

## GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

23 October 2020

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held via Zoom on THURSDAY, 29 OCTOBER 2020 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery  
Town Clerk

**The meeting of the Policy & Management Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/87800821505?pwd=eS9xbUJ5RHU3dExvNjIld25HaTVUUT09>

**Meeting ID: 878 0082 1505**

**Passcode: 558703**

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 3 September 2020, 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.

#### 5. QUESTIONS BY MEMBERS

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

#### 6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

#### 7. BUDGET MONITORING

Members to consider a budget monitoring report to 30 September 2020 (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ year end</b>
	<b>£</b>	<b>£</b>
Head Office Costs	351,674 u/s	19,700 u/s
Civic Expenses	8,172 u/s	0 u/s
Town Promotion	18,112 o/s	10,600 o/s
Staycation	6,027 u/s	6,027 u/s
Festivals & Markets	79 u/s	1,600 o/s
Christmas Lights	1,600 o/s	3,200 o/s
BWP Community Centre	680 o/s	5,700 o/s
Pepperpot	2,081 u/s	900 o/s
The Square	2,740 o/s	8,740 o/s
Allotments	1,921 o/s	1,900 o/s
Wilfrid Noyce Community Centre	13,182 o/s	35,900 o/s
Bandstand	1,296 o/s	1,200 o/s
Godalming Museum	1,567 o/s	500 u/s
Land & Property Other	11,811 u/s	4,800 u/s
<b>TOTAL</b>	<b>338,748 u/s</b>	<b>38,713 o/s</b>

The monitoring report shows a current variance of £338,748 underspend against budget. Items to note in the forecast:

- We have received £30,433 from Waverley Borough Council as our share of the COVID-19 Grant from Central Government.
- The forecast has been revised to include estimated income from our community centres based on regular hirers' who returned in September 2020. We will not be open to casual hire use.
- Head Office – the second instalment of the Precept was paid early.
- Civic Expenses – includes £2k for livestreaming the Remembrance Sunday service in lieu of the parade.
- Town Promotion – this includes £8k for the Town Wardens (Min Nos 10-20 and 51-20 refer) and £14k for the Safer High Street Campaign (Min No 28-20 refers). This cost centre also shows the cost of our social distancing campaign (spray painting and signage) and traffic management costs to enable the safe re-opening of our High Street.
- Festivals & Markets – includes the cost of a revised Christmas Festival (Min No 188-20 refers).

#### 8. COMMITTEE WORK PROGRAMME

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

#### 9. YOUTH PROVISION WORKING GROUP – ITEM FOR DECISION

This item was deferred on 25 June 2020 and is brought back to Members in accordance with Min No. 26-20 (2).

**Recommendation: Members to consider the recommendations contained in the Youth Provision Working Group report and to resolve to agree those recommendations that are to be forwarded for consideration by Full Council.**

Members to receive a report from the Youth Provision Working Group along with an accompanying financial impact assessment report (both attached for the information of Members) and are requested to consider the recommendations therein.

In considering the report, Members will wish to note that the proposed dates and timescales within the Working Group's report were provided on the assumption that the report would be considered in March 2019. The delay in bringing the report to Members, due to the national lockdown and postponement of the Policy & Management Committee between March and the end of May, coupled with Members' decision of 25 June to defer consideration of the report until this meeting, does pose significant challenges to be able to meet the timescales set out in the report. As such Officers would suggest that, if required, any consultation is undertaken during April and May 2021, with any budgetary requirements being considered during the budget setting process for 2022.

#### 10. FIRE RISK ASSESSMENTS – ITEM FOR DECISION

**Recommendation: Members to resolve to approve the funding for the improvements required to the external exit routes at Broadwater Park Community Centre.**

As required by Article 9 of the Regulatory Reform (Fire Safety) Order 2005, the Fire Risk Assessments of Broadwater Park Community Centre and the Wilfrid Noyce Centre have been reviewed by an independent assessor.

#### **The Executive Summary – Broadwater Park**

- i. The fire safety management at this premises was found to be to a high standard.

- ii. The external exit routes require maintenance and improvements to ensure they are viable.
- iii. The building does not have internal fire compartments making external exit routes vital for safe means of escape from the community halls and office.
- iv. Other actions should be addressed and records kept of all actions taken for future reviews.

### **The Executive Summary – Wilfrid Noyce Centre**

- i. The fire safety management at this premises was found to be to a high standard.
- ii. Issues relating to ongoing maintenance of the fire doors should be addressed (work in-hand, started on 16 October).
- iii. Other actions should be addressed and records kept of all actions taken for future reviews.

All actions, with the exception of the external exit routes at Broadwater Park, are in-hand or complete.

### **Broadwater Park – Exit Routes**

The external exit routes to the assembly point pass across uneven ground and lawn areas, which makes them impractical for wheelchair users and those with restricted mobility. The external routes require improvements so they provide a practical exit route for non-ambulant building users. Provision of a smooth and even path to the final exit from the gardens with adequate mains and emergency lighting and directional signage is required. Additionally, the existing ramps from the raised door levels to the ground level are in a poor state of repair with an excessive gradient. Also, the door thresholds, whilst compliant when the centre was built, are not considered appropriate for non-ambulant egress. As such, works are required to address the access through the gardens (front and rear garden), the doorway threshold levels and existing ramps.

#### Works required are:

##### *Front Garden:*

- remove existing steps, ramps and paving to formation level;
- excavate for dwarf walls and path to gates;
- build 225mm dwarf walls with 225mm brick on edge as capping;
- install sub-base and lay slabs to correct line and levels; and
- adjust inspection chamber to allow for line of new path.

##### *Rear Garden:*

- excavate to formation level to rear of building;
- install sub-base and lay slabs to correct line and level; and
- face hang garden gate to provide for wheelchair access to/from garden area.

##### *Miscellaneous Ground Works:*

- lift and relay sunken paving, inspect and repair drainage gully.

##### *Thresholds:*

- cut out 3 x existing timber thresholds and install level thresholds.

At the time of writing, the quoted cost of the works is £6,457. Additional quotes are being sought.

If approved it is suggested that the cost of the works is met from the remaining £1,800 from The Caudle Memorial Trust donation for the refurbishment of Broadwater Park Community Centre (the majority of the funds having been utilised for the refurbishment of the kitchen, upgrading of the heating system and redecoration of the halls) with the remaining £4,657 to be taken from the Land & Property Maintenance Reserve.

11. E-NEWSLETTER - PRIVACY POLICY AMENDMENT – ITEM FOR DECISION

**Recommendation: Members to approve to agree an amendment to the Town Council’s Privacy Notice and Statement allowing for the collection of computer IP addresses for audit and compliance purposes.**

Members will be aware that at present, Godalming Town Council normally produces four newsletters per annum which are distributed via printed media. However, Members have also expressed a wish to explore alternative means of engagement with residents. As such, both the Community & Communications Officer and Support Services Executive attended an online learning course facilitated by SSALC for the production and distribution of E-Newsletters.

It is considered viable that GTC could ‘launch’ an E-Newsletter, initially in tandem with the physical newsletter whilst its reach is explored.

In preparation for launching an E-Newsletter, a sign-up form will need to be posted on the GTC website. As such an amendment to the Privacy Policy is required to cover the collection of IP Addresses that will be stored in an E-Newsletter production app.

Members are requested to approve the amendment of the Town Council’s Privacy Notice and Statement by the addition of a bullet point under the fourth section of the Notice/Statement:

“THE COUNCIL WILL PROCESS SOME OR ALL OF THE FOLLOWING PERSONAL DATA, WHERE NECESSARY, TO PERFORM ITS TASKS”

The additional bullet point to read:

- computer IP addresses for audit and compliance purposes;

Godalming Town Council’s Privacy Policy can be viewed at: [Privacy Policy](#)

12. OFFICE MOVE UPDATE – ITEM TO NOTE

Members to receive an oral update from the Town Clerk regarding the progress of the refurbishment of 107-109 High Street.

13. DOCUMENT SCANNING – ITEM FOR DECISION

**Recommendation: Members are requested to resolve to approve expenditure of £3,000 from the professional fees budget to enable the scanning of paper documents prior to the Council’s office relocation.**

In preparation of the move from Municipal Buildings to 107-109 High Street, staff have, as time allowed, undertaken various housekeeping actions including weeding of paper documents that are no longer required and/or have exceeded their retention periods as detailed in the Town Council’s GDPR Document Retention Policy. However, there remains significant paper documentation holdings that are required to be retained. Whilst it is feasible to move the physical documents when GTC offices relocate, the preferred option is for the majority of such documents to be scanned and retained electronically.

The scanning of the documents is a time consuming process and would engage existing staff for an unacceptable length of time and detract from primary duties. Members are requested to approve expenditure of up to £3,000 from the professional fees budget to engage an individual to conduct the required scanning tasks.

14. **REMEMBRANCE IN GODALMING – ITEM FOR NOTE**

In the context of the COVID-19 pandemic Members to receive an oral update from the Town Clerk regarding Remembrance Sunday arrangements in Godalming.

15. **RISK ASSESSMENT – ITEM FOR DECISION**

**Recommendation: Members to resolve to approve the Risk Assessment for the Godalming & Villages Community Store.**

In accordance with Financial Regulation 16.2, Members to consider the attached Risk Assessment for the Godalming & Villages Community Store.

16. **COMMUNITY STORE – ITEM TO NOTE**

Members to receive an update from the Chair of the Community Store Working Group on the work of the Community Store.

17. **GENERAL AND EAR MARKED RESERVES – ITEM FOR DECISION**

**Recommendation: Members to resolve to approve the transfer of several ear marked reserves that are no longer required to the General Reserve.**

Best Practice recommends that the level of General Reserves should be 40-60% of a Council's precept. Godalming Town Council's current precept is £711,154 which puts the recommended level of General Reserves between £284,462 and £426,692.

The most recent forecast done by the RFO anticipates that Godalming Town Council's General Reserve will be around £216,500 by year end due to the impact of COVID-19, which will put it well below the recommended minimum level. Accordingly, the RFO recommends that Members consider developing a plan to rebuild General Reserves to be included in the annual budget for 2021/22 and five year budget.

The Audit Committee discussed options to rebuild General Reserves and as a first step, reviewed current reserves to determine whether they were still required, and if so, were held at an appropriate level. Having completed this review, the Audit Committee recommends that a number of smaller reserves be transferred into the General Reserve (attached for the information of Members).

18. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING – ITEM TO NOTE**

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

19. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE – ITEM TO NOTE**

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

20. COMMUNICATIONS ARISING FROM THIS MEETING

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

21. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 17 December 2020 at 7.00pm.

22. ANNOUNCEMENTS

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

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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	355,577	0	(355,577)	711,154	355,577	(355,577)	711,154			100.0%	
1102 Community Infrastructure Levy	0	0	0	8,200	0	(8,200)	0			0.0%	
1202 Grants - WBC	0	0	0	5,300	5,300	0	5,300			100.0%	
1303 Other customer/client receipts	0	685	685	8,666	4,110	(4,556)	8,220			105.4%	
1401 Interest Received	17	100	83	418	600	182	1,200			34.8%	
1501 Recharges to Godalming JBC	0	0	0	14,840	14,840	0	29,680			50.0%	
Head Office Costs :- Income	<b>355,594</b>	<b>785</b>	<b>(354,809)</b>	<b>748,577</b>	<b>380,427</b>	<b>(368,150)</b>	<b>755,554</b>			<b>99.1%</b>	<b>0</b>
4001 Salaries	24,558	19,745	(4,813)	120,748	118,470	(2,278)	236,940	116,192		51.0%	
4002 Employer's NIC	2,631	2,015	(616)	12,384	12,090	(294)	24,180	11,796		51.2%	
4003 Employer's Superannuation	4,567	3,361	(1,206)	22,326	20,166	(2,160)	40,332	18,006		55.4%	
4011 Staff Training	485	250	(235)	575	1,500	925	3,000	2,425		19.2%	
4012 Recruitment Advertising	0	0	0	99	0	(99)	1,500	1,401		6.6%	
4013 Other Staff Expenses	0	50	50	0	300	300	600	600		0.0%	
4102 Property Maintenance	0	200	200	386	1,200	814	2,400	2,014		16.1%	
4103 Maintenance Contracts	0	200	200	792	1,200	408	2,400	1,608		33.0%	
4111 Energy Costs	0	265	265	0	1,590	1,590	3,200	3,200		0.0%	
4121 Rents	0	100	100	6,285	600	(5,685)	1,200	(5,085)		523.7%	
4131 Rates	0	0	0	0	6,000	6,000	12,000	12,000		0.0%	
4141 Water Services	0	25	25	0	150	150	300	300		0.0%	
4161 Cleaning	0	380	380	0	2,280	2,280	4,560	4,560		0.0%	
4162 Waste Removal	0	55	55	0	330	330	660	660		0.0%	
4163 Domestic Supplies	0	10	10	109	60	(49)	120	11		91.1%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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
4164 Workshop Consumables	6	0	(6)	800	0	(800)	0		(800)	0.0%	
4202 Car Allowances	0	80	80	136	480	344	1,000		864	13.6%	
4204 Fuel Costs	40	50	10	438	300	(138)	600		162	73.0%	
4205 Vehicle Maintenance	651	50	(601)	968	300	(668)	600		(368)	161.3%	
4301 Equipment	87	0	(87)	1,209	0	(1,209)	500		(709)	241.9%	
4304 Catering & Hospitality	8	25	17	112	150	38	300		188	37.3%	
4305 Clothes, Uniform & Laundry	241	75	(166)	733	450	(283)	900		167	81.4%	
4306 Printing	0	200	200	561	1,200	639	2,400		1,839	23.4%	
4307 Stationery	546	340	(206)	1,540	2,040	500	4,090		2,550	37.6%	
4313 Professional Fees - Other	255	830	575	1,605	4,980	3,375	10,000		8,395	16.1%	
4314 Audit Fees	210	0	(210)	2,330	2,255	(75)	3,300		970	70.6%	
4315 Insurance	0	0	0	8,891	8,750	(141)	8,750		(141)	101.6%	
4321 Bank Charges	25	30	5	136	180	44	360		224	37.9%	
4322 Postage	78	160	82	286	960	674	1,960		1,674	14.6%	
4323 Telephones	354	350	(4)	1,513	1,100	(413)	2,200		687	68.8%	
4325 Computing	561	633	73	4,317	4,969	652	8,767		4,450	49.2%	
4326 Website	45	50	5	349	300	(49)	1,000		651	34.9%	
4327 Publicity Advertising	0	0	0	280	0	(280)	0		(280)	0.0%	
4331 Newsletter	0	0	0	0	2,200	2,200	4,400		4,400	0.0%	
4341 Grants	0	5,800	5,800	50,374	34,800	(15,574)	70,000		19,626	72.0%	
4342 Subscriptions	0	0	0	4,061	4,100	39	4,300		239	94.5%	
4401 Payments to Godalming JBC	0	0	0	27,380	27,380	1	54,760		27,381	50.0%	
4900 Miscellaneous Expenses	30	150	120	284	900	616	1,825		1,541	15.6%	
6000 Debt Charges - Principal	0	0	0	15,086	15,087	1	30,413		15,327	49.6%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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
6001 Debt Charges - Interest	0	0	0	23,766	23,766	0	47,293		23,527	50.3%	
Head Office Costs :- Indirect Expenditure	<b>35,377</b>	<b>35,479</b>	<b>102</b>	<b>310,859</b>	<b>302,583</b>	<b>(8,276)</b>	<b>593,110</b>	<b>0</b>	<b>282,251</b>	<b>52.4%</b>	<b>0</b>
5102 Contrib. to Other Provisions	0	0	0	28,500	20,300	(8,200)	20,300		(8,200)	140.4%	
Head Office Costs :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,500</b>	<b>20,300</b>	<b>(8,200)</b>	<b>20,300</b>	<b>0</b>	<b>(8,200)</b>	<b>140.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>320,217</b>	<b>(34,694)</b>	<b>(354,911)</b>	<b>409,218</b>	<b>57,544</b>	<b>(351,674)</b>	<b>142,144</b>				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	1,100	1,100	2,420		2,420	0.0%	
4304 Catering & Hospitality	0	50	50	0	300	300	600		600	0.0%	
4305 Clothes, Uniform & Laundry	0	250	250	0	250	250	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4325 Computing	200	200	0	1,200	1,200	0	2,400		1,200	50.0%	
4332 Mayor's Expenses	649	720	72	(1,442)	4,320	5,762	8,670		10,112	(16.6%)	
4334 Members' Training	30	100	70	120	600	480	1,200		1,080	10.0%	
4900 Miscellaneous Expenses	200	80	(120)	200	480	280	960		760	20.8%	
Civic Expenses :- Indirect Expenditure	<b>1,079</b>	<b>1,620</b>	<b>542</b>	<b>78</b>	<b>8,250</b>	<b>8,172</b>	<b>17,550</b>	<b>0</b>	<b>17,472</b>	<b>0.4%</b>	<b>0</b>
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,079)</b>	<b>(1,620)</b>	<b>(542)</b>	<b>(6,078)</b>	<b>(14,250)</b>	<b>(8,172)</b>	<b>(23,550)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

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<u>104</u> <u>Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	0	3,300	3,300	3,300			0.0%	
Town Promotion :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>			<b>0.0%</b>	<b>0</b>
4005 Agency Staff & Contractors	0	0	0	10,718	0	(10,718)	0		(10,718)	0.0%	
4162 Waste Removal	0	0	0	0	300	300	300		300	0.0%	
4171 Grounds Maintenance Costs	0	0	0	853	6,500	5,647	6,500		5,647	13.1%	
4301 Equipment	0	0	0	883	500	(383)	500		(383)	176.6%	
4313 Professional Fees - Other	0	0	0	(315)	0	315	500		815	(63.0%)	
4327 Publicity Advertising	3,185	0	(3,185)	10,502	2,000	(8,502)	2,250		(8,252)	466.8%	
4900 Miscellaneous Expenses	31	0	(31)	1,571	100	(1,471)	395		(1,176)	397.7%	
Town Promotion :- Indirect Expenditure	<b>3,216</b>	<b>0</b>	<b>(3,216)</b>	<b>24,212</b>	<b>9,400</b>	<b>(14,812)</b>	<b>10,445</b>	<b>0</b>	<b>(13,767)</b>	<b>231.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,216)</b>	<b>0</b>	<b>3,216</b>	<b>(24,212)</b>	<b>(6,100)</b>	<b>18,112</b>	<b>(7,145)</b>				
<u>105</u> <u>Staycation</u>											
1303 Other customer/client receipts	0	0	0	0	320	320	320			0.0%	
Staycation :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320</b>	<b>320</b>	<b>320</b>			<b>0.0%</b>	<b>0</b>
4001 Salaries	0	0	0	0	152	152	152		152	0.0%	
4002 Employer's NIC	0	0	0	0	15	15	15		15	0.0%	
4162 Waste Removal	0	900	900	0	900	900	900		900	0.0%	
4301 Equipment	0	0	0	0	520	520	520		520	0.0%	
4304 Catering & Hospitality	0	350	350	0	350	350	350		350	0.0%	

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## 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
4313 Professional Fees - Other	0	0	0	0	300	300	300		300	0.0%	
4327 Publicity Advertising	0	0	0	0	3,850	3,850	3,850		3,850	0.0%	
4343 Licensing/PRS	0	0	0	0	170	170	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	90	90	90		90	0.0%	
Staycation :- Indirect Expenditure	<b>0</b>	<b>1,250</b>	<b>1,250</b>	<b>0</b>	<b>6,347</b>	<b>6,347</b>	<b>6,347</b>	<b>0</b>	<b>6,347</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,250)</b>	<b>(1,250)</b>	<b>0</b>	<b>(6,027)</b>	<b>(6,027)</b>	<b>(6,027)</b>				
<u>106 Festivals &amp; Markets</u>											
1303 Other customer/client receipts	420	245	(175)	1,880	6,670	4,790	14,160			13.3%	
Festivals & Markets :- Income	<b>420</b>	<b>245</b>	<b>(175)</b>	<b>1,880</b>	<b>6,670</b>	<b>4,790</b>	<b>14,160</b>			<b>13.3%</b>	<b>0</b>
4001 Salaries	0	160	160	240	1,375	1,135	2,265		2,025	10.6%	
4002 Employer's NIC	0	22	22	24	189	165	313		289	7.5%	
4003 Employer's Superannuation	0	14	14	0	99	99	271		271	0.0%	
4162 Waste Removal	0	0	0	0	250	250	600		600	0.0%	
4203 Other Transport Costs	0	0	0	0	200	200	400		400	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	
4304 Catering & Hospitality	0	0	0	0	60	60	180		180	0.0%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	0	900	900	2,100		2,100	0.0%	
4327 Publicity Advertising	0	0	0	0	1,750	1,750	4,380		4,380	0.0%	
4343 Licensing/PRS	0	0	0	0	110	110	220		220	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	200	200	1,000		1,000	0.0%	
Festivals & Markets :- Indirect Expenditure	<b>0</b>	<b>196</b>	<b>196</b>	<b>264</b>	<b>5,133</b>	<b>4,869</b>	<b>12,769</b>	<b>0</b>	<b>12,505</b>	<b>2.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>420</b>	<b>49</b>	<b>(371)</b>	<b>1,616</b>	<b>1,537</b>	<b>(79)</b>	<b>1,391</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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>108</u> <u>Christmas Lights</u>											
1304 Donations	0	0	0	0	0	0	3,200			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,200</u>			<u>0.0%</u>	<u>0</u>
4313 Professional Fees - Other	16,600	15,000	(1,600)	16,600	15,000	(1,600)	35,500		18,900	46.8%	
Christmas Lights :- Indirect Expenditure	<u>16,600</u>	<u>15,000</u>	<u>(1,600)</u>	<u>16,600</u>	<u>15,000</u>	<u>(1,600)</u>	<u>35,500</u>	<u>0</u>	<u>18,900</u>	<u>46.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>(16,600)</b></u>	<u><b>(15,000)</b></u>	<u><b>1,600</b></u>	<u><b>(16,600)</b></u>	<u><b>(15,000)</b></u>	<u><b>1,600</b></u>	<u><b>(32,300)</b></u>				
<u>201</u> <u>BWP Community Centre</u>											
1301 Premises Hire Charges	2,682	3,400	719	8,682	15,200	6,519	29,000			29.9%	
BWP Community Centre :- Income	<u>2,682</u>	<u>3,400</u>	<u>719</u>	<u>8,682</u>	<u>15,200</u>	<u>6,519</u>	<u>29,000</u>			<u>29.9%</u>	<u>0</u>
4102 Property Maintenance	114	260	146	17,300	1,560	(15,740)	3,120		(14,180)	554.5%	
4103 Maintenance Contracts	0	66	66	987	396	(591)	792		(195)	124.6%	
4111 Energy Costs	92	293	201	517	1,758	1,241	3,516		2,999	14.7%	
4131 Rates	0	0	0	1,347	1,380	33	1,380		33	97.6%	
4141 Water Services	31	40	9	186	240	54	480		294	38.8%	
4161 Cleaning	25	1,975	1,950	773	4,050	3,277	8,100		7,327	9.5%	
4162 Waste Removal	29	65	36	515	390	(125)	780		265	66.0%	
4163 Domestic Supplies	0	10	10	0	60	60	120		120	0.0%	
4171 Grounds Maintenance Costs	0	20	20	0	120	120	240		240	0.0%	
4301 Equipment	15	50	35	301	300	(1)	600		299	50.2%	
4323 Telephones	29	30	1	176	180	4	360		184	48.9%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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
4324 Broadband	39	40	1	234	240	6	480		246	48.8%	
4343 Licensing/PRS	0	0	0	0	0	0	300		300	0.0%	
BWP Community Centre :- Indirect Expenditure	<b>374</b>	<b>2,849</b>	<b>2,475</b>	<b>22,335</b>	<b>10,674</b>	<b>(11,661)</b>	<b>20,268</b>	<b>0</b>	<b>(2,067)</b>	<b>110.2%</b>	<b>0</b>
5001 Transfers from Reserves	(17,500)	0	17,500	(17,500)	0	17,500	0		17,500	0.0%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	<b>(17,500)</b>	<b>0</b>	<b>17,500</b>	<b>(15,000)</b>	<b>2,500</b>	<b>17,500</b>	<b>2,500</b>	<b>0</b>	<b>17,500</b>	<b>(600.0%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>19,807</b>	<b>551</b>	<b>(19,256)</b>	<b>1,346</b>	<b>2,026</b>	<b>680</b>	<b>6,232</b>				
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	637	800	163	4,304	4,800	496	9,600			44.8%	
1303 Other customer/client receipts	0	0	0	0	0	0	2,083			0.0%	
Pepperpot :- Income	<b>637</b>	<b>800</b>	<b>163</b>	<b>4,304</b>	<b>4,800</b>	<b>496</b>	<b>11,683</b>			<b>36.8%</b>	<b>0</b>
4102 Property Maintenance	0	100	100	19	600	581	1,200		1,181	1.6%	
4103 Maintenance Contracts	0	138	138	513	828	315	1,656		1,143	31.0%	
4111 Energy Costs	40	100	60	268	600	332	1,200		932	22.4%	
4131 Rates	0	0	0	0	690	690	690		690	0.0%	
4161 Cleaning	24	415	391	231	930	700	1,860		1,630	12.4%	
4163 Domestic Supplies	0	0	0	51	0	(51)	0		(51)	0.0%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	27	30	3	163	180	17	360		197	45.3%	
4324 Broadband	39	38	(1)	234	228	(6)	456		222	51.3%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	<b>130</b>	<b>821</b>	<b>691</b>	<b>1,549</b>	<b>4,126</b>	<b>2,577</b>	<b>8,092</b>	<b>0</b>	<b>6,543</b>	<b>19.1%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>507</b>	<b>(21)</b>	<b>(528)</b>	<b>255</b>	<b>(1,826)</b>	<b>(2,081)</b>	<b>1,091</b>				
<u>203 The Square</u>											
1302 Rents	0	3,000	3,000	3,000	6,000	3,000	12,000			25.0%	
1303 Other customer/client receipts	0	0	0	1,509	1,550	41	1,550			97.4%	
The Square :- Income	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>4,509</b>	<b>7,550</b>	<b>3,041</b>	<b>13,550</b>			<b>33.3%</b>	<b>0</b>
4315 Insurance	0	0	0	1,249	1,550	301	1,550		301	80.6%	
The Square :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,249</b>	<b>1,550</b>	<b>301</b>	<b>1,550</b>	<b>0</b>	<b>301</b>	<b>80.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,260</b>	<b>6,000</b>	<b>2,740</b>	<b>12,000</b>				
<u>204 Allotments</u>											
1302 Rents	0	0	0	2,487	2,000	(487)	2,000			124.4%	
Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,487</b>	<b>2,000</b>	<b>(487)</b>	<b>2,000</b>			<b>124.4%</b>	<b>0</b>
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	6	6	(0)	45	36	(9)	72		27	63.0%	
4162 Waste Removal	0	0	0	0	215	215	430		430	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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
4171 Grounds Maintenance Costs	2,221	0	(2,221)	2,613	0	(2,613)	0		(2,613)	0.0%	
Allotments :- Indirect Expenditure	<b>2,228</b>	<b>6</b>	<b>(2,222)</b>	<b>2,659</b>	<b>251</b>	<b>(2,408)</b>	<b>802</b>	<b>0</b>	<b>(1,857)</b>	<b>331.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,228)</b>	<b>(6)</b>	<b>2,222</b>	<b>(172)</b>	<b>1,749</b>	<b>1,921</b>	<b>1,198</b>				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	1,041	5,000	3,960	1,384	30,000	28,616	60,000			2.3%	
1303 Other customer/client receipts	89	0	(89)	89	0	(89)	0			0.0%	
Wilfrid Noyce Community Centre :- Income	<b>1,129</b>	<b>5,000</b>	<b>3,871</b>	<b>1,473</b>	<b>30,000</b>	<b>28,527</b>	<b>60,000</b>			<b>2.5%</b>	<b>0</b>
4001 Salaries	0	220	220	114	1,320	1,206	2,640		2,526	4.3%	
4002 Employer's NIC	0	0	0	11	0	(11)	0		(11)	0.0%	
4003 Employer's Superannuation	0	38	38	0	226	226	454		454	0.0%	
4102 Property Maintenance	296	300	4	2,568	1,800	(768)	3,600		1,032	71.3%	
4103 Maintenance Contracts	79	545	466	1,532	3,270	1,738	6,540		5,008	23.4%	
4111 Energy Costs	105	440	335	1,102	2,640	1,538	5,280		4,178	20.9%	
4121 Rents	0	250	250	0	250	250	250		250	0.0%	
4131 Rates	0	0	0	0	4,660	4,660	4,660		4,660	0.0%	
4141 Water Services	105	80	(25)	622	480	(142)	960		338	64.8%	
4161 Cleaning	0	3,275	3,275	280	6,650	6,370	13,300		13,020	2.1%	
4162 Waste Removal	77	160	83	345	960	615	1,920		1,575	17.9%	
4163 Domestic Supplies	0	50	50	0	300	300	600		600	0.0%	
4301 Equipment	0	300	300	1,591	1,800	209	4,000		2,409	39.8%	
4313 Professional Fees - Other	1,400	0	(1,400)	1,400	0	(1,400)	1,500		100	93.3%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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
4323 Telephones	54	28	(26)	326	392	66	784		458	41.6%	
4324 Broadband	39	38	(1)	234	228	(6)	456		222	51.3%	
4343 Licensing/PRS	0	0	0	105	0	(105)	350		245	30.0%	
4900 Miscellaneous Expenses	0	100	100	0	600	600	1,200		1,200	0.0%	
<b>Wilfrid Noyce Community Centre :- Indirect Expenditure</b>	<b>2,156</b>	<b>5,824</b>	<b>3,668</b>	<b>10,230</b>	<b>25,576</b>	<b>15,346</b>	<b>48,494</b>	<b>0</b>	<b>38,264</b>	<b>21.1%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
<b>Wilfrid Noyce Community Centre :- Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,026)</b>	<b>(824)</b>	<b>202</b>	<b>(11,258)</b>	<b>1,924</b>	<b>13,182</b>	<b>9,006</b>				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	0	630	630	630			0.0%	
<b>Bandstand :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>630</b>	<b>630</b>	<b>630</b>			<b>0.0%</b>	<b>0</b>
4102 Property Maintenance	0	50	50	896	300	(596)	600		(296)	149.3%	
4343 Licensing/PRS	0	0	0	70	0	(70)	100		30	70.0%	
<b>Bandstand :- Indirect Expenditure</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>966</b>	<b>300</b>	<b>(666)</b>	<b>700</b>	<b>0</b>	<b>(266)</b>	<b>137.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(50)</b>	<b>(50)</b>	<b>(966)</b>	<b>330</b>	<b>1,296</b>	<b>(70)</b>				
<u>207 Godalming Museum</u>											
1302 Rents	1,706	0	(1,706)	3,413	3,412	(1)	6,824			50.0%	
1303 Other customer/client receipts	240	0	(240)	26,980	26,980	0	34,085			79.2%	
<b>Godalming Museum :- Income</b>	<b>1,946</b>	<b>0</b>	<b>(1,946)</b>	<b>30,393</b>	<b>30,392</b>	<b>(1)</b>	<b>40,909</b>			<b>74.3%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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	4,159	3,658	(501)	22,101	21,948	(153)	43,896		21,795	50.3%	
4002 Employer's NIC	379	315	(64)	1,948	1,890	(58)	3,780		1,832	51.5%	
4003 Employer's Superannuation	746	595	(151)	3,953	3,570	(383)	7,140		3,187	55.4%	
4011 Staff Training	0	500	500	0	500	500	1,000		1,000	0.0%	
4102 Property Maintenance	550	200	(350)	1,945	1,200	(745)	2,500		555	77.8%	
4103 Maintenance Contracts	79	0	(79)	475	0	(475)	0		(475)	0.0%	
4162 Waste Removal	0	0	0	7	0	(7)	0		(7)	0.0%	
4202 Car Allowances	0	160	160	0	160	160	320		320	0.0%	
4301 Equipment	12	0	(12)	237	0	(237)	0		(237)	0.0%	
4306 Printing	0	0	0	105	0	(105)	0		(105)	0.0%	
4307 Stationery	115	25	(90)	115	150	35	300		185	38.5%	
4315 Insurance	0	0	0	0	0	0	6,200		6,200	0.0%	
4322 Postage	268	0	(268)	335	0	(335)	0		(335)	0.0%	
4323 Telephones	14	25	11	50	150	100	300		250	16.5%	
4325 Computing	200	216	16	1,160	1,296	136	2,592		1,432	44.8%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
Godalming Museum :- Indirect Expenditure	<b>6,523</b>	<b>5,694</b>	<b>(829)</b>	<b>32,431</b>	<b>30,864</b>	<b>(1,567)</b>	<b>71,028</b>	<b>0</b>	<b>38,597</b>	<b>45.7%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	33,125	33,125	0	33,125		0	100.0%	
Godalming Museum :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,125</b>	<b>33,125</b>	<b>0</b>	<b>33,125</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,577)</b>	<b>(5,694)</b>	<b>(1,117)</b>	<b>(35,164)</b>	<b>(33,597)</b>	<b>1,567</b>	<b>(63,244)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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 &amp; Property - Other</u>											
1303 Other customer/client receipts	1,500	0	(1,500)	1,500	0	(1,500)	0			0.0%	
Land & Property - Other :- Income	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>0</b>				<b>0</b>
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	2,419	325	(2,094)	2,885	1,950	(935)	3,900		1,015	74.0%	
4103 Maintenance Contracts	0	100	100	0	600	600	1,200		1,200	0.0%	
4111 Energy Costs	49	65	16	272	390	118	780		508	34.8%	
4131 Rates	0	0	0	3,668	3,706	38	3,706		38	99.0%	
4141 Water Services	132	270	138	715	1,620	905	3,240		2,525	22.1%	
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000	0.0%	
4161 Cleaning	0	3,510	3,510	1,037	7,020	5,983	14,040		13,003	7.4%	
4171 Grounds Maintenance Costs	0	400	400	198	2,400	2,202	5,000		4,802	4.0%	
4900 Miscellaneous Expenses	0	450	450	0	900	900	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	<b>2,601</b>	<b>5,120</b>	<b>2,519</b>	<b>8,775</b>	<b>19,086</b>	<b>10,311</b>	<b>36,226</b>	<b>0</b>	<b>27,451</b>	<b>24.2%</b>	<b>0</b>
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	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,101)</b>	<b>(5,120)</b>	<b>(4,019)</b>	<b>(11,775)</b>	<b>(23,586)</b>	<b>(11,811)</b>	<b>(40,726)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2020

Month No: 6

## 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	363,908	13,230	(350,678)	803,804	481,289	(322,515)	934,306			86.0%	
Expenditure	52,782	73,909	21,127	494,332	510,565	16,233	934,306	0	439,974	52.9%	
<b>Net Income over Expenditure</b>	<u>311,126</u>	<u>(60,679)</u>	<u>(371,805)</u>	<u>309,473</u>	<u>(29,276)</u>	<u>(338,748)</u>	<u>0</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>311,126</u>			<u>309,472</u>							

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. <b>Due to the current limited use of the community centres, no performance monitoring has been undertaken</b>	Quarterly	<b>January 2021</b>
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 2021
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 <b>Updated 16 July 2020</b>	Quarterly	March 2021
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019 <ul style="list-style-type: none"> <li>• <b>Initial Works Notice served</b></li> <li>• <b>Approved Building Control Inspectors appointed</b></li> <li>• <b>Pre-Occupancy Fire Risk Assessment ongoing</b></li> <li>• <b>Fire Detection System Design agreed</b></li> <li>• <b>Intruder Alarm Design agreed</b></li> <li>• <b>Listed Building Consent Condition 2 met</b></li> <li>• <b>Site shut during lockdown, recovery issues relating to staff capacity and availability of trades and materials, limited works have resumed.</b></li> <li>• <b>Bespoke carpentry commissioned, works schedule updated</b></li> <li>• <b>Installation of studwork, fire separation and plasterboarding complete</b></li> <li>• <b>Plastering complete</b></li> <li>• <b>External Painting ongoing</b></li> </ul>	Per Meeting	April 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
			<ul style="list-style-type: none"> <li>• <b>Internal painting due to start week commencing 18 October</b></li> <li>• <b>Floorboarding ongoing</b></li> <li>• <b>Fire shutter ordered</b></li> <li>• <b>Sanitary wear onsite</b></li> <li>• <b>Data hardware installation – mid November</b></li> </ul>		
<p>THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018</p>	<p>Town Clerk</p>	<p>297-18</p>	<p>GTC website compliance with the regulations:</p> <ul style="list-style-type: none"> <li>• Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website <a href="http://www.godalming-tc.gov.uk">www.godalming-tc.gov.uk</a>;</li> <li>• 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</li> <li>• the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations</li> <li>• Support Services Executive has undertaken training on Website accessibility and is working through GTC website to resolve issues</li> </ul> <p><b>Reported Full Council 17 September</b></p> <p>Accessibility Audit of GTC website completed and the areas that could be corrected in house have been done. A quote has been sourced to correct outstanding issues from original website creator in the sum of £14-16,500, which is deemed to be disproportionate burden. Accessibility of GTC website to be reviewed in approximately 5 years' time. Accessibility Statement produced and is available on GTC Website.</p>	<p>23 Sep 2020</p> <p>7 Mar 2019</p> <p>Jan 2020</p>	<p>23 Sep 2020</p>

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>				<b>Required Date</b>	<b>Revised Date</b>
St Mark's Community Initiative Group	Cllr Ashworth		Report provided	05/03/20	
Godalming Together CIC	Cllr Welland		Report provided	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report deferred until further notice	16/04/20	
District Scout Council	Cllr Crooks		Report deferred until further notice	16/04/20	
Waverley Citizens' Advice	Cllr Steel		Report deferred from 17 October 2019 until 16 April 2020. Deferred until further notice	16/04/20	
SALC	Cllr Cosser		Report deferred from meeting on 5 March 2020 to 16 April 2020; deferred until further notice	16/04/20	
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020; deferred until further notice	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report provided	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019; deferred until further notice	30/07/20	
Farncombe Day Centre	Cllr Hullah		Report provided	03/09/20	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report provided	03/09/20	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report provided	03/09/20	
Sport Godalming	Cllr Adam		<b>Report on this agenda</b>	29/10/20	
Godalming & District Chamber of Commerce	Cllr Stubbs		<b>Report on this agenda</b>	29/10/20	
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 26 November 2020	17/12/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report expected 26 November 2020	17/12/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 17 December 2020	17/12/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 17 December 2020	28/01/21	
Godalming Together CIC	Cllr Welland		Report expected 28 January 2021	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report expected 28 January 2021	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report expected 11 March 2021	11/03/21	
SALC	Cllr Cosser		Report expected 11 March 2021	11/03/21	
Waverley Cycle Forum	Cllr Crooks		Report expected 22 April 2021	22/04/21	
District Scout Council	Cllr Crooks		Report expected 22 April 2021	22/04/21	
Godalming Park Run Group	Cllr Duce		Report expected*		
Fairtrade Steering Group	Cllr Wardell		Report expected*		
Farncombe Day Centre	Cllr Hullah		Report expected*		
St Mark's Community Centre Management Committee	Cllr Ashworth		Report expected*		

\*Dates to be set when Meeting Schedule 2021/22 is agreed.



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

Event	Date
Annual Town Meeting	Thursday, 19 March 2020 – <b>Cancelled</b>
Spring Festival – Spring into Godalming	Saturday, 4 April 2020 – <b>Cancelled</b>
Churches Together Easter Procession	Friday, 10 April 2020 – <b>Cancelled</b>
Annual Council/Mayor Making	Wednesday, 6 May 2020 – <b>Cancelled</b>
VE 75 <sup>th</sup> Day Commemorations	Friday, 8 May 2020 – <b>Cancelled</b>
Duck Race	Saturday, 9 May 2020 – <b>Cancelled</b>
VE 75 <sup>th</sup> Commemorations	Sunday, 10 May 2020 – <b>Cancelled</b>
Godalming Run	Sunday, 17 May 2020 – <b>Cancelled</b>
Godalming Town Show & Carnival	Saturday, 6 June 2020 – <b>Cancelled</b>
Godalming Summer Food Festival	Saturday, 5 July 2020 – <b>Cancelled</b>
Staycation	Saturday, 1 – Sunday, 9 August 2020 – <b>Cancelled</b>
Remembrance Sunday	Sunday, 8 November 2020
Godalming Christmas Festival & Lights Switch-on	Saturday, 21 November 2020 – <b>Festival Cancelled – Lights will be installed</b>
Farncombe Christmas Lights Switch-on	Friday, 4 December 2020 – <b>Festival Cancelled – Lights will be installed</b>
Churches Together Christmas Event	Saturday, 12 December 2020 - TBC
Godalming Pop-Up Saturday – Second Saturday of each month	Saturday, 9 January 2021 – <b>Cancelled</b>
Mayor's Pancake Races	Tuesday, 16 February 2021 – Not running as during Half Term
Farmers' Market – Last Saturday of each month Feb-Dec (except Nov)	Saturday, 27 February 2021

13. REPORT OF THE YOUTH PROVISION WORKING GROUP

**1. Purpose**

The Youth Provision Working Group (YPWG) was formed by the Policy & Management Committee of Godalming Town Council (GTC) in response to the significant reduction of statutory provisions for Youth Services including funding for Youth Clubs and concerns expressed by The Council regarding:

- a lack of accessibility to existing provisions for the 'un-clubbed' being those youths unable to afford subscriptions to local clubs and activities;
- the perceived gap in provision of affordable food during holiday periods for those taking breakfasts/lunches provided by schools and colleges during term times, where parents are unable to afford and provide food for various reasons. There were some models of provision used elsewhere to ameliorate this problem including:
  - Powys have a 'Food and Fun' model for holidays where youths do their own cooking using school kitchens;
  - use of community fridges and food banks;
  - London-based Alice's Hearts charity provides food vouchers via an app which are redeemable from local markets and greengrocers, the model is based on a local authority funding the provision
- additional pressure on parents of having to spend money on heating during our cooler months, which in turn adds to food poverty pressure;
- apart from August when Staycation runs, there is a lack of accessible provisions during school holidays; and
- increasing anti-social behaviour by youths in the area;
  - important to deal with resident perceptions of anti-social behaviour being the norm for our young people whereas it is but a very small minority acting anti-socially, and some of those come from outside our area.

**2. Context**

Approximately 2,500 young people aged 11-18 year-olds live in the Godalming and Farncombe area, with an additional number commuting into Godalming to attend the sixth form college. It is this community we refer to as our youth. Although the lack of provision for this age group had been highlighted in the 2010 Healthcheck report and the 2019 Godalming & Farncombe Neighbourhood Plan, little progress has been made in addressing the situation.

A key challenge in providing youth activities and provision relates to direct engagement with our youth. One local Godalming based charity, the Trinity Trust Team, provides an evening 'on the street' presence and others are trying to help. When planning any future or additional youth provision, the experience and knowledge of these and similar organisations of the problems and needs of our young citizens should be considered and understood. Alongside this input, engagement with PTAs, Rodborough and Broadwater Schools and Godalming College will be paramount to the success of any potential actions.

GTC has allocated £10k within the 2020/21 budget in order to fund further investigations and residents engagement/surveys to establish public support for any additional youth provision and potential funding level.

Any significant funding requirement for youth provision would need to be agreed by the Council and established in the base budget for 2021/22 and beyond. A year 1 funding requirement of £100,000 to support youth provision would currently equate to a 14.06% increase to the precept.

### **3. Remit:**

Although GTC has no statutory duty to provide Youth Services, Cllrs Duce, Stubbs and Crooks were nominated to form a Youth Provision Working Group (YPWG), with an initial Terms of Reference to organise a survey of young people to establish the adequacy and accessibility of current provisions. The YPWG was asked to:

- determine the questions to be asked of our young people;
- how to go about asking them;
- collect and analyse responses;
- set out conclusions and costs;
- make recommendations (based on the evidence obtained); and
- provide a report by end of March 2020 (this document is that report).

### **4. Schedule of Meetings and YPWG Activities**

#### Meeting 1: Reviewing Youth Provision

The YPWG first met on 27 June 2019. This meeting reviewed a list of existing provisions prepared by the Town Clerk (see Appendix A) and came to the conclusion that Godalming lacked a 'universally accessible' youth provision, free at point of access. A universal accessible provision was defined as a neutral space with no agendas that should be:

- inclusive
- accessible
- independent of faith-based organisations
- relevant (as determined by young people)
- innovative
- collaborative
- sustainable
- holistic

The YPWG considered that in order to avoid frustrations from our youth it would be important to manage expectations from the start as new provisions would need time, people and funding to set up.

#### Meeting 2: Listening Event

To take this work forward, on 10 September 2019 the YPWG set up an open meeting and invited known contacts from existing Youth Services and Provisions. Representatives from a range of Godalming's existing youth providing organisations attended this meeting. See Appendix B for a detailed note of its outcomes and conclusions. Key amongst these were to:

- work closely with schools and parents/PTAs;
- help parents with youths exhibiting Anti-Social Behaviour (ASB);
- provide a neutral Youth Cafe Drop-in type space for youths to hang out in, with basic furniture and non-alcoholic beverages as well as signposting to existing youth provisions;
- need for a full time Youth Worker to pull services together and provide drive and a focus to get things done, with support from volunteers with experience of youth work;

- organise free taster sessions with local youth service providers;
- get a direct knowledge of current youth expectations and needs through a Street Angel service such as the Trinity Trust Team; and
- improve cross-organisation knowledge and collaboration.

### Meeting 3: Research Objectives

A further meeting was organised for 5 November 2019 to take these actions forward. This meeting agreed that:

- the Trinity Trust Team should be asked to survey current youth from the local secondary schools and those on the streets as to their perceptions on the problems and issues they face and how they could be helped;
- undertake a survey of residents on youth provisions and issues in 2021/22;
- bid for GTC funding to resource:
  - a Youth Café;
  - a Youth Worker;
  - possible mobile Youth 'Bus' and driver outreaching services across Godalming, Farncombe and Milford.
- visit Hailsham to see its successful local Youth Services and understand how and why they have succeeded. This was undertaken on 11 February 2020 by the Godalming Town Clerk, the Community & Communications Officer and Councillor Stubbs. The report of this visit is provided at Appendix C.

### Meeting 4: Review of Research

A final review meeting was held on 12 February 2020 to hear back from the Hailsham visit and to review the results of the Trinity Trust Team's survey of some 120 youths in the last week of January 2020. See Appendix D for those survey results. In summary the survey found that:

- there was no one-size fits all initiative;
- in combining responses, an awareness was required of the differing activities provided for students at Rodborough and Broadwater Schools;
- a strategy is required to provide:
  - a Youth Centre/Drop-in for ages 14 to 17, staffed and possibly using an existing but under-utilised building;
  - one Youth Shelter mid-distant from Farncombe and Godalming or one in each centre, unstaffed but having visibility from the outside to reduce safety and safeguarding risks;
  - access to a range of diversionary activities through or at Youth Centre/Shelters, or from/at other local locations.

Outcomes of the meeting included:

- for any Youth provision, there needed to be a funding commitment of at least 5 years, if not 10, to cover elements such as lease period(s);
- there should be a direct approach to each local organisation providing youth services (retail, faith, clubs) to provide regular contributions, however small, and to seek out any unused premises or times when used premises are not being utilised;
- approach each organisation on the working group to see if they might provide a free taster session for the 'unclubbed';
- GTC would need to underwrite all initiatives;

- appropriate insurance will need to be in place to cover Public and Employer liabilities;
- put out a round robin announcing our intention to provide a Youth Service;
- set up a Godalming and Farncombe Youth Project Development Fund;
- engage with local police over how additional officers being provided in 2020/21 might help with new initiatives such as boxfit, cycle and other workshops or provisions; and
- existing provisions often rely on volunteers and it would be important to provide a means for people who wished to help our young people to come forward as volunteers and make known their availability, such as a Volunteer Register.

## **5. Actions/Recommendations**

### Civic Year 2020/21:

Conduct survey of residents to identify level of support for a universal (open to all) drop-in style provision requiring increase of precept.

Identify capacity of existing youth service providers to offer free taster sessions.

Establish opportunities to link our young citizens with existing providers offering taster sessions.

Dependent upon outcomes and timing of the Residents' Survey:

1. Nominate GTC elected Member as lead for Youth Services.
2. Agree strategic delivery programme of actions possibly including those that follow to establish a future universal youth provision including a lead Youth Worker and a drop-in café for our young people.
3. Seek agreement for 2021/22 budget provision for a universal youth provision (a critical action to enable implementation).
4. Seek in-year funding for engagement of a lead Youth Worker to develop plans for that provision in 2020/21 (possibly from the Emerging Projects Fund).
5. Identify potential permanent locations for a universal youth drop-in service and with Council approval acquire possession through rent or lease for April 2021.
6. If a suitable permanent premises cannot be acquired to establish a youth drop-in service for the beginning of the 2021 financial year, investigate capacity within existing youth/community buildings for temporarily locating the universal youth drop-in service.
7. Lead Youth Worker and Council lead to prepare and present the first implementation report and plans.

### Civic Year 2021/22

Engage assistant youth workers for delivery of universal drop-in.

Implement delivery plan for a permanent provision, either co-located or stand-alone location as situation allows.

Continued development of a Universal Youth Service within available resources.

## **6. Estimated Funding Requirement**

Based on a Term Time Drop-in Youth Café Service (39 weeks per annum) operating Monday–Friday 3.30pm–9.00pm (FT Youth Worker in Charge 37hrs pw 52 weeks pa + 60hr pw PT Staff (term time)). Staff Costs inclusive of all Employment Costs.

1 x FTE Youth Worker in Charge (SCP 20 @ 52 week pa) £32,700  
1.3 x FTE Youth Work Assistants (SCP 11 @ 42 weeks pa) £35,814

Operational Costs (utilities, maintenance, equipment, food & refreshments etc. £12,000  
pa

Rent & Rates (estimate) £20,000 pa

Anticipated full up costs of Youth Provision & Drop-in Service £100,514 pa

*April 2020*

## **Appendix A – list of existing provisions excluding College and School activities**

(To be expanded into a useful community resource with addition of contact details, description/timing of activity/service etc.)

Following is a list of existing provisions available for youth living in the Godalming and Farncombe area outside school/college organised activities. It is believed that these all involve a payment or a fee for membership and/or participation. Many of these activities are adult inclusive as well as having a minimum age for joining.

- i. Air Cadets
- ii. Angling
- iii. Army Cadets
- iv. Athletics
- v. Ballet
- vi. Basketball
- vii. Bowls
- viii. Brass Band
- ix. Canoeing
- x. Choirs
- xi. Cricket
- xii. Explorer/Venture Scouts
- xiii. Football
- xiv. Girl Guides/Brownies
- xv. Golf
- xvi. Hockey
- xvii. Martial Arts including self-defence, Judo, Karate, Tai Chi, Savate (a form of kick boxing)
- xviii. Music Works
- xix. Netball
- xx. Rifle Club
- xxi. Rugby
- xxii. Running
- xxiii. Street Dance
- xxiv. Swimming
- xxv. Tennis
- xxvi. Theatre and Drama

Some of the existing provisions offering general services were:

- i. Detached (Social Media based) Club at Aarons Hill
- ii. Physical Youth Club at Aarons Hill
- iii. Trinity Trust's Loseley Fields Youth Cafe
- iv. A number of faith-based clubs
- v. At the time of reporting the Trinity Trust also worked with the Northbourne Action Group providing open door service at Binscombe Children's Centre building

## **Appendix B – Outcomes from the 10 September Workshop of Youth Service providing organisations**

### 1. School/Parent

- a. Work in all schools PSHCE programme on grooming, drugs etc. peer pressure. How to say no to doing something they don't want to do.
- b. Work with parents to help them cope with their children who are anti-social. Support the parents.
- c. **Mentoring** – Schools train and provide the service to known anti-social/disruptive students.
- d. Professional expertise is needed for the more challenging kids (ASB), perhaps with police community work (not youth clubs).
- e. Provide a shed-like structure in central Godalming where young people can hang out - with a Youth Worker.

### 2. Youth Worker

- a. Needed: somewhere to hang out. First employ a Youth Worker, give them carte blanche to come up with a strategy. Therefore, FIND MONEY.
- b. How can we fund a Youth Worker for at least a year to kick start programme etc.?
- c. More goal posts on community fields. Support Workers. YOUTH Workers. Counsellors in schools.
- d. **We need voluntary helpers.**
  - Expand Duke of Edinburgh.
  - Volunteering to encompass less structured youth work ie. put the young volunteers where younger people are.
  - Music Works can provide bursary lessons and jobs.
  - Qualified and experienced person young people can talk to.

### 3. Skateboard/Sports etc.

- a. Upgrade skatepark and put in another. Give info to all students on sports clubs and other activities in a booklet form/download?
- b. Football cages in central Godalming.

### 4. Streetwork etc.

- a. Trinity Trust or similar to approach them on the street to find out what they want. "Angels".
- b. Purchase an old coach which can be used as a recording studio.
- c. Mobile provision staffed by trained Y/W professionals.
- d. Youth bus - travels to each area one night a week. Equipped with PlayStation, hot chocolate, football goals to put outside. Goes to them and gives them space to be. Costs low as no rented space, but fuel and insurance. Can be staffed by volunteer.

### 5. Place/Location

- a. Use **Farncombe Day Centre** in evenings for the youth of the area.
- b. Events days, like Staycation but in one place. Helps kids find existing activities.
  - Opportunities to BE not DO and be helped to do that.
  - Godalming/Farncombe divide.

### 6. More information/Research

- a. Find the reasons for Distressed Behaviour? Engage and respect young people.



- b. Unstructured **NOT** organised fun.
- c. Wider consultation with young people. Ongoing facilitation between youth focused organisations, build partnerships.

## **Appendix C – Visit to Hailsham Youth Service by Godalming Town Clerk, Community & Communications Officer and Councillor Stubbs on Tuesday, 11 February 2020**

Meeting with Andy and Helen, Full Time Staff of Hailsham Youth Service (HYS) also Town Clerk, Finance Officer and Mayor. Hailsham has a population of approx. 26,000 and is a commuter town for London and Brighton.

- HYS consists of two full time staff and six part time staff and some bank staff as needed, all Town Council employees. Don't rely on volunteers and only use them for certain things.
- It has been running for twenty years. Supported by community and police.
- HYS is responsible to Town Clerk and Asset Management Committee of Town Council.
- HYS provides a Youth Cafe and Friday Night Project.
- Youth Cafe is in one main room on ground level with hatch to kitchen and toilets.
- Drop-in 3.15 to 5pm and 6.45-9pm for older children (yrs 9-12). Need to book in and out and if they leave they can't then come back in that day.
- 20-40 each night flow through. Afternoon session term time only.
- No membership or subscription, just contact details when they arrive. Café is free.
- Town Council took over an old estate agents building in the town centre and started with two nights and one afternoon and one full time and two part time staff. The Café is on a main route from a residential area to the main secondary school.
- Ratio of 1 adult to 10 children.
- Needs to be one person in charge and consistently in charge.
- Pool table, Xbox, monitors for games (time limited on computers), board games. Shelter outside at rear in small enclosed garden.
- Food and drink available.
- They use 'Foodshare' – a scheme where food is donated by stores where it's beyond 'Best Before' date but still eatable. Also they are given food that the Food Bank can't use.
- Lot of the equipment and the kitchen was given by local organisations/firms.
- Staff will cook or will supervise the children, sometimes don't know how to make a sandwich etc.
- Not structured evenings, but sometimes there will be a talk or leaflets can be left around.
- There is a Safe Room where a child can go if things are too much or they need to talk to someone.
- There is a sexual health cupboard and staff are trained in testing for STDs.
- Cameras in all rooms and panic buttons to the police (never been used in 20 years).
- Andy (main man) often visits and talks to schools about The Cafe and Friday Night Project.
- Posters are put in toilets.
- Friday Night Project (FNP). Term time only and consists of activities/venues for young people. They are taken bowling, rock climbing etc. - cost £1-£3. Town Council subsidise the cost. Those who attend the FNP are different to those who attend the Café.
- Children heavily involved with Town Twinning.
- HYS have banners and presence at local events.
- Also branded jackets, 'Youth Worker' on orange for Cafe, 'Friday Night Project' logo on yellow jackets.
- They don't set rules, the children come up with boundaries and if someone breaches them after warnings they are banned from the Café for a period of time.
- If it's serious it could be that the club could be closed for week, so their peers ensure it doesn't happen!
- Room simple decoration and bright lighting, no hidden corners.
- No posters, only some of their own work.

- The Town Council underwrite the Service, but funding also comes from a number of sources eg. Police, Joint Action Group. Lions etc.
- Main point they made was **Significant Investment is needed and must be done full on.**
- They suggest we start with one full time and two part time staff. Finding the right people is very important.

**They would be happy to come and give a presentation to Godalming Town Council**

## **Appendix D – Trinity Trust Survey of Youths on the Streets of Godalming and Farncombe in the last week of January 2020.**

### Key Points and Outcomes

Andy Poulson from the Trinity Trust Team (TTT), reported back on the TTT's recent survey of 123 young people in Godalming, Milford and Farncombe, that was undertaken to help policy makers shape a vision for the future provision of Youth Services in the locality. He emphasised that the survey only provided anecdotal evidence but he had attempted to ensure it was representative of the range of academic abilities and backgrounds of our youth by getting responses from:

- Broadwater: 38 students responded from ages 15-16
- Rodborough: 65 students responded from ages 14-16
- Around 20 young people encountered on the streets

The questionnaire only covered activities that we could reasonably be expected to provide in our locality eg excluded skiing.

Popular current activities with 3 or more responses were:

- Dance/Drama/Music (18)
- Boxing/Martial Arts (12)
- Football (12)
- Athletics (11)
- Gym (11)
- Netball (7)
- Rugby (6)
- Swimming (6)
- Tennis (3)

Additional activities with 10 or more supporters were:

- Youth Shelter in Godalming eg bandstand (45)
- Youth Cafe/Drop-in (29)
- Dance/Drama/Music (23)
- Boxing/Martial Arts (19)
- Youth Shelter somewhere (17)
- Small group activities including life skills/mental health/cooking (16)
- Youth Shelter in Broadwater Park (12)
- Youth Shelter in Farncombe (11)

## 9. YOUTH PROVISION REPORT RECOMMENDATIONS – FINANCIAL IMPACT STATEMENT

### 1. Introduction

The Youth Provision Working Group (YPWG) was formed by the Policy & Management Committee of Godalming Town Council (GTC) in order to investigate issues relating to youth provision within the Parish of Godalming.

In submitting its report to the Policy & Management Committee, the YPWG has made a number of recommendations, which would have a significant impact on the council's budget. The implementation of the recommendations would require either a major reallocation of funds within the existing budget, with associated impacts on existing service delivery, or a substantial percentage increase in the existing precept.

### 2. Estimated Funding Requirement

The estimated funding requirement indicated within the YPWG report are based on:

- a. Term Time Drop-in Youth Café Service (39 weeks per annum) operating Monday–Friday 3.30pm–9.00pm
- b. Staff requirement:
  - i. FT Youth Worker in Charge @ 37hrs pw 52 weeks pa
  - ii. 60hr pw PT Staff (term time).

Estimated Staff Costs indicated below are inclusive of all Employment Costs (NI, Pension)

- a. 1 x FTE Youth Worker in Charge (SCP 20 @ 52 week pa) £33,900
- b. 1.3 x FTE Youth Work Assistants (SCP 11 @ 42 weeks pa) £36,920

Operational Costs (utilities, maintenance, equipment, food & refreshments etc. £12,000 pa

To date, no suitable rented venue costing less than £30,000pa plus business rates has been identified.

**A separate report will be brought forward for consideration by Members that relating to provision of additional Community facilities. Such facilities could have the potential for use by a Youth Drop-in Service.**

**These proposals might be suitable for a CIL funding application to WBC. This would require any potential proposal to complete committee stage prior to 17 December in order that any decision on applying for CIL from WBC can be approved by Full Council on 17 December. If agreed, it is believed that a CIL bid could be formed for submission to WBC by the 31 January 2021 deadline.**

Assuming the venue costs are funded outwith of revenue costs, the anticipated full up revenue cost of a GTC sponsored Youth Provision & Drop-in Service would be in the region of £80,000 pa. This in turn could be reduced if the operational costs could be met from either community contributions or revenue income. If this were to be the case then the additional revenue costs to GTC would be approximately £70,000

### 3. Consultation and Budget Setting

As stated in the YPWG report, GTC has allocated £10k within the 2020/21 budget in order to fund further investigations and residents' engagement/surveys to establish public support for the provision and funding of any proposed additional youth provision.

Engagement and consultation with residents is an important element to provide an evidence base to support a potential significant increase in the Council's precept. It is highly unlikely

that the envisioned consultation would be able to be undertaken for considerations to be given to allocations within GTC's 2021/22 budget.

#### 4. Impact of YPWG Recommendations on Godalming Town Council Precept

Any funding requirement for youth provision would need to be agreed by the Council and established in the base budget. No provision as yet has been made for the 2021/22 budget

In comparison to the 2020/21 precept, a year 1 funding requirement of £70,000 would equate to a cash increase of 9.84% to the precept, which in turn is an £7.48 or 9.84% increase for a Band D equivalent household.

Members will be aware that increases required to fund any new services would be in addition to inflationary costs and any adjustments required due to changes in the tax base.

The information provided above is based on the tax base remaining the same per 2020/21. However, Members will wish to be aware that on 10 June 2020, Godalming Town Council was informed by Waverley that:

*'Waverley's Head of Finance, writes to you all [Town and Parish Councils] in November with a range of information including an indicative council tax base for the coming year. In advance of this, I am alerting you to the potential impact arising from the increase in council tax support scheme caseload. Since the beginning of April, the number of households claiming support has increased and this is likely to reduce the council tax base in the borough if this trend continues and is sustained. At this stage, it is not possible to produce accurate projections by town/parish area but we will analyse the latest figures at the end of September and we will alert you to any potential variations in your areas.'*

At the time of distribution for this agenda, the potential variation information was not yet available. However, for illustrative purposes, if the tax base for Godalming is reduced due an increase in support claimants, the Band D equivalent figure would need to be increased to maintain the current cash requirements over a smaller number of households. As such any increases in cash requirement to meet inflationary costs, or to fund additional services, would also result in a higher percentage increase.

Examples of the impact on changes to the tax base can be seen below:

Table 1: Current Precept £711,154 – no change in existing precept requirement

	<b>Current Tax Base</b>	<b>Current Tax Base less 5%</b>	<b>Current Tax Base less 10%</b>
Tax Base	9358.6	8,890.7	8,422.7
Band D Equivalent	£75.99	£79.99	£84.43
£ Change	£0.00	£4.00	£8.44
% Change	0%	5.3%	11.1%

Table 2: Current Precept £711,154 plus 2% Inflation – £725,377

	<b>Current Tax Base</b>	<b>Current Tax Base less 5%</b>	<b>Current Tax Base less 10%</b>
Tax Base	9358.6	8,890.7	8,422.7
Band D Equivalent	£77.51	£81.59	£86.12
£ Change	£1.52	£5.60	£10.13
% Change	2.0%	7.4%	13.3%

Table 3: Current Precept £711,154 plus 2% Inflation plus Youth Provision of £70,000 = £815,377

	<b>Current Tax Base</b>	<b>Current Tax Base less 5%</b>	<b>Current Tax Base less 10%</b>
Tax Base	9358.6	8,890.7	8,422.7
Band D Equivalent	£87.13	£91.71	£96.80
£ Change	£11.14	£15.72	£20.81
% Change	14.66%	20.72%	27.39%

If Members were minded to proceed with supporting youth provision, Officers would recommend that 2021/22 is utilised to establish/secure premises and to explore terms of reference of the provision and consult with residents. If the outcome of the consultation is supportive, implementation/introduction could be over the period 2022/23.

# Risk Assessment



## Godalming & Villages Community Store

EVENT:	<b>WNC Community Store</b>	Date of Assessment:	1.4.2020	Date of Last Assessment:	NEW R. A	Responsible Person Name:	Andy Jeffrey
Section:	<b>Oglethorpe Hall</b>	Name of Assessor:	Karen Warner	Date of Next Assessment:	1.4.21	Signature:	

Hazards	Persons at risk	Existing Precautions	Severity	Likelihood	Numerical Risk	Risk Rating	Additional Controls	Task Frequency
Slips Trips & Falls	All users & visitors to the Community Store that may injure themselves if they slip on spillages or trip over object.	<ul style="list-style-type: none"> <li>All spillages to be cleared immediately by staff and/or volunteers of the Community Food Store.</li> <li>All staff &amp; volunteers are aware of where cleaning products kept and the safe use of any cleaning materials</li> </ul>	1	2		LOW	Community store to be checked before visitors arrived and, if necessary, areas are to be cleaned during opening hours.	Daily.
Machinery and Electric Items used i.e Fridges & Freezers	All user of the Community Food Store	<ul style="list-style-type: none"> <li>All Electrical goods to be cleaned before use and maintained in a clean condition during use.</li> <li>Fridges and Freezers to be Pat Tested even if newly purchased or loaned. .</li> </ul>	4	3		MED	Timetable of daily and weekly cleaning followed by staff and Volunteers of the Community Food Store.  Regular checks of all items and 5 year Fixed Wiring Check carried out for the Building	Daily or weekly  Yearly Pat Testing for each electrical item.

<b>High risks 12-25</b> Immediate action required to either eliminate or adequately control the risk before further activity takes place.	<b>Medium risks 5-10</b> Review existing control measures to determine effectiveness. Where necessary implement further risk reducing measures.	<b>Low risks &lt;5</b> Adequately controlled. No actions required but keep assessment under review. Additional controls will further reduce risk.	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Severity</th> </tr> <tr> <th>Likelihood</th> <th>Negligible</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Catastrophic</th> </tr> </thead> <tbody> <tr> <td>Rare</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Unlikely</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>Possible</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>Likely</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>Almost certain</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>		Severity					Likelihood	Negligible	Minor	Moderate	Major	Catastrophic	Rare	1	2	3	4	5	Unlikely	2	4	6	8	10	Possible	3	6	9	12	15	Likely	4	8	12	16	20	Almost certain	5	10	15	20	25
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Hazards	Persons at risk	Existing Precautions	Severity	Likelihood	Numerical Risk	Risk Rating	Additional Controls	Task Frequency
Storage of Boxes and items received at Community Food Store	All staff, volunteers and visitors to the Community Food Store	<ul style="list-style-type: none"> <li>Donations of food and items to be stored safely. Items place in date order /marked storage boxes.</li> </ul>	3	2		LOW	Boxes are not to be stacked on shelving units.	Work Area to be kept clear of debris and waste.
Safe disposal of rubbish/out of date items from the Community Food Store	All staff and volunteers of Community Food Store	<ul style="list-style-type: none"> <li>Waste is collected weekly by a licenced contractor.</li> <li>All waste /rubbish to be placed in designated refuse bins until collection takes place.</li> <li>All staff &amp; volunteers to wear protective gloves and relevant PPE whilst disposing of the rubbish</li> </ul>	3	1		LOW	Checks made to ensure refuse being collected. Bin area cleaned on a weekly basis	Daily & Weekly

<b>High risks 12-25</b> Immediate action required to either eliminate or adequately control the risk before further activity takes place.	<b>Medium risks 5-10</b> Review existing control measures to determine effectiveness. Where necessary implement further risk reducing measures.	<b>Low risks &lt;5</b> Adequately controlled. No actions required but keep assessment under review. Additional controls will further reduce risk.						
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Hazards	Persons at risk	Existing Precautions	Severity	Likelihood	Numerical Risk	Risk Rating	Additional Controls	Task Frequency
PPE	Staff, Volunteers and members of public using the Community Store.	<ul style="list-style-type: none"> <li>PPE – Gloves, masks and hand sanitizer provided for staff and volunteers and guidance provided.</li> </ul>					Staff/volunteers encouraged to wash hands, change gloves in between tasks	Daily
Date Checking of all food items	Members of public using the Community Store	<ul style="list-style-type: none"> <li>All items received are initially checked in the stock room upon arrival. No food items allowed to be stocked straight into the store.</li> <li>Stock Rotation – goods stored in date order and store re-stocked when required. Ensuring new stock is placed in order.</li> </ul>					Guidelines for staff and volunteers to follow.  Additional checks after appointments each day to ensure there are no out of date or damaged items in the community store.	Daily  Daily
Temperature of Fridge and freezer items.	All members of public using items from the Fridge and freezer facilities	<ul style="list-style-type: none"> <li>Twice Daily checks which are recorded whilst the store is open Monday to Friday</li> <li>Temperatures should read: Keep the <b>refrigerator temperature</b> at or below 40° F (4° C). The <b>freezer temperature</b> should be 0° F (-18° C).</li> </ul>					Fridge and freezers are checked daily. Goods are re-stocked at the end of each day to allow strict rotation of purchased freezer items.  All white good kept clean and anti-bac used on handles in between public visits to the store	Daily  Daily

<p><b>High risks 12-25</b> Immediate action required to either eliminate or adequately control the risk before further activity takes place.</p>	<p><b>Medium risks 5-10</b> Review existing control measures to determine effectiveness. Where necessary implement further risk reducing measures.</p>	<p><b>Low risks &lt;5</b> Adequately controlled. No actions required but keep assessment under review. Additional controls will further reduce risk.</p>	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Severity</th> </tr> <tr> <th>Likelihood</th> <th>Negligible</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Catastrophic</th> </tr> </thead> <tbody> <tr> <td>Rare</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Unlikely</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>Possible</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>Likely</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>Almost certain</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>		Severity					Likelihood	Negligible	Minor	Moderate	Major	Catastrophic	Rare	1	2	3	4	5	Unlikely	2	4	6	8	10	Possible	3	6	9	12	15	Likely	4	8	12	16	20	Almost certain	5	10	15	20	25
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Hazards	Persons at risk	Existing Precautions	Severity	Likelihood	Numerical Risk	Risk Rating	Additional Controls	Task Frequency
Manual Handling	Staff & Volunteers may sustain injury if they lift heavy objects in a safe way.	<ul style="list-style-type: none"> <li>Staff undergo training in manual handling. Volunteers are given an induction into precautions to be taken.</li> </ul>	1	2		LOW		Weekly
Fire	All personnel attending the Community Store.	<p>Fire &amp; Risk Assessments are carried out on the use of the Wilfrid Noyce Centre.</p> <p>Weekly Fire Alarm Checks made at the Wilfrid Noyce Centre</p>	4	3		MED	Records of all Fire Safety checks are kept with the Town Council.	Weekly
Emergency Lighting Failure	All personnel attending the Community Store.	<p>Fire Extinguishers &amp; Fire Evacuation plan</p> <p>Emergency lighting checks carried out by contractor.</p> <p>Visual Checks of EM Ltg conducted by staff</p>	4	3		MED	Volunteers informed of Fire Evacuation plan for the Community Centre. Signs in Centre clearly on show.	Weekly
			1	2		LOW	<p>Luminescent Evacuation signs in use</p> <p>All checks Recorded</p>	Weekly.

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Godalming Town Council  
Reserve Balances

Reserve Name	Purpose of Reserve	Forecasted Year End Balance £	Audit Committee Recommendation	Balances if recommendations approved £
<b>General Reserves</b>				
Revenue Reserve	General reserve with no specific purpose. Should be around 50% of Precept, which currently is around £355,000	216,553 61%	Build up over next 5 years to 50% of Precept	231,578 65%
<b>Non Ring Fenced EMR Reserves</b>				
Emerging Projects	To fund any in-year emerging projects before being built into budget. Could be used for other purposes.	32,679	Leave as is	32,679
107-109 High Street Maintenance	Monies set aside for the long term maintenance of 107-109 High Street from WBC SLA funding. Could be diverted.	62,805	Once renovations are complete, combine with Land & Property Reserve to have just one Reserve for asset maintenance	0
Youth Provision	Money set aside for public consultation on options for youth provision. Could be diverted.	10,000	Leave as is	10,000
IT Reserve	Monies set aside to replace 5x computers for staff. Could be diverted.	5,000	Transfer to General Reserve - single computer purchases can be absorbed within revenue budget	0
Christmas Lights	Monies set aside to fund ad hoc replacement of Christmas Lights. Could be diverted.	6,713	Transfer to General Reserve - revenue budget includes an element of light replacement	0
Festival Surplus	Reserve created from excess funds from Festivals to cover any loss made by a Festival for whatever reason. Fund could be diverted.	2,897	Transfer to General Reserve - future potential losses should be dealt with in year they occur	0
Staycation	Reserve created from excess funds from Staycation to cover any loss made by Staycation for whatever reason. Fund could be diverted.	335	Transfer to General Reserve - future potential losses should be dealt with in year they occur	0
Wilfrid Noyce Key Deposits	Hirers paid a deposit for keys to access the centre. But do not know who those hirers are and amount is immaterial. Funds could be diverted.	80	Transfer to General Reserve - any deposit refunds can be absorbed within revenue budget	0
Election Expenses Fund	Reserve built up over four years to cover the democratic cost of elections as invoiced by WBC. Also used for any by-elections that may occur in an administration. Could be diverted though not advised.	14,602	Leave as is	14,602
Land & Property Maintenance	Monies set aside to maintain all assets owned by GTC. Could be diverted though not advised.	38,601	Leave as is	101,406
Flood Wall Maintenance	Part of GTC's agreement with the Environment Agency in building the Flood Defence Wall was that GTC would maintain the wall. This reserve was created to set aside funds for that purpose. Could be diverted but not advised.	2,000	Leave as is	2,000
<b>Ring Fenced EMR Reserves</b>				
Community Infrastructure Levy	CIL can only be spent on capital projects and may not be used for revenue items	13,044	Leave as is	13,044
WW1 Memorial	Monies donated to create and maintain WW1 Memorial. Cannot be diverted to other purposes.	750	Leave as is	750
Caudle Memorial Fund	Monies donated to renovate the Pepperpot and Broadwater Park community centres. Cannot be diverted to other purposes.	1,800	Leave as is	1,800
Mayor's Charity	Monies raised for charity not yet distributed. Cannot be diverted for other purposes.	2,822	Leave as is	2,822
Farncombe Initiative	Monies raised by Farncombe Initiative (grants from SCC, GTC and SWS Trains) to be used in Farncombe. Cannot be diverted for other purposes.	3,201	Leave as is	3,201
<b>Sub- total Earmarked Reserves</b>		<b>197,328</b>		<b>182,304</b>
<b>Total Reserves</b>		<b>413,881</b>		<b>413,881</b>

## **SPORT GODALMING REPORT**

Since Lock down there haven't been any Sport Godalming meetings, or updates that I am aware of.

Via correspondence the Group have asked on a number of occasions for an update on the plans for Broadwater Golf Club, which they are very keen to ensure is retained as a community asset.

As such it would be helpful if GTC could press Waverley Borough Council for an update on any developments with any plans for the Golf Course.

Cllr Alex Adam  
19 October 2020



The Godalming & 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. It represents a wide range of different sectors including retail, catering, professional services, industry and general commerce. As a group they also have the advantage of a community drawing on a huge range of skills, knowledge and resources to deliver real benefits and results to their membership. The Chamber is effective because it is made up of individual business owners and managers who want to improve the business environment they and their colleagues work in.

The Godalming & District Chamber of Commerce represents members from Godalming, Farncombe, Compton, Hurtmore, Milford, Witley and Hascombe.

The Chamber is managed on a day-to-day basis by an elected management committee which has responsibility for ensuring that members are provided with a level of services that help provide support and advancement. All management committee members are also full members of the Chamber. The current President is John Taylor from Cornmeter.

### **Mission**

The focus of the Godalming & District Chamber of Commerce is to improve the business environment within which the members operate regardless of their industry sector. Its mission statement is:

The Godalming & 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.

There is a website (which is about to be relaunched) [www.godalmingchamber.org/](http://www.godalmingchamber.org/) for more information

**Back in May, the Chamber recognised that this was a very difficult time for all businesses** and decided to extend all current memberships until the end of the 2020 calendar year at no extra charge. All annual subscriptions for membership will then re-start on 1 January 2021 and renew annually thereafter. This will also simplify administration as there will only be one subscription period (ie 1 Jan to 31 Dec) for all members rather than operating multiple different subscription periods. For those members who have already subscribed beyond 31 December 2020, they will be entitled to a credit against their next renewal on 1 January 2021. The membership renewal invitations for 2021 will be emailed towards the end of this current year.

The Chamber sends out emails to all members as per the Gov. Guidelines every week. As for small retail shops they have spoken to all that are members and several that are not, the shops with one assistant would be wearing a mask and keeping a 2m distance. They also will only allow 1 person in at a time with signs pointing this out. The Chamber did approach a few multiple outlets ie: WH Smiths, Boots and Superdrug and were informed that they are told by head office what guidelines to follow.

John Taylor caught COVID-19 and is still not back to 100%.

The following was reported by John Taylor to the Waverley Chambers of Commerce zoom meeting on 30 June:

- *Positive feedback, the last two weeks. 95% open.*
- *All adjusted. Boots – franchise. Usually x 22 examinations a day now x 10. Better mental health. Staff moved to part time.*
- *Shoe shop speaks on phone about measuring children's feet.*
- *People adjusting. Feeling safe, not a major issue. Paid rent.*
- *Pre lockdown internet was an issue. How to tackle Amazon?*
- *Godalming Chamber created goody bags for shops reopening. To members and non-members. Non-members have now joined. Gave a lift.*
- *Closure of High Street is good.*
- *Free parking Sept/Oct?*
- *Parking is a big issue. Frustrations. Businesses on a knife edge now.*

**Action:** *Chambers to suggest times they would like 4 x car parks free, WBC look at the costs.*

The Chamber has been working with Waverley and Town Council to make Godalming the place to shop, most independent shops have held up very well.

The President John Taylor has said *"We speak to John Westwood often on the state of play and he says the main problem is landlords asking too much for rent, but as he says the best shops are not up for sale!"*

*The Chamber is hoping to have a full meeting at the end of October at the Wilfrid Noyce.*

*The future? No one knows as it changes every week but if we watch what Seymours are doing, 47% up we need to put the hours in to survive with them.*

*Cornmeter, which has been open since March, is still well above the normal about 27% up on last year!! But Relish, Mistral and Age UK have closed. Compared to the other 3 Waverley towns, Godalming is doing quite well."*

Councillor Michael Stubbs – 10 October 2020

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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