 12/07/18 |
| St Mark's Community Initiative Group | Cllr Bolton | 51-16 | Report provided | 18/01/18 | |
| Godalming Together CIC | Cllr Purkiss | 51-16 | Report provided | 18/01/18 | |
| SALC | Cllr Cosser | 51-16 | Report provided | 22/03/18 | |
| SCC – Tree Wardens | Cllr Williams | 51-16 | No report as no meetings of the Tree Wardens – suggested removal from Reps list agreed. | 22/03/18 | |
| Waverley Cycle Forum | Cllr Purkiss | | Report expected 12 April 2018 – Deferred to a later meeting – date to be decided | 12/04/18 | |
| District Scout Council | Cllr Wheatley | | Report expected 24 May 2018 | 24/05/18 | |
| Fairtrade Steering Group | Cllr Wheatley | | Report expected 24 May 2018 | 24/05/18 | |
| St Mark's Community Centre Management Committee | Cllr Pinches | | Report expected 12 July 2018 | 12/07/18 | |
| Farncombe Day Centre | Cllr Gray | | Report expected 12 July 2018 | 12/07/18 | |
| Sport Godalming | Cllr P Martin | | Report expected 6 September 2018 | 06/09/18 | |
| Godalming/Joigny Friendship Association | Cllr Hunter | | Report expected 6 September 2018 | 06/09/18 | |
| Godalming/Mayen Association | Town Mayor | | Report expected 18 October 2018 | 18/10/18 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|---|----------------------------|------------|----------------------------------|-------------|----------|
| Waverley Citizens' Advice | Cllr S Bott | | Report expected 18 October 2018 | 18/10/18 | |
| Godalming Transportation Task Group (SCC) | Cllr Walden Cllr Bolton | | Report expected 29 November 2018 | 29/11/18 | |
| Godalming & District Chamber of Commerce | Cllr Poulter | | Report expected 29 November 2018 | 29/11/18 | |
| Go Godalming Association | Cllr Gordon-Smith | | Report expected 20 December 2018 | 20/12/18 | |
| Holloway Hill Sports Association | Cllr T Martin | | Report expected 20 December 2018 | 20/12/18 | |
| Godalming Museum Trust | Cllr Gordon-Smith | | Report expected 17 January 2019 | 17/01/19 | |
| St Mark's Community Initiative Group | Cllr Bolton | | Report expected 17 January 2019 | 17/01/19 | |
| Godalming Together CIC | Cllr Purkiss | | Report expected 7 March 2019 | 07/01/19 | |
| SALC | Cllr Cosser | | Report expected 7 March 2019 | 07/01/19 | |
| Waverley Cycle Forum | Cllr Purkiss | | Report expected 11 April 2019 | 11/04/19 | |
| District Scout Council | Cllr Wheatley | | Report expected 11 April 2019 | 11/04/19 | |
| Fairtrade Steering Group | Cllr Wheatley | | Report expected 23 May 2019 | 23/05/19 | |
| Farncombe Day Centre | Cllr Gray | | Report expected 23 May 2019 | 23/05/19 | |

| TASK | WHO? | MINUTE REF | PROGRESS | REQUIREMENT | DUE DATE |
|------|------|------------|----------|-------------|----------|
|------|------|------------|----------|-------------|----------|

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

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

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|------------|----------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 101 | Head Office Costs | | | | | | | | | |
| 5102 | Contrib. to Other Provisions | 9,970 | 8,970 | -1,000 | 9,970 | 8,970 | -1,000 | 8,970 | | -1,000 |
| | Head Office Costs :- Expenditure | 9,970 | 8,970 | -1,000 | 9,970 | 8,970 | -1,000 | 8,970 | 0 | -1,000 |
| 4001 | Salaries | 14,036 | 14,652 | 616 | 14,036 | 14,652 | 616 | 175,824 | | 161,788 |
| 4002 | Employer's NIC | 1,458 | 1,530 | 72 | 1,458 | 1,530 | 72 | 18,360 | | 16,902 |
| 4003 | Employer's Superannuation | 2,483 | 2,455 | -28 | 2,483 | 2,455 | -28 | 29,660 | | 27,177 |
| 4005 | Agency Staff | 50 | 0 | -50 | 50 | 0 | -50 | 0 | | -50 |
| 4011 | Staff Training | 80 | 250 | 170 | 80 | 250 | 170 | 3,000 | | 2,920 |
| 4012 | Recruitment Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 | | 1,500 |
| 4013 | Other Staff Expenses | 58 | 1,536 | 1,478 | 58 | 1,536 | 1,478 | 18,642 | | 18,584 |
| 4101 | Repair/Alteration of Buildings | 0 | 0 | 0 | 0 | 0 | 0 | 750 | | 750 |
| 4103 | Maintenance Contracts | 732 | 0 | -732 | 732 | 0 | -732 | 0 | | -732 |
| 4121 | Rents | 0 | 0 | 0 | 0 | 0 | 0 | 13,000 | | 13,000 |
| 4163 | Domestic Supplies | 0 | 4 | 4 | 0 | 4 | 4 | 50 | | 50 |
| 4202 | Car Allowances | -78 | 80 | 158 | -78 | 80 | 158 | 1,000 | | 1,078 |
| 4203 | Other Transport Costs | 1 | 0 | -1 | 1 | 0 | -1 | 0 | | -1 |
| 4301 | Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 500 | | 500 |
| 4304 | Catering | 31 | 16 | -15 | 31 | 16 | -15 | 200 | | 169 |
| 4305 | Clothes, Uniform & Laundry | 0 | 0 | 0 | 0 | 0 | 0 | 200 | | 200 |
| 4306 | Printing | 0 | 200 | 200 | 0 | 200 | 200 | 2,400 | | 2,400 |
| 4307 | Stationery | 618 | 235 | -383 | 618 | 235 | -383 | 2,820 | | 2,202 |
| 4311 | Professional Fees - Legal | 1,641 | 0 | -1,641 | 1,641 | 0 | -1,641 | 0 | | -1,641 |
| 4313 | Professional Fees - Other | 2,210 | 830 | -1,380 | 2,210 | 830 | -1,380 | 10,000 | | 7,790 |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

Cost Centre Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4314 Audit Fees | 255 | 0 | -255 | 255 | 0 | -255 | 3,300 | | 3,046 |
| 4315 Insurance | 7,996 | 8,715 | 719 | 7,996 | 8,715 | 719 | 8,715 | | 719 |
| 4321 Bank Charges | 24 | 60 | 36 | 24 | 60 | 36 | 720 | | 696 |
| 4322 Postage | -120 | 130 | 250 | -120 | 130 | 250 | 1,560 | | 1,680 |
| 4323 Telephones | 156 | 75 | -81 | 156 | 75 | -81 | 1,660 | | 1,504 |
| 4325 Computing | 1,415 | 665 | -750 | 1,415 | 665 | -750 | 8,000 | | 6,585 |
| 4326 Website | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 | | 2,000 |
| 4331 Newsletter | 0 | 0 | 0 | 0 | 0 | 0 | 4,400 | | 4,400 |
| 4341 Grants | 7,403 | 14,500 | 7,097 | 7,403 | 14,500 | 7,097 | 58,000 | | 50,597 |
| 4342 Subscriptions | 3,396 | 3,800 | 404 | 3,396 | 3,800 | 404 | 6,000 | | 2,604 |
| 4401 Payments to Godalming JBC | 30,532 | 30,848 | 316 | 30,532 | 30,848 | 316 | 61,696 | | 31,164 |
| 4900 Miscellaneous Expenses | 0 | 500 | 500 | 0 | 500 | 500 | 2,000 | | 2,000 |
| 6000 Debt Charges - Principal | 0 | 0 | 0 | 0 | 0 | 0 | 25,338 | | 25,338 |
| 6001 Debt Charges - Interest | 0 | 0 | 0 | 0 | 0 | 0 | 34,422 | | 34,422 |
| Head Office Costs :- Expenditure | 74,377 | 81,081 | 6,704 | 74,377 | 81,081 | 6,704 | 495,717 | 0 | 421,340 |
| 1001 Precept | 311,103 | 311,103 | -1 | 311,103 | 311,103 | -1 | 622,205 | | |
| 1202 Grants - WBC | 8,310 | 8,310 | 0 | 8,310 | 8,310 | 0 | 8,310 | | |
| 1501 Recharges to Godalming JBC | 13,750 | 13,750 | 0 | 13,750 | 13,750 | 0 | 27,500 | | |
| Head Office Costs :- Income | 333,163 | 333,163 | -1 | 333,163 | 333,163 | -1 | 658,015 | | |
| Net Expenditure over Income | -248,816 | -243,112 | 5,704 | -248,816 | -243,112 | 5,704 | -153,328 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|---------------------------|------------------------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 102 Civic Expenses | | | | | | | | | |
| 5102 | Contrib. to Other Provisions | 12,000 | 12,000 | 0 | 12,000 | 12,000 | 0 | 12,000 | 0 |
| | Civic Expenses :- Expenditure | 12,000 | 12,000 | 0 | 12,000 | 12,000 | 0 | 12,000 | 0 |
| 4001 | Salaries | 250 | 0 | -250 | 250 | 0 | -250 | 0 | -250 |
| 4304 | Catering | 35 | 0 | -35 | 35 | 0 | -35 | 0 | -35 |
| 4305 | Clothes, Uniform & Laundry | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 |
| 4306 | Printing | 0 | 67 | 67 | 0 | 67 | 67 | 804 | 804 |
| 4313 | Professional Fees - Other | 45 | 0 | -45 | 45 | 0 | -45 | 0 | -45 |
| 4327 | Publicity Advertising | 98 | 0 | -98 | 98 | 0 | -98 | 0 | -98 |
| 4332 | Mayor's Expenses | -93 | 0 | 93 | -93 | 0 | 93 | 8,080 | 8,173 |
| 4333 | Members' Expenses | 0 | 100 | 100 | 0 | 100 | 100 | 1,200 | 1,200 |
| 4900 | Miscellaneous Expenses | 0 | 50 | 50 | 0 | 50 | 50 | 600 | 600 |
| | Civic Expenses :- Expenditure | 335 | 217 | -118 | 335 | 217 | -118 | 11,684 | 0 |
| | Net Expenditure over Income | 12,335 | 12,217 | -118 | 12,335 | 12,217 | -118 | 23,684 | |
| 104 Town Promotion | | | | | | | | | |
| 4005 | Agency Staff | 450 | 0 | -450 | 450 | 0 | -450 | 0 | -450 |
| 4301 | Equipment | 45 | 415 | 370 | 45 | 415 | 370 | 5,000 | 4,955 |
| 4900 | Miscellaneous Expenses | 50 | 0 | -50 | 50 | 0 | -50 | 0 | -50 |
| | Town Promotion :- Expenditure | 545 | 415 | -130 | 545 | 415 | -130 | 5,000 | 0 |
| | Net Expenditure over Income | 545 | 415 | -130 | 545 | 415 | -130 | 5,000 | |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 105 Staycation | | | | | | | | | |
| 4005 Agency Staff | 0 | 0 | 0 | 0 | 0 | 0 | 150 | | 150 |
| 4203 Other Transport Costs | 0 | 0 | 0 | 0 | 0 | 0 | 200 | | 200 |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 0 | 0 | 0 | 800 | | 800 |
| 4327 Publicity Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 3,800 | | 3,800 |
| 4900 Miscellaneous Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 260 | | 260 |
| Staycation :- Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 5,210 | 0 | 5,210 |
| Net Expenditure over Income | 0 | 0 | 0 | 0 | 0 | 0 | 5,210 | | |
| 106 Festivals & Markets | | | | | | | | | |
| 4001 Salaries | 244 | 200 | -44 | 244 | 200 | -44 | 1,600 | | 1,356 |
| 4002 Employer's NIC | 20 | 20 | 0 | 20 | 20 | 0 | 160 | | 140 |
| 4005 Agency Staff | 120 | 1,070 | 950 | 120 | 1,070 | 950 | 2,140 | | 2,020 |
| 4162 Waste Removal | 216 | 250 | 34 | 216 | 250 | 34 | 600 | | 384 |
| 4203 Other Transport Costs | 0 | 200 | 200 | 0 | 200 | 200 | 500 | | 500 |
| 4301 Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 510 | | 510 |
| 4304 Catering | 45 | 60 | 15 | 45 | 60 | 15 | 180 | | 135 |
| 4306 Printing | 0 | 0 | 0 | 0 | 0 | 0 | 530 | | 530 |
| 4313 Professional Fees - Other | 645 | 1,050 | 405 | 645 | 1,050 | 405 | 2,250 | | 1,605 |
| 4327 Publicity Advertising | 1,748 | 1,040 | -708 | 1,748 | 1,040 | -708 | 3,670 | | 1,922 |
| 4343 Licensing/PRS | 110 | 155 | 45 | 110 | 155 | 45 | 310 | | 200 |
| 4900 Miscellaneous Expenses | 119 | 500 | 381 | 119 | 500 | 381 | 1,000 | | 881 |
| Festivals & Markets :- Expenditure | 3,267 | 4,545 | 1,278 | 3,267 | 4,545 | 1,278 | 13,450 | 0 | 10,183 |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|------|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 1303 | Other customer/client receipts | 4,095 | 5,450 | -1,355 | 4,095 | 5,450 | -1,355 | 14,200 | | |
| 1304 | Donations | 1,230 | 0 | 1,230 | 1,230 | 0 | 1,230 | 0 | | |
| | Festivals & Markets :- Income | 5,325 | 5,450 | -125 | 5,325 | 5,450 | -125 | 14,200 | | |
| | Net Expenditure over Income | -2,058 | -905 | 1,153 | -2,058 | -905 | 1,153 | -750 | | |
| | 108 Christmas Lights | | | | | | | | | |
| 5001 | Transfers from Reserves | 0 | 0 | 0 | 0 | 0 | 0 | -3,680 | | -3,680 |
| | Christmas Lights :- Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | -3,680 | 0 | -3,680 |
| 4313 | Professional Fees - Other | 11,962 | 12,000 | 38 | 11,962 | 12,000 | 38 | 45,880 | | 33,918 |
| | Christmas Lights :- Expenditure | 11,962 | 12,000 | 38 | 11,962 | 12,000 | 38 | 45,880 | 0 | 33,918 |
| 1304 | Donations | 0 | 0 | 0 | 0 | 0 | 0 | 3,200 | | |
| | Christmas Lights :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 3,200 | | |
| | Net Expenditure over Income | 11,962 | 12,000 | 38 | 11,962 | 12,000 | 38 | 39,000 | | |
| | 109 Fireworks Night | | | | | | | | | |
| 4001 | Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 250 | | 250 |
| 4005 | Agency Staff | 0 | 0 | 0 | 0 | 0 | 0 | 1,200 | | 1,200 |
| 4162 | Waste Removal | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | 100 |
| 4203 | Other Transport Costs | 0 | 0 | 0 | 0 | 0 | 0 | 260 | | 260 |
| 4301 | Equipment | 363 | 0 | -363 | 363 | 0 | -363 | 500 | | 137 |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|------|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4306 | Printing | 0 | 0 | 0 | 0 | 0 | 0 | 220 | | 220 |
| 4313 | Professional Fees - Other | 2,000 | 2,000 | 0 | 2,000 | 2,000 | 0 | 6,150 | | 4,150 |
| 4315 | Insurance | 0 | 1,020 | 1,020 | 0 | 1,020 | 1,020 | 1,020 | | 1,020 |
| 4327 | Publicity Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 1,525 | | 1,525 |
| 4343 | Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 155 | | 155 |
| 4900 | Miscellaneous Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| | Fireworks Night :- Expenditure | 2,363 | 3,020 | 657 | 2,363 | 3,020 | 657 | 12,380 | 0 | 10,017 |
| 1303 | Other customer/client receipts | 0 | 0 | 0 | 0 | 0 | 0 | 10,800 | | |
| | Fireworks Night :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 10,800 | | |
| | Net Expenditure over Income | 2,363 | 3,020 | 657 | 2,363 | 3,020 | 657 | 1,580 | | |
| | 111 Neighbourhood Plan | | | | | | | | | |
| 5001 | Transfers from Reserves | 0 | 0 | 0 | 0 | 0 | 0 | -7,590 | | -7,590 |
| | Neighbourhood Plan :- Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | -7,590 | 0 | -7,590 |
| 4313 | Professional Fees - Other | 0 | 0 | 0 | 0 | 0 | 0 | 7,590 | | 7,590 |
| 4327 | Publicity Advertising | 550 | 0 | -550 | 550 | 0 | -550 | 0 | | -550 |
| | Neighbourhood Plan :- Expenditure | 550 | 0 | -550 | 550 | 0 | -550 | 7,590 | 0 | 7,040 |
| | Net Expenditure over Income | 550 | 0 | -550 | 550 | 0 | -550 | 0 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|---------------------------------|-------------------------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 201 BWP Community Centre | | | | | | | | | |
| 5101 | Contrib. to Premises Provision | 2,500 | 3,500 | 1,000 | 2,500 | 3,500 | 1,000 | 3,500 | 1,000 |
| | BWP Community Centre :- Expenditure | 2,500 | 3,500 | 1,000 | 2,500 | 3,500 | 1,000 | 3,500 | 0 |
| 4102 | Property Maintenance | 120 | 250 | 130 | 120 | 250 | 130 | 3,000 | 2,880 |
| 4103 | Maintenance Contracts | 0 | 35 | 35 | 0 | 35 | 35 | 420 | 420 |
| 4111 | Energy Costs | 0 | 280 | 280 | 0 | 280 | 280 | 3,360 | 3,360 |
| 4131 | Rates | 1,296 | 676 | -620 | 1,296 | 676 | -620 | 1,352 | 56 |
| 4141 | Water Services | 29 | 50 | 21 | 29 | 50 | 21 | 600 | 571 |
| 4161 | Cleaning | 0 | 600 | 600 | 0 | 600 | 600 | 7,200 | 7,200 |
| 4162 | Waste Removal | 55 | 65 | 10 | 55 | 65 | 10 | 780 | 725 |
| 4163 | Domestic Supplies | 0 | 10 | 10 | 0 | 10 | 10 | 120 | 120 |
| 4171 | Grounds Maintenance Costs | 63 | 120 | 57 | 63 | 120 | 57 | 1,440 | 1,377 |
| 4181 | Premises Insurance | 0 | 970 | 970 | 0 | 970 | 970 | 970 | 970 |
| 4301 | Equipment | 0 | 50 | 50 | 0 | 50 | 50 | 600 | 600 |
| 4323 | Telephones | 26 | 45 | 19 | 26 | 45 | 19 | 540 | 514 |
| 4324 | Broadband | 36 | 40 | 4 | 36 | 40 | 4 | 480 | 444 |
| 4343 | Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 300 | 300 |
| | BWP Community Centre :- Expenditure | 1,625 | 3,191 | 1,566 | 1,625 | 3,191 | 1,566 | 21,162 | 0 |
| 1301 | Premises Hire Charges | 2,152 | 1,700 | 452 | 2,152 | 1,700 | 452 | 29,000 | |
| | BWP Community Centre :- Income | 2,152 | 1,700 | 452 | 2,152 | 1,700 | 452 | 29,000 | |
| | Net Expenditure over Income | 1,974 | 4,991 | 3,017 | 1,974 | 4,991 | 3,017 | -4,338 | |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|-------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 202 Pepperpot | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 2,500 | 2,500 | 0 | 2,500 | 2,500 | 0 | 2,500 | | 0 |
| Pepperpot :- Expenditure | 2,500 | 2,500 | 0 | 2,500 | 2,500 | 0 | 2,500 | 0 | 0 |
| 4102 Property Maintenance | 4 | 40 | 36 | 4 | 40 | 36 | 480 | | 476 |
| 4103 Maintenance Contracts | 0 | 85 | 85 | 0 | 85 | 85 | 1,020 | | 1,020 |
| 4111 Energy Costs | 0 | 75 | 75 | 0 | 75 | 75 | 900 | | 900 |
| 4121 Rents | 0 | 230 | 230 | 0 | 230 | 230 | 920 | | 920 |
| 4131 Rates | 660 | 335 | -325 | 660 | 335 | -325 | 670 | | 10 |
| 4161 Cleaning | 24 | 125 | 101 | 24 | 125 | 101 | 1,500 | | 1,476 |
| 4171 Grounds Maintenance Costs | 0 | 50 | 50 | 0 | 50 | 50 | 600 | | 600 |
| 4181 Premises Insurance | 0 | 225 | 225 | 0 | 225 | 225 | 225 | | 225 |
| 4301 Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 600 | | 600 |
| 4323 Telephones | 52 | 50 | -2 | 52 | 50 | -2 | 600 | | 548 |
| 4324 Broadband | 36 | 37 | 1 | 36 | 37 | 1 | 440 | | 404 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 70 | | 70 |
| Pepperpot :- Expenditure | 777 | 1,252 | 475 | 777 | 1,252 | 475 | 8,025 | 0 | 7,248 |
| 1301 Premises Hire Charges | 1,050 | 700 | 350 | 1,050 | 700 | 350 | 8,400 | | |
| 1303 Other customer/client receipts | 0 | 280 | -280 | 0 | 280 | -280 | 1,120 | | |
| Pepperpot :- Income | 1,050 | 980 | 70 | 1,050 | 980 | 70 | 9,520 | | |
| Net Expenditure over Income | 2,227 | 2,772 | 545 | 2,227 | 2,772 | 545 | 1,005 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|---|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 203 The Square | | | | | | | | | |
| 4181 Premises Insurance | 0 | 0 | 0 | 0 | 0 | 0 | 3,200 | | 3,200 |
| The Square :- Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 3,200 | 0 | 3,200 |
| 1302 Rents | 0 | 0 | 0 | 0 | 0 | 0 | 12,000 | | |
| 1303 Other customer/client receipts | 0 | 0 | 0 | 0 | 0 | 0 | 3,200 | | |
| The Square :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 15,200 | | |
| Net Expenditure over Income | 0 | 0 | 0 | 0 | 0 | 0 | -12,000 | | |
| 204 Allotments | | | | | | | | | |
| 4141 Water Services | 2 | 8 | 6 | 2 | 8 | 6 | 100 | | 98 |
| 4171 Grounds Maintenance Costs | 835 | 240 | -595 | 835 | 240 | -595 | 2,880 | | 2,045 |
| 4301 Equipment | 77 | 0 | -77 | 77 | 0 | -77 | 0 | | -77 |
| Allotments :- Expenditure | 914 | 248 | -666 | 914 | 248 | -666 | 2,980 | 0 | 2,066 |
| 1302 Rents | 0 | 0 | 0 | 0 | 0 | 0 | 2,200 | | |
| Allotments :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 2,200 | | |
| Net Expenditure over Income | 914 | 248 | -666 | 914 | 248 | -666 | 780 | | |
| 205 Wilfrid Noyce Community Centre | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 3,500 | 3,500 | 0 | 3,500 | 3,500 | 0 | 3,500 | | 0 |
| 5102 Contrib. to Other Provisions | 0 | 0 | 0 | 0 | 0 | 0 | 2,083 | | 2,083 |
| Wilfrid Noyce Community Centre :- Expenditure | 3,500 | 3,500 | 0 | 3,500 | 3,500 | 0 | 5,583 | 0 | 2,083 |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

Cost Centre Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4001 Salaries | 276 | 195 | -81 | 276 | 195 | -81 | 2,340 | | 2,064 |
| 4003 Employer's Superannuation | 0 | 33 | 33 | 0 | 33 | 33 | 396 | | 396 |
| 4005 Agency Staff | 75 | 0 | -75 | 75 | 0 | -75 | 0 | | -75 |
| 4102 Property Maintenance | 330 | 195 | -135 | 330 | 195 | -135 | 2,340 | | 2,010 |
| 4103 Maintenance Contracts | 72 | 350 | 278 | 72 | 350 | 278 | 4,200 | | 4,128 |
| 4111 Energy Costs | 0 | 600 | 600 | 0 | 600 | 600 | 7,200 | | 7,200 |
| 4131 Rates | 4,464 | 5,640 | 1,176 | 4,464 | 5,640 | 1,176 | 5,640 | | 1,176 |
| 4141 Water Services | 108 | 75 | -33 | 108 | 75 | -33 | 900 | | 792 |
| 4161 Cleaning | 0 | 830 | 830 | 0 | 830 | 830 | 9,960 | | 9,960 |
| 4162 Waste Removal | 163 | 152 | -11 | 163 | 152 | -11 | 1,824 | | 1,661 |
| 4163 Domestic Supplies | 0 | 50 | 50 | 0 | 50 | 50 | 600 | | 600 |
| 4171 Grounds Maintenance Costs | 0 | 0 | 0 | 0 | 0 | 0 | 700 | | 700 |
| 4181 Premises Insurance | 0 | 1,290 | 1,290 | 0 | 1,290 | 1,290 | 1,290 | | 1,290 |
| 4301 Equipment | 0 | 300 | 300 | 0 | 300 | 300 | 4,000 | | 4,000 |
| 4313 Professional Fees - Other | 830 | 0 | -830 | 830 | 0 | -830 | 3,000 | | 2,170 |
| 4323 Telephones | 25 | 24 | -1 | 25 | 24 | -1 | 288 | | 263 |
| 4324 Broadband | 138 | 134 | -4 | 138 | 134 | -4 | 728 | | 590 |
| 4343 Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 350 | | 350 |
| 4900 Miscellaneous Expenses | 0 | 100 | 100 | 0 | 100 | 100 | 1,200 | | 1,200 |
| Wilfrid Noyce Community Centre :- Expenditure | 6,481 | 9,968 | 3,487 | 6,481 | 9,968 | 3,487 | 46,956 | 0 | 40,475 |
| 1301 Premises Hire Charges | 5,233 | 4,400 | 833 | 5,233 | 4,400 | 833 | 52,800 | | |
| 1303 Other customer/client receipts | 0 | 0 | 0 | 0 | 0 | 0 | 2,083 | | |
| Wilfrid Noyce Community Centre :- Income | 5,233 | 4,400 | 833 | 5,233 | 4,400 | 833 | 54,883 | | |
| Net Expenditure over Income | 4,747 | 9,068 | 4,321 | 4,747 | 9,068 | 4,321 | -2,344 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|-----------------------------|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 206 Bandstand | | | | | | | | | | |
| 4102 | Property Maintenance | 2 | 83 | 81 | 2 | 83 | 81 | 1,000 | | 998 |
| 4301 | Equipment | 773 | 0 | -773 | 773 | 0 | -773 | 0 | | -773 |
| 4343 | Licensing/PRS | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | 100 |
| | Bandstand :- Expenditure | 774 | 83 | -691 | 774 | 83 | -691 | 1,100 | 0 | 326 |
| 1301 | Premises Hire Charges | 0 | 0 | 0 | 0 | 0 | 0 | 630 | | |
| | Bandstand :- Income | 0 | 0 | 0 | 0 | 0 | 0 | 630 | | |
| | Net Expenditure over Income | 774 | 83 | -691 | 774 | 83 | -691 | 470 | | |
| 207 Godalming Museum | | | | | | | | | | |
| 5101 | Contrib. to Premises Provision | 53,000 | 53,000 | 0 | 53,000 | 53,000 | 0 | 53,000 | | 0 |
| | Godalming Museum :- Expenditure | 53,000 | 53,000 | 0 | 53,000 | 53,000 | 0 | 53,000 | 0 | 0 |
| 4001 | Salaries | 3,514 | 3,478 | -36 | 3,514 | 3,478 | -36 | 41,736 | | 38,222 |
| 4002 | Employer's NIC | 298 | 310 | 12 | 298 | 310 | 12 | 3,720 | | 3,422 |
| 4003 | Employer's Superannuation | 587 | 590 | 3 | 587 | 590 | 3 | 7,080 | | 6,493 |
| 4011 | Staff Training | 50 | 0 | -50 | 50 | 0 | -50 | 1,000 | | 950 |
| 4102 | Property Maintenance | 0 | 125 | 125 | 0 | 125 | 125 | 1,500 | | 1,500 |
| 4201 | Public Transport | 27 | 0 | -27 | 27 | 0 | -27 | 0 | | -27 |
| 4202 | Car Allowances | 0 | 0 | 0 | 0 | 0 | 0 | 320 | | 320 |
| 4315 | Insurance | 0 | 0 | 0 | 0 | 0 | 0 | 4,655 | | 4,655 |
| 4323 | Telephones | 0 | 25 | 25 | 0 | 25 | 25 | 300 | | 300 |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

Cost Centre Report

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|--|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| 4325 Computing | 236 | 152 | -84 | 236 | 152 | -84 | 1,824 | | 1,588 |
| 4342 Subscriptions | 0 | 250 | 250 | 0 | 250 | 250 | 3,000 | | 3,000 |
| Godalming Museum :- Expenditure | 4,713 | 4,930 | 217 | 4,713 | 4,930 | 217 | 65,135 | 0 | 60,422 |
| 1302 Rents | 1,706 | 1,706 | 0 | 1,706 | 1,706 | 0 | 6,824 | | |
| 1303 Other customer/client receipts | 26,740 | 26,740 | 0 | 26,740 | 26,740 | 0 | 53,960 | | |
| Godalming Museum :- Income | 28,446 | 28,446 | 0 | 28,446 | 28,446 | 0 | 60,784 | | |
| Net Expenditure over Income | 29,266 | 29,484 | 218 | 29,266 | 29,484 | 218 | 57,351 | | |
| 208 Land & Property - Other | | | | | | | | | |
| 5101 Contrib. to Premises Provision | 1,500 | 1,500 | 0 | 1,500 | 1,500 | 0 | 1,500 | | 0 |
| Land & Property - Other :- Expenditure | 1,500 | 1,500 | 0 | 1,500 | 1,500 | 0 | 1,500 | 0 | 0 |
| 4101 Repair/Alteration of Buildings | 0 | 130 | 130 | 0 | 130 | 130 | 1,560 | | 1,560 |
| 4102 Property Maintenance | 391 | 325 | -66 | 391 | 325 | -66 | 3,900 | | 3,509 |
| 4103 Maintenance Contracts | 0 | 100 | 100 | 0 | 100 | 100 | 1,200 | | 1,200 |
| 4111 Energy Costs | 0 | 62 | 62 | 0 | 62 | 62 | 750 | | 750 |
| 4131 Rates | 3,528 | 3,640 | 112 | 3,528 | 3,640 | 112 | 3,640 | | 112 |
| 4141 Water Services | 270 | 112 | -158 | 270 | 112 | -158 | 1,350 | | 1,080 |
| 4151 Fixtures & Fittings | 0 | 250 | 250 | 0 | 250 | 250 | 1,000 | | 1,000 |
| 4161 Cleaning | 0 | 1,666 | 1,666 | 0 | 1,666 | 1,666 | 20,000 | | 20,000 |
| 4171 Grounds Maintenance Costs | 0 | 85 | 85 | 0 | 85 | 85 | 1,000 | | 1,000 |
| 4315 Insurance | 0 | 816 | 816 | 0 | 816 | 816 | 816 | | 816 |
| 4900 Miscellaneous Expenses | 0 | 150 | 150 | 0 | 150 | 150 | 1,800 | | 1,800 |
| Land & Property - Other :- Expenditure | 4,189 | 7,336 | 3,147 | 4,189 | 7,336 | 3,147 | 37,016 | 0 | 32,827 |
| Net Expenditure over Income | 5,689 | 8,836 | 3,147 | 5,689 | 8,836 | 3,147 | 38,516 | | |

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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 |
|------------------------------------|-----------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|
| Policy & Management Expenditure | 197,841 | 213,256 | 15,415 | 197,841 | 213,256 | 15,415 | 858,268 | 0 | 660,427 |
| Income | 375,369 | 374,139 | 1,230 | 375,369 | 374,139 | 1,230 | 858,432 | | |
| Net Expenditure over Income | -177,528 | -160,883 | 16,645 | -177,528 | -160,883 | 16,645 | -164 | | |

11. WBC LOCAL PLAN PART 2 – CONSULTATION

Local Plan Part 2 – Town and Parishes Meeting

Local Plan Part 2 (LPP2) will form the second stage of Waverley's new Local Plan. Together with Local Plan Part 1: Strategic Policies and Sites (LPP1) this document will replace the current Local Plan (2002).

The preferred options consultation will be running from 25th May to 9th July 2018. The consultation documents are available online and in hard copy at the Council Offices and libraries and locality offices. Public consultation events are also being run in Cranleigh, Elstead, Farnham, Godalming, Haslemere, and Witley.

In the preparation of the preferred options consultation, the Council has had meetings and discussions with individual town and parish councils on issues specific to their area, such as housing allocations and changes to settlement boundaries.

As well as site allocations and designations, LPP2 also contains a suite of development management policies to replace those in the 2002 Local Plan. These cover a wide variety of issues including design, trees, heritage, town and local centres, and managing development in the green belt. These policies are arguably the most significant part of LPP2, as they will be the main policies against which planning applications will be assessed, and as such will be key to maintaining Waverley's distinct and varied character.

These policies follow a detailed review of the policies on the 2002 Local Plan by the planning policy team, with input from the development management, to identify key elements to retain, as well as to identify any areas where new policies are needed. The policies have also been informed by responses to the Issues and Options consultation. National policy and guidance has also changed significantly since 2002, and this is reflected in the revised policies.

The preferred options consultation will be the first opportunity that Councillors and members of the public will have had to view these policies. The purpose of this meeting will be to focus on these policies and the reasoning behind them, with an opportunity to ask officers about them. While the development management policies will be the focus of the meeting, we will be discussing all aspects of Local Plan Part 2.

DOCUMENT RETENTION SCHEME

1. Introduction

Godalming Town Council (the Council) recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.

In agreeing a document retention scheme, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Data Protection Act 1998, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employment Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000 and the Lord Chancellor's Code of Practice on the Management of Records Code 2002.

2. Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

| Category | Limitation Period |
|------------------------------|--------------------------|
| Negligence (and other torts) | 6 years |
| Defamation | 1 year |
| Contract | 6 years |
| Leases | 12 years |
| Sums recoverable by statute | 6 years |
| Personal Injury | 3 years |
| To recover land | 12 years |
| Rent | 6 years |
| Breach of trust | None |

Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.

As there is no limitation period in respect of trusts, the Council will never destroy trust deeds and schemes and other similar documentation.

Some limitation periods can be extended. Examples include:

- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
- where damage is latent (e.g. to a building);
- where a person suffers from a mental incapacity; and

- where there has been a mistake or where one party has defrauded another or concealed relevant facts.

In such circumstances, the Council will consider the costs of storing relevant documents and the risks of:

- claims being made;
- the value of the claims; and
- the inability to defend any claims made should relevant documents be destroyed.

3. **Document Retention Schedule**

The Council has agreed a minimum document retention schedule, based on the obligations under the previously named acts, codes, orders and regulations.

| DOCUMENT | MINIMUM RETENTION PERIOD | REASON |
|--|--|--|
| Minute books | Indefinite | Archive |
| Agendas | 10 years | Management |
| Scale of fees and charges | 6 years | Management |
| Receipt and payments account(s) | Indefinite | Archive |
| Receipt books of all kinds, including ledgers | 6 years | VAT |
| Bank statements, including savings/deposit accounts | Last completed audit year | Audit |
| Bank paying-in books | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Quotations and tenders | 6 years after completion of contract | Limitation Act 1980 |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 |
| VAT records, P60s and P45s | 6 years | VAT, Tax |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 |
| Timesheets | Last completed audit year | Audit |
| Wages books | 12 years | Superannuation |
| Insurance policies | While valid | Management |
| Certificates for insurance against liability for employees | 40 years from date on which the insurance commenced or was renewed | Employers' Liability (Compulsory Insurance) Regulations 1998, Management |
| Investments | Indefinite | Audit, Management |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Members' allowances register | 6 years | Tax, Limitation Act 1980 |
| Information from other bodies | Retained as long as relevant | Management |
| Correspondence and emails | As required for reference | Limitation Act 1980 |
| Local /Historical Information | Indefinite | For the benefit of the Parish |
| Accident book | 6 years | Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013 |

| | | |
|---|---|---|
| Annual accounts and asset registers | Indefinite | Archive |
| Pension contribution records | 6 years | Pensions Act 2014 |
| Personnel records, including SSP and maternity records | 6 years | Limitations Act 1980 |
| Asbestos and hazardous materials records | Indefinite | Asbestos Regulations |
| Job applications | Duration of employment for successful applicant, 1 month after vacancy filled others. | Management |
| Previous versions of policies, standing orders, schemes of delegation | 3 years | Data Protection Act 1998 |
| For halls, centre, recreation grounds <ul style="list-style-type: none"> • Application for hire • Lettings diaries • Copies of bills to hirers • Record of tickets issued | 6 years | VAT |
| For allotments <ul style="list-style-type: none"> • Register and plans | Indefinite | Audit, Management |
| For burial grounds <ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Application for interment • Application for rights to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial | Indefinite | Archives, Local Authorities Cemeteries Order 1977 |

The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in any doubt, advice should be sought from the Town Clerk.

INFORMATION & DATA PROTECTION POLICY

INTRODUCTION

In order to conduct its business, services and duties, Godalming Town Council (the Council) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme, which is based on the statutory model publication scheme for local councils.

PROTECTING CONFIDENTIAL OR SENSITIVE INFORMATION

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

The policy is based on the premise that personal data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed;
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

DATA PROTECTION TERMINOLOGY

Data Subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of the Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal Data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive Personal Data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data Controller - means a person who (either alone or jointly or in common with other persons) (e.g. The Town Council) determines the purposes for which and the manner in which any personal data is to be processed.

Data Processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing Information or Data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Godalming Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law;
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law;
- monitor its activities including the equality and diversity of its activities;
- fulfil its duties in operating the business premises including security;

- assist regulatory and law enforcement agencies;
- process information including the recording and updating details about its Councillors, employees, partners and volunteers;
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint;
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council;
- undertake research, audit and quality improvement work to fulfil its objects and purposes; and
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing;
- Processing is necessary for the performance of a contract or agreement with the individual;
- Processing is required under a legal obligation;
- Processing is necessary to protect the vital interests of the individual;
- Processing is necessary to carry out public functions;
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual;
- Required by law to process the data for employment purposes;
- A requirement in order to protect the vital interests of the individual or another person.

WHO IS RESPONSIBLE FOR PROTECTING A PERSON'S PERSONAL DATA?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: townclerk@godalming-tc.gov.uk
- Phone: 01483 523575
- Correspondence: The Town Clerk, Godalming Town Council, Municipal buildings, Bridge Street, Godalming. GU7 1HT

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: Satswana Ltd.
Email: info@satswana.com / Telephone: 01252 516898

PROTECTING PERSONAL DATA

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

INFORMATION PROVIDED TO US

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Godalming Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however, wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will not be shared or provided to any other third party or be used for any purpose other than that for which it was provided.

THE COUNCILS RIGHT TO PROCESS INFORMATION

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
Processing is with consent of the data subject, or
Processing is necessary for compliance with a legal obligation.
Processing is necessary for the legitimate interests of the Council.

INFORMATION SECURITY

The Council has measures in place to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

CHILDREN

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

RIGHTS OF A DATA SUBJECT

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Town Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Town Clerk.

Information Deletion: If the individual wishes the Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Council does not use automated decision-making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk or the Information Commissioner's Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee Handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

MAKING INFORMATION AVAILABLE

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Godalming Town Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Town Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Godalming Town Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

DISCLOSURE INFORMATION

The Council will, as necessary, undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

DATA TRANSPARENCY

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will, therefore, underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Adopted by Godalming Town Council:
Review Date: (Relevant date)

THE MANAGEMENT OF TRANSFERABLE DATA POLICY

Contents

| | | |
|----|------------------------------------|---|
| 1 | Purpose | 2 |
| 2 | Principals | 2 |
| 3 | Advice and Assistance | 2 |
| 4 | Responsibilities | 3 |
| 5 | Incident Management | 3 |
| 6 | Data Administration | 3 |
| 7 | Security | 3 |
| 8 | Use of removable media | 4 |
| 9 | Faulty or Unneeded Storage Devices | 4 |
| 10 | Breach procedures | 4 |
| 11 | Review And Revision | 4 |
| 12 | Employees Guide in Brief | 4 |

1 PURPOSE

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by (Your Council Name).
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
- Enabling the correct data to be made available where it is required
 - Maintaining the integrity of the data
 - Preventing unintended consequences to the stability of the computer network
 - Building confidence and trust in data that is being shared between systems
 - Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
 - Compliance with legislation, policies or good practice requirements

2 PRINCIPALS

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
- USB memory sticks, memory cards, portable memory devices, CD/DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.3 Any person who intends to store Council data on removable media must abide by this policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.4 Failure to comply with this policy could result in disciplinary action.

3 ADVICE AND ASSISTANCE

- 3.1 The Town Clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

4 RESPONSIBILITIES

- 4.1 The Town Clerk is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate training so that relevant policies are implemented.

5 INCIDENT MANAGEMENT

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Town Clerk.
- 5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the Town Clerk.

6 DATA ADMINISTRATION

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 SECURITY

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore, special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.

7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.

7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 USE OF REMOVABLE MEDIA

8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.

8.2 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.

8.3 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.

8.4 The person arranging the transfer of data must be authorised to make use of, or process that particular data.

8.5 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.

8.6 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 FAULTY OR UNNEEDED STORAGE DEVICES

9.1 Damaged or faulty media must not be used. The Town Clerk must be consulted over any damaged equipment, peripherals or media.

9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 BREACH PROCEDURES

10.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.

10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 REVIEW AND REVISION

11.1 This policy will be reviewed by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 EMPLOYEES GUIDE IN BRIEF

- Data and information are valuable and must be protected.

- Only transfer data onto removable media, if you have the authority to do so.
- All transfer arrangements carry a risk to the data.
- Run the virus checking programme on the removable media each time it is connected to a computer.
- Only use approved products for Council data.
- Activate encryption on removable media wherever it is available and password protection if not available
- Data should be available for automatic back up and not solely saved to removable media.
- Delete files from removable media, or destroy the media, after the material has been used for its purpose.

FARNCOMBE INITIATIVE – UPDATE MAY 2018

Since my last report to the council as Chairman of the Farncombe Initiative the group has continued to meet on a regular basis and pursue a range of projects identified by local people as of benefit to the community. Cllr Anne Gray has now taken on the role as Secretary to the group and the group continues to receive excellent support from its Community Services Officer, Suzie Gortler. Its strength remains in its roots in the local community and the contribution of Group members. We cover a wide range of work but a few of our more significant and interesting activities since the last report are listed below for the information of members.

1. We held a public meeting to report back to the community on our work. An excellent presentation was given by a group member and was well received by those present.
2. We are increasingly expanding our work into the Binscombe area and have an improvement project for the shopping area in Green Lane in hand, led by Cllr Anne Gray.
3. We are working increasingly closely with Waverley officers on rubbish collection issues.
4. We have developed an excellent relationship with South West Trains who have provided us with some funding for environmental improvements at Farncombe station. In connection with this we are developing a very exciting project, in association with local artists, to provide some artwork and display boards at the station which bring alive the station's history.
5. We have created some high quality information material which we intend to take to local community events to raise awareness of the work of the FI and encourage others to become involved.
6. We are looking at a public event to raise awareness of the 'Farncombe Swifts'.

Steve Cosser- May 2018

16. BUSINESS PLAN WORKING GROUP – CHAIRMAN'S REPORT

1. The Committee at its meeting on 30 November 2017 established a Working Group with the following terms of reference (minute 328-17 refers) :-
 - To review the outcomes of the Visioning Exercise;
 - To consider the viability and priority of the outcomes;
 - To formulate the outcomes into a business plan, setting out recommendations for the medium and long term implementation of the plan;

The Membership of the working group consisted of:-

- Councillor Cosser
 - Councillor Wainwright
 - Councillor Gray
 - Councillor Purkiss
 - Town Clerk
2. As a starting point the Group was given a document produced following a visioning exercise facilitated by SALC. The document contained a summary of identified achievements by the Town Council in recent years and set out a range of future policy proposals and aspirations identified by those attending the visioning exercise. The group discussed in detail the purposes such a document could and should serve and reached the following principal conclusions :-
 - a. The Council currently has no single document in place which sets out how the Council seeks to work in support of residents, businesses and visitors to the town, what it has achieved in recent years in pursuit of its objectives and what its future aims are. The group considered there would be value in having such a document in place for use by members, staff and the community.
 - b. The document should only contain material that reflected formally agreed and minuted policies of the Council. To include material on potential future policies would not be appropriate as it could properly be challenged as using resources to produce material more appropriate for election material, especially with an election due next year. As a consequence the future policy proposals contained in the SALC document have been removed and replaced with a statement of the established broad aims of the Council.
 - c. There is a need to have a document confirming the agreed future aims of the Council in place as soon as possible so that this can be used as a basis for setting objectives for staff through the appraisal system and also for the development of a future detailed business plan.
 3. Based on the principals described in 2 above, the group have produced a document which is attached to this report for approval by the Committee. It is proposed that the document should be made available on the Council's website with hard copies made available on request to those with no internet access, at the Museum and at the Library.
 4. It is important that this document once agreed should not become a static one and should be amended and developed so that in due course the Council has not only a simple current and readily accessible document outlining its achievements and future aims and objectives but also a detailed business plan, closely linked to the objectives to be set for staff through the appraisal process. It is suggested that in the coming year

this process should start by way of building up detailed objectives for staff through the appraisal process but that a more fundamental review and development of policy objectives and a detailed business plan based on those should take place as soon as possible following the 2019 election.

Recommendations

1. That the document setting out significant outcomes and future aims attached to this report be approved.
2. That the document be used as the basis for developing detailed work objectives through the appraisal process.
3. That a major policy review and review of this document and subsequent production of a detailed business plan based on these reviews should take place as soon as possible following the 2019 election.

Steve Cosser
Working Group Chairman



Godalming

Town Council

Supporting Our Community

