

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

23 November 2018

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, 29 NOVEMBER 2018 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members: Councillor Reynolds – Chairman
Councillor A Bott – Vice Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Hunter
Councillor Noyce
Councillor Pinches
Councillor Gray
Councillor Purkiss
Councillor Follows

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Welland
Councillor Bolton
Councillor Walden
Councillor Wainwright

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 18 October 2018, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 5.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

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

5. COMMITTEE WORK PROGRAMME

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

6. PLANNING MATTERS

Neighbourhood Plan – Members to receive an update from the Town Clerk on the progress of the Godalming & Farncombe Neighbourhood Plan.

Members to consider planning applications as required by SO 96, xxi.

No referrals received.

7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

8. BUDGET MONITORING

Members to consider a budget monitoring report 31 October 2018 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	23,057 o/s	5,000 o/s
Civic Expenses	3,668 o/s	2,000 o/s
Town Promotion	7,109 o/s	0
Staycation	292 o/s	292 o/s
Festivals & Markets	5,860 u/s	0
Christmas Lights	212 o/s	0
Fireworks Night	3,392 o/s	1,000 u/s
Neighbourhood Plan	2,078 o/s	0
BWP Community Centre	4,069 u/s	0
Pepperpot	82,684 u/s	0
The Square	0 o/s	0
Allotments	275 o/s	0
Wilfrid Noyce Community Centre	13,037 u/s	0
Bandstand	459 u/s	0
Godalming Museum	6,312 o/s	0
Land & Property Other	7,240 u/s	0
TOTAL	66,955 u/s	6,092 o/s

The monitoring report shows a current variance of £66,955 underspend against budget.

Members to note the following:

£80,000 was received from The Peter Caudle Memorial Trust for the capital works to be done on The Pepperpot (and Broadwater Park Community Centre should there be a balance remaining).

Members already advised of the pressure against our Professional Fees budget of £10,000 for the year (Min No 32-18 refers). Given the Council was unable to offset fees paid to our surveyors regarding the Wilfrid Noyce Centre roof defect (Min No 172-18 refers), the accounts now reflect a £2,800 overspend in this budget line.

Members already advised of the pressure against our Computing budget and the forecast of a £2,000 overspend for Councillor Emails (Min No 86-18 refers).

Town Promotion overspend is largely in relation to Floral Godalming. The Council has an earmarked reserve of £8,000 to cover this cost, but the actual transfer will not be done until later in the year when total costs have been determined. Similarly, Neighbourhood Plan has a reserve of £5,651 which covers the over spend in this cost centre.

9. COMMUNITY SUPPORT GRANT

An application has been received from The Wharf Nursery for a Community Support Grant of £470 for materials to replace fencing around The Wharf Garden at the Eashing Building and to replace wood chippings with a grassed area. The labour associated with the works is being provided on a self-help basis, this request is for the cost of materials only.

Currently the available Community Support Grant fund stands at £1,044.

10. AUDIT OF TREES ON COUNCIL OWNED LAND

Members to consider the outcomes of the recent ground-based survey of the Council's tree stock on GTC land (report for Joint Burial Committee land for information only). A summary report of recommendations is attached for the information of Members, the full mapping and individual tree reports will be tabled at the meeting for the information of Members.

Members are requested to approve the works on GTC land indicated within the summary report required within a 12 month time scale with costs of the works to be met from the appropriate revenue cost centres relating to the land use.

11. GODALMING FIREWORKS

Godalming Fireworks 2018 was an undoubtable success in terms of the number of people who took the opportunity to attend and was a safe and enjoyable event.

Pre-ticket sales were in line with 2017/18, although the mix of tickets sold was different, the event did benefit from good weather which boosted both last minute (2nd Nov) online advance sales and on the night sales. The procession was well supported with the Church Street operations running smoothly.

The town's voluntary organisation's (the Rotary Clubs of Godalming, Godalming Round Table supported by the 41 Club and Godalming District Scouts) gave generously of their time and resources. Following pre-event discussions, Godalming Round Table agreed to share expenses risk with Godalming Town Council and for 2018 made a donation to the event to promote The Round Table and operate The Round Table Tavern. Without the 60+ volunteers provided by the Rotary Clubs and the District Scouts, Councillors and community volunteers, Godalming's November celebrations would not be possible.

A fireworks event staged in the town centre is a challenging operation, with the overriding consideration being to provide an exciting, entertaining but safe event for the community. In this regard, the Town Council's thanks must go to the Parks & Countryside team at WBC for their invaluable advice and support. Lessons are continuously being learnt and following the 2017/18 event, the need for a more robust exclusion zone to prevent both inadvertent and deliberate incursion within the safety zone was identified. The provision of additional perimeter fencing, along with the need to clear The Bury's Field for other activities taking place over the weekend, added to the operational costs of the event.

Income over expenditure for the event stands at a deficit of £471.53 against a budgeted deficit of £1,580.00.

Members are asked to consider the future of the event and whether Godalming Town Council should facilitate a similar event in November 2019.

12. HEALTH & SAFETY RELATED POLICIES

Following a review of Health & Safety related policies by the Staffing Committee, the policies indicated below (attached for the information of Members) were considered to be more appropriate for consideration by the Policy & Management Committee. Therefore, Members are requested to consider the following Health & Safety related policies and, if approved, to resolve to pass them for adoption by Full Council.

- Health & Safety Statement
- Health & Safety Policy

13. FARNCOMBE INITIATIVE

Members to receive a report from the Chairman of the Farncombe Initiative on the work of the Initiative since the last report to this Committee of 24 May 2018 (copy of the report is attached for the information of Members).

14. GODALMING MUSEUM

Having fundraised for a number of years, the Godalming Museum Trust is now planning to embark upon the renovation and upgrading of the Museum's Local History Gallery, with works due to start in January 2019. In light of the works required to improve the gallery and hence the visitors' experience, it is considered that electrical safety works that Godalming Town Council had planned for 2019/20 be brought forward to coincide with this project in order to prevent unnecessary and repeated disruption to the operation of the Museum (fixed wiring electrical installation condition report to be tabled for the information of Members).

The cost of the works to the Local History Gallery are being met by the Godalming Museum Trust, with the electrical safety works being met from GTC's Museum ear marked reserve which currently stands at £44,000 (not including the £15,000 grant from WBC for means of escape works).

Quotes are being sought for the required electrical safety works and subject to the normal requirements of Financial Regulations, Members are requested to approve the bringing forward of the electrical safety works to the current financial year.

15. BROADWATER PARK COMMUNITY CENTRE

Having received the electrical installation condition report for Broadwater Park Community Centre, with two exceptions, which will be actioned immediately, it is suggested that the recommended improvements are carried out as part of the planned improvement works at

Broadwater Park Community Centre over the Easter period 2019 (fixed wiring electrical installation condition report to be tabled for the information of Members).

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

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

17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING TRANSPORTATION TASK GROUP

Members to be aware that this group has not met this year, therefore, nothing to report. Members are asked to indicate whether they wish to continue having a representative on this group.

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

Members are asked to note a report from Councillor Wainwright on the Godalming & District Chamber of Commerce (report attached for the information of Members) an organisation on which Councillor Wainwright 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 on Thursday, 20 December 2018 at 7.00 pm in the Council Chamber.

21. ANNOUNCEMENTS

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

5. 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	17 January 2019
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Reports expected at approximately six-monthly intervals. Item on this Agenda	Bi-annual	29 November 2018
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Full Council signed a Memorandum of Understanding with other agencies and created a £25,000 earmarked reserve for a future Flood Alleviation scheme and, contribution of land. GTC contribution paid, Contract Signed, Construction of the flood defences began in November, GTC are working with the EA to keep residents informed of progress	N/A	Construction Due to begin mid 2018
FIREWORKS	Town Clerk	173-16	Item on this agenda	Annual	2 November 2018
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Item on this agenda	2 yearly	Nov 2018
INVESTMENT STRATEGY	RFO	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy	Annually	12 July 2019
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	N/A	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	25/05/17	25/05/19
ENGAGEMENT OF INTERNAL AUDIT	RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17.	Annual	Jan 2019

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
BUSINESS PLAN WORKING GROUP	Town Clerk	328-17	GTC Supporting Our Community document approved on 19 July 2018 – Aims and Objectives to be agreed annually	Annual	27 July 2019
ASSET WORKING GROUP	Town Clerk		The Asset Working Group is progressing its work.		May 2019
INTERNAL REFURBISHMENT OF THE PEPPERPOT	Town Clerk	41-18	Work due to begin in January 2019		April 2019
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019	12/04/18	11/04/19
District Scout Council	Cllr Wheatley		Report provided	24/05/18	
Fairtrade Steering Group	Cllr Wheatley		Report provided	24/05/18	
St Mark's Community Centre Management Committee	Cllr Pinches		Report provided	12/07/18	
Farncombe Day Centre	Cllr Gray		Report provided	12/07/18	
Sport Godalming	Cllr P Martin		Report provided	06/09/18	29/11/19
Godalming/Joigny Friendship Association	Town Mayor		Report provided	06/09/18	
Godalming/Mayen Association	Town Mayor		Report provided	18/10/18	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Waverley Citizens' Advice	Cllr S Bott		Report not required as Speaker from Waverley Citizens' Advice expected at Full Council on 15 November 2018	18/10/18	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton		Report expected 29 November 2018 – Task Group has not met during current year therefore no report provided.	29/11/18	
Godalming & District Chamber of Commerce	Cllr Wainwright		Report expected 29 November 2018	29/11/18	
Go Godalming Association	Cllr Gordon-Smith		Report expected 20 December 2018	20/12/18	
Holloway Hill Sports Association	Cllr T Martin		Report expected 20 December 2018	20/12/18	
Godalming Museum Trust	Cllr Gordon-Smith		Report expected 17 January 2019	17/01/19	
St Mark's Community Initiative Group	Cllr Bolton		Report expected 17 January 2019	17/01/19	
Godalming Together CIC	Cllr Purkiss		Report expected 7 March 2019	07/01/19	
SALC	Cllr Cosser		Report expected 7 March 2019	07/01/19	
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019 – Deferred from 12/04/18	11/04/19	
District Scout Council	Cllr Wheatley		Report expected 11 April 2019	11/04/19	
Fairtrade Steering Group	Cllr Wheatley		Report expected 23 May 2019	23/05/19	
Farncombe Day Centre	Cllr Gray		Report expected 23 May 2019	23/05/19	

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

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

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5102	Contrib. to Other Provisions	0	0	0	28,412	8,970	-19,442	8,970	-19,442
	Head Office Costs :- Expenditure	0	0	0	28,412	8,970	-19,442	8,970	0
4001	Salaries	14,512	14,652	140	101,332	102,564	1,232	175,824	74,492
4002	Employer's NIC	1,518	1,530	12	10,498	10,710	212	18,360	7,862
4003	Employer's Superannuation	2,502	2,475	-27	17,728	17,285	-443	29,660	11,932
4005	Agency Staff & Contractors	0	0	0	50	0	-50	0	-50
4011	Staff Training	75	250	175	1,696	1,750	54	3,000	1,304
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	181	1,536	1,355	433	10,752	10,319	18,642	18,209
4101	Repair/Alteration of Buildings	0	0	0	0	250	250	750	750
4102	Property Maintenance	0	0	0	230	0	-230	0	-230
4103	Maintenance Contracts	0	0	0	732	0	-732	0	-732
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	0	0	0	53	0	-53	0	-53
4163	Domestic Supplies	5	4	-1	71	28	-43	50	-21
4202	Car Allowances	18	80	62	133	560	427	1,000	867
4203	Other Transport Costs	5	0	-5	10	0	-10	0	-10
4301	Equipment	0	0	0	219	250	31	500	281
4304	Catering & Hospitality	26	16	-10	135	112	-23	200	65
4305	Clothes, Uniform & Laundry	0	0	0	0	100	100	200	200

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Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4306	Printing	0	200	200	857	1,400	543	2,400		1,543
4307	Stationery	555	235	-320	2,340	1,645	-695	2,820		480
4311	Professional Fees - Legal	621	0	-621	2,262	0	-2,262	0		-2,262
4312	Professional Fees - Surveyors	0	0	0	2,860	0	-2,860	0		-2,860
4313	Professional Fees - Other	221	830	610	7,802	5,810	-1,992	10,000		2,199
4314	Audit Fees	0	0	0	2,255	1,800	-455	3,300		1,046
4315	Insurance	0	0	0	7,996	8,715	719	8,715		719
4321	Bank Charges	24	60	36	173	420	247	720		547
4322	Postage	1,128	130	-998	1,008	910	-98	1,560		552
4323	Telephones	317	75	-242	1,114	905	-209	1,660		546
4325	Computing	841	665	-176	5,727	4,655	-1,072	8,000		2,273
4326	Website	45	0	-45	420	1,000	580	2,000		1,580
4331	Newsletter	0	0	0	2,200	2,200	0	4,400		2,200
4341	Grants	33,250	14,500	-18,750	52,435	43,500	-8,935	58,000		5,565
4342	Subscriptions	0	200	200	3,809	5,000	1,191	6,000		2,191
4401	Payments to Godalming JBC	30,532	30,848	316	61,064	61,696	632	61,696		632
4900	Miscellaneous Expenses	462	500	38	1,665	1,500	-165	2,000		335
6000	Debt Charges - Principal	0	0	0	12,567	12,570	3	25,338		12,771
6001	Debt Charges - Interest	0	0	0	17,309	17,310	1	34,422		17,113
	Head Office Costs :- Expenditure	86,836	68,786	-18,050	319,182	315,397	-3,785	495,717	0	176,535
1001	Precept	311,103	311,102	1	622,205	622,205	0	622,205		
1202	Grants - WBC	0	0	0	8,310	8,310	0	8,310		
1303	Other customer/client receipts	0	0	0	-181	0	-181	0		
1401	Interest Received	0	0	0	701	350	351	0		

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1501 Recharges to Godalming JBC	13,750	0	13,750	27,500	27,500	0	27,500		
Head Office Costs :- Income	324,853	311,102	13,751	658,535	658,365	170	658,015		
Net Expenditure over Income	-238,016	-242,316	-4,300	-310,941	-333,998	-23,057	-153,328		
<u>102 Civic Expenses</u>									
5001 Transfers from Reserves	0	0	0	-4,100	0	4,100	0		4,100
5102 Contrib. to Other Provisions	0	0	0	12,000	12,000	0	12,000		0
Civic Expenses :- Expenditure	0	0	0	7,900	12,000	4,100	12,000	0	4,100
4001 Salaries	0	0	0	250	0	-250	0		-250
4304 Catering & Hospitality	0	0	0	402	0	-402	0		-402
4305 Clothes, Uniform & Laundry	0	0	0	0	500	500	1,000		1,000
4306 Printing	0	67	67	0	469	469	804		804
4313 Professional Fees - Other	0	0	0	4,324	0	-4,324	0		-4,324
4325 Computing	200	0	-200	1,200	0	-1,200	0		-1,200
4327 Publicity Advertising	0	0	0	98	0	-98	0		-98
4332 Mayor's Expenses	0	0	0	1,934	2,000	66	8,244		6,310
4333 Members' Expenses	0	100	100	0	700	700	1,200		1,200
4334 Members' Training	0	0	0	558	0	-558	0		-558
4900 Miscellaneous Expenses	2,724	50	-2,674	2,969	350	-2,619	600		-2,369
Civic Expenses :- Expenditure	2,924	217	-2,707	11,734	4,019	-7,715	11,848	0	114
1303 Other customer/client receipts	0	0	0	-52	0	-52	0		
Civic Expenses :- Income	0	0	0	-52	0	-52	0		
Net Expenditure over Income	2,924	217	-2,707	19,687	16,019	-3,668	23,848		

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
104 Town Promotion									
5001 Transfers from Reserves	0	0	0	-15,704	0	15,704	0		15,704
Town Promotion :- Expenditure	0	0	0	-15,704	0	15,704	0	0	15,704
4005 Agency Staff & Contractors	1,893	0	-1,893	5,367	0	-5,367	0		-5,367
4162 Waste Removal	0	0	0	260	0	-260	0		-260
4171 Grounds Maintenance Costs	946	0	-946	2,850	0	-2,850	0		-2,850
4203 Other Transport Costs	591	0	-591	1,255	0	-1,255	0		-1,255
4301 Equipment	286	415	129	3,057	2,905	-152	5,000		1,943
4304 Catering & Hospitality	0	0	0	117	0	-117	0		-117
4306 Printing	0	0	0	209	0	-209	0		-209
4313 Professional Fees - Other	0	0	0	15,520	0	-15,520	0		-15,520
4327 Publicity Advertising	0	0	0	825	0	-825	0		-825
4900 Miscellaneous Expenses	0	0	0	1,035	0	-1,035	0		-1,035
Town Promotion :- Expenditure	3,715	415	-3,300	30,493	2,905	-27,588	5,000	0	-25,493
1303 Other customer/client receipts	4,464	0	4,464	4,776	0	4,776	0		
Town Promotion :- Income	4,464	0	4,464	4,776	0	4,776	0		
Net Expenditure over Income	-749	415	1,164	10,014	2,905	-7,109	5,000		
105 Staycation									
4001 Salaries	0	0	0	152	0	-152	0		-152
4002 Employer's NIC	0	0	0	15	0	-15	0		-15

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4005 Agency Staff & Contractors	0	0	0	225	150	-75	150		-75
4162 Waste Removal	0	0	0	752	0	-752	0		-752
4203 Other Transport Costs	0	0	0	90	200	110	200		110
4301 Equipment	0	0	0	178	0	-178	0		-178
4306 Printing	0	0	0	15	0	-15	0		-15
4313 Professional Fees - Other	0	0	0	595	800	205	800		205
4327 Publicity Advertising	0	0	0	3,708	3,800	92	3,800		92
4900 Miscellaneous Expenses	0	0	0	92	260	168	260		168
Staycation :- Expenditure	0	0	0	5,822	5,210	-612	5,210	0	-612
1303 Other customer/client receipts	0	0	0	320	0	320	0		
Staycation :- Income	0	0	0	320	0	320	0		
Net Expenditure over Income	0	0	0	5,502	5,210	-292	5,210		
<u>106 Festivals & Markets</u>									
4001 Salaries	200	200	0	1,444	1,400	-44	1,600		156
4002 Employer's NIC	20	20	0	137	140	3	160		23
4005 Agency Staff & Contractors	0	0	0	195	1,070	875	2,140		1,945
4162 Waste Removal	0	0	0	476	250	-226	600		124
4203 Other Transport Costs	0	0	0	4	200	196	500		496
4301 Equipment	335	0	-335	335	0	-335	510		175
4304 Catering & Hospitality	0	0	0	45	60	15	180		135
4306 Printing	0	0	0	0	0	0	530		530

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313 Professional Fees - Other	0	0	0	1,995	1,050	-945	2,250		255
4327 Publicity Advertising	700	0	-700	2,448	1,040	-1,408	3,670		1,222
4343 Licensing/PRS	0	0	0	330	155	-175	310		-20
4900 Miscellaneous Expenses	51	0	-51	716	500	-216	1,000		284
Festivals & Markets :- Expenditure	1,306	220	-1,086	8,124	5,865	-2,259	13,450	0	5,326
1303 Other customer/client receipts	490	250	240	13,840	6,950	6,890	14,200		
1304 Donations	0	0	0	1,230	0	1,230	0		
Festivals & Markets :- Income	490	250	240	15,070	6,950	8,120	14,200		
Net Expenditure over Income	816	-30	-846	-6,945	-1,085	5,860	-750		
108 Christmas Lights									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,680		-3,680
Christmas Lights :- Expenditure	0	0	0	0	0	0	-3,680	0	-3,680
4313 Professional Fees - Other	250	0	-250	12,212	12,000	-212	45,880		33,668
Christmas Lights :- Expenditure	250	0	-250	12,212	12,000	-212	45,880	0	33,668
1304 Donations	0	0	0	0	0	0	3,200		
Christmas Lights :- Income	0	0	0	0	0	0	3,200		
Net Expenditure over Income	250	0	-250	12,212	12,000	-212	39,000		

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
109 Fireworks Night									
4001 Salaries	0	0	0	0	0	0	250		250
4005 Agency Staff & Contractors	0	0	0	0	0	0	1,200		1,200
4162 Waste Removal	0	0	0	0	0	0	100		100
4203 Other Transport Costs	311	0	-311	311	0	-311	260		-51
4301 Equipment	106	0	-106	469	0	-469	500		31
4306 Printing	0	0	0	0	0	0	220		220
4313 Professional Fees - Other	3,775	0	-3,775	5,775	2,000	-3,775	6,150		375
4315 Insurance	0	0	0	0	1,020	1,020	1,020		1,020
4327 Publicity Advertising	275	1,525	1,250	1,380	1,525	145	1,525		145
4343 Licensing/PRS	260	155	-105	260	155	-105	155		-105
4900 Miscellaneous Expenses	0	0	0	197	0	-197	1,000		803
Fireworks Night :- Expenditure	4,727	1,680	-3,047	8,392	4,700	-3,692	12,380	0	3,988
1303 Other customer/client receipts	0	0	0	300	0	300	10,800		
Fireworks Night :- Income	0	0	0	300	0	300	10,800		
Net Expenditure over Income	4,727	1,680	-3,047	8,092	4,700	-3,392	1,580		
111 Neighbourhood Plan									
5001 Transfers from Reserves	0	0	0	0	0	0	-7,590		-7,590
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	-7,590	0	-7,590
4306 Printing	0	0	0	191	0	-191	0		-191

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313 Professional Fees - Other	0	0	0	1,337	0	-1,337	7,590		6,253
4327 Publicity Advertising	0	0	0	550	0	-550	0		-550
Neighbourhood Plan :- Expenditure	0	0	0	2,078	0	-2,078	7,590	0	5,512
Net Expenditure over Income	0	0	0	2,078	0	-2,078	0		
<u>201 BWP Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,500	3,500	1,000	3,500		1,000
BWP Community Centre :- Expenditure	0	0	0	2,500	3,500	1,000	3,500	0	1,000
4005 Agency Staff & Contractors	272	0	-272	405	0	-405	0		-405
4102 Property Maintenance	821	250	-571	1,478	1,750	272	3,000		1,522
4103 Maintenance Contracts	0	35	35	320	245	-75	420		100
4111 Energy Costs	228	280	52	971	1,960	989	3,360		2,389
4131 Rates	0	676	676	1,296	1,352	56	1,352		56
4141 Water Services	57	50	-7	201	350	149	600		399
4161 Cleaning	0	600	600	1,781	4,200	2,419	7,200		5,419
4162 Waste Removal	55	65	10	358	455	97	780		422
4163 Domestic Supplies	0	10	10	9	70	61	120		111
4171 Grounds Maintenance Costs	126	120	-6	739	840	101	1,440		701
4181 Premises Insurance	0	0	0	0	970	970	970		970
4301 Equipment	54	50	-4	80	350	270	600		520
4323 Telephones	26	45	19	175	315	140	540		365
4324 Broadband	38	40	2	256	280	24	480		224

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4343 Licensing/PRS	0	0	0	0	0	0	300		300
BWP Community Centre :- Expenditure	1,677	2,221	544	8,069	13,137	5,068	21,162	0	13,093
1301 Premises Hire Charges	2,528	3,200	-672	17,901	19,900	-1,999	29,000		
BWP Community Centre :- Income	2,528	3,200	-672	17,901	19,900	-1,999	29,000		
Net Expenditure over Income	-851	-979	-128	-7,332	-3,263	4,069	-4,338		
202 Pepperpot									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
Pepperpot :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff & Contractors	0	0	0	15	0	-15	0		-15
4101 Repair/Alteration of Buildings	76	0	-76	76	0	-76	0		-76
4102 Property Maintenance	0	40	40	128	280	152	480		352
4103 Maintenance Contracts	0	85	85	619	595	-24	1,020		401
4111 Energy Costs	74	75	1	436	525	89	900		464
4121 Rents	0	230	230	0	690	690	920		920
4131 Rates	0	335	335	660	670	10	670		10
4161 Cleaning	24	125	101	413	875	463	1,500		1,088
4163 Domestic Supplies	0	0	0	4	0	-4	0		-4
4171 Grounds Maintenance Costs	0	50	50	0	350	350	600		600
4181 Premises Insurance	0	0	0	0	225	225	225		225
4301 Equipment	0	0	0	7	0	-7	600		593
4323 Telephones	54	50	-4	367	350	-17	600		233

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4324	Broadband	38	37	-1	256	259	3	440		184
4343	Licensing/PRS	0	0	0	70	70	0	70		0
	Pepperpot :- Expenditure	265	1,027	762	3,049	4,889	1,840	8,025	0	4,976
1301	Premises Hire Charges	1,103	700	403	6,584	4,900	1,684	8,400		
1303	Other customer/client receipts	0	280	-280	0	840	-840	1,120		
1304	Donations	0	0	0	80,000	0	80,000	0		
	Pepperpot :- Income	1,103	980	123	86,584	5,740	80,844	9,520		
	Net Expenditure over Income	-837	47	884	-81,035	1,649	82,684	1,005		
	<u>203 The Square</u>									
4181	Premises Insurance	0	0	0	1,745	3,200	1,455	3,200		1,455
4311	Professional Fees - Legal	0	0	0	322	0	-322	0		-322
	The Square :- Expenditure	0	0	0	2,067	3,200	1,133	3,200	0	1,133
1302	Rents	0	0	0	6,000	6,000	0	12,000		
1303	Other customer/client receipts	0	0	0	2,067	3,200	-1,133	3,200		
	The Square :- Income	0	0	0	8,067	9,200	-1,133	15,200		
	Net Expenditure over Income	0	0	0	-6,000	-6,000	0	-12,000		
	<u>204 Allotments</u>									
4005	Agency Staff & Contractors	16	0	-16	91	0	-91	0		-91

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4141 Water Services	2	8	6	4	56	52	100		96
4171 Grounds Maintenance Costs	124	240	116	2,062	1,680	-382	2,880		818
4301 Equipment	0	0	0	77	0	-77	0		-77
Allotments :- Expenditure	142	248	106	2,233	1,736	-497	2,980	0	747
1302 Rents	0	0	0	2,423	2,200	223	2,200		
Allotments :- Income	0	0	0	2,423	2,200	223	2,200		
Net Expenditure over Income	142	248	106	-189	-464	-275	780		
 <u>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	3,500	3,500	0	3,500		0
5102 Contrib. to Other Provisions	0	0	0	0	2,083	2,083	2,083		2,083
Wilfrid Noyce Community Centre :- Expenditure	0	0	0	3,500	5,583	2,083	5,583	0	2,083
4001 Salaries	199	195	-4	1,792	1,365	-427	2,340		548
4003 Employer's Superannuation	0	33	33	0	231	231	396		396
4005 Agency Staff & Contractors	80	0	-80	1,100	0	-1,100	0		-1,100
4102 Property Maintenance	708	195	-513	3,542	1,365	-2,177	2,340		-1,202
4103 Maintenance Contracts	0	350	350	2,867	2,450	-417	4,200		1,333
4111 Energy Costs	313	600	287	1,762	4,200	2,438	7,200		5,438
4121 Rents	0	0	0	209	0	-209	0		-209
4131 Rates	0	0	0	4,464	5,640	1,176	5,640		1,176
4141 Water Services	212	75	-137	236	525	289	900		664
4161 Cleaning	25	830	805	2,490	5,810	3,320	9,960		7,470

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4162 Waste Removal	147	152	5	970	1,064	94	1,824		854
4163 Domestic Supplies	136	50	-86	206	350	144	600		394
4171 Grounds Maintenance Costs	0	0	0	0	350	350	700		700
4181 Premises Insurance	0	0	0	0	1,290	1,290	1,290		1,290
4301 Equipment	543	300	-243	5,823	2,100	-3,723	4,000		-1,823
4304 Catering & Hospitality	0	0	0	17	0	-17	0		-17
4313 Professional Fees - Other	0	0	0	3,323	0	-3,323	3,000		-323
4323 Telephones	143	24	-119	405	168	-237	288		-117
4324 Broadband	26	134	108	288	498	210	728		440
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	0	100	100	0	700	700	1,200		1,200
Wilfrid Noyce Community Centre :- Expenditure	2,532	3,038	506	29,492	28,106	-1,386	46,956	0	17,464
1301 Premises Hire Charges	6,323	4,400	1,923	34,312	30,800	3,512	52,800		
1303 Other customer/client receipts	0	0	0	10,911	2,083	8,828	2,083		
Wilfrid Noyce Community Centre :- Income	6,323	4,400	1,923	45,223	32,883	12,340	54,883		
Net Expenditure over Income	-3,791	-1,362	2,429	-12,231	806	13,037	-2,344		
206 Bandstand									
4005 Agency Staff & Contractors	0	0	0	300	0	-300	0		-300
4102 Property Maintenance	0	83	83	2	581	579	1,000		998
4301 Equipment	0	0	0	825	0	-825	0		-825
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	0	83	83	1,197	681	-516	1,100	0	-97

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1301 Premises Hire Charges	0	0	0	779	630	149	630		
1304 Donations	0	0	0	825	0	825	0		
Bandstand :- Income	0	0	0	1,605	630	975	630		
Net Expenditure over Income	0	83	83	-408	51	459	470		
<u>207 Godalming Museum</u>									
5101 Contrib. to Premises Provision	0	0	0	53,000	53,000	0	53,000		0
Godalming Museum :- Expenditure	0	0	0	53,000	53,000	0	53,000	0	0
4001 Salaries	3,493	3,478	-15	23,909	24,346	437	41,736		17,827
4002 Employer's NIC	307	310	3	2,145	2,170	25	3,720		1,575
4003 Employer's Superannuation	583	590	7	4,097	4,130	33	7,080		2,983
4005 Agency Staff & Contractors	104	0	-104	119	0	-119	0		-119
4011 Staff Training	0	0	0	485	500	15	1,000		515
4102 Property Maintenance	0	125	125	3,810	875	-2,935	1,500		-2,310
4201 Public Transport	0	0	0	27	0	-27	0		-27
4202 Car Allowances	0	0	0	0	160	160	320		320
4301 Equipment	0	0	0	857	0	-857	0		-857
4307 Stationery	99	0	-99	276	0	-276	0		-276
4311 Professional Fees - Legal	0	0	0	-500	0	500	0		500
4312 Professional Fees - Surveyors	0	0	0	1,920	0	-1,920	0		-1,920
4315 Insurance	0	4,655	4,655	5,534	4,655	-879	4,655		-879
4323 Telephones	35	25	-10	66	175	109	300		234

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4325	Computing	212	152	-60	1,407	1,064	-343	1,824		417
4342	Subscriptions	0	250	250	0	1,750	1,750	3,000		3,000
4900	Miscellaneous Expenses	40	0	-40	40	0	-40	0		-40
	Godalming Museum :- Expenditure	4,873	9,585	4,712	44,191	39,825	-4,366	65,135	0	20,944
1302	Rents	0	1,706	-1,706	3,413	5,118	-1,706	6,824		
1303	Other customer/client receipts	0	26,740	-26,740	53,480	53,720	-240	53,960		
	Godalming Museum :- Income	0	28,446	-28,446	56,893	58,838	-1,946	60,784		
	Net Expenditure over Income	4,873	-18,861	-23,734	40,299	33,987	-6,312	57,351		
	<u>208 Land & Property - Other</u>									
5101	Contrib. to Premises Provision	0	0	0	1,500	1,500	0	1,500		0
	Land & Property - Other :- Expenditure	0	0	0	1,500	1,500	0	1,500	0	0
4005	Agency Staff & Contractors	176	0	-176	221	0	-221	0		-221
4101	Repair/Alteration of Buildings	0	130	130	0	910	910	1,560		1,560
4102	Property Maintenance	18	325	307	2,400	2,275	-125	3,900		1,500
4103	Maintenance Contracts	0	100	100	0	700	700	1,200		1,200
4111	Energy Costs	80	62	-18	438	434	-4	750		312
4131	Rates	0	0	0	3,528	3,640	112	3,640		112
4141	Water Services	570	112	-458	1,903	784	-1,119	1,350		-553
4151	Fixtures & Fittings	0	250	250	0	750	750	1,000		1,000
4161	Cleaning	0	1,666	1,666	3,510	11,662	8,152	20,000		16,490
4171	Grounds Maintenance Costs	0	85	85	117	595	478	1,000		883

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4301 Equipment	2,960	0	-2,960	2,960	0	-2,960	0		-2,960
4311 Professional Fees - Legal	400	0	-400	400	0	-400	0		-400
4315 Insurance	0	0	0	0	816	816	816		816
4900 Miscellaneous Expenses	0	150	150	900	1,050	150	1,800		900
Land & Property - Other :- Expenditure	4,204	2,880	-1,324	16,376	23,616	7,240	37,016	0	20,640
Net Expenditure over Income	4,204	2,880	-1,324	17,876	25,116	7,240	38,516		
Policy & Management Expenditure	113,452	90,400	-23,052	588,322	552,339	-35,983	858,432	0	270,110
Income	339,760	348,378	-8,618	897,644	794,706	102,938	858,432		
Net Expenditure over Income	-226,309	-257,978	-31,669	-309,322	-242,367	66,955	0		

Broadwater Park Community Centre

Tree Survey : 29/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
1	Sycamore	1 - Insignificant	Fell to ground level	60	Required to be felled for compound construction.
2	Ash	2 - Minimal	Fell to ground level	36	Required to be felled for compound construction.
3	Sycamore	4 - Moderate	Fell to ground level	3	Required to be felled for compound construction.
4	Sycamore	5 - Significant	Remove Ivy from tree.	1	Schedule work within 1 month
5	Walnut	3 - Slight	Remove Walnut tree	24	Schedule work within 2yrs
6	English Oak	3 - Slight	Remove dead wood and clear ivy on Oak.	24	Schedule work within 2yrs
7	Common Beech	3 - Slight	Reduce tops with 18 mnths	24	Schedule work within 2yrs
8	Common Beech	3 - Slight	Reduce tops with 18 mnths	24	Schedule work within 2yrs
9	Common Beech	3 - Slight	Reduce crown by 1.5m in 1 year	24	Schedule work within 2yrs
10	Common Beech	3 - Slight	Remove Ivy from main stem	24	Schedule work within 2yrs
11	Common Beech	3 - Slight	Remove Ivy from main stem	24	Schedule work within 2yrs
12	Common Beech	3 - Slight	Remove Ivy from Beech	24	Schedule work within 2yrs
13	Common Beech	5 - Significant	Reduce weight upper limbs	1	Schedule work within 1 month
14	Common Beech	3 - Slight	Remove all ivy from main stem	3	Schedule work within 2yrs
15	Common Beech	5 - Significant	Fell to ground level	1	Schedule work within 1 month
16	Common Beech	3 - Slight	Reduce top end weight on upper limbs	24	Schedule work within 2yrs
17	Common Beech	5 - Significant	Reduce top crown and remove all ivy from main stem	1	Schedule work within 1 month

Key
e = extreme immediate
7D = within 7 days
1 = one month
3 = 3 months
24 = 2 years
36 = 3 years
60 = 5 years

Broadwater Park Community Centre

Tree Survey : 29/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
18	Common Beech	3 - Slight	Shorten lateral on upper canopy over parking area.	24	Schedule work within 2yrs
19	Common Beech	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
20	Common Beech	3 - Slight	Remove ivy from main trunk	24	Schedule work within 2yrs
21	Common Beech	5 - Significant	Remove dead wood from upper canopy	1	Schedule work within 1 month
22	Common Beech	5 - Significant	Fell to ground level	1	Schedule work within 1 month
23	Common Beech	3 - Slight	Remove all ivy from trunk and stems	24	Schedule work within 2yrs
24	Common Beech	3 - Slight	Remove ivy from trunk and main stems	24	Schedule work within 2yrs

Key

The Burys Allotments

Tree Survey : 24/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
1	Weeping Willow	4 - Moderate	Crown Thinned Localised Pruning, Limb Removal, General Pruning	? Check with Tree Surveyor	although moderate, recommendation is works within 1 yr
2	Cherry	3 - Slight	Re-inspect annually	24	Schedule work within 2yrs
3	Hornbeam	4 - Moderate	Take-down/fell ground	3	Schedule work within 3 Months
4	Sycamore	2 - Minimal	Reduce Crown of Tree	36	Schedule work as required
5	Sycamore	2 - Minimal	Reduce Crown of Tree	36	Schedule work as required
6	Sycamore	3 - Slight	Reduce Crown of Tree	24	Schedule work within 2yrs

Key
e = extreme immediate
7D = within 7 days
1 = one month
3 = 3 months
24 = 2 years
36 = 3 years
60 = 5 years

Catteshall Allotments

Tree Survey : 31/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
1	Alder	5 - Significant	Fell tree to ground level	1	Schedule work within 1 Month or as soon as practicable in coordination with the EA re: Flood Defence works.
2	Sycamore	2 - Minimal	Re-inspect tree in 18 months	24	Schedule work within 2yrs
3	Hawthorn	1 - Insignificant	Fell tree to ground level	60	Schedule work as required

Key
e = extreme immediate
7D = within 7 days
1 = one month
3 = 3 months
24 = 2 years
36 = 3 years
60 = 5 years

Meadrow Allotment

Tree Survey : 31/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
1	Alder	5 - Significant	Fell to ground level	1	Schedule work within 1 Month or as soon as practicable in co-ordination with the EA re: Flood Defence works.
2	Alder	2 - Minimal	Remove top ends and severe ivy.	36	Schedule work as required
3	Alder	3 - Slight	Reduce crown	24	Schedule work within 2yrs
4	Alder	4 - Moderate	Fell to ground level	3	Schedule work within 3 Months
5	Apple	4 - Moderate	Prune excessive growth. Crown reduction needed.	3	Schedule work within 3 Months
6	Alder	1 - Insignificant	Remove all dead wood over 3" dia. Reduce crown by 2.5m	60	Schedule work as required
7	Report missing				to be inspected during works required at 1 above.
8	Willow	3 - Slight	Crown reduction by 4m	24	Schedule work within 2yrs
9	Birch	4 - Moderate	Crown reduction by 3m	3	Schedule work within 3 Months
10	Fir	4 - Moderate	Fell to ground level	3	Schedule work within 3 Months
11	Willow	3 - Slight	Reduce crown by 5m	24	Schedule work within 2yrs
12	Silver Fir	2 - Minimal	None	36	Schedule work as required
13	Ash	4 - Moderate	Reduce crown by 2.5	3	Schedule work within 3 Months
14	Sycamore	3 - Slight	Reduce crown by 5m	24	Schedule work within 2yrs
15	Willow	3 - Slight	Reduce crown by 3m	24	Schedule work within 2yrs
16	Alder	3 - Slight	Reduce crown by 3m on all stems	24	Schedule work within 2yrs
17	Willow	3 - Slight	Crown Reduction by 3m all over top of crown	24	Schedule work within 2yrs
18	Ash	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
19	Alder	3 - Slight	re-inspect in 18 months	24	Schedule work within 2yrs
20	Alder	3 - slight	re-inspect in 18 months	24	Schedule work within 2yrs

Key
e = extreme immediate
7D = within 7 days
1 = one month
3 = 3 months
24 = 2 years
36 = 3 years
60 = 5 years

Peperharow Road Allotment

Tree Survey : 24/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
1	Hazel	1 - Insignificant	Reduce lateral branches back by 4M	60	Schedule work as required
2	Downy Oak	3 - Slight	Prune growth when needed	24	Schedule work within 2yrs
3	Downy Oak	2 - Minimal	Reduction on Lateral Branches within upper canopy	36	Schedule work as required
4	Downy Oak	2 Minimal	Keep clear from underneath Downy Oak	36	Schedule work as required
5	Downy Oak	3 - Slight	No benches underneath	24	Schedule work within 2yrs
6	Downy Oak	1 - Insignificant	trim crown	60	Schedule work as required

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24 = 2 years
36 = 3 years
60 = 5 years

Eashing Cemetery

Tree Survey : 19/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
1	-	-	-	-	-
2	-	-	-	-	-
3	-	-	-	-	-
4	-	-	-	-	-
5	-	-	-	-	-
6	-	-	-	-	-
7	-	-	-	-	-
8	-	-	-	-	-
9	-	-	-	-	-
10	Downy Oak	1 - Insignificant	Removal of Deadwood 2 1/2 dia.	60	Schedule work as required
11	Elder	4 - Moderate	Fell to Ground Level	3	Schedule work within 3 Months
12	Norway Spruce	1 - Insignificant	Reduce crown when required	60	Schedule work as required
13	English Oak	1 - Insignificant	Removal of Deadwood 2 1/2 dia.	60	Schedule work as required
14	English Oak	1 - Insignificant	Removal od deadwood over 1/2 dia on upper canopy	60	Schedule work as required
15	Lawson Cypress	4 - Moderate	Fell to Ground Level	3	Schedule work within 3 Months
16	Swamp Cypress	1 - Insignificant	Fell to Ground Level	60	Schedule work as required
17	Thuja	1 - Insignificant	General Pruning	60	Schedule work as required
18	Lawson Cypress	3 - Slight	Reduce Crown by 3m to stop Saul Factor.	24	Schedule work within 2yrs
19	Thuja	3 - Slight	Reduce Crown by 3.5m to stop Saul Factor	24	Schedule work within 2yrs
20	Thuja	2 - Minimal	Limb shortening & reduction by 3m	36	Schedule work as required
21	Downy Oak	2 - Minimal	Reduction on oak needed to balance main stem	36	Schedule work as required

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60 = 5 years

Eashing Cemetery**Tree Survey : 19/10/2018**

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
22	Cherry	1 - Insignificant	Reduce weight on branches when needed	60	Schedule work as required
23	Lawson Cypress	2 - Minimal	Crown reduction needed by 4m	36	Schedule work as required
24	Sycamore	2 - Minimal	Remove deadwood when needed	36	Schedule work as required
25	Cherry Tree	1 - Insignificant	Reduce Branch weight when needed	60	Schedule work as required
26	Lawson Cypress	2 - Minimal	Reduce crown top by 4m for safety	36	Schedule work as required
27	Ash Leaf Maple	1 - Insignificant	shorten limbs when required after major winds.	60	Schedule work as required
28	Holly	2 - Minimal	Remove all dead wood from upper canopy.	36	Schedule work as required
29	Holly	1 - Insignificant	Reduce Crown when required.	60	Schedule work as required
30	Mountain Ash	1 - Insignificant	Shorten to balance tree	60	Schedule work as required
31	Holly	1 - Insignificant	Reduce Crown when needed.	60	Schedule work as required
32	Norway Maple	1 - Insignificant	Remove dead wood where necessary 2 1/2 inch and above.	60	Schedule work as required
33	Holly	1 - Insignificant	Reduce Crown when needed.	60	Schedule work as required
34	Downy Oak	1 - Insignificant	Remove dead wood when required	60	Schedule work as required
35	English Oak	1 - Insignificant	Remove dead wood when required	60	Schedule work as required
36	English Oak	2 - Minimal	Remove dead wood when required	36	Schedule work as required
37	English Oak	2 - Minimal	Remove dead wood when required	36	Schedule work as required
38	English Oak	1 - Insignificant	Remove major dead wood and remove from trunk and stems	60	Schedule work as required

Key

Eashing Cemetery

Tree Survey : 19/10/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
39	English Oak	1 - Insignificant	Remove Ivy from Trunk and stems	60	Schedule work as required
40	English Oak	1 - Insignificant	Remove Ivy and Major dead wood	60	Schedule work as required
41	English Oak	1 - Insignificant	Remove any dead wood over 2" Dia	60	Schedule work as required
42	English Oak	1 - Insignificant	Remove Ivy from Trunk and stems to stop Saul factor.	60	Schedule work as required
43	English Oak	1 - Insignificant	Shorten Limbs and remove ivy	60	Schedule work as required
44	English Oak	1 - Insignificant	Removal of Deadwood 2" and above.	60	Schedule work as required
45	Thuja	4 - Moderate	Remove dead wood in upper canopy 3m reduction needed.	3	Schedule work within 3 Months
46	Thuja	2 - Minimal	Remove dead wood on canopy. 3 m reduction needed	36	Schedule work as required
47	Atlantic Cedar	2 Minimal	Remove all dead wood from canopy crown clean.	36	Schedule work as required
48	Lawson Cypress	3 - Slight	Reduce top of crown	24	Schedule work within 2yrs
49	Lawson Cypress	3 - Slight	Crown Reduction 3m	24	Schedule work within 2yrs
50	Lawson Cypress	3 - Slight	Remove all dead limbs	24	Schedule work within 2yrs
51	Lawson Cypress	3 - Slight	re-inspect in 18 months	24	Schedule work within 2yrs
52	Lawson Cypress	3 - Slight	re-inspect in 18 months	24	Schedule work within 2yrs

Key

Nightingale Cemetery / Deanery Road

Tree Survey : 02/11/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
1	Holly	3 - Slight	Re-inspect in 18 months	24	Schedule work within 2yrs
2	Holly	3 - Slight	Re-inspect in 18 months	24	Schedule work within 2yrs
3	Holly	4 - Moderate	Fell Holly Tree	3	Schedule work within 3 Months
4	Holly	3 - Slight	Remove Dead limbs from upper canopy	24	Schedule work within 2yrs
5	Holly	3 - Slight	Fell Holly Tree	24	Schedule work within 2yrs
6	Holly	3 - Slight	Remove dead growth from Holly	24	Schedule work within 2yrs
7	Holly	1 - Insignificant	Re-inspect in 18 months	60	Schedule work as required
8	Holly	1 - Insignificant	Re-inspect in 18 months	60	Schedule work as required
9	Holly	1 - Insignificant	Re-inspect in 18 months	60	Schedule work as required
10	Holly	1 - Insignificant	Remove dead crown	60	Schedule work as required
11	Holly	3 - Slight	Fell Holly Tree	24	Schedule work within 2yrs
12	Holly	1 - Insignificant	Re-inspect in 18 months	60	Schedule work as required
13	Holly	3 - Slight	Fell Holly Tree	24	Schedule work within 2yrs
14	Holly	1 - Insignificant	Re-inspect in 18 months	60	Schedule work as required
15	Holly	2 - Minimal	Re-inspect in 18 months	36	Schedule work as required
16	Holly	3 - Slight	Remove 2 key stems and reduce crown	24	Schedule work within 2yrs
17	Holly	3 - Slight	Fell dead trunks	24	Schedule work within 2yrs
18	Holly	3 - Slight	Remove ivy from stems & crown reduction by 2m	24	Schedule work within 2yrs
19	Holly	3 - Slight	Remove ivy & reduce crown by 2m	24	Schedule work within 2yrs
20	Holly	3 - Slight	Take off limb which overhangs fence.	24	Schedule work within 2yrs
21	Holly	3 - Slight	Fell Holly Tree	24	Schedule work within 2yrs
22	Holly	3 - Slight	Crown reduction by 2m & remove oak tree.	24	Schedule work within 2yrs
23	Holly	3 - Slight	Reduce crown by 3m	24	Schedule work within 2yrs
24	Holly	3 - Slight	Reduce top of crown by 2m	24	Schedule work within 2yrs

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Nightingale Cemetery / Deanery Road

Tree Survey : 02/11/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
25	Norway Spruce	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
26	Norway Spruce	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
27	Norway Spruce	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
28	Sycamore	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
29	Sycamore	3 - Slight	Fell - pushing fence	24	Schedule work within 2yrs
30	Sycamore	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
31	Ash	3 - Slight	Fell - pushing fence	24	Schedule work within 2yrs
32	Skummer Rubler	2 - Minimal	Fell to ground level	36	Schedule work as required
33	Ash	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
34	Ash	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
35	Lawson Cypress	3 - Slight	Reduce Crown by 4m	24	Schedule work within 2yrs
36	Lawson Cypress	3 - Slight	Reduce crown by 3m	24	Schedule work within 2yrs
37	Sycamore	3 - Slight	Fell - pushing fence	36	Schedule work as required
38	Ash	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
39	Sycamore	3 - Slight	Fell to ground level	24	Schedule work within 2yrs
40	Lawson Cypress	3 - Slight	Reduce Crown by 4m	24	Schedule work within 2yrs
41	Oriental Spruce	4 - Moderate	Reduce Crown by 2m	3	Adjacent to but not on land owned by JBC. Inform owner
42	Yew	3 - Slight	Reduce top ends to balance canopy	24	Schedule work within 2yrs
43	Elm	3 - Slight	Reduce limbs over grave stone	24	Schedule work within 2yrs
44	Elm	3 - Slight	Reduce Branches over Grave Stone	24	Schedule work within 2yrs
45	Elm	5 - Significant	Fell to ground level	1	Adjacent to but not on land owned by JBC. Inform owner

Key

Nightingale Cemetery / Deanery Road

Tree Survey : 02/11/2018

Tree No.	Type of Tree	Threat Category	Control Measures	Work Specification Code	Notes
46	Sycamore	3 - slight	Reduce Branches over graves	24	Schedule work within 2yrs
47	Sycamore	3 - Slight	Reduce Branches over graves	24	Schedule work within 2yrs
48	Sycamore	3 - slight	Removal of dead wood and ivy. Reduce crown by 3m.	24	Schedule work within 2yrs
49	Sycamore	3 - Slight	Reduce limbs over grave stone . Reduce crown by 3m.	24	Schedule work within 2yrs
50	Sycamore	3 - Slight	Remove ivy and branches over grave stones. Reduce crown by 3m.	24	Schedule work within 2yrs
51	Yew	3 - Slight	Reduce over grown top ends.	24	Schedule work within 2yrs
52	Lawson Cypress	3 - Slight	Crown reduction by 3m	24	Schedule work within 2yrs
53	Lawson Cypress	3 - Slight	Crown reduction by 3m	24	Schedule work within 2yrs
54	Hawthorn	7 - Extreme	Fell to ground level	E	Adjacent to but not on land owned by JBC. Inform owner
55	Hawthorn	7 - Extreme	Fell to ground level	E	Adjacent to but not on land owned by JBC. Inform owner

Key

GODALMING TOWN COUNCIL HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

1. Elected Members' Obligations

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- (a) the implementation of the safety policy; and
- (b) regular monitoring and review of health and safety practices, procedures and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Town Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

2. The Town Clerk

The responsibility for fulfilling the safety policy of the Council rests with the Town Clerk. The Town Clerk will ensure that the policy is carried out through responsible delegation of duties to the Facilities Supervisor - as defined below.

The Town Clerk is responsible for ensuring that:-

- (i) Staff are aware of their obligations and carry them out in accordance with the Safety Policy;
- (ii) effective reporting and communication exists within the organisation and with the users of the Council's premises; and
- (iii) unresolved problems of health and safety are brought to the attention of the Council.

N.B. In the absence of the Town Clerk, the Facilities Supervisor will be responsible for the implementation of this policy.

3. The Facilities Supervisor

The Facilities Supervisor will ensure that the Health and Safety Policy is implemented within all the Town Council's premises and on all Town Council land (and Joint Burial Committee land and buildings).

The Facilities Supervisor shall:-

- (1) ensure that programmed risk assessments are undertaken for work activities in the Town Council's premises. Where significant risks are identified the Facilities Supervisor is to ensure that safe systems of work or other control strategies are put into place in order to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum. These procedures shall be monitored and reviewed periodically;
- (2) advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Policy;
- (3) ensure that, where a problem cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- (4) ensure all work undertaken by Contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
 - (a) undertaking suitable and sufficient risk assessment before work commences;
 - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
 - (c) co-ordinating exchange of information between any contractors, Council staff and any others who may be affected by any Council contract;
 - (d) providing contractors with the latest edition of GTC Safety Rules for Contractors and ensuring compliance with those requirements;
- (5) ensure that all those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- (6) keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are reported to the Town Clerk;
- (7) consistently set a good personal example;

4. Godalming Town Council Employees

All Town Council employees shall:

- (1) take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by their acts and omissions at work;
- (2) co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- (3) attend as necessary health and safety training as directed by the Council, utilise or follow such training and use any personal protective clothing or other safety equipment provided to them, as necessary;

- (4) report any hazard or defect involving equipment, systems, procedures or buildings through the Facilities Supervisor to the Town Clerk;
- (5) report any accident or aggressive incident in accordance with established procedures.

5. Responsible Finance Officer

Responsible for notifying the Council with regards to insurance inspections and claims investigations.

6. Other Health & Safety Policies and Procedure Documents

Godalming Town Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for GTC's elected members and staff to follow.

Included as part of this policy document are the policy and arrangements for first aid, fire safety and lone working.

FARNCOMBE INITIATIVE – UPDATE NOVEMBER 2018

Since my last report to the Council in May 2018 as Chairman of the Farncombe Initiative the group has continued to meet on a regular basis and pursue a range of projects identified by local people as of benefit to the community. Cllr Anne Gray has taken on the role as Secretary to the group and the group continues to receive excellent support from its Community Services Officer, Suzie Gortler. Its strength remains in its roots in the local community and the contribution of Group members. We cover a wide range of work but a few of our more significant and interesting activities both current and since the last report are listed below for the information of members.

1. We have increasingly expanded our work into the Binscombe area and have recently completed an improvement project for the shopping area in Green Lane in hand, led by Cllr. Anne Gray. This has involved clearing and replanting the area with shrubs and bulbs.

2. We are working increasingly closely with Waverley officers on rubbish collection issues who attend our meetings from time to time to directly discuss local issues. We are also working with other Waverley officers to seek enforcement action in respect of the repainting of residential balconies in the shopping area in Farncombe.

4. We are working with South West Trains who have provided us with some funding for environmental improvements at Farncombe station. We have developed an excellent project plan which provides for significant improvement to Farncombe Station which, inter alia, involves local artists, contributing to artwork and display boards at the station which bring alive the station's history. The project has been delayed following personnel changes at South West Trains but we are due to meet key senior personnel shortly to push things forward.

5. We have created some high quality information material which we took to the Farncombe summer Fete to raise awareness of the work of the FI and to encourage others to become involved. One outcome of this was an increased interest in the Farncombe swifts and purchase by a number of local residents of swift nesting boxes.

6. We are investigating the feasibility of providing some public art in the Farncombe and Binscombe area and are currently in discussion with Loseley Fields school and Skillway about the possibility of providing the first of these outside the school.

Steve Cosser

November 2018

Godalming Town Council

Sport Godalming Report – November 2018

Sport Godalming is an organisation formed 16 years ago drawing together all the sporting organisations in and around Godalming. It was originally formed by the Go Godalming Association and is now a separately established registered charity enabling it to gain gift aid from personal donations.

It has as its objectives :

- To promote facilitate and encourage the people of the Godalming area to participate in sport and recreational activities
- To provide support and guidance to schools, sports clubs and sports organisations in the Godalming area on any matters in respect of sport and recreation
- To assess the sporting and recreational needs of the Godalming area and to help with satisfying them
- To monitor the need for the improvement of existing facilities and the provision of new facilities in the Godalming area and to offer suggestions to Godalming Town Council, Waverley Borough Council and other organisations and where appropriate to encourage public debate.
- To undertake any tasks usually associated with a Sports Council

Membership is open to individuals over eighteen, schools, sports clubs and sports organisations actively operating or intending to operate within the Godalming area. Some 43 sports clubs are members of Sport Godalming. It is run by a committee of some 17 individuals drawn from sports clubs and appointed/co-opted representatives from both GTC and WBC.

Funding comes from individual and club members at £10 per annum plus funding from various sponsors and backers including Godalming Town Council, Waverley Borough Council, local businesses and organisations.

Much advice and guidance is given to local clubs and best practice is shared. Sport Godalming also represents Godalming clubs to the County and to National bodies.

Each year Sport Godalming organises an Awards Evening to celebrate local sports success and to make awards to local sportsmen and women, young and old and to those involved in the organisation of sport. The highly successful event this year was held at the Wilfrid Noyce Centre at the end of October and was attended by our own Mayor and Mayoress, Cllr and Mrs Nick Williams. Awards were made in some 10 categories.

Many will recall the successful Go for Gold scheme which kicked off in 2006 to raise funds to give awards to local young sports men and women with London 2012 potential. This enabled some 15 youngsters to reach for the sky and placed them in reach of selection for Olympic teams. Grants totalling £35,000 were made. The scheme continues as the Go for Gold Champions Fund helping our local athletes to strive high and towards the Tokyo Olympics.

Sport Godalming organises the Godalming Run which takes place every May and attracts some 1,000 people of all ages to participate at 3 levels namely the 1k, 5k and 10k runs. It also runs the Farncombe Aquathlon held each September at the Godalming Leisure Centre and Broadwater Park. The Aquathlon is a swimming and running event and is open to all ages and abilities.

Visit Sport Godalming's excellent web site on www.godalming.org.uk for more information on every aspect of Sport Godalming, including organisation detail, awards and events.

I commend the organisation to Councillors as one which is absolutely committed to the good of sport and sportsmen and women in the Town. It is an organisation of which we can all be justly proud.

Peter J Martin

Saturday 17th November 2018

Report to Godalming Town Council's Policy and Management Committee

Godalming Chamber of Commerce

The Godalming and District Chamber of Commerce exists to promote the trading and commercial interests of the business community and co-operation between its members for the benefit of the whole community. The chamber provides a forum for networking and co-operation between business with access to training services to help them grow.

Its membership includes approximately 90 Godalming based business, with a core of active members and a thriving social and networking scene. The Chamber is growing, with recent additions to the high street, such as a 'Godalming Delights' and other businesses like 'Surrey Hills Internet', joining and engaging fully with meetings and the opportunities available.

The chambers growth is allow it to invest in a part-time administrator to help alleviate the pressure on the core officers and enable them to focus on key projects such as setting up a retail forum for high street businesses.

Euan and the leadership team maintain a close relationship with Waverley Borough and Godalming Town Councils. The Town Clerk is regularly invited to speak and update members on pertinent matters.

The Chamber works hard to engage with the local community, contributing towards the Christmas lights and the Godalming Food Festival, and made a significant donation to the refurbishment of the Wilfrid Noyce Centre. They will host "Santa's Grotto" again at this year's Christmas lights switch on. Individual members work hard to leverage the additional footfall that events bring and note an uptick in business following major Godalming events.

The leadership of the Chamber have strong ambitions to grow and enhance their work with a focus on three key areas:

1. The business improvement district: The proposal for a business improvement district provides several opportunities to improve the environment for retail. The leadership are working with members and Waverley (who are funding a feasibility assessment) to make recommendations for funding.
2. Visibility: The chamber wants to do more to highlight its work and the impact it has, with the goal of encouraging greater engagement from local businesses and the public
3. Increase engagement: there are two barriers that the chamber needed to increase engagement; the first is its online presence that will be improved via a focus on social media and a website refresh, the second is time, where the employment of an administrator will provide an avenue to market events and the role of the chamber.

In closing, I believe Godalming is fortunate to have an active and engage Chamber of Commerce. Euan and the team are doing a great job to encourage business in our town and this is evidenced in retail by the relatively high retail occupancy rate on our high street against the national average.

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.