

GODALMING TOWN COUNCIL

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

22 November 2019

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 28 NOVEMBER 2019 at 7.00 pm.

Andy Jeffery
Town Clerk

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

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

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 17 October 2019, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

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

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

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

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

5. QUESTIONS BY MEMBERS

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

6. COMMITTEE WORK PROGRAMME

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

7. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Recommendation – Members to consider the application for Grant Aid support and if they so wish resolve to approve the application.

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

2019/20 Council Community Fund Allocation	5,000.00
Allocations this year to date	3,000.00
Balance available	2,000.00

Applications for Council Community Funding

Godalming Youth Canoe Club (GYCC) has just finished its 16th Season of providing water sports for the young people of Godalming and the surrounding hinterlands. As with any club which provides water borne activities, the need for properly qualified and accredited instructors is paramount. The level of activity and the number of young people who can be supported by the club is directly linked to the number and availability of instructors.

The GYCC not only teaches young people how to be safe on the water and have fun while learning how to canoe, but also encourages young people to accept leadership roles and challenges within the club, which in turn improves self-confidence and the decision-making ability of the young person in other areas of their life.

At the start of 2019 British Canoeing changed the awards system and lowered the age at which a young person may qualify as a club instructor from 16 years to 14 years of age. The Godalming Youth Canoe Club has a number of young people between 14 and 16 who have gained the Foundation Safety Rescue qualification, which is the first step (or paddle stroke) to becoming a young club instructor. There are a number of further modules for them to complete on their journey, including gaining a First Aid qualification. The GYCC will be running a first aid course in the New Year. The GYCC can and will prepare the young canoeists as far as it is able within its own resources. However, the young canoeists who are taking up this challenge have to complete a mandatory two-day instructors' course, which, because none of the adult instructors in the club are qualified to run this course, will mean an external trainer has to be engaged to facilitate this training.

The cost to the GYCC of engaging a suitably qualified instructor is £1,500 to cover 6 young people taking the course in the New Year.

The GYCC is asking for a grant of £500 from the community fund towards the cost of helping the young people to become instructors. The successful delivery of this training will assist the club's sustainability and continued engagement with Godalming's younger citizens. The GYCC will seek to fund the balance of the cost of the course by personal contributions from the young people taking the course and/or other fundraising endeavours.

8. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION**

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

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

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

9. **BUDGET MONITORING – ITEM TO NOTE**

Members to consider a budget monitoring report to 31 October 2019 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	9,185 o/s	20,000 o/s
Civic Expenses	2,679 u/s	0
Town Promotion	2,282 o/s	0
Staycation	978 o/s	978 o/s
Festivals & Markets	6,542 u/s	0
Christmas Lights	4,640 o/s	0
Fireworks Night	2,480 u/s	2,000 o/s
Neighbourhood Plan	200 o/s	200 o/s
BWP Community Centre	4,341 o/s	4,000 o/s
Pepperpot	2,677 u/s	0
The Square	0 u/s	0
Allotments	1,039 o/s	0
Wilfrid Noyce Community Centre	4,572 u/s	0
Bandstand	707 u/s	0
Godalming Museum	4,016 o/s	0
Land & Property Other	8,540 u/s	0
TOTAL	1,426 u/s	27,178 o/s

The monitoring report shows a current variance of £1,426 underspend against budget.

- The Head Office – as agreed in Min No 44-19, the set up costs for the Outside Operatives are to be funded from Revenue Reserves.
- Town Promotion – most of the events supported by the Council have now occurred, with only Town Day remaining. Underspend to budget is a timing issue only.
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses. Christmas Festival revenue has been collected but not all expenses paid.
- Christmas Lights – a new contract has been negotiated and the new contractor required a larger deposit than our previous one. This is a timing issue only.
- Broadwater Community Centre – includes £4k spent on the construction of the compound to be funded from Revenue Reserves (£4.3k approved 24 May 2018, Min No 42-18 refers).
- Wilfrid Noyce Community Centre - We have not yet been invoiced for cleaning services which accounts for £3k of the underspend.

- Godalming Museum – A £1k overspend exists for Professional Fees - £400 is for a bat survey required to support a planning application and £600 for works done on the Woods Repository Database (£800 approved 6 September 2018, Min No 155-18 refers). Un-invoiced revenue accounts for a further £2k (this has been done in November so is a timing issue only).
- Land & Property Other – We have not yet been invoiced for cleaning services which accounts for £4k of the underspend.

10. PLANNING MATTERS

Article 4 Direction – Item for Note

On 17 October, Members were informed that GTC's request for an Article 4 Direction would be considered by the Joint Planning Committee (JPC) on the 30 October 2019. Prior to the JPC the Town Clerk was informed by Waverley that the item had been removed from the JPC agenda as the matter could be dealt with under delegated authority.

Members will wish to note that the Town Clerk has been informed that an Article 4 Direction Order was signed off by Waverley Borough Council on 6 November.

11. COMMUNITY EVENTS & COMMUNITY SUPPORT ACTIVITIES WORKING GROUP – ITEM FOR DECISION

Recommendation – Members to resolve to agree the Councillors named below be appointed to the Community Events & Community Activities Working Group

At its meeting of 17 October (Min No 256-19 refers), this Committee resolved to set up a working group to:

1. explore opportunities to build upon the success of the current programme of community events;
2. consider appropriate levels of Officer authority in relation to the planning and implementation of all events;
3. specific review of arrangements for Staycation 2020; and
4. bring forward a report to February P&M.

Having subsequently sought nominations for membership of this working group, Members are requested to agree the following councillors be appointed to the Community Events & Community Support Activities Working Group:

Cllr Adam
 Cllr Cosser
 Cllr Heagin
 Cllr Hullah
 Cllr Purvis
 Cllr PS Rivers

12. 107-109 HIGH STREET – ITEM TO NOTE

Members will wish to note that Godalming Town Council will formally take possession of 107-109 High Street on 18 December when the current occupant vacates the premises. A Demolition & Refurbishment Asbestos Survey will be carried out immediately on taking possession (demolition being limited to removal of wall coverings and existing partitions). Although no adverse outcome is expected, the survey is a pre-requisite for works to begin in the New Year.

The schedule of works has been produced and the Council's Surveyors are seeking tenders for the work, which are due by midday on 12 December. The specification documentation and supporting documentation can be viewed at:

<https://1drv.ms/u/s!AoG8QmpdMDBvqmAvSTTld2Jlls8d?e=E1N3Gt>

The RFO will arrange for two councillors to be present when the tender envelopes are opened. Once opened the Council's Surveyors will evaluate the tenders, consider any value engineering required and provide a report for Members. This report will be shared with Members as soon as possible in order for Members to have the opportunity to consider it prior to the Full Council meeting of 19 December.

13. **REVIEW OF DOCUMENTS – ITEM FOR DECISION**

Recommendation – Members are requested to review the documents listed below and if minded to resolve to recommend they be re-adopted by Full Council.

Officers have reviewed the documents listed below (copies attached for the information of Members) and have highlighted proposed changes/additions in red and struck through wording to be deleted.

- Freedom of Information – Publication Scheme
- First Aid Policy

14. **CHANGE TO ANNUAL COUNCIL MEETING DATE – ITEM FOR DECISION**

Recommendation – Members are requested to determine whether they wish to amend the date of the Annual Meeting of the Council from Thursday, 7 May 2020 to Wednesday, 6 May 2020.

Godalming Town Council has been informed that the election for the Police & Crime Commissioner is currently due to take place on Thursday, 7 May 2020. This date is also scheduled for Godalming Town Council's Annual Meeting of the Council (other than an ordinary election year, when it must be held no earlier than 4 days and no later than 14 days following the council elections, the Annual Meeting of the Council is required to be held on any date in May. 2020 is not an ordinary election year).

Whilst there is no legislative reason why the Annual Council Meeting should not take place on the same date as the election of the Police & Crime Commissioner, it has been determined that, if Members so wish, the Annual Council Meeting could be held in the Council Chamber on Wednesday, 6 May.

Members are asked to resolve to agree the date of the Annual Meeting of the Council.

15. **REPORT ON NALC NATIONAL CONFERENCE – ITEM TO NOTE**

Members to receive a report (attached for the information of Members) relating to the National Conference of the National Association of Local Councils of which this Council is a member organisation.

16. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING**

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

17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE

Members are asked to note a report from Councillor Stubbs on the Godalming & District Chamber of Commerce (report to be tabled) an organisation on which Councillor Stubbs represents the Town Council.

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

Members are asked to note a report (deferred from 17 October 2019) from Councillor PS Rivers on the Godalming Mayen Association (report to be tabled) an organisation on which Councillor Rivers represents the Town Council.

19. COMMUNICATIONS ARISING FROM THIS MEETING

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

20. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 January 2020 at 7.15pm, or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

21. ANNOUNCEMENTS

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

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

22. THE SQUARE – ITEM FOR DECISION

Recommendation – Members resolve to decline to accept either offer

Members to receive a confidential report (attached for the information of Members) relating to offers received for either the purchase of the Council's freehold of the property or the extension of the Ground Lease.

23. 107-109 HIGH STREET – ITEM TO NOTE

Members to receive a confidential report (attached for the information of Members) relating to the refurbishment works required for 107 -109 High Street.

6. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting.	Quarterly	April 2020
FARNCOMBE INITIATIVE	Cllr PMA Rivers	274-13	New Chair appointed (Min No 43-19)	Bi-annual	28 Nov 2019 16 Jan 2020
FLOOD ALLEVIATION	Town Clerk	405-13 428-14 469-15	Piling works have been completed, pumping stations and fitting out works progressing Meetings held with EA & Contractors regarding works required on Allotment site	N/A	Dec 2019
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18).	2 yearly	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	Two yearly	May 2020
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2020
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Item on this Agenda Change of Use and Listed Building Consent application submitted 8 Oct 19		31 March 2020

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

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 5 September 2019. Report deferred to 17 October 2019 meeting as Group not meeting until after 5 September 2019.	05/09/19	17/10/19
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 17 October 2019. Report deferred to 28 November 2019 as Cllr Rivers away.	17/10/19	28/11/19
Waverley Citizens' Advice	Cllr Steel		Report expected 17 October 2019. Report deferred to 16 April 2020 as no meeting held.	17/10/19	16/04/20
Sport Godalming	Cllr Adam		Report expected 28 November 2019	28/11/19	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 28 November 2019	28/11/19	
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 23 January 2020	23/01/20	
Holloway Hill Sports Association	Cllr Martin		Report expected 23 January 2020	23/01/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 23 January 2020	23/01/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 5 March 2020	05/03/20	
Godalming Together CIC	Cllr Welland		Report expected 5 March 2020	05/03/20	
SALC	Cllr Cosser		Report expected 5 March 2020	05/03/20	

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

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

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

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

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

Karen Warner | Godalming Town Council

From: Peter Harris [REDACTED]
Sent: 15 October 2019 05:39
To: Lynne Purnell; Karen Warner | Godalming Town Council
Subject: Community Funds For Go Godalming Youth Canoe Club

Hi Andy

Having spoken with you recently, I submit this request to ask for funds to run an Instructors course for the young people of our club.

As you are aware the club has just finished its 16th Season of supplying water sports for the young people of Godalming and the surrounding hinterlands. We run the club on a shoestring, thanks go to The National Trust for allowing us to store the Equipment in the Barn on a peppercorn rent.

The instructors, four of which are getting to an age where flexibility and joints are starting to seize, this may cause a lack of instructors which in turn means the local young people may suffer.

At the start of 2019 British Canoeing changed the awards system and the age of when young people may become instructors dropping the age from 16 years to 14 years for club instructors. We have 8 young people who have gained their initial start to the instructors qualification by gaining the Foundation Safety Rescue Training, we are running a First Aid Course in the New Year, we have to have in place an Instructors two day course for the young people to gain the award. None of the instructors at the club are of the level to facilitate the training, we are able to show parts but the two day course is mandatory. The cost of this bringing an outside instructor in to facilitate this is a costly £1500 pounds to cover 6 young people taking the course in the new year.

We would like to ask for £500 from the community fund toward helping the young people to become instructors and keeping the club going.

Thank You **In Advance** Peter Harris

Sent from my iPad

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	321,889	321,889	0	643,778	643,778	0	643,778			100.0%	
1102 Community Infrastructure Levy	4,844	0	(4,844)	4,844	0	(4,844)	0			0.0%	
1202 Grants - WBC	0	0	0	7,060	7,479	419	7,479			94.4%	
1303 Other customer/client receipts	0	0	0	62	0	(62)	0			0.0%	
1401 Interest Received	61	0	(61)	1,367	600	(767)	1,200			113.9%	
1501 Recharges to Godalming JBC	14,840	14,840	0	29,680	29,680	0	29,680			100.0%	
Head Office Costs :- Income	341,634	336,729	(4,905)	686,791	681,537	(5,254)	682,137			100.7%	0
4001 Salaries	19,004	15,025	(3,979)	108,344	105,175	(3,169)	180,300	71,956		60.1%	
4002 Employer's NIC	1,925	1,561	(364)	11,273	10,927	(346)	18,732	7,459		60.2%	
4003 Employer's Superannuation	3,268	2,508	(760)	18,641	17,556	(1,085)	30,096	11,455		61.9%	
4005 Agency Staff & Contractors	0	0	0	96	0	(96)	18,384	18,288		0.5%	
4011 Staff Training	555	250	(305)	1,494	1,750	256	3,000	1,506		49.8%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500	1,500		0.0%	
4013 Other Staff Expenses	39	50	11	39	350	311	600	561		6.4%	
4102 Property Maintenance	26	20	(6)	26	140	114	240	214		10.8%	
4103 Maintenance Contracts	0	0	0	761	750	(11)	750	(11)		101.5%	
4121 Rents	0	0	0	14,510	15,620	1,110	15,620	1,110		92.9%	
4163 Domestic Supplies	3	10	8	6	70	64	120	114		5.2%	
4202 Car Allowances	180	80	(100)	791	560	(231)	1,000	209		79.1%	
4203 Other Transport Costs	84	0	(84)	177	0	(177)	0	(177)		0.0%	
4204 Fuel Costs	47	0	(47)	441	0	(441)	0	(441)		0.0%	
4205 Vehicle Maintenance	0	0	0	961	0	(961)	0	(961)		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 Equipment	4,588	0	(4,588)	13,243	250	(12,993)	500		(12,743)	2648.5%	
4304 Catering & Hospitality	14	20	6	166	140	(26)	240		74	69.2%	
4305 Clothes, Uniform & Laundry	0	0	0	0	100	100	200		200	0.0%	
4306 Printing	301	165	(136)	1,909	1,155	(754)	2,000		91	95.5%	
4307 Stationery	20	340	320	2,030	2,380	350	4,090		2,060	49.6%	
4308 General Office Expense	77	0	(77)	77	0	(77)	0		(77)	0.0%	
4311 Professional Fees - Legal	0	0	0	1,267	0	(1,267)	0		(1,267)	0.0%	
4312 Professional Fees - Surveyors	0	0	0	1,700	0	(1,700)	0		(1,700)	0.0%	
4313 Professional Fees - Other	0	830	830	1,969	5,810	3,841	10,000		8,031	19.7%	
4314 Audit Fees	0	0	0	2,204	2,255	51	3,300		1,096	66.8%	
4315 Insurance	0	0	0	8,580	8,236	(344)	8,236		(344)	104.2%	
4321 Bank Charges	18	30	12	162	210	48	360		198	45.0%	
4322 Postage	266	160	(106)	643	1,120	477	1,960		1,317	32.8%	
4323 Telephones	229	85	(144)	1,374	1,085	(289)	2,000		626	68.7%	
4325 Computing	623	600	(23)	4,556	5,240	684	8,240		3,684	55.3%	
4326 Website	45	50	5	396	350	(46)	1,000		604	39.6%	
4327 Publicity Advertising	0	0	0	567	0	(567)	0		(567)	0.0%	
4331 Newsletter	0	0	0	2,280	2,200	(80)	4,400		2,120	51.8%	
4341 Grants	3,070	10,000	6,930	49,506	50,000	494	60,000		10,494	82.5%	
4342 Subscriptions	0	0	0	3,860	5,500	1,640	5,500		1,640	70.2%	
4401 Payments to Godalming JBC	27,418	27,479	61	54,836	54,958	122	54,958		122	99.8%	
4900 Miscellaneous Expenses	574	165	(409)	601	1,155	555	2,000		1,400	30.0%	
6000 Debt Charges - Principal	0	0	0	12,966	12,966	(0)	26,136		13,170	49.6%	
6001 Debt Charges - Interest	0	0	0	16,910	16,912	2	33,620		16,710	50.3%	
Head Office Costs :- Indirect Expenditure	62,374	59,428	(2,946)	339,359	324,920	(14,439)	499,082	0	159,723	68.0%	0

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5102 Contrib. to Other Provisions	0	0	0	12,479	12,479	0	12,479		0	100.0%	
Head Office Costs :- Other Costs	0	0	0	12,479	12,479	0	12,479	0	0	100.0%	0
Net Income over Expenditure	279,260	277,301	(1,959)	334,953	344,138	9,185	170,576				
<u>102 Civic Expenses</u>											
1303 Other customer/client receipts	132	0	(132)	156	0	(156)	0			0.0%	
Civic Expenses :- Income	132	0	(132)	156	0	(156)	0				0
4102 Property Maintenance	0	0	0	45	0	(45)	0		(45)	0.0%	
4304 Catering & Hospitality	305	40	(265)	805	280	(525)	500		(305)	161.0%	
4305 Clothes, Uniform & Laundry	0	0	0	699	500	(199)	1,000		301	69.9%	
4306 Printing	0	0	0	126	0	(126)	800		674	15.7%	
4313 Professional Fees - Other	200	0	(200)	595	0	(595)	0		(595)	0.0%	
4325 Computing	200	200	0	1,550	1,400	(150)	2,400		850	64.6%	
4327 Publicity Advertising	0	0	0	142	0	(142)	0		(142)	0.0%	
4332 Mayor's Expenses	0	700	700	1,257	4,900	3,643	8,500		7,243	14.8%	
4333 Members' Expenses	0	0	0	168	0	(168)	0		(168)	0.0%	
4334 Members' Training	0	100	100	1,276	2,700	1,424	3,200		1,924	39.9%	
4900 Miscellaneous Expenses	273	50	(223)	945	350	(595)	600		(345)	157.4%	
Civic Expenses :- Indirect Expenditure	978	1,090	112	7,607	10,130	2,523	17,000	0	9,393	44.7%	0
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Income over Expenditure	(846)	(1,090)	(244)	(13,451)	(16,130)	(2,679)	(23,000)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104</u> <u>Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	4,049	3,000	(1,049)	3,000			135.0%	
1304 Donations	0	0	0	34	0	(34)	0			0.0%	
Town Promotion :- Income	0	0	0	4,082	3,000	(1,082)	3,000			136.1%	0
4005 Agency Staff & Contractors	32	0	(32)	1,824	0	(1,824)	0	(1,824)		0.0%	
4102 Property Maintenance	0	0	0	41	0	(41)	0	(41)		0.0%	
4162 Waste Removal	0	0	0	264	0	(264)	0	(264)		0.0%	
4171 Grounds Maintenance Costs	512	0	(512)	5,498	5,300	(198)	5,300	(198)		103.7%	
4203 Other Transport Costs	0	120	120	557	840	283	1,400	843		39.8%	
4301 Equipment	0	415	415	2,245	2,905	660	5,000	2,755		44.9%	
4304 Catering & Hospitality	0	0	0	126	0	(126)	0	(126)		0.0%	
4327 Publicity Advertising	0	0	0	1,662	0	(1,662)	0	(1,662)		0.0%	
4900 Miscellaneous Expenses	0	0	0	193	0	(193)	0	(193)		0.0%	
Town Promotion :- Indirect Expenditure	544	535	(9)	12,409	9,045	(3,364)	11,700	0	(709)	106.1%	0
Net Income over Expenditure	(544)	(535)	9	(8,327)	(6,045)	2,282	(8,700)				
<u>105</u> <u>Staycation</u>											
1303 Other customer/client receipts	0	0	0	236	320	84	320			73.8%	
Staycation :- Income	0	0	0	236	320	84	320			73.8%	0
4001 Salaries	0	0	0	111	152	41	152	41		73.0%	
4002 Employer's NIC	0	0	0	11	15	4	15	4		72.5%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4005 Agency Staff & Contractors	128	0	(128)	400	225	(175)	225		(175)	177.8%	
4162 Waste Removal	0	0	0	881	750	(131)	750		(131)	117.5%	
4203 Other Transport Costs	0	0	0	0	90	90	90		90	0.0%	
4301 Equipment	0	0	0	514	180	(334)	180		(334)	285.8%	
4304 Catering & Hospitality	0	0	0	378	0	(378)	0		(378)	0.0%	
4313 Professional Fees - Other	0	0	0	300	600	300	600		300	50.0%	
4327 Publicity Advertising	0	0	0	3,852	3,700	(152)	3,700		(152)	104.1%	
4343 Licensing/PRS	0	0	0	170	0	(170)	0		(170)	0.0%	
4900 Miscellaneous Expenses	0	0	0	88	100	12	100		12	88.4%	
Staycation :- Indirect Expenditure	128	0	(128)	6,706	5,812	(894)	5,812	0	(894)	115.4%	0
Net Income over Expenditure	(128)	0	128	(6,470)	(5,492)	978	(5,492)				
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	6,180	250	(5,930)	15,143	6,950	(8,193)	14,200			106.6%	
Festivals & Markets :- Income	6,180	250	(5,930)	15,143	6,950	(8,193)	14,200			106.6%	0
4001 Salaries	160	200	40	1,384	1,815	431	2,585	1,201		53.6%	
4002 Employer's NIC	16	20	4	136	197	61	297	161		45.7%	
4003 Employer's Superannuation	0	0	0	46	71	25	171	125		27.1%	
4005 Agency Staff & Contractors	0	0	0	128	512	384	1,024	896		12.5%	
4162 Waste Removal	0	0	0	485	250	(235)	600	115		80.8%	
4203 Other Transport Costs	0	0	0	4	200	196	400	396		1.1%	
4301 Equipment	197	0	(197)	337	0	(337)	510	173		66.1%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4304 Catering & Hospitality	0	0	0	57	60	3	180		123	31.7%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	2,240	0	(2,240)	2,690	900	(1,790)	2,100		(590)	128.1%	
4327 Publicity Advertising	125	0	(125)	2,190	1,750	(440)	4,380		2,190	50.0%	
4343 Licensing/PRS	0	0	0	230	110	(120)	220		(10)	104.5%	
4900 Miscellaneous Expenses	0	0	0	29	200	171	1,000		971	2.9%	
Festivals & Markets :- Indirect Expenditure	2,738	220	(2,518)	7,716	6,065	(1,651)	13,997	0	6,281	55.1%	0
Net Income over Expenditure	3,442	30	(3,412)	7,427	885	(6,542)	203				
<u>108 Christmas Lights</u>											
1304 Donations	0	0	0	0	0	0	3,200			0.0%	
Christmas Lights :- Income	0	0	0	0	0	0	3,200			0.0%	0
4005 Agency Staff & Contractors	40	0	(40)	40	0	(40)	0		(40)	0.0%	
4313 Professional Fees - Other	0	0	0	16,600	12,000	(4,600)	45,880		29,280	36.2%	
Christmas Lights :- Indirect Expenditure	40	0	(40)	16,640	12,000	(4,640)	45,880	0	29,240	36.3%	0
5001 Transfers from Reserves	0	0	0	0	0	0	(3,680)		(3,680)	0.0%	
Christmas Lights :- Other Costs	0	0	0	0	0	0	(3,680)	0	(3,680)	0.0%	0
Net Income over Expenditure	(40)	0	40	(16,640)	(12,000)	4,640	(39,000)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109</u> Fireworks Night											
1303 Other customer/client receipts	0	0	0	0	300	300	10,800			0.0%	
Fireworks Night :- Income	0	0	0	0	300	300	10,800			0.0%	0
4001 Salaries	0	0	0	0	0	0	610		610	0.0%	
4005 Agency Staff & Contractors	0	0	0	0	0	0	1,400		1,400	0.0%	
4162 Waste Removal	0	0	0	0	0	0	100		100	0.0%	
4203 Other Transport Costs	0	320	320	0	320	320	320		320	0.0%	
4301 Equipment	0	0	0	0	0	0	1,500		1,500	0.0%	
4313 Professional Fees - Other	0	0	0	2,000	2,000	0	6,800		4,800	29.4%	
4327 Publicity Advertising	0	2,200	2,200	0	2,200	2,200	2,200		2,200	0.0%	
4343 Licensing/PRS	0	260	260	0	260	260	260		260	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	500		500	0.0%	
Fireworks Night :- Indirect Expenditure	0	2,780	2,780	2,000	4,780	2,780	13,690	0	11,690	14.6%	0
Net Income over Expenditure	0	(2,780)	(2,780)	(2,000)	(4,480)	(2,480)	(2,890)				
<u>111</u> Neighbourhood Plan											
4327 Publicity Advertising	0	0	0	1,930	0	(1,930)	0		(1,930)	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	0	0	1,930	0	(1,930)	0	0	(1,930)		0
5001 Transfers from Reserves	0	0	0	(1,730)	0	1,730	0		1,730	0.0%	
Neighbourhood Plan :- Other Costs	0	0	0	(1,730)	0	1,730	0	0	1,730		0
Net Expenditure	0	0	0	(200)	0	200	0				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 BWP Community Centre</u>											
1301 Premises Hire Charges	2,856	3,200	345	16,712	19,900	3,188	29,000			57.6%	
BWP Community Centre :- Income	2,856	3,200	345	16,712	19,900	3,188	29,000			57.6%	0
4005 Agency Staff & Contractors	32	0	(32)	2,024	0	(2,024)	0	(2,024)		0.0%	
4102 Property Maintenance	159	300	141	1,725	2,100	375	4,000	2,275		43.1%	
4103 Maintenance Contracts	111	35	(76)	343	245	(98)	420	77		81.7%	
4111 Energy Costs	209	290	81	1,533	2,030	497	3,480	1,947		44.0%	
4131 Rates	0	0	0	1,326	1,352	26	1,352	26		98.1%	
4141 Water Services	30	40	10	220	280	60	480	260		45.8%	
4161 Cleaning	25	25	0	2,143	4,075	1,933	8,100	5,958		26.5%	
4162 Waste Removal	470	65	(405)	1,128	455	(673)	780	(348)		144.6%	
4163 Domestic Supplies	0	10	10	6	70	64	120	114		5.0%	
4171 Grounds Maintenance Costs	126	124	(2)	677	868	191	1,488	811		45.5%	
4203 Other Transport Costs	0	0	0	30	0	(30)	0	(30)		0.0%	
4301 Equipment	0	50	50	1,837	350	(1,487)	600	(1,237)		306.2%	
4304 Catering & Hospitality	23	0	(23)	23	0	(23)	0	(23)		0.0%	
4323 Telephones	28	30	3	188	210	22	360	172		52.1%	
4324 Broadband	38	40	2	266	280	14	480	214		55.5%	
4343 Licensing/PRS	0	0	0	0	0	0	300	300		0.0%	
BWP Community Centre :- Indirect Expenditure	1,250	1,009	(241)	13,468	12,315	(1,153)	21,960	0	8,492	61.3%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0		100.0%	
BWP Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	1,606	2,191	585	744	5,085	4,341	4,540				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202</u> Pepperpot											
1301 Premises Hire Charges	908	700	(208)	7,500	4,900	(2,600)	8,400			89.3%	
Pepperpot :- Income	908	700	(208)	7,500	4,900	(2,600)	8,400			89.3%	0
4005 Agency Staff & Contractors	144	0	(144)	320	0	(320)	0		(320)	0.0%	
4101 Repair/Alteration of Buildings	0	0	0	2,474	0	(2,474)	0		(2,474)	0.0%	
4102 Property Maintenance	33	125	92	351	875	524	1,500		1,149	23.4%	
4103 Maintenance Contracts	0	85	85	1,255	595	(660)	1,020		(235)	123.0%	
4111 Energy Costs	79	100	21	393	700	307	1,200		807	32.7%	
4131 Rates	0	0	0	675	670	(5)	670		(5)	100.8%	
4161 Cleaning	0	25	25	524	955	432	1,860		1,337	28.1%	
4301 Equipment	0	0	0	1,873	0	(1,873)	600		(1,273)	312.2%	
4323 Telephones	26	54	28	179	378	199	648		469	27.7%	
4324 Broadband	38	38	0	229	266	37	456		227	50.2%	
4327 Publicity Advertising	0	0	0	590	0	(590)	0		(590)	0.0%	
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	319	427	108	8,933	4,509	(4,424)	8,024	0	(909)	111.3%	0
5001 Transfers from Reserves	0	0	0	(4,500)	0	4,500	0		4,500	0.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	(2,000)	2,500	4,500	2,500	0	4,500	(80.0%)	0
Net Income over Expenditure	589	273	(316)	568	(2,109)	(2,677)	(2,124)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	0	0	0	6,000	6,000	0	12,000			50.0%	
1303 Other customer/client receipts	0	0	0	1,512	1,830	318	1,830			82.6%	
The Square :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,512</u>	<u>7,830</u>	<u>318</u>	<u>13,830</u>			<u>54.3%</u>	<u>0</u>
4181 Premises Insurance	0	0	0	0	1,830	1,830	1,830		1,830	0.0%	
4315 Insurance	0	0	0	1,512	0	(1,512)	0		(1,512)	0.0%	
The Square :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,512</u>	<u>1,830</u>	<u>318</u>	<u>1,830</u>	<u>0</u>	<u>318</u>	<u>82.6%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>12,000</u>				
<u>204 Allotments</u>											
1302 Rents	0	0	0	1,943	2,300	357	2,300			84.5%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,943</u>	<u>2,300</u>	<u>357</u>	<u>2,300</u>			<u>84.5%</u>	<u>0</u>
4005 Agency Staff & Contractors	136	0	(136)	272	0	(272)	0		(272)	0.0%	
4102 Property Maintenance	250	0	(250)	329	0	(329)	0		(329)	0.0%	
4141 Water Services	16	5	(11)	44	35	(9)	60		16	73.2%	
4162 Waste Removal	0	0	0	211	0	(211)	0		(211)	0.0%	
4171 Grounds Maintenance Costs	94	250	156	560	1,750	1,190	3,000		2,440	18.7%	
4301 Equipment	85	0	(85)	11,551	0	(11,551)	0		(11,551)	0.0%	
Allotments :- Indirect Expenditure	<u>581</u>	<u>255</u>	<u>(326)</u>	<u>12,967</u>	<u>1,785</u>	<u>(11,182)</u>	<u>3,060</u>	<u>0</u>	<u>(9,907)</u>	<u>423.8%</u>	<u>0</u>
5001 Transfers from Reserves	0	0	0	(10,500)	0	10,500	0		10,500	0.0%	
Allotments :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>(10,500)</u>	<u>0</u>	<u>10,500</u>	<u>0</u>	<u>0</u>	<u>10,500</u>		<u>0</u>
Net Income over Expenditure	<u>(581)</u>	<u>(255)</u>	<u>326</u>	<u>(524)</u>	<u>515</u>	<u>1,039</u>	<u>(760)</u>				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	5,231	4,500	(731)	30,989	31,500	511	54,000			57.4%	
1303 Other customer/client receipts	0	0	0	0	2,083	2,083	2,083			0.0%	
Wilfrid Noyce Community Centre :- Income	5,231	4,500	(731)	30,989	33,583	2,594	56,083			55.3%	0
4001 Salaries	269	212	(57)	1,594	1,484	(110)	2,544		950	62.7%	
4003 Employer's Superannuation	0	36	36	0	252	252	438		438	0.0%	
4005 Agency Staff & Contractors	192	0	(192)	1,264	0	(1,264)	0		(1,264)	0.0%	
4102 Property Maintenance	334	400	66	1,574	2,800	1,226	5,000		3,426	31.5%	
4103 Maintenance Contracts	604	570	(34)	2,658	3,990	1,332	6,840		4,182	38.9%	
4111 Energy Costs	374	440	66	2,444	3,080	636	5,280		2,836	46.3%	
4121 Rents	0	0	0	30	250	220	250		220	12.0%	
4131 Rates	0	0	0	4,566	4,600	34	4,600		34	99.3%	
4141 Water Services	100	75	(25)	439	525	86	900		461	48.8%	
4161 Cleaning	25	25	0	3,757	6,675	2,919	13,300		9,544	28.2%	
4162 Waste Removal	383	152	(231)	1,225	1,064	(161)	1,824		599	67.2%	
4163 Domestic Supplies	0	50	50	174	350	176	600		426	29.0%	
4171 Grounds Maintenance Costs	0	0	0	31	0	(31)	0		(31)	0.0%	
4301 Equipment	390	300	(90)	2,642	2,100	(542)	4,000		1,358	66.1%	
4304 Catering & Hospitality	0	0	0	10	0	(10)	0		(10)	0.0%	
4313 Professional Fees - Other	0	0	0	1,400	830	(570)	3,000		1,600	46.7%	
4323 Telephones	51	143	92	433	411	(22)	541		108	80.0%	
4324 Broadband	38	138	100	192	406	214	536		344	35.7%	
4343 Licensing/PRS	0	0	0	0	0	0	350		350	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenses	0	100	100	0	700	700	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	2,760	2,641	(119)	24,434	29,517	5,083	51,203	0	26,769	47.7%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	0	2,083	2,083	2,083		2,083	0.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	4,583	2,083	4,583	0	2,083	54.5%	0
Net Income over Expenditure	2,471	1,859	(612)	4,055	(517)	(4,572)	297				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	503	630	127	630			79.9%	
1302 Rents	0	0	0	202	0	(202)	0			0.0%	
Bandstand :- Income	0	0	0	705	630	(75)	630			111.9%	0
4005 Agency Staff & Contractors	0	0	0	32	0	(32)	0		(32)	0.0%	
4102 Property Maintenance	16	83	67	16	581	565	1,000		984	1.6%	
4343 Licensing/PRS	0	0	0	0	100	100	100		100	0.0%	
Bandstand :- Indirect Expenditure	16	83	67	48	681	633	1,100	0	1,052	4.4%	0
Net Income over Expenditure	(16)	(83)	(67)	656	(51)	(707)	(470)				
<u>207 Godalming Museum</u>											
1302 Rents	0	1,706	1,706	3,413	5,118	1,706	6,824			50.0%	
1303 Other customer/client receipts	26,500	26,740	240	53,540	53,720	180	53,960			99.2%	
Godalming Museum :- Income	26,500	28,446	1,946	56,953	58,838	1,886	60,784			93.7%	0

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	3,588	3,586	(2)	25,118	25,102	(16)	43,032		17,914	58.4%	
4002 Employer's NIC	316	300	(16)	2,209	2,100	(109)	3,600		1,391	61.4%	
4003 Employer's Superannuation	599	584	(15)	4,196	4,088	(108)	7,008		2,812	59.9%	
4005 Agency Staff & Contractors	72	0	(72)	424	0	(424)	0		(424)	0.0%	
4011 Staff Training	0	0	0	0	500	500	1,000		1,000	0.0%	
4102 Property Maintenance	29	200	171	4,064	1,400	(2,664)	2,500		(1,564)	162.6%	
4103 Maintenance Contracts	79	0	(79)	475	0	(475)	0		(475)	0.0%	
4111 Energy Costs	13	0	(13)	13	0	(13)	0		(13)	0.0%	
4162 Waste Removal	35	0	(35)	63	0	(63)	0		(63)	0.0%	
4202 Car Allowances	0	0	0	0	160	160	320		320	0.0%	
4306 Printing	0	0	0	105	0	(105)	0		(105)	0.0%	
4307 Stationery	0	25	25	121	175	54	300		179	40.2%	
4313 Professional Fees - Other	0	0	0	1,135	0	(1,135)	0		(1,135)	0.0%	
4315 Insurance	6,071	0	(6,071)	6,071	5,700	(371)	5,700		(371)	106.5%	
4323 Telephones	0	25	25	104	175	71	300		196	34.6%	
4325 Computing	265	170	(95)	1,853	1,190	(663)	2,050		197	90.4%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
4900 Miscellaneous Expenses	0	0	0	60	0	(60)	0		(60)	0.0%	
Godalming Museum :- Indirect Expenditure	11,066	4,890	(6,176)	46,010	40,590	(5,420)	68,810	0	22,800	66.9%	0
5001 Transfers from Reserves	0	0	0	(3,200)	0	3,200	0		3,200	0.0%	
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	49,800	53,000	3,200	53,000	0	3,200	94.0%	0
Net Income over Expenditure	15,434	23,556	8,122	(38,858)	(34,752)	4,106	(61,026)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208 Land & Property - Other</u>											
1303 Other customer/client receipts	887	0	(887)	5,649	0	(5,649)	0			0.0%	
Land & Property - Other :- Income	887	0	(887)	5,649	0	(5,649)	0				0
4005 Agency Staff & Contractors	1,064	0	(1,064)	4,124	0	(4,124)	0	(4,124)		0.0%	
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560	1,560		0.0%	
4102 Property Maintenance	43	325	282	6,313	2,275	(4,038)	3,900	(2,413)		161.9%	
4103 Maintenance Contracts	0	100	100	0	700	700	1,200	1,200		0.0%	
4111 Energy Costs	80	65	(15)	392	455	63	780	388		50.3%	
4131 Rates	0	0	0	3,609	3,634	25	3,634	25		99.3%	
4141 Water Services	89	270	181	1,812	1,890	78	3,240	1,428		55.9%	
4151 Fixtures & Fittings	0	250	250	0	750	750	1,000	1,000		0.0%	
4161 Cleaning	0	0	0	3,026	7,020	3,994	16,540	13,514		18.3%	
4171 Grounds Maintenance Costs	119	650	531	352	4,550	4,198	8,000	7,648		4.4%	
4203 Other Transport Costs	0	0	0	150	0	(150)	0	(150)		0.0%	
4301 Equipment	0	0	0	3,227	0	(3,227)	0	(3,227)		0.0%	
4313 Professional Fees - Other	0	0	0	2,301	0	(2,301)	0	(2,301)		0.0%	
4900 Miscellaneous Expenses	0	0	0	1,376	900	(476)	1,800	424		76.4%	
Land & Property - Other :- Indirect Expenditure	1,395	1,660	265	26,682	22,174	(4,508)	41,654	0	14,972	64.1%	0
5001 Transfers from Reserves	0	0	0	(7,400)	0	7,400	0	7,400		0.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500	0		100.0%	
Land & Property - Other :- Other Costs	0	0	0	(4,900)	2,500	7,400	2,500	0	7,400	(196.0%)	0
Net Income over Expenditure	(508)	(1,660)	(1,152)	(16,134)	(24,674)	(8,540)	(44,154)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	384,327	373,825	(10,502)	834,369	820,088	(14,281)	884,684			94.3%	
Expenditure	84,188	75,018	(9,170)	582,571	569,715	(12,856)	884,684	0	302,113	65.9%	
Net Income over Expenditure	<u>300,139</u>	<u>298,807</u>	<u>(1,332)</u>	<u>251,799</u>	<u>250,373</u>	<u>(1,426)</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>300,139</u>			<u>251,799</u>							



FREEDOM OF INFORMATION – PUBLICATION SCHEME

Information available from Godalming Town Council under the Freedom of Information – Publication Scheme. If a request is made for a hard copy, these will be provided and charged for accordance with the Schedule of Charges at the end of the document.

Information to be Published	How the Information can be Obtained
Class1 – Who We Are and What We Do (organisational information, structures, locations and contacts)	
Who's who on the Council and its committees	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Contact details for Town Clerk and Council Members	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Location of main Council office and opening times	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Staffing Contacts	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 2 – What We Spend and How We Spend It (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual Return form and report by auditor	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Finalised budget	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Precept	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Standing Orders	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Financial Regulations	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Grants given and received	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
List of current contracts awarded and value of contract	Hard copy, apply to Town Clerk
Members' allowances and expenses	Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 3 – What Our Priorities Are and How We Are Doing (strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report (current and previous year as a minimum)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Supporting our Community Godalming Town Council's Programme 2019 - 2023	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 4 – How We Make Decisions (decision-making processes and records of decisions) current and previous council year as a minimum	
Timetable of meetings (council, any committee meetings and town meetings)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Agendas of meetings (as above)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Reports presented to council meetings – NB. This will exclude information that is properly regarded as private to the meeting	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Responses to consultation papers	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Responses to planning applications (minutes of Policy & Management Committee, when appropriate)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 5 – Our Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> · Standing Orders · Committees' terms of reference (in Standing Orders) · Delegated authority in respect of Officers (in Standing Orders) · Code of Conduct · Policy documents 	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> · Internal policies relating to the delivery of services · Equality & Diversity Policy · Health & Safety Policy · Data Protection/GDPR · Complaints procedures (including those covering requests for information) 	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Privacy Policy	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Records management policies (records retention, destruction and archive)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Data Protection Policy	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Schedule of Charges (for the publication of information)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 6 – Lists and Registers currently maintained lists and registers only	
Any publicly available register or list (if any are held, this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	Available for inspection only
Burials Register	Available for inspection only
Register of Purchased Graves	Available for inspection only
Register of Members' interests	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Register of gifts and hospitality	Hard copy, apply to Town Clerk
List by surname of burials to 2013	http://www.godalming-ibc.gov.uk Hard copy, apply to Town Clerk

Information to be Published	How the Information can be Obtained
Class 7 – The Services We Offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) current information only	
Allotments	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Burial grounds (on behalf of Godalming Joint Burial Committee)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Community centres and village halls	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy, apply to Town Clerk
Bus shelters	Hard copy, apply to Town Clerk
Public conveniences	Hard copy, apply to Town Clerk
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	http://www.godalming-tc.gov.uk Hard copy, apply to Town Clerk

Contact details:

**Town Clerk
Godalming Town Council
Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per sheet (black & white) Photocopying up to 100 pages FOC Over 100 pages @ 10p per additional sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

*the actual cost incurred by the Town Council



Supporting Our Community

FIRST AID POLICY

ORGANISATION AND ARRANGEMENTS

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide first aid support and facilities for their employees. Godalming Town Council considers a high standard of first aid service to be a vital component in maintaining high standards of health and safety at work and has, therefore, adopted the following First Aid Policy.

DEFINITIONS

First Aid is defined in the Health and Safety (First Aid) Regulations 1981 as a case where a person will need help from a medical practitioner or nurse in the event of serious injury or illness; where such help is not available, a First Aider will provide treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained. It also covers treatment of minor injuries and minor illness, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

These regulations apply only to employees although some First Aid provision is made for users of the Council's community buildings.

~~By agreement with Waverley Borough Council the First Aid procedure for the Town Council offices, at the Municipal Buildings, Godalming, is that of Waverley Borough Council, whose building the Town Council shares. The procedures for the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Old Town Hall (the Pepperpot) are attached as an annexe to this document.~~

The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. First Aid Boxes are provided at all of the Council's premises **and in Council owned vehicles**. In the case of lone workers - if they sustain a minor injury, they might be able to use a first aid box or telephone for help.

FIRST AID ORGANISATION

1. Overall responsibility for fulfilling the first aid policy of the Council rests with the Town Clerk.
2. The person dealing with a first aid incident must inform the Town Clerk or Facilities Supervisor as soon as possible.
3. If an accident involves a member of staff, the Town Clerk or Facilities Supervisor, will inform the next of kin.
4. **Until such time as Godalming Town Council vacates Municipal Buildings**, the Town Clerk will enter into an agreement with Waverley Borough Council for the provision of first aid services within the Town Council offices during office hours.
5. The Support Services Officer will make appropriate arrangements to ensure at least ~~three~~ **two members of the administrative** staff have undertaken work place first aid training, including **plus** at least one member of the museum staff **and both grounds and maintenance operatives**.

6. The Town Clerk will delegate the procurement of first aid equipment and medical supplies for the Town Council offices and all Town Council premises to the Facilities Supervisor.
7. The Facilities Supervisor shall be responsible for ensuring that the First Aid Boxes at the Town Council offices and the Community Buildings are regularly restocked as necessary.
8. The most senior member of staff present at the time of any accident is to ensure that the Accident Book is completed

MUNICIPAL BUILDINGS, GODALMING

In addition to providing its own first aid trained staff, **until it vacates Municipal Buildings**, Godalming Town Council also has access by agreement with Waverley Borough Council, to the Waverley's procedures to enable first aid treatment to be administered to staff who are injured or feel unwell during office hours. To summon first aid, dial 01483 523000 (Waverley's internal emergency number) and tell the receptionist what is wrong and where you are. The receptionist will arrange for a First Aider to attend to you very quickly.

A First Aid room is provided in The Burys and is located on the first floor in the Civic Suite corridor, adjacent to the vending machines.

Please note that the first aid room has a combination lock and can therefore only be accessed with a First Aider.

GODALMING MUSEUM

Godalming Town Council will ensure that at least one member of the museum's employed staff have attended a work place first aid training course.

107 – 109 HIGH STREET

On moving its administrative offices to 107 – 109 High Street, the arrangement with Waverley will end.

At least two members of the administrative staff will be first aid qualified. If a private area is required, the Meeting Room, if vacant is to be used, if a meeting is in progress the Town Clerks Office is to be used.

N.B. An ambulance is required to be summoned in all cases where a casualty loses consciousness for any period.

NALC CONFERENCE 2019

The National Association of Local Council's Annual Conference was held in Milton Keynes over the 28 & 29 October. Godalming Town Council was one of fifty seven councils directly represented, with the majority of the 10,000+ local councils in England and Wales being represented by their County Associations.

Representing Godalming Town Council were the Town Clerk, the RFO, Councillor Duce and Councillor Cosser, who was also attending in his role as a Vice Chair of the Surrey Association of Local Councils. As would be expected, each delegate viewed the event slightly differently, as such this report is an amalgam of those views:

Cllr Cosser

This was the third opportunity I have had to attend The National Conference as a representative of the Surrey Association of Local Councils (SALC). It is important in my view to take time out from time to time to look at what is happening across the sector and to use the formal sessions, the seminars and the networking opportunities to learn about innovation and good practice elsewhere and to some extent to benchmark ourselves informally against other councils. A few brief impressions/learning points for me:-

1. There has been a really significant increase in recent years in the influence of the National Association at national level as Government has recognised the value of service delivery at more local levels.
2. Godalming Town Council compares extremely favourably in its innovation and performance to other councils.
3. Encouraging to see a full session on climate change and a recognition of the way in which many Councils have embraced the need to play their part (and pleased to play my part in arranging for us to bring back 4 trees to plant locally as an offset to our car journey to the conference).
4. An excellent idea from one council to get local pubs and cafes to open for a couple of hours to provide free tea/coffee/cake to anyone in the community feeling rather isolated/lonely. Idea has really taken off and is spreading in their region. I hope we can pick this up in Godalming!

Cllr Duce

I found the concept of networking and meeting up with a number of councillors from different local councils a useful idea. There were a number of relevant sessions on various themes and I found the Environment Panel and the Youth Engagement forum the most pertinent to me. It was interesting to consider how the average age of a councillor is 61 and, for me, this is a key area to address to encourage a greater number of younger councillors to represent the community. In addition to this, the lack of political education in schools is startling and this again is something major to address. It was also useful to have the time to discuss specific issues with a fellow councillor, the Town Clerk and the RFO as it is difficult to do this outside the constraints of meetings in the chamber. A more engaging and inclusive delivery of sessions wouldn't go amiss.

Town Clerk

Like Cllr Cosser & Cllr Duce, the benefits of an opportunity to network with delegates from other councils and regions should not be underestimated, likewise meeting with exhibitors to find out what is available on the market in support of functions that are common to the sector is useful. However, in comparison to the SLCC conference attended earlier in the month, I found the overall programme disappointing. Whilst I appreciate it may be important to inform delegates of the activities and achievements of the NALC, especially its lobbying on behalf of the sector, I felt that far too much time at this conference was spent in 'celebration' of the achievements of the sector and not enough focus on the dissemination of best practice, ideas or thoughts.

Responsible Finance Officer

This was my first time attending the National Conference, so I was looking forward to the experience. The opportunities to network were the best part of the conference. And interestingly enough, the opportunities to talk on a wide range of subjects, without time constraints, with Cllr Cosser and Cllr Duce was probably the highlight of the two days for me.

I confess to being very disappointed with the breakout sessions. There was a good variety of topics offered but I found the content poor (for the one's I attended). I was hoping to have case studies on how councils had tackled a topic, the things that went well, and the lessons learnt from things that didn't go well. Aside from the Making Communities Healthier which tackled the issue of Loneliness, this was not my experience. But on the issue of Loneliness, we were given a very informative booklet entitled 'Reaching Out' (a copy is available from the office) and saw some interesting initiatives that could be replicated in Godalming (refer to point 4 of Cllr Cosser's summary).

Sport Godalming

Annual Report to Godalming Town Council Policy and Management Committee

Councillor Adam

November 2019

Sport Godalming (SG) is an independent body and a registered charity, affiliated to and insured by the Go Godalming Association.

They have a wide brief in local leisure and sports for Godalming, Bramley, Brook, Busbridge, Elstead, Farncombe, Hambledon, Hascombe, Milford, Peper Harow, Thursley, Witley and Wonersh.

Their aims are to develop and encourage participation in leisure and sport. To promote local events, to raise awareness of local sports and leisure issues, to support local sports organisations, to ensure first class facilities are available for community use, to update members through newsletters and briefings.

They are supported by local leisure and sports clubs who are the main activity providers together with the local authority, Waverley Borough Council, who support us in our role together with Godalming Town Council and Go-Godalming. They liaise with Active Surrey as they are the nationally recognised sports development agency for Surrey representing the local delivery.

Key activities include:

- Funding and grants to support clubs and individuals sporting aspirations including:
 - Go for Gold / Elite grants – to assist local aspiring Olympian talent
 - Sport Godalming grants – provision of small grants to help cover essential costs for equipment and training
- Sports awards – hosting and facilitating the annual SG awards to recognising and celebrating local talent.
- Godalming Run – an annual event, which is now in its 8th year and was originally set up part of the Olympic legacy. This year over 840 runners took part in what has now become a key fixture in Godalming calendar.

Key Updates & Opportunities

Councillor Adam who is the nominated representative has attended 2 Executive committees, key items of note are:

1. **GTC** - Appreciation by Sport Godalming of the continued support by GTC, including representation on the Executive committee and support from the Mayor (Penny Rivers) at key events.
2. **WBC** - Concerns were raised in June about the absence of a WBC councillor representative, which has now been resolved through the attendance of Councillor Heagin.
3. **Website** – there are ongoing challenges with finding the skills and resources required to improve and update the website **Opportunities** GTC could strengthen links and raise profile through GTC website and social media
4. **2019 Sport awards** – a very successful event was held in November at Wilfrid Noyce centre attended by the Major of WBC and GTC. **Opportunities** GTC could play a more active role in promoting nominations and awards in future years.
5. **Park Run** – SG are very supportive of the Park Run campaign, including allocating funds (£750) and providing letters of support to WBC.

6. **Facility Leases** – Concerns have been raised by the inconsistent approach to leases provided by WBC. Key issue is the length of some leases, which are too short to enable Clubs to apply for national grants from the likes of Sport England. **Opportunities** Work with WBC through Cllr Heagin to ensure future leases have a tenure that allows local clubs to apply for national grants.

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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