GODALMING TOWN COUNCIL

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I HEREBY SUMMON YOU to attend the **MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 26 NOVEMBER 2026 at 6.30pm.

DATED this 19th Day of November 2026

Andy Jeffery

Andy Jeffery
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 525575 or email office@godalming-tc.gov.uk

Committee Members:
Councillor Follows – Chair
Councillor Heagin – Vice Chair
Councillor Adam
Councillor Crowe
Councillor S Downey
Councillor Duce
Councillor Holliday
Councillor Marshall
Councillor Martin
Councillor PS Rivers
Councillor Thomson
Councillor Weightman
Councillor Williams

A G E N D A

1. MINUTES

   To approve as a correct record the minutes of the meeting held on the 3 September 2026, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

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

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

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

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

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting to 12 November 2026.

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office 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 Chair should sign the schedule of accounts paid.

7. BUDGET MONITORING

Members are asked to **NOTE** a report from the Responsible Finance Officer on the Council's financial performance to 10 November 2026 (reports attached for the information of Members).

8. FEES AND CHARGES COMMUNITY BUILDINGS

Members to review the attached Fee and Charges schedule for Godalming Town Council Community Buildings and if minded to **RESOLVE** to approve the schedule of Fees and Charges for 2027/28.

Members to note that Officers are recommending no increase from the current rate for Community Centre Fees and Charges.

9. COMMUNITY ASSET TRANSFER – UPDATE

Purpose

To update Members on the recent meeting between clerks from Godalming, Farnham, Haslemere and Chiddingfold and senior officers of Waverley Borough Council regarding the ongoing Community Asset Transfer process, and to recommend a way forward.

Recommendations

That the Committee:

a. notes the update contained in this report;
b. supports continued officer engagement with Waverley Borough Council to secure a consistent borough-wide approach to Community Asset Transfers; and
c. agrees that the detailed sensitive issues be considered in the confidential annex.

Background

A meeting was held with Waverley Borough Council officers on 13 November to discuss general issues arising from the current Community Asset Transfer programme. The meeting followed correspondence to the WBC Executive and was intended to focus on practical steps to progress the process.

Godalming Town Council's corporate plan includes a commitment to assess opportunities for managing land currently held by Waverley Borough Council, including potential freehold transfers, and to work constructively with WBC on asset transfer opportunities. The Council's Standing Orders also provide that agenda papers and minutes should not disclose confidential or sensitive information and recognise that such matters may need to be considered in private where appropriate.

Main Points Arising:
The following general issues were raised during the meeting:

a. Transfer packs
   Concerns were expressed that transfer packs should be complete and issued in one go, rather than piecemeal, so that solicitors can consider the full position at once and avoid unnecessary delay.

b. Handover information
   It was agreed that handover packs should include the key operational information needed to manage the asset from completion date, including access arrangements, keys, meter readings where relevant, and safety and maintenance information.

c. Timing of completion
   It was noted that completion dates need to allow sufficient time for the receiving council's governance process, including Full Council approval where required for execution of transfer documents.

d. Service continuity
   Members were reminded that agreed transfer dates should allow time for maintenance and contractor arrangements to be in place from day one, so residents do not experience a deterioration in service.

e. Due diligence
   It was noted that there should be clarity over what information is expected in relation to commercial properties and buildings, including standard due diligence documentation where relevant.

Confidential Annex
The following matters are for consideration in a confidential annex (attached for the information of Members):

- charging arrangements and concerns about costs beyond disbursements;
- legal process and legal representative communication;
- rent apportionment and local side arrangements;
- specific criticisms of WBC process and charging models;
- any information that may prejudice ongoing negotiations.

Reason For Confidentiality
The sensitive detail should be separated from the open report because it may contain commercial, contractual or negotiation-sensitive information. GTC Standing Orders state that agenda papers should not disclose or undermine confidential or sensitive information, and that confidential matters may be dealt with in private where necessary. The Council's data protection policy similarly recognises that meetings may need to be held in private where commercial or contractual sensitivity is involved.

10. PEPPERPOT STRUCTURAL REPAIRS – FINAL POSITION

Members to **NOTE** the completion of the Pepperpot structural repair works and the current funding position, including the retention payment due in December and the likely year-end requirement for support from the Land & Property Earmarked Reserve.

Background
The structural repair works to the Pepperpot were completed on 23 September 2026, following a 17-month programme of comprehensive repairs intended to safeguard the long-term future of the building.

The Pepperpot is Godalming Town Council's most iconic and important listed building. The scale of the work required proved greater than could reasonably have been anticipated at the outset. Years of make-do-and-mend repairs had dealt with immediate issues but had not resolved underlying structural problems. As works progressed, further weaknesses became apparent and the full extent of the necessary repairs only became clear once the building had been opened up.

Financial Implications
The final contract sum to date is £483,816.93. This includes a retention sum of £12,095.41, which is due for payment on 4 December 2026.

If the retention is paid, the in-year revenue spend at cost centre 211 will be £191,024.41.

Members will note that the current Land & Property Earmarked Reserve stands at £223,756. Based on the figures currently known, the projected expenditure remains within the funds available in that reserve. The Council has therefore been able to complete this significant project without increasing the precept and without the need to take out a loan, with costs met from a combination of revenue surplus and reserves. However, it is considered prudent that the final level of EMR support is determined at year end, once the outturn position is known.

Recommendations
That the Management Committee:
a. Notes the completion of the Pepperpot structural repair works;
b. Notes the final contract sum of £483,816.93, including retention of £12,095.41 due on 4 December 2026;
c. Notes that, if the retention is paid, the in-year revenue spend at cost centre 211 will be £191,024.41;
d. Notes that the projected spend remains within the current Land & Property Earmarked Reserve of £223,756;
e. Notes that the project has been completed without increasing the precept or taking out a loan; and
f. Agrees that the level of EMR support required for the project be determined at year end, once the final outturn position is known.

11. BUDGET 2027/28

Recommendation
Members are requested to consider:
a. the draft 2027/28 budget and, if agreed, to recommend to Full Council the draft budget and a precept for 2027/28;
b. the forward projections based on the recommended draft budget, as set out in the Statement of Variance, and, if agreed, to recommend that Full Council note the projections;
c. whether the forecast level of the Council's General Reserve is at an appropriate percentage of the precept; and
d. whether the Council's earmarked reserves remain valid for their intended purpose and are held at an appropriate level.

Budget papers
Members are asked to receive the draft 2027/28 Revenue Budget, Statement of Variance and Reserve Balances, attached as agenda item 11a, 11b and 11c for information. These papers reflect the budget recommendations made by the following committees:

- Staffing Committee – Minute 265-100926
- Youth Services Committee – Minute 307-011026
- Cemeteries, Open Spaces & Sustainability Committee – Minute 336-221026
- Community, Events & Culture Committee – Minute 367-291026
- Revenue budget 2027/28.

In preparing the draft 2027/28 budget, known factors such as increases in employment costs, inflation and changes to business rates have been applied. These provided the base budget to which were added the costs arising from decisions made by the Council and its committees in previous years, including provision for election costs and additional support for local voluntary groups and organisations.

The prudent use of reserves, previously agreed to smooth the impact of the three-year budget cycle, employment and insurance cost increases, and the loss of localism funding, has continued into year two and has been extended by a further year. The smoothing effect is shown in the three-year forecast.

Reserves
The predicted balance of the General Reserve as of 31 March 2027 is estimated to be £675,570, equating to 47.3% of the 2027/28 precept. This is forecast to reduce to 46% of the precept by 2030/31.

In addition to the revenue reserve, £449,400 is allocated to earmarked reserves. Members are requested to approve the purpose of the earmarked reserves and confirm that they are held at a level appropriate to the requirement.

Draft Budget
The Draft Budget Version 1-16/11/26, attached for Members' information, incorporates all agreed Council decisions and sets a precept requirement of £1,429,105 for the financial year 2027/28.

Members should note that, at the time the agenda was issued, confirmation of the 2027/28 council tax base had not been received. The Statement of Variance has therefore been prepared on the assumption of an increase of 100 Band D equivalent properties.

It is hoped that the Council Tax Band will be confirmed before the meeting, if received prior to the meeting and if the CTB differs from the assumed figure, the RFO will circulate an updated Statement of Variance. Whilst a change in the tax base will affect the Band D equivalent precept and the percentage increase, it will not alter the total precept requirement needed to fund the budget. Members will therefore be asked make a recommendation to Full Council for the 2027/28 revenue budget and the precept requirement to support it.

Recommendation from the Community, Events & Culture Committee
Before considering the draft budget, Members are asked to consider a recommendation from the Community, Events & Culture Committee for an additional funding requirement not yet included in the draft budget.

At its meeting on 29 October 2026, when considering its budget proposal, the Committee recommended that, if affordability allows, the Management Committee increase the proposed grants budget by a further £1,200. This would create a ring-fenced sum within the grants budget of £5,000 to support local schools in assisting extracurricular residential trips for children in receipt of Free School Meals.

In making this recommendation, the Committee took account of the additional £1,800 income to cost centre 106, which it has allocated to the grants budget, together with a further £2,000 from the existing grants budget. The Committee also noted that it is hoped support can be co-ordinated with a local external funding provider which offers similar assistance, so that no Godalming child is unable to attend a school residential trip because of financial disadvantage.

If Members agree to support this recommendation, it would increase the precept requirement by £1,200, (0.09% = 1pence per month for a Band D equivalent).

Outcomes
Depending on Members' decision regarding the Community, Events & Culture Committee proposal, Members are requested to RESOLVE to recommend to Full Council either:

Option 1 – Draft Budget Version 1 as attached, requiring a precept of £1,429,105.

Option 2 – Draft Budget Version 1 as attached, plus an additional £1,200 to be allocated to cost centre 106, nominal code 4341 (Grants), requiring a precept of £1,1430,305.

The difference between Option 1 and Option 2 is 0.084%, which is approximately 1 penny per month for a Band D property.

Members are requested to resolve to recommend a precept to Full Council for consideration.

NOTE: Whilst this budget has been prepared against all agreed decisions of the council or its committees, consideration by the staffing committee of an option to amend the current youth service staffing structure is yet to be held. Whilst the staffing committee may not increase the overall salary budget without approval of Full Council, it may amend staffing levels within agreed budgets. If the outcome of the Staffing Committees considerations results in a saving to the overall staffing budget, the precept recommendation agreed by option 1 or 2, will be downwardly adjusted before being presented to Full Council.

12. REVIEW OF SERVICE COMMITTEE STRUCTURE

Members are requested to consider a report relating to a review of the council's service committee structure (attached for the information of Members) and if minded, to make appropriate recommendations to Full Council.

13. UPCOMING EVENTS

Members to note the following upcoming event(s):

Saturday 28 November – Godalming Christmas Festival Market
Friday 4 December – 4.30pm Farncombe Christmas Lights Switch On.

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

15. COMMUNICATIONS ARISING FROM THIS MEETING

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

16. DATE OF NEXT MEETING

The next meeting of the Management Committee is scheduled to be held in the Council Chamber on Thursday, 21 January 2026 at 6.30pm.

17. ANNOUNCEMENTS

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

In pursuance of the public bodies (admission to meetings) act 1960 s.1(2), the committee may wish to resolve to exclude the public and press from the meeting at this point prior to consideration of agenda item 18 & 19 by reason of the confidential nature of the business to be transacted i.e. commercial in confidence and staffing matters.

18. BANKING HUB

Members to receive an officer's update on the current status of the Godalming Banking Hub.

19. STAFFING MATTERS

Members to receive an update from the Chair of the Staffing Committee on staffing matters.

7. BUDGET MONITORING REPORT

1. Purpose of Report

This report sets out the Council's budget monitoring position as of 10 November 2026 against the estimates agreed at Full Council for the 2026/27 financial year. It highlights the main variances, explains the reasons for those variances, and gives an indication of the likely year-end position.

Executive Summary

The Council's budget monitoring position as of 10 November 2026 shows a current variance of £75,849 overspend against the profiled budget. The overall position remains manageable, and the year-end forecast is a surplus of £140,000. The most significant factor influencing the current position is cemetery income, which is running ahead of profile. In addition, several annual or timing-related costs have been incurred earlier in the year than their budget profile would suggest.

Members should note that several cost centres are funded from earmarked reserves, grants or donations, and these are reported separately where relevant.

Cost Centre	Position To Date	Main Reason of Variance	Forecast Year End	Action Required
Head Office	£55,532 u/s	Timing only	£15,000	No
Civic Expenses	£4,873 u/s	Timing only	On budget	No
Festivals, Markets & Events	£2,600 u/s	Timing of income and expenditure	On budget	No
Christmas Lights	£2,600 o/s	Timing of expenditure only	On budget	No
Ockford Building	£2,958 u/s	Higher income and lower expenditure	On budget	No
Community Asset Transfer	£18,433 o/s	Earmarked Reserve funded	£0 (EMR funded)	No
BWP Youth Centre	£56,885 u/s	Higher Grant and hirer Charge Income, lower salary costs	£20,000 u/s	No
Pepperpot	£1,164 u/s	Timing of expenditure only	On budget	No
The Square	£3,259 o/s	Timing of rent payments	On budget	No
Allotments	£517 o/s	Timing of rent income only	On budget	No
Wilfrid Noyce Community Centre	£8,651 u/s	Lower energy use and timing differences	On budget	No
Bandstand	£1,080 u/s	Maintenance expected in the spring	On budget	No
Godalming Museum	£12,924 u/s	Reduced staffing costs	£5,000u/s	No
Public Conveniences	£661 u/s	Water and energy costs	On budget	No
Broadwater Garden Project	£1,341 u/s	Grant and donation funded	£0	No
Pepperpot External Redecoration	£178,929 o/s	Earmarked Reserve funded	£0 (EMR funded)	Monitor EMR transfer
Cemeteries	£129,585 u/s	Strong income from interments and grave purchases and expenditure cost control	£100,000 surplus	No
Mayors Charities & Community Store	£1,333 u/s	All funds to b e disbursed	£0	No
TOTAL	**£75,849 u/s**		**£140,000**	

4. Commentary By Cost Centre

Head Office Costs

Head Office is currently showing a net variance of £55,532 underspend. This is in part due to higher receipts from investment interest and expenditure timing.

Within the individual nominal codes, those exceeding profile position of 61.3% by more than 5% are:

- 4012 (Recruitment) due to staff turnover
- 4131 (Rates): timing issue only, as rates have been paid for the full financial year
- 4313 (Professional Fees ~Other): predominately costs associated with HR support and HR advice.
- 4314 (Audit Fees): Timing issue only, Internal audit conducted in August.
- 4315 (Insurance): Timing issue only as insurance premiums are paid at start of year.
- 4325 (Computing): computing costs are ahead of profile across relevant cost centres due to the longer-than-anticipated transition from server-based systems to cloud-based systems. The transition was completed during the second week of August. It is anticipated that monthly costs will be lower over the remainder of the financial year, but overall computing costs are likely to be approximately 10% over budget for the current year
- 4326 (Website): hosting and back-end support costs have increased since the budget was set in November 2025. Back-end support has increased by 20%; overall the budget is expected to be overspent by 45% at year-end.
- 4341 (Grants): timing issue only.
- 4342 (Subscriptions): this is partly a timing issue, but the main driver is the unbudgeted increase in LGA, NALC and SALC fees
- 4900 (Miscellaneous Expense): this is due expenditure incurred in installing the portacabin at Broadwater Park Youth & Community Centre, which if required will be set against the Emerging Projects EMR,

Civic Expenses

Civic Expenses are currently £4,973 underspent. This is likely to balance out as the civic year progresses.

Festivals, Markets & Events

This budget is currently £2,600 underspent against profile. This is a timing issue only. Expenditure is below profile at 48.2%, with income 5.1%% behind profile, mainly because of the timing of Christmas 2026 and Spring 2027 festivals income and expenditure.

Christmas Lights

This is a timing issue, with expenditure incurred during Q3 and Q4.

Ockford Building

The underspend of £2,958 is due to higher than profiled income from hire charges and current underspend in operating costs. This is expected to even out during the year and finish on budget. As with other cost centres, connectivity costs are higher than budgeted.

Community Asset Transfer

This cost centre is funded from the Community Asset Transfer earmarked reserve and is therefore will be in balance at year end.

BWP Youth Centre

Despite a current £56,885 underspend, mainly driven by higher than budgeted grants and hire income, alongside lower employment costs. It is likely the salary underspend will even out throughout the remainder of the financial year, however, it is predicted the Youth Centre will be underspent against budget by year end. It is recommended that any significant surplus at year end generated by increased grants and donations should be transferred to the youth centre EMR to help build the equipment replacement fund.

Pepperpot
The Pepperpot is currently showing an underspend of £1,164. Income is 9.8% behind profile because the upper room had been available for hire until September. Expenditure is 17.6% lower than profile. It is likely that the Pepperpot will be come out on budget by year end.

The Square
The current overspend of £3,259 is a timing issue related to quarterly rent payments.

Allotments
The current overspend of £517 is a timing issue, with annual rent invoices having been issued, it is expected that this cost centre will be in balance by the end of the financial year.

Wilfrid Noyce Community Centre
Income at 63.4% is broadly in line with budget profile, and the underspend of £8,651 is largely due to the lower energy use during the summer period. Cleaning costs are higher than budgeted and should be reviewed to ensure best value. Water charges are higher than profiled due to higher-than-expected increases in water rates, and waste disposal charges were increased in-year due to increased fuel costs passed on by the contractor. Domestic Supplies at 109% of expenditure reflects the need to procure specialist cleaning material to treat issues with the male urinals.

Bandstand
Current expenditure is only 5.2% of budgeted expenditure. Maintenance on the bandstand tends to take place in Q4 before the Music in the Park season begins.

Godalming Museum
The underspend of £12,924 is a combination of timing of receipt of Q3 rental income and staffing savings arising from an early-year vacancy. Members should note the expected overspend against computing costs explained under Head Office 4325.

Public Conveniences
Expenditure is slightly lower than the budget profile, but water rates are higher than budgeted and expected to exceed budget by year end. Energy costs are currently about 12.7% behind profile but are expected to increase during the winter months.

Broadwater Garden Project
This is a grant and donation funded project. Cost centre 210 has been set up as an accounting tool for managing the project against the donations and grants specific to that project.

Pepperpot External Redecoration
The current variance of £178,929 overspend is a timing issue related to the internal movement of funding from earmarked reserves to the revenue account.

Cemeteries
The Cemeteries cost centre is showing a year-to-date net income over expenditure of £129,585. The most significant factor is strong income from interments and grave purchases, alongside controlled expenditure which remains broadly on profile.

Members should note the income profile for a cemetery is unpredictable. However, the year-end projection is that, with continued strong expenditure controls, cost centre 301 is likely to show an end of year surplus of £100,000.

The following points should also be noted:
- Sexton and grave digging costs are higher than budget profile due to the higher rate of burial, these costs are fully covered by the associated additional burial income.
- The main expenditure against 4102 (property maintenance) is for the refurbishment of the railings at Nightingale Cemetery. Members have previously agreed that this

expenditure should be funded by the Land & Property Reserve, however, as the costs are currently contained within in-year revenue, no EMR has been used to fund this work.

- 4103, Maintenance Contracts, the overspend in maintenance contracts due a requirement to replace and upgrade fire extinguisher provision and re-introduce a pest control service.
- Rates were lower than expected due to business rates relief. However, the surplus in the nominal line was applied against the replacement vehicle bring expenditure to 100% of budget.
- Water charges, as with other properties, are higher than profiled due to higher-than-expected increases in water rates, it is expected that water use requirement will be lower over Q3 &Q4.
- Other transport costs at 74.2% of profile reflect the annual lease hire charge for the tipper having been paid, end of year expenditure is expected to be slightly over budget by £344
- Vehicle costs excluding fuel remain higher than budget profile due to significant increase in the rate of Vehicle Exercise Duty payable for electric vehicles, ongoing issues with the Transporter EV van, costs incurred to rectify a safety issue with the Kangoo van.
- Expenditure against 4313 is higher than profile as this relates to digitisation of burial records, with data input taking place over the summer holiday period

Mayors Charities & Community Store
These cost centres are holding income only and income will be disbursed.

5. Overall Revenue Position
At this stage in the financial year, the overall position remains manageable.

Income is currently at 105.7% indicated full receipt of the precept and that other income, particularly cemetery income is ahead of profile. Expenditure at 75.5% is higher than the phased budget position of 61.3% as of 10 November. However, if non-revenue EMR expenditure of £275,547 associated with CIL (101/4901), Community Asset Transfers (110) and Pepperpot Refurbishment (211) is excluded, then revenue expenditure against budget is 2.1% below profile.

Reserve-funded and Externally Funded items
The following items are funded from earmarked reserves, grants or donations and should be viewed separately from the core revenue budget:

- Community Asset Transfer Fund
- Broadwater Garden Project
- Pepperpot External Redecoration
- CIL-related expenditure where applicable.

7. Reserves Statement
The statement of general and earmarked reserves is attached for Members' information.

It shows the opening balance, movements during the period, and the closing balance as at 10 November 2026. The overall reserves position remains healthy.

8. Conclusion
Members are asked to note the contents of this report.

The Council's financial position remains stable at this stage of the year, with the main variances arising from timing differences, strong cemetery income, and reserve-funded projects.

STATEMENT OF GENERAL AND EARMARKED RESERVES 10 NOVEMBER 2026

		Opening Balance 1 April 2026	Income	Expenditure	Closing Balance 31 May 2026
Unallocated Reserve		**£**	**£**	**£**	**£**
1	Revenue Reserve	676,740.66			676,740.66
GTC Unallocated Reserves		**676,740.66**			**676,740.66** (a)
Earmarked Reserves					
2	Election Expenses Fund	6,892.67	31,000.00		37,892.67
3	Emerging Projects Fund	58,500.25		6,880.65	51,619.60
4	Youth Provision	9,878			9,878.00
5	Afghan Refugees	529			529.00
6	Land & Property	223,756			223,756.00
7	Flood Alleviation	6,000			6,000.00
8	Community Asset Transfer Fund	74,002.89		18,433.32	55,569.57
Sub-total GTC Earmarked Reserves		**379,558.81**			**385,244.84 (b)**
9	Community Infrastructure Levy	211,570.67	55,907.30	75,055.11	192,422.86 (c)
Total Earmarked Reserves		**591,129.48**			b+c = **577667.70** (d)
Balances		**1,267,870.14**			a+d = **1,254,408.36**

Godalming Town Council
Supporting Our Community

GODALMING TOWN COUNCIL'S COMMUNITY SPACES
SCALE OF CHARGES FROM 1 APRIL 2027

Broadwater Youth & Community Centre

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
MAIN HALL ONLY	10.50 + (2.10 VAT) **(12.60 per hour)**	14.50 + (2.90 VAT) **(17.40 per hour)**	21.00 + (4.20 VAT) **(24.20 per hour)**

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

Minimum Hire – The minimum hire period for casual (non-regular) hirers on a Saturday or Sunday is 3 hours.

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

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

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

Damage Deposit A refundable damage deposit between £50 & £150 depending on the nature of the event is required. Deposits will be returned within 28 working days of an event if no claim is required.

Godalming Town Council
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GODALMING TOWN COUNCIL'S COMMUNITY SPACES
SCALE OF CHARGES FROM 1 APRIL 2027

Ockford & Aarons Hill Hub Community Building

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
Main Hall	10.25 Per hour	14.25 Per hour	20.50 Per hour

Birthday Parties – Minimum 3 hours

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

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GODALMING TOWN COUNCIL'S COMMUNITY SPACES
SCALE OF CHARGES FROM 1 APRIL 2027

The Pepperpot

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
UPPER ROOM	9.50 + (1.90 VAT) (11.40 per hour)	14.50 + (2.90 VAT) (17.40 per hour)	18.75 + (3.75 VAT) (22.50 per hour)
UNDERCROFT ½ PITCH		22.00 + (4.40 VAT) (26.40 per day)	
UNDERCROFT FULL PITCH		44.25 + (8.85 VAT) (53.10 per day)	

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****GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

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

Damage Deposit A refundable damage deposit of £50 & £150 depending on the nature of the event is required. Deposits will be returned within 28 working days of an event if no claim is required.

Godalming Town Council
Supporting Our Community

GODALMING TOWN COUNCIL'S COMMUNITY SPACES
SCALE OF CHARGES FROM 1 APRIL 2027

Wilfrid Noyce Centre

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
WHOLE CENTRE (including use of Kitchen for catering facilities)	20.00 + (4.00 VAT) (24.00 per hour)	30.00 + (6.00 VAT) (36.00 per hour)	40.00 + (8.00 VAT) (48.00 per hour)
CAUDLE HALL (including shared use of Kitchen for tea/coffee facilities)	10.50 + (2.10 VAT) (12.60 per hour)	15.50 + (3.10 VAT) (18.60 per hour)	21.00 + (4.20 VAT) (25.20 per hour)
WYATT HALL (including shared use of Kitchen for tea/coffee facilities)	7.50 + (1.50 VAT) (9.00 per hour)	12.00 + (2.40 VAT) (14.40 per hour)	15.00 + (3.00 VAT) (18.00 per hour)
OGLETHORPE HALL (with kitchenette and separate toilet facilities)	7.50 + (1.50 VAT) (9.00 per hour)	12.00 + (2.40 VAT) (14.40 per hour)	15.00 + (3.00 VAT) (18.00 per hour)
AV EQUIPMENT (projector, microphones, sound system)		30.00 + (6.00 VAT) (36.00 flat fee)	
TIERED SEATING (for GTC staff to set up, regular users by negotiation)		50.00 + (10.00 VAT) (60.00 flat fee)	
STAGE		50.00 + (10.00 VAT) (60.00 flat fee)	

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

Minimum Hire – The minimum hire period for casual (non-regular) hirers on a Saturday or Sunday is 3 hours.

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

****GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area for casual one-off hires.

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

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

Damage Deposit A refundable damage deposit between £50 & £500 depending on the nature of the event is required. Deposits will be returned within 28 working days of an event if no claim is required.

Crockery & Cutlery – Price on request.

Catering Facilities – Price on request.

DRAFT - Revenue Budget 2027/28 - Version 1 - 16/11/26

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	Notes
	Employees					
677,236	Direct employee expenses	Salaries	795,986	753,249	42,737	restructure costs + pay award provision
72,020		Er's NIC	100,803	94,866	5,937	restructure costs + pay award provision
105,362		Er's Supn	131,989	128,862	3,127	restructure costs + pay award provision
0		Agency staff	0	0	0	
6,900	Indirect employee expenses	Training	12,000	13,000	-1,000	
1,349		Advertising	1,800	1,800	0	
14,440		Other	14,484	16,512	-2,028	Inc Saturday Sextion payments recovered by Client fees for weekend burials
	Premises Related Expenditure		0	0	0	
48,867	Repairs, alteration & maintenance of buildings		46,520	46,726	-206	
30,040	Energy costs		36,492	36,022	470	
4,927	Rents		6,624	6,848	-224	
14,191	Rates		29,071	25,694	3,377	
6,085	Water services		8,344	7,002	1,342	
90,251	Cleaning & domestic supplies		92,148	86,493	5,655	Regulations
46,504	Grounds maintenance costs		54,185	54,645	-460	maint
	Transport Related Expenditure					
34,005	Vehicle & Transport Costs		39,224	32,760	6,464	
	Supplies & Services					
26,184	Equipment, furniture and materials		25,274	37,082	-11,808	
737	Catering & Hospitality		2,248	1,828	420	
1,501	Clothes,uniform & laundry		2,850	2,850	0	
6,886	Printing, stationery & general office expenses		8,128	7,122	1,006	
91,353	Services	Professional Fees	75,262	70,362	4,900	
3,291		Audit fees	3,528	3,528	0	
23,265		Insurance	26,958	24,358	2,600	
225		Bank charges	180	240	-60	
647	Communications & computing	postage	540	780	-240	
9,446		telephones & broadband	8,160	10,368	-2,208	
35,507		computers	28,804	27,608	1,196	
1,201		website	2,280	1,584	696	
7,405		publicity advertertising	7,138	7,038	100	
0		Mayor's allowance	1,344	1,344	0	
40		Members' Training	840	840	0	
17,315		BWPYC Creativity & Art	20,300	18,300	2,000	
61,654	Grants & Subscriptions	Grants	87,032	75,100	11,932	Increase of non-SLA grant by 2% + £8,000 for General Grant Fund + Choirblast Grant
8,653		Subscriptions	9,082	8,104	978	
0	Contributions to provisions		12,000	31,000	-19,000	To Election Expenses EMR / £25,000 to LGR reserve
25,179	Miscellaneous expenses		9,252	8,892	360	
316,526	Misc Expense funded from Reserves		0	0	0	
77,703	Capital Finance Costs		77,703	77,703	0	
1867229	**Total expenditure**		**1,778,573**	**1,720,510**	**58,063**	
	Income					
	Precept					
50,930	Government Grants (including CIL)		0	0	0	
4,628	Other grants, reimbursements & contributions		10,000	8,000	2,000	
6,640	Customer & client receipts		276,853	277,341	-488	
72,342	Interest		27,615	27,615	0	based on 2.63% return of CCLA investment
430,641	Recharges (TX From General Reserves)		35,000	50,000	-15,000	
	Transfer from EMR		0	0	0	
565,181	**Total Income**		349,468	362,956	-13,488	
			0	0	0	
565,181	**Net Expenditure**		-1,429,105	-1,357,554	-71,551	
£	**Net Expenditure by Cost Centre**		£	£	£	
-447,836	101 - GTC		-549,888	-623,396	-73,508	
-9,160	102 - Civic Expenses		-24,209	-19,580	4,629	
765	104 - Street Scene - Not in Use		0	0	0	
-3,920	105 - Staycation - Not in Use		0	0	0	
14,646	106 - Festivals & Markets & Events		-82,041	-3,865	78,176	
-46,876	108 - Christmas Lights		-53,500	-51,030	2,470	
994	109 - Ockford & Aaron Hill Hub		-1,204	-2,351	-1,147	
-316,236	201 - Youth Service		-366,496	-336,992	29,504	
6,639	202 - Pepperpot		-570	-780	-210	
14,256	203 - The Square		12,600	12,600	0	
-267	204 - Allotments		-832	-832	0	
-1,540	205 - Wilfrid Noyce Centre		-4,969	-7,029	-2,060	
-290	206 - Bandstand		-1,350	-1,350	0	
-66,891	207 - Culture, Arts & Museum Service		-109,524	-100,326	9,198	
-43,143	208 - Public Convieniences		-44,468	-40,758	3,710	
-71,865	301 - Cemeteries,Open Spaces & Public Realm		-202,654	-181,865	20,789	
					0	
-970,724	**Net Cost of Services incl Finance**		-1,429,105	-1,357,554	71,551	

Cost Centre: 101 GTC Office

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	Notes
	Employees					
263942	Direct employee expenses	Salaries	328751	316274	*-12477*	3% inflationary pay award
34985		Er's NIC	43933	42067	*-1866*	3% inflationary pay award
46547		Er's Supn	54429	55980	*1551*	3% inflationary pay award
		Agency staff & Contractors				
3114	Indirect employee expenses	Training	4000	4000	*0*	
1349		Advertising	1300	1300	*0*	
490		Other	612	612	*0*	
	Premises Related Expenditure					
3219	Repairs, alteration & maintenance of buildings		3660	3660	*0*	
3457	Energy costs		4200	6120	*1920*	Reflect actuals
2698	Rents		3224	3224	*0*	Parking Spaces
8625	Rates		10670	9775	*-895*	2026 rates plus BID +5%
382	Water services		400	400	*0*	April 25 Water Rates increase
5588	Cleaning & domestic supplies		5364	5988	*624*	Reflect Actual Costs + 5%
1436	Vehicle & Transport Costs		720	720	*0*	Reflect actuals + increae milage allowance
	Supplies & Services					
2024	Equipment, furniture and materials		1500	1500	*0*	
48	Catering & Hospitality		480	480	*0*	
	Clothes,uniform & laundry					
5767	Printing, stationery & general office expenses		6768	5976	*-792*	Photocopier increase
32539	Services	Professional Fees	13200	13200	*0*	maintain at 2026/27 level (includes citation H&S fees)
3291		Audit fees	3528	3528	*0*	
19180		Insurance	22738	20138	*-2600*	2026 actual + 10% to reflect additional assets & PL (playgrounds)
225		Bank charges	180	240	*60*	
647	Communications & computing	postage	540	780	*240*	Reduction of Post outs
3207		telephones & broadband	3300	3540	*240*	Increase in staffing establishment reallocation from 101 to correct cost centres - Monthley IT & Cyber Support and Annual Licences plus £2000
25792		computers	9623	17460	*7837*	hardware allowance
1201		website	2280	1584	*-696*	Reflect Actual Costs
195		publicity advert				
5		Youth expenses				
61654	Grants & Subscriptions	Grants	0	71600	*71600*	Moved to Cost centre 106
6171		Subscriptions	7000	6122	*-878*	LGA/ SALC/ NALC/ DPO/ Zoom/ ICO / Survey Monkey/ Costco/ SALC / Nalc /LGA
	Contributions to provisions (Transfer to EMR Reserves)		0	25000		
1287	Miscellaneous expenses		2400	2040	*-360*	
306053	Misc Expense funded from Reserves					CIL & EMR funded expenditure
77703	Capital Finance Costs		77703	**77703**	*0*	
922838	**Total expenditure**		**612503**	**701011**	***88508***	
	Income					
50930		Government Grants (Incl CIL)				
4628		Other grants etc				
1		Customer & client receipts				
57832		Interest	27615	27615	*0*	2.63% of CCLA investment
55558		Recharges (TX From General Reserves)	35000	50000	*15000*	Support from General Reserve & EMR
306053		Transfer from EMR				
475002	**Total Income**		62615	77615	*15000*	
-447836	**Net Income/Expenditure**		**-549888**	**-623396**	***-73508***	

Cost Centre: 102 Civic Expenses

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Premises Related Expenditure					
	Supplies & Services					
	Equipment, furniture and materials		350	350	*0*	Contingecy for Flags etc
412	Catering & Hospitality		720	480	*240*	Increase to reflect actuals + Twinning
	Clothes,uniform & laundry		300	300	*0*	
564	Printing, stationery & general office expenses		830	816	*14*	Remembrance Orders of Service, Civic Service, Mayors Photo, mayors Xmas Card, Council Tax Insert Photographer, ATM, Mayor Making, Mayor Portrait
938	Services	Professional Fees	1100	650	*450*	Session, Remembrance PA
	Communications & computing	postage				
2692		computers	2025	4200	*-2175*	Councillor email support and Annual Licences
1463		publicity advert	1700	1600	*100*	£350 ea Remembrance Sunday; Mayors Awards; Town Meeting Plus Council Tax Insert
	Expenses	Members & Staff expenses				
		Mayor's expenses	1344	1344	*0*	
40		Members' training	840	840	*0*	
	Contributions to provisions (Transfer to EMR Reserves)		12000	6000	*6000*	Election Expense Provision
16691	Miscellaneous expenses		3000	3000	*0*	Twinning, Dependents care, Remembrance
	Misc Expense funded from Reserves					
23294	**Total expenditure**		**24209**	**19580**	***4629***	
	Income					
		Government Grants				
		Other grants etc				
		Customer & client receipts				
		Interest				
14134		Recharges (TX From General Reserves)				Support from General Reserve & EMR
		Transfer from EMR				
14134	**Total Income**		0	0	*0*	
-9160	**Net Income/Expenditure**		**-24209**	**-19580**	***4629***	

Cost Centre: 104 Street Scene - To be Discontinued Cost Centre 2026/27

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	*Variation 2026/27 to 2027/28* £
	Premises Related Expenditure				
6217	Repairs, alteration & maintenance of buildings				
6217	**Total Expenditure**		**0**	**0**	***0***
	Income				
6982		Government Grants (Incl CIL) Other grants etc Customer & client receipts Interest Recharges (TX From General Reserves) Transfer from EMR			
6982	**Total Income**		0	0	*0*
765	**Net Income/Expenditure**		**0**	**0**	**0**

Cost Centre: 105 Staycation - Delete Cost Centre - allocated to Markets, Festvals & Events

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	*Variation 2026/27 to 2027/28* £
	Premises Related Expenditure				
1500	Cleaning & domestic supplies				
2045	Services	Professional Fees			
375		publicity advert			
3920	**Total expenditure**		**0**	**0**	***0***
0	**Total Income**		0	0	*0*
-3920	**Net Income/Expenditure**		**0**	**0**	**0**

Cost Centre: 106 Markets, Festivals & Events

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Employees					
	Direct employee expenses	Salaries	0	3795	*-3795*	removed and added to cost centre 301 payroll
		Er's NIC	0	569	*-569*	removed and added to cost centre 301 payroll
		Er's Supn	0	672	*-672*	removed and added to cost centre 301 payroll
		Agency staff & Contractors				
	Indirect employee expenses	Training				
		Advertising				
		Other				
	Premises Related Expenditure					
	Repairs, alteration & maintenance of buildings					
	Energy costs					
	Rents					
	Rates					
	Water services					
	Fixtures and fittings					
980	Cleaning & domestic supplies		1000	1100	*-100*	Festivals waste management
25	Grounds maintenance costs					
	Premises insurance					
	Contribution to premises-related provisions					
	Transport Related Expenditure					
	Public transport					
11	Vehicle & Transport Costs					
	Supplies & Services					
3086	Equipment, furniture and materials		3192	3192	*0*	Safety Barriers, signage, PA, fencing & lighting, fireworks set up
228	Catering & Hospitality		640	460	*180*	incl SSEIB & God Run+LOTY
	Clothes,uniform & laundry					
555	Printing, stationery & general office expenses		530	330	*200*	fireworks & Christmas
3710	Services	Professional Fees	5550	4350	*1200*	Festival Road Closure Traffic Management + Staycation entertainment & activities + £1200 new roadclosure fees
		Audit fees				
		Insurance				
		bank charges				
	Communications & computing	postage				
		telephones & broadband				
		computers				
		website				
5372		publicity advert	5042	5042	*0*	Hertigae Open Weekend Magazine Programme, Staycatiuon Programe & Festival adverts.
		newsletter				
	Expenses	Staff expenses				
		Mayor's expenses				
		Members' training				
		Youth expenses				
	Grants & Subscriptions	Grants	87032	3500	*83532*	£26100Community Grants with uplift 2% (SLA's £45,500) + 5620 Kit4kids cabin +£7,500 Choirblast+
1589		Subscriptions	760	760	*0*	WBC Land Licence ,The Burys Premises Licence, PRS the Burys
	Contributions to provisions					
4021	Miscellaneous expenses		2100	2100	*0*	Includes SSEIB entrance fee
	Misc Expense funded from Reserves					
19577	**Total Expenditure**		**105846**	**25870**	***79976***	
	Income					
		Government Grants (Incl CIL)				
		Other grants etc				
34223		Customer & client receipts	23805	22005	*1800*	K4K, Fireworks,Festival, Weekly & Farncombe Markets
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
34223	**Total Income**		23805	22005	*1800*	
14646	**Net Income/Expenditure**		**-82041**	**-3865**	***-78176***	

Cost Centre: 108 Christmas Lights

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	*Variation 2026/27 to 2027/28* £	
	Employees					
	Supplies & Services					
46876	Services	Professional Fees	53500	51030	*2470*	Festival Lights inc storeage, Electrician Installation & takedown, +5%
46876	**Total Expenditure**		**53500**	**51030**	***2470***	
0	**Total Income**		0	0		
-46876	Net Income/Expenditure		-53500	-51030	*-2470*	

Cost Centre: 109 Ockford & Aaron Hill Hub

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Premises Related Expenditure					
1294	Repairs, alteration & maintenance of buildings		1560	1560	*0*	maintain at 2026/27 level
2009	Energy costs		1320	1320	*0*	maintain at 2026/27 level
0	Rents		400	400	*0*	Service Charge
-2492	Rates		900	1775	*-875*	reflect actuals
	Water services		396	396	*0*	maintain at 2026/27 level
22	Fixtures and fittings					
413	Cleaning & domestic supplies		240	300	*-60*	cleaning being done in house
	Supplies & Services					
1436	Equipment, furniture and materials					
499	Services	Professional Fees				
837		telephones & broadband	888	600	*288*	reflect actuals +5%
	Grants & Subscriptions	Grants				
304		Subscriptions				
4322	**Total Expenditure**		**5704**	**6351**	*-647*	
	Income					
		Government Grants				
		Other grants etc				
5316		Customer & client receipts	4500	4000	*500*	
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
5316	**Total Income**		4500	4000	*500*	
994	**Net Income/Expenditure**		**-1204**	**-2351**	*1147*	

Cost Centre: 201 Youth Services

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Employees					
225858	Direct employee expenses	Salaries	246274	227953	*18321*	3% inflationary pay award
26658		Er's NIC	29726	27446	*2280*	3% inflationary pay award
31590		Er's Supn	40881	38,742	*2139*	3% inflationary pay award
		Agency staff & Contractors				
3391	Indirect employee expenses	Training	3000	4000	*-1000*	reflect 2026/27 expenditure
0		Advertising	500	500	*0*	contingent sum
		Other				
	Premises Related Expenditure					
5854	Repairs, alteration & maintenance of buildings		5520	3520	*2000*	Reflect wear and tear costs of use
4487	Energy costs		6000	4896	*1104*	Reflect Actual Costs of increased use
	CRC allowances					
-335	Rents					
2784	Rates		2600	2997	*-397*	Actuals +CPI
432	Water services		900	900	*0*	Actuals
245	Fixtures and fittings					
14892	Cleaning & domestic supplies		16232	14292	*1940*	Increase Cleaning cost & Sustainable waste regs
496	Grounds maintenance costs		360	720	*-360*	Wellness Garden maintenance
	Transport Related Expenditure					
2046	Vehicle & Transport Costs		3224	2984	*240*	Increase road tax and mot costs
	Supplies & Services					
2027	Equipment, furniture and materials		240	48	*192*	for building only not youth activity
506	Clothes,uniform & laundry		750	750	*0*	expexted costs
849	Services	Professional Fees	132	132	*0*	Enhanced DBS
	Communications & computing	postage				
2252		telephones & broadband	1200	2424	*-1224*	Reflect system changes
2463		computers	8417	2148	*6269*	Monthly IT & Cyber Support and Annual Licences
	Expenses	Staff expenses				
		Mayor's expenses				
		Members' training				
17289		Youth expenses	20300	18300	*2000*	reflect increased provision
	Contributions to provisions					
375	Miscellaneous expenses		240	240	*0*	
	Misc Expense funded from Reserves					
344159	**Total Expenditure**		**386496**	**352992**	***33504***	
	Income					
		Government Grants				
14510		Other grants etc	10000	8000	*2000*	
13413		Customer & client receipts	10000	8000	*2000*	
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
27923	**Total Income**		20000	16000	*4000*	
-316236	**Net Income/Expenditure**		**-366496**	**-336992**	***29504***	

Cost Centre: 202 The Pepperpot

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Premises Related Expenditure					
2815	Repairs, alteration & maintenance of buildings		1200	1200	*0*	remains at 2026/27 level
2461	Energy costs		2652	2652	*0*	remains at 2026/27 level
419	Rates		650	500	*150*	2026/27 plus 5%
2835	Cleaning & domestic supplies		3396	3252	*144*	2026/27 plus 5%
	Supplies & Services					
	Equipment, furniture and materials		600	600	*0*	remains at 2026/27 level
	Communications & computing	postage				
1015		telephones & broadband	600	1104	*-504*	reflect actuals
	Grants & Subscriptions	Grants				
0		Subscriptions	72	72	*0*	
9545	**Total Expenditure**		**9170**	**9380**	*-210*	
	Income					
		Government Grants (Incl CIL)				
		Other grants etc				
6639		Customer & client receipts	8600	8600	*0*	remains at 2026/27 level
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
6639	**Total Income**		8600	8600	*0*	
6639	**Net Income/Expenditure**		**-570**	**-780**	*210*	

Cost Centre: 203 The Square

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £
	Supplies & Services				
	Services	Professional Fees			
		Audit fees			
1998		Insurance	2020	2020	*0*
		Bank charges			
1998	**Total Expenditure**		2020	2020	*0*
	Income				
		Government Grants (Incl CIL)			
		Other grants etc			
14256		Customer & client receipts	14620	14620	*0*
		Interest			
		Recharges (TX From General Reserves)			
		Transfer from EMR			
14256	**Total Income**		14620	14620	*0*
14256	**Net Income/Expenditure**		**12600**	**12600**	*0*

Cost Centre: 204 Allotments

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Premises Related Expenditure					
358	Repairs, alteration & maintenance of buildings		300	300	*0*	
384	Water services		432	432	*0*	
	Fixtures and fittings					
	Cleaning & domestic supplies			0		
2263	Grounds maintenance costs		2900	3000	*-100*	For tree surveys & works, £100 moved to 4342 Allotment Association subscription
	Grants & Subscriptions	Grants				
		Subscriptions	100	0	*100*	Allotment Assciation Subscription
	Contributions to provisions					
	Miscellaneous expenses					
	Misc Expense funded from Reserves					
3005	**Total Expenditure**		3732	3732	*0*	
	Income					
		Government Grants (Incl CIL)				
		Other grants etc				
2738		Customer & client receipts	2900	2900	*0*	
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
2738	**Total Income**		2900	2900	*0*	
-267	**Net Income/Expenditure**		**-832**	**-832**	***0***	

Cost Centre: 205 Wilfrid Noyce Centre

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Premises Related Expenditure					
10424	Repairs, alteration & maintenance of buildings		8540	10500	*-1960*	Emerg Ltg, Gas safety, legionellas, ventalation clean, kitchen servicing
9757	Energy costs		12950	12192	*758*	Increased energy costs
	Rents					
1945	Rates		5397	2050	*3347*	withdrawal of transitional relief rate relief
1071	Water services		1800	1200	*600*	Reflect Actuals water rate increase
	Fixtures and fittings					
24165	Cleaning & domestic supplies		25740	22645	*3095*	Increased cleaning costs and Sustainable waste regs
	Supplies & Services					
0	Equipment, furniture and materials		2000	2000	*0*	retained 2026/27 level
	Services	Professional Fees	0	0	*0*	
	Communications & computing	postage				
1254		telephones & broadband	600	1500	*-900*	2026 actuals plus inflationary increase 9%
	Grants & Subscriptions	Grants				
429		Subscriptions	650	650	*0*	
		Contributions to provisions				
372	Miscellaneous expenses		552	552	*0*	
	Misc Expense funded from Reserves					
49417	**Total Expenditure**		**58229**	**53289**	***4940***	
	Income					
		Government Grants (Incl CIL)				
		Other grants etc				
47877		Customer & client receipts	53260	46260	*7000*	
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
47877	**Total Income**		53260	46260	*7000*	
-1540	**Net Income/Expenditure**		**-4969**	**-7029**	***2060***	

Cost Centre: 206 Bandstand

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings		600	600	*0*	
200	Energy costs		250	250	*0*	
	Rents					
	Supplies & Services					
	Grants & Subscriptions	Grants				
70		Subscriptions	500	500	*0*	Premises Licence £70 + PRS
	Contributions to provisions					
	Miscellaneous expenses					
	Misc Expense funded from Reserves					
290	**Total Expenditure**		1350	1350	*0*	
	Income					
		Government Grants (Incl CIL)				
		Other grants etc				
		Customer & client receipts				
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
0	**Total Income**		0	0	*0*	
-290	**Net Income/Expenditure**		**-1350**	**-1350**	***0***	

Cost Centre: 207 Culture, Arts & Museum Service

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Employees					
62598	Direct employee expenses	Salaries	81007	77277	*3730*	3% inflationary pay award
-5521		Er's NIC	9151	8592	*559*	3% inflationary pay award
5536		Er's Supn	13447	10821	*2626*	3% inflationary pay award
		Agency staff & Contractors				
	Indirect employee expenses	Training	1000	1000	*0*	
		Advertising				
		Other				
	Premises Related Expenditure					
6284	Repairs, alteration & maintenance of buildings		3900	4356	*-456*	Extinguishers/Emergency Light Insp
	Energy costs					
2564	Rents		3000	3224	*-224*	
	Transport Related Expenditure					
	Public transport					
33	Vehicle & Transport Costs		480	60	*420*	Increased outreach
	Supplies & Services					
146	Services	Professional Fees	780		*780*	DBS checks
		Audit fees				
2087		Insurance	2200	2200	*0*	Insurance premium rechared against nominal 1303
		bank charges				
	Communications & computing	postage				
		telephones & broadband	612		*612*	Broadband costs moved from 4235 to correct nominal
3992		computers	4951	3800	*1151*	Monthly IT & Cyber Support and Annual Licences
77719	**Total Expenditure**		**120528**	**111330**	***9198***	
	Income					
		Government Grants (Incl CIL)				
		Other grants etc				
10828		Customer & client receipts	11004	11004	*0*	
		Interest				
		Recharges (TX From General Reserves)				
		Transfer from EMR				
10828	**Total Income**		11004	11004	*0*	
-66891	**Net Income/Expenditure**		**-109524**	**-100326**	*-9198*	

Cost Centre: 208 Public Convieniences

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Premises Related Expenditure				*0*	
1628	Repairs, alteration & maintenance of buildings		2400	2200	*200*	Ventilation,Shutters,CCTV, Emerg Ltg
3118	Energy costs		3120	2592	*528*	
3124	Water services		3492	2750	*742*	water rate increase retained at 2026/27 level -
34262	Cleaning & domestic supplies		34356	32116	*2240*	Cleaning products and Toilet Rolls & soap
	Supplies & Services				*0*	
114	Equipment, furniture and materials		500	500	*0*	
714	**Services**	Professional Fees			*0*	
183	Miscellaneous expenses		600	600	*0*	Includes LOTY entry fee
	Misc Expense funded from Reserves				*0*	
					0	
43143	**Total Expenditure**		**44468**	**40758**	*3710*	
					0	
	Income				*0*	
		Government Grants (Incl CIL)			*0*	
		Other grants etc			*0*	
		Customer & client receipts			*0*	
		Interest			*0*	
		Recharges (TX From General Reserves)			*0*	
		Transfer from EMR			*0*	
0	**Total Income**		0	0	*0*	
					0	
-43143	**Net Income/Expenditure**		**-44468**	**-40758**	*-3710*	

Cost Centre: 301 Cemeteries, Open Spaces & Public Realm

2025/26 Actual £			2027/28 Budget £	2026/27 Budget £	Variation 2026/27 to 2027/28 £	
	Employees					
124838	Direct employee expenses	Salaries	139954	127950	-12004	
15898		Er's NIC	17993	16192	-1801	
21689		Er's Supn	23232	22647	-585	
		Agency staff & Contractors				
395	Indirect employee expenses	Training	4000	4000	0	
0		Advertising				
13950		Other Staff Expenses	13,872	15,900	2028	Sexton Fee for Saturday Burials & Grave diggers fees
	Premises Related Expenditure					
10374	Repairs, alteration & maintenance of buildings		18840	18830	-10	Benches, Noticeboards, Bus Shelters & property
4551	Energy costs		6,000	6,000	0	Increase for EV charging
	CRC allowances					
	Rents					
2910	Rates		8854	8597	-257	
692	Water services		924	924	0	
50	Fixtures and fittings					
5596	Cleaning & domestic supplies		5820	6800	980	Includes waste removal reduced by 10% to reflect 2026/27 useage
43720	Grounds maintenance costs		50925	50925	0	Including bulk grass cutting
	Transport Related Expenditure					
30385	Vehicle & Transport Costs		34800	28996	-5804	Includes lease rental costs
	Supplies & Services					
17497	Equipment, furniture and materials		16,892	28,892	12000	less £12000 moved to 5102 , Inc 2,500 Floral G replacement troughs
49	Catering & Hospitality		408	408	0	
995	Clothes,uniform & laundry		1800	1800	0	
	Printing, stationery & general office expenses					
3037	**Services**	Professional Fees	1000	1000	0	grave digging recharge moved to other staff expenses
	Communications & computing	postage				
881		telephones & broadband	960	1200	240	reduced by 20% to reflect 2026/27 useage
568		computers	3788			Reallocated from 301 to correctly reflect expenditure area - Monthly IT & Cyber Support & Annual Licences
		website				
		publicity advert	396	396	0	provision for signage & information leaflets
	Expenses	Staff expenses				
21		Youth expenses				
	Grants & Subscriptions	Grants				
90		Subscriptions				
	Contributions to provisions					
2250	Miscellaneous expenses		360	360	0	
10473	Misc Expense funded from Reserves					
310909	**Total Expenditure**		**350818**	**341817**	**-9001**	
	Income					
		Government Grants (Incl CIL)				
		Other grants etc				
225316		Customer & client receipts	148164	159952	-11788	
		Interest				
		Recharges (TX From General Reserves)				
13728		Transfer from EMR				
239044	**Total Income**		148164	159952	-11788	
-71865	**Net Income/Expenditure**		**-202654**	**-181865**	-20789	

Godalming Town Council

STATEMENT OF VARIATION 2027/28 - Version 1 - 16/11/26

2027/28	£	
Base Budget (net) i.e. Precept 2026/27	1,357,554	
Add Increase Staffing Costs (Salary & Pension)	45,864	3% annual award plus increment provision, staff costs = 60% of expenditure same a 2026/27
Add Additional National Insurance	5,937	
Add Inflation, Contractor Increases and net minor adjustments	25,285	inflationary and contract price adjustments = 3.7% of non-salary expenditure
Add reduction in cemetery income	17,568	year 1 of planned three year cemetery capacity/income reduction
Add increase Business Rates	3,377	
Add provision for election reserve	6,000	Agreed increase to election reserve provision
Add provision of refund 2026/27 general reserve grant support	50,000	replenish of general reserve support from 2026/27.
Add Additional Grant Budget	11,932	Kit4kids, Choirblast +2% uplift on Community Grant Fund
Less 2026/27 EMR Election provision	-25,000	one-off provision to cover cost of 2025 by-election
Less Increase non cemetery income	-14,152	increase in non-cemetery income mainly BWP& Oglethorpe
less efficiency savings	-20,260	line by line review of costs to identify potential savings
less 2027/28 general reserve grant	-35,000	use of general reserves to smooth out precept changes
Estimated Budget (Precept) Requirement 2026/27	**1,429,105**	
General Reserve predicted percentage	47.27%	
Total increase required	71,551	
% increase in cash terms	5.27%	
Tax base 2026/27 (Band D Equivalent figure)	10,277.8	
Precept per Band D property	£132.09	
Tax base 2027/28 (Band D Equivalent) ESTIMATED	10,327.8	
Precept per Band D property	£138.37	
Increase per Band D Property	**£6.29**	**£0.52** per month **£0.12** per week
% Increase per Band D Property	4.76%	

1,428

Predicted Inflation	3.00%	2.50%	2.00%
Forward Projection	**2028/29**	**2029/30**	**2030/31**
Precept c/f	1,429,105	1,538,313	1,617,994
Add Staffing Cost Inflation	24,959	25,230	23,978
Add Inflation and net minor adjustments	19,749	16,951	13,900
Add reduction in Burials	22,500	22,500	22,500
Add provision for refund previous year general reserve support	35,000	20,000	10,000
Add EMR provision	27,000	5,000	5,000
less current year general reserve support	-20,000	-10,000	0
Estimated Budget Requirement	**1,538,313**	**1,617,994**	**1,693,372**
General Reserve requirement at 45% precept	692,241	728,097	762,018
General Reserve predicted percentage	47%	47%	46%
Total increase required	109,208	79,681	75,378
% increase in cash terms	7.64%	5.18%	4.66%
Assumed Tax Base(Band D Equivalent)	10377.8	10377.8	10377.8
Precept per Band D property	£ 148.23	£ 155.91	£ 163.17
Increase per Band D Property	£9.86	£7.68	£7.26
% Increase per Band D Property	**6.65%**	**4.92%**	**4.45%**

Godalming Town Council
Budget 2027/28 Projection of Reserves to March 31 2027

		Balance b/f 1 April 2026 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfers between Reserves	Projected Balance 31 March 2027	
	Unallocated Reserve							
1	Revenue Reserve	675,570					675,570	
	Sub-total unallocated reserves	**675,570**					**675,570**	
	Earmarked Reserves							
2	Election Expenses Fund	6,893	5,000	31,000			42,893	To Fund GTC Elections & By-elections
3	Emerging Projects	58,500	13000		-6,881		64,620	In year support for unbudgeted projects support requirements
4	Youth	9,878	20000		-4,628		25,250	Donations for Youth Centre projects & Equipment replacement fund
5	Afghan Refugees	529					529	Donations received to be redistributed
6	Land & Property Maintenance	223,756	82000		-191,000		114,756	Maintenance of GTC property assets,
7	Flood Wall Maintenance	6,000					6,000	Cosmetic maintenance of flood defence wall and maint of access stairs
8	Mayor's Charity	0					0	Holding account for past mayors charitable fund raising
9	Community Asset Transfer	74,003	20000		-68,433		25,570	CAT Transfer legal fees
	Sub-total GTC Earmarked Reserves	**379,559**					**279,617**	
10	Community Infrastructure Levy	211,571		55,907	-98,055		169,423	Held by GTC for Neighbourhood CIL projects
	Sub-total Earmarked Reserves	**591,129**					**449,040**	
	Balances	**1,266,699**	**140,000**	**86,907**	**-368,997**	**0**	**1,124,610**	

Budget 2027/28 Projection of Reserves to March 31 2028

		Balance b/f 1 April 2027 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c	Transfer to Revenue a/c	Transfers between Reserves	Projected Balance 31 March 2028	
	Unallocated Reserve							
1	Revenue Reserve	675,570					675,570	
	Sub-total unallocated reserves	**675,570**					**675,570**	
	Earmarked Reserves							
2	Election Expenses Fund	42,893		12,000	-45,000		9,893	To Fund GTC Elections & By-elections
3	Emerging Projects	64,620					64,620	In year support for unbudgeted projects support requirements
4	Youth	25,250					25,250	Donations for Youth Centre projects & Equipment replacement fund
5	Afghan Refugees	529					529	Donations received to be redistributed
6	Land & Property Maintenance	114,756				-12,000	102,756	Maintenance of GTC property assets, (£12K transferred between EMR 10 & 11)
7	Flood Wall Maintenance	6,000					6,000	Cosmetic maintenance of flood defence wall and maint of access stairs
8	Mayor's Charity	0					0	fund raising
9	Community Asset Transfer	25,570					25,570	CAT Transfer legal fees
10	Playground Equipment	0				7000	7,000	Provision for Playground Equipment replacement/major repair
11	Equipment Replacement	0				5000	5,000	Provision for future grounds maintenance vehicle & equipment replacement
	Sub-total GTC Earmarked Reserves	**279,617**					**246,617**	
13	Community Infrastructure Levy	169,423			-75,045		94,378	Held by GTC for Neighbourhood CIL projects (Committed Moss Lane & GRFUC)
	Sub-total Earmarked Reserves	**449,040**					**340,995**	
	Balances	**1,124,610**	**0**	**12,000**	**-120,045**	**0**	**1,016,565**	

Review of Service Committee Structure

1. Purpose of report
To present the findings of the mid-year review of the Council's Service Committee structure and to enable the Management Committee to determine whether any recommendation should be made to Full Council.

2. Background
During 2025, Council considered a revised governance and committee structure with the aim of improving scrutiny, accountability, Member understanding of service areas and engagement with decision-making. It was resolved that the Service Committee model would commence from the start of the 2026/27 civic year.

The approved structure comprised Full Council, Management Committee, Cemeteries, Open Spaces & Sustainability Committee, Community, Events & Culture Committee, Youth Service Committee, Audit & Governance Committee, Staffing Committee and Planning Committee.
The original intention was also to reduce the number of meetings each councillor was required to attend. However, the initial committee sizes were later increased because of quorum risk, which reduced the anticipated benefit of fewer meetings overall.

3. Review process
Members agreed that the new structure should be reviewed mid-year to assess whether it had delivered the expected benefits. To inform the review:
- Members were invited to complete an online survey;
- 60% of Members responded; and
- officers were also asked to provide their perspective.

4. Summary of findings
The survey results indicate mixed views on the current structure.
The overall satisfaction score was 2.58 out of 5, with only two respondents selecting the highest satisfaction rating and four selecting the lowest.

The most commonly identified concerns were:
- loss of oversight of wider Council activity;
- loss of cohesion;
- difficulty tracking activity across committees; and
- a reduced sense of involvement.

The most commonly identified benefits were:
- a better understanding of individual service areas; and
- greater scrutiny.

On accountability, the majority of respondents felt there had been no real change. A significant majority also felt that collaboration between committees had been hindered. In relation to Planning Committee, views were divided on whether its composition sufficiently reflects Council and resident views, and several respondents indicated that they would like to see its membership changed.

Overall, 58.3% of respondents said they would prefer a return to a single operational committee structure. A further 33.3% would prefer a modified return to the previous structure, with the addition of the Youth Service Committee. Only 8.3% supported retaining the current structure.

5. Officer observations
Officers report that the Service Committee structure has increased the number and frequency of agendas, minutes and reports, resulting in a very constant cycle of meetings and less time between meetings to implement decisions.

Officers consider that Members now have a greater understanding of the service area for the committee on which they sit. However, officers are also receiving more queries from Members about matters considered by committees on which they do not serve.

6. Consideration
The review suggests that the current structure has delivered some benefits in relation to service-specific scrutiny, but those benefits have been outweighed, for many Members, by reduced cohesion, weaker cross-committee visibility and a loss of whole-Council oversight.

If Members are minded to support a change, any recommendation would need to be made to Full Council, as Full Council remains the sovereign body responsible for adopting or amending the Council's governance documents and committee arrangements.

A revised structure would also require time for the governance documents, meeting schedule and related arrangements to be redrafted and adopted before implementation.

7. Options

Option 1: Note the review findings and retain the current Service Committee structure.

Option 2: Recommend to Full Council that the current structure be amended.

Option 3: Recommend to Full Council that the Council revert to the previous committee structure, with or without a modified arrangement for Youth Service.

8. Recommendation
It is recommended that the Management Committee considers the review report and decide whether to make a recommendation to Full Council on the future committee structure.

9. Financial implications
Any change to the committee structure is likely to require officer time to redraft Standing Orders, the Scheme of Delegation and related governance documents, and to revise the meeting calendar. There may also be indirect administrative implications from any revised reporting structure.

10. Risk implications
There is a governance risk if the Council retains a structure that Members regard as inefficient or disconnected from wider Council business. Equally, there is implementation risk if changes are made without sufficient lead-in time for revised governance documents and meeting arrangements.

11. Legal and governance implications
Any change to the committee structure must be approved by Full Council and reflected in the Council's governance documents. The current Standing Orders provide for the reporting and escalation framework to be reviewed after nine months of operation