

GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 29 SEPTEMBER 2022 at 7.15pm

DATED this 23rd day of September 2022.

Andy Jeffery
Clerk to the Town Council

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

As the first meeting of Godalming Town Council since the announcement of the death of Her Majesty Queen Elizabeth II, a minute's silence in commemoration of the late Queen will be held immediately before proceedings begin.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 21 July 2022.

2. APOLOGIES

TO RECEIVE apologies for absence.

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

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

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

THE TOWN MAYOR 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:

- A. The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting.

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

B. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

Members to note that following the announcement of the death of Her majesty Queen Elizabeth II the Mayor sent a letter of condolence to King Charles III (attached for the information of Members).

7. PRESENTATION

Members to receive a presentation from Vanessa Lanham-Day, Co-Chair, Green Hub Project for Teens on the progress and work of the Green Hub project.

8. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairs' reports of the Committees as under:

Staffing Committee

The Chair's report and recommendations of the Staffing Committee held on 15 September 2022 will be presented to Members as a confidential item.

Policy & Management Committee

Policy Document Review

Recommendation: Full Council to resolve to agree to adopt the following amended documents (attached for the information of Members):

**Community Infrastructure Levy (CIL) Application Form
Community infrastructure Levy (CIL) Policy & Funding Application Form Guide**

Members requested that the Community Infrastructure Levy (CIL) Application Form and Policy & Funding Application Form Guide be amended to indicate that applicants could use, the Waverley Borough Council application forms if applying for both Strategic and Neighbourhood CIL funding. The purpose of the amendment is to negate the need for an applicant who is applying to both authorities to complete separate forms.

9. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

| | Meetings Dated |
|------------------------|--|
| Audit Committee | 7 July 2022 |
| Environment & Planning | 30 June 2022 21 July 2022 11 August 2022 1 September 2022 |

Policy & Management Committee

30 June 2022
11 August 2022
1 September 2022

Staffing Committee

7 July 2022
15 September 2022

10. GODALMING JOINT BURIAL COMMITTEE

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 8 September 2022.

11. EXTERNAL AUDIT– ITEM FOR NOTE

Members to note that Godalming Town Council has an unqualified audit for the financial year 2021/22 (copy of report attached for the information of Members).

12. HOSPITAL HOPPA – ITEM FOR NOTE

As required by the current SLA agreement between the Waverley Hoppa Community Transport and Godalming Town Council, Members to receive the draft accounts for 2022/2022 (attached for the information of Members) and to note that between April 2021 and March 2022, the Hospital Hoppa Transport, which is supported by GTC's SLA, conveyed 488 people for medical appointments of which 29 were wheelchair users.

13. INTERNATIONAL DAY FOR THE ELIMINATION OF VIOLENCE AGAINST WOMEN – ITEM FOR DECISION

Recommendation: Members to resolve to agree to support the International Day for the Elimination of Violence Against Women as set out below.

The Town Clerk has been asked to seek Members' approval to support the International Day for the Elimination of Violence Against Women and the 16 days of activism that follows, see below.

The Surrey Hills Soroptimist Club is the area's local branch of Soroptimist International (SI), a world-wide women's organisation whose mission is to promote the cause of women and girls across the world. SI has a consultative status at the United Nations and a key area of concern is violence against women and girls in all its forms. I am writing to ask for your help in promoting The International Day for the Elimination of Violence Against Women which is marked annually around the world on 25 November and is followed by 16 days' of activism; a campaign to end gender-based violence.

Orange the World is an initiative led by the United Nations to mark both 25 November and to raise awareness of the subsequent 16 days' of activism, which ends on Human Rights' Day on 10 December. The orange shines a light on the issue of violence against women and girls and the need for funding, essential services, prevention and data that shapes better-informed responses.

We will be asking businesses and organisations along Godalming High Street to place orange themed displays in their shopfronts or to put up our posters in their windows.

We are also seeking the help and support of Godalming Town Council to further promote the cause and raise awareness by:

- a. Lighting up in orange our iconic and main buildings eg. The Pepperpot, the council buildings, the Godalming Bandstand.

- b. Displaying orange flags from the various flagpoles around the Town.

Through doing this we hope to be able to attract significant local publicity and discussion and is an opportunity to link in with survivors, activists, decision-makers and people from every walk of life; to shine a light on the need for funding, essential services, prevention and data that shapes better-informed responses.

Ending violence against women is everyone's business!

We would be grateful for any support you can offer to the campaign.

Whilst the Town Clerk is mindful of any commitment that would set an expectation of ongoing annual support for the 'Orange the World' Members may wish to consider that violence against women and girls appears to be a significant weapon being used against the Ukrainian population and that for this year it may be appropriate to show our communities support for the elimination of violence against women.

If Members wish to support this initiative, it would be possible to internally light The Pepperpot building so that an orange light shines out from the building between 25 November and 10 December and replace the lamp in the Queen's Lantern. We could also light The Pepperpot in orange during the Christmas Lights Switch on 26 November. Likewise, the windows of the Town Council Offices could also be illuminated in orange during the same period. Additionally, an orange flag could also be flown from The Pepperpot on completion of the Christmas Lights Switch on. Also, GTC could use its social media presence to raise awareness.

It would not be possible to illuminate the bandstand as it has no permanent lighting and the location precludes the use of temporary lighting other than for short periods when the bandstand is in use and attended.

The council buildings in Bridge Street (Borough Hall and Council Chamber) is owned by Waverley Borough Council, as such the organisers would have to contact WBC to discuss any options that might exist in those locations.

14. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

15. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 15 December 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

16. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 17 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

17. STAFFING MATTERS

Members to consider a confidential report from the Staffing Committee (attached for the information of Members) and are requested to resolve to agree the recommendations contained within the report.

Town Mayor: Councillor Shirley Faraday

Tel: 01483 523575

E-Mail: office@godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

9 September 2022

The Private Secretary to
His Majesty The King
Buckingham Palace
Westminster
London
SW1A 1AA

Dear Sir

I write on behalf of the Members of the Town Council of Godalming and the citizens of the town to express our sincere condolences on the passing of Her Majesty The Queen.

Queen Elizabeth II's impact on the whole world has been immeasurable. She lived a life of duty and was loved and respected by her family, by the nation and by The Commonwealth. She has been a constant in our lives. May she rest in peace.

Yours faithfully

Cllr Shirley Faraday
Mayor



CIL FUNDING APPLICATION FORM

INTRODUCTION

Godalming Town Council receives 25% of money received through the Community Infrastructure Levy, collected by Waverley Borough Council (WBC) from development in Godalming. Any CIL monies due are confirmed by WBC at the end of 6 monthly periods ending in March and September and paid to Godalming Town Council shortly thereafter. The funds are available to spend on local projects in Godalming. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Godalming Town Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be validated by Council Officers prior to consideration by the Environment & Planning Committee, applications accepted by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Completed application forms and supporting information should be returned to: office@godalming-tc.gov.uk

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Godalming Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

Linked Document: CIL Policy and Funding Application Form Guide for Applicants



Supporting Our Community

CIL FUNDING APPLICATION FORM

| 1. Applicant organisation | |
|---|--|
| 2. Name and position of main contact | |
| 3. Applicant contact details (phone no, email and address) | |
| 4. Type of organisation If a charity, please provide registration number | |
| 5. Is the organisation able to reclaim VAT? | |
| 6. Location of project | |
| 7. Summary of the project proposal | |
| 8. Estimated project cost | |

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

| | Amount | Detail |
|--|--------|--------|
| CIL funding sought | | |
| Any other Local authority contribution eg EBC and/or SCC | | |
| Third party contribution | | |
| Total cost | | |

10. Detail of additional sources of funding available

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

12. Please indicate whether the organisation has previously received CIL or other funding sources from either Godalming Town Council and/or Waverley Borough Council. If yes, provide amounts and timings

13. How does the project help address the demands of development in the area. What evidence is there to support this?

| | |
|--|--|
| <p>14. What evidence is there of support from the community</p> | |
| <p>15. Proposed timescales for the project</p> | |
| <p>16. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?</p> | |
| <p>17. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves</p> | |
| <p>18. Do you need planning permission to carry out the works?</p> | |
| <p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so, please provide the application number</p> | |
| | |

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Godalming Town Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Godalming Town Council via the Town Clerk of any material changes to the proposals set out above. When requested, I agree to provide Godalming Town Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Godalming Town Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Godalming Town Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Town Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Godalming Town Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <https://godalming-tc.gov.uk/data-protection/>

Signed: _____

Organisation: _____

Date: _____

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____

CIL POLICY AND FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

INTRODUCTION

The Waverley Borough Council Community Infrastructure Levy (CIL) Charging Schedule was adopted on 31 October 2018 and the charge has been implemented since 1 March 2019.

The Community Infrastructure Levy (CIL) allows Waverley Borough Council (WBC) to raise funds, from some forms of new development, to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either infrastructure of wider strategic benefit to the Borough or local infrastructure.

CIL POLICY

The regulations that govern how CIL is spent require that Godalming Town Council utilises the local CIL allocated towards either:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on Godalming.

These definitions allow Godalming Town Council and the local community to consider quite broadly what is needed to help to mitigate the impacts of development in Godalming. The definition of infrastructure is broad and includes roads and other transport infrastructure, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

Godalming Town Council will work closely with the local community and infrastructure providers to identify potential improvement schemes, encouraging and, if applicable, sponsoring applications put forward.

Godalming Town Council has a five-year period in which to spend CIL monies from the date received, thus funds may be accumulated to provide for major projects. The level of CIL receipts available for funding CIL projects is dependent upon the level of development and will not be a constant or continuous funding source, as such, whilst receipt levels will be kept under review, it is not anticipated that approval of CIL project/ disbursement of CIL payments will take place before April 2021.

Final decisions for the approval of CIL applications and disbursement of CIL payments must be made at a meeting of the Full Town Council.

WHO CAN APPLY?

Applications may be made either by:

- Godalming Town Council Committees.
- External applications from not-for-profit organisations. Applicants may include statutory infrastructure providers including other councils, state schools, community groups and registered

charities. Applications by membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public funding, any new or improved facilities should be accessible to a range of people within the community. Applications must be received from the delivery organisation, rather than an individual.

- Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

WHAT IS NOT ELIGIBLE?

- Projects that have been completed prior to an application being submitted.
- Ongoing revenue costs for a project.
- Annual maintenance or repair.
- Projects promoting a political party.
- Projects that conflict with existing Town Council policies.
- VAT that you can recover.

Please note it may be determined that some projects are better funded through other funding sources.

WHAT DOES A PROJECT NEED TO DEMONSTRATE?

In addition to meeting the Government criteria for spend, the project should be able to show evidence of the following:

- a) addressing impacts created by new development;
- b) wider community benefit beyond just the benefits to the organisation submitting the application;
- c) deliverability: a clear delivery plan with robust governance;
- d) evidence of additional resources (people or money) available from partners to complement funding.

HOW MUCH CAN BE APPLY FOR?

Applications can be made for full or part funding of a project. It is in the interests of Godalming Town Council to make CIL monies collected go further by availing of opportunities such as match funding. Applications for 100% funding are less likely to be supported. CIL funding should be the funding of last resort, with other funding sources having been considered first. If other forms of funding have been sought but unsuccessful, please provide details within the application. Evidence will be requested that other sources of funding have been sought. Where appropriate, with the approval of the validation panel, a letter of 'without prejudice in-principle support' may be offered to an applicant in support of applications to other funding sources.

COMPLETING THE APPLICATION FORM

Applications forms should be emailed to: office@godalming-tc.gov.uk

CIL applications will be validated by a panel consisting of three nominated councillors and the Town Clerk. If validated, applications will be passed for consideration by the Environment & Planning Committee. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council for further consideration and prioritising against available and anticipated funds.

Dates of meetings of Godalming Town Council and its committees are available on the Godalming Town Council website www.godalming-tc.gov.uk

Please note that to prevent duplication of effort, if an organisation is also applying for Strategic CIL from Waverley Borough Council for the same project as they wish to request Neighbourhood CIL, then Godalming Town Council will accept an initial application for Neighbourhood CIL funds using the Waverley Borough Council CIL application form.

CIL FUNDING APPLICATION FORM GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Godalming Town Council CIL Funding Application Form. To discuss a potential project or for further guidance, please contact the Town Clerk at townclerk@godalming-tc.gov.uk

COMPLETING THE FORM

Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

Questions 4-5 - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Godalming Town Council Committees
- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

Question 6 - Please provide the address of the project, including postcode.

Question 7 - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

Questions 8-12 - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either Waverley Borough Council or Godalming Town Council.

Questions 13-14 - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received. Set out below are specific infrastructure pressures that have been identified within Godalming. These priorities have been identified in existing WBC infrastructure plans such as the: Godalming & Farncombe Neighbourhood Plan; Waverley Local Plan and the Waverley Infrastructure Delivery Plan. There will also be other local priorities in Godalming.

GODALMING proposed broad priorities:

- transport schemes including improved road, pedestrian, cycling, bridleway and safety schemes;
- improvements to open space, recreational and children's play space and facilities;
- youth provision;
- schemes to improve biodiversity;
- improvements to built community space; and
- flood and drainage improvements.

Questions 15-16 - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long-term revenue commitments will be met in order to show that the project is sustainable in the long term.

Questions 17-19 - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Godalming Town Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

DECLARATION

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

SUPPORTING INFORMATION

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Environment & Planning Committee and you will be able to attend to speak in support of your application. Applications approved by the Environment & Planning Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

PAYMENT OF CIL FUNDING

Successful projects must be able to commence within the twenty-four months following the relevant Full Town Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Town Council. No funds will be paid over until such written confirmation is received. The Town Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Town Council will pay the funding.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Godalming Town Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

PUBLICITY

The applicant will need to agree to publicise the support of Godalming Town Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

Linked Document: [CIL Funding Application Form](#)

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Godalming Town Council - SU0039

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/07/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

DRAFT

15/6/2022 12:20

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

CONTENTS

| | Page |
|---|---------|
| Reference and Administrative Details of the Company, its Trustees and Advisers | 1 |
| Trustees' Report | 2 - 7 |
| Independent Auditors' Report on the Financial Statements | 8 - 11 |
| Consolidated Statement of Financial Activities | 12 |
| Consolidated Balance Sheet | 13 - 14 |
| Company Balance Sheet | 15 - 16 |
| Consolidated Statement of Cash Flows | 17 |
| Notes to the Financial Statements | 18 - 40 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees

R H Knight
A M Fox
J J Brydon
A J D Boughton
R I Stansbury
S C Naughalty
Dr B S Capper

Company registered number

04989679

Charity registered number

1104954

Registered office

Unit 8 Towergate Business Centre, Coopers Place, Combe Lane, Wormley, Surrey, GU8 5SZ

Company secretary

S Gray

Independent auditors

Wise & Co, Wey Court West, Union Road, Farnham, Surrey, GU9 7PT

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

| | Note | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ | Total funds 2021 £ |
|--|------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Donations and legacies | 3 | 55,500 | 17,179 | 72,679 | 122,078 |
| Charitable activities | 4 | 154,814 | 19,012 | 173,826 | 163,649 |
| Other trading activities | 5 | - | 755,952 | 755,952 | 798,496 |
| Other income | 6 | - | 19,785 | 19,785 | 19,785 |
| Total income | | 210,314 | 811,928 | 1,022,242 | 1,104,008 |
| Expenditure on: | | | | | |
| Raising funds | 8 | - | 5,073 | 5,073 | 5,256 |
| Charitable activities | 9 | - | 1,069,606 | 1,069,606 | 1,007,572 |
| Total expenditure | | - | 1,074,679 | 1,074,679 | 1,012,828 |
| Net movement in funds before other recognised gains | | 210,314 | (262,751) | (52,437) | 91,180 |
| Other recognised gains: | | | | | |
| Actuarial gains on defined benefit pension schemes | 24 | - | 88,000 | 88,000 | 4,000 |
| Net movement in funds | | 210,314 | (174,751) | 35,563 | 95,180 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 146,932 | 92,043 | 238,975 | 143,795 |
| Net movement in funds | | 210,314 | (174,751) | 35,563 | 95,180 |
| Total funds carried forward | | 357,246 | (82,708) | 274,538 | 238,975 |

The Consolidated Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 40 form part of these financial statements.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)
REGISTERED NUMBER: 04989679

CONSOLIDATED BALANCE SHEET
AS AT 31 MARCH 2022

| | Note | 2022 £ | 2021 £ |
|---|------|------------------|----------------|
| Fixed assets | | | |
| Tangible assets | 14 | 286,704 | 304,354 |
| | | <u>286,704</u> | <u>304,354</u> |
| Current assets | | | |
| Debtors | 16 | 104,498 | 111,502 |
| Cash at bank and in hand | | 176,614 | 203,428 |
| | | <u>281,112</u> | <u>314,930</u> |
| Creditors: amounts falling due within one year | 17 | (65,351) | (73,287) |
| Net current assets | | 215,761 | 241,643 |
| Total assets less current liabilities | | 502,465 | 545,997 |
| Creditors: amounts falling due after more than one year | 18 | (32,927) | (51,022) |
| Net assets excluding pension liability | | 469,538 | 494,975 |
| Defined benefit pension scheme liability | 24 | (195,000) | (256,000) |
| Total net assets | | 274,538 | 238,975 |
| Charity funds | | | |
| Restricted funds | 19 | 357,246 | 146,932 |
| Unrestricted funds | | | |
| Unrestricted funds excluding pension asset | 19 | 112,292 | 348,043 |
| Pension reserve | 19 | (195,000) | (256,000) |
| Total unrestricted funds | 19 | (82,708) | 92,043 |
| Total funds | | 274,538 | 238,975 |

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

**WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)
REGISTERED NUMBER: 04989679**

**CONSOLIDATED BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022**

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

R H Knight

R I Stansbury

Date:

The notes on pages 18 to 40 form part of these financial statements.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)
REGISTERED NUMBER: 04989679

COMPANY BALANCE SHEET
AS AT 31 MARCH 2022

| | Note | 2022 £ | 2021 £ |
|---|------|-----------------------|-----------------------|
| Fixed assets | | | |
| Tangible assets | 14 | 286,704 | 304,354 |
| Investments | 15 | 1 | 1 |
| | | <u>286,705</u> | <u>304,355</u> |
| Current assets | | | |
| Debtors | 16 | 197,564 | 273,595 |
| Cash at bank and in hand | | 78,348 | 36,135 |
| | | <u>275,912</u> | <u>309,730</u> |
| Creditors: amounts falling due within one year | 17 | (60,151) | (68,087) |
| | | <u>215,761</u> | <u>241,643</u> |
| Net current assets | | | <u>241,643</u> |
| Total assets less current liabilities | | <u>502,466</u> | <u>545,998</u> |
| Creditors: amounts falling due after more than one year | 18 | (32,927) | (51,022) |
| Net assets excluding pension liability | | <u>469,539</u> | <u>494,976</u> |
| Defined benefit pension scheme liability | 24 | (195,000) | (256,000) |
| Total net assets | | <u><u>274,539</u></u> | <u><u>238,976</u></u> |
| Charity funds | | | |
| Restricted funds: | | | |
| Restricted funds excluding pension asset | 19 | 357,246 | 146,932 |
| Total restricted funds | 19 | <u>357,246</u> | <u>146,932</u> |
| Unrestricted funds | | | |
| Unrestricted funds excluding pension liability | 19 | 112,292 | 348,044 |
| Pension reserve | 19 | (195,000) | (256,000) |
| Total unrestricted funds | 19 | <u>(82,707)</u> | <u>92,044</u> |
| Total funds | | <u><u>274,539</u></u> | <u><u>238,976</u></u> |

The company's net movement in funds for the year was £35,564 (2021 - £95,174).

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)
REGISTERED NUMBER: 04989679

COMPANY BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

R H Knight

R I Stansbury

Date:

The notes on pages 18 to 40 form part of these financial statements.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

| | Note | 2022 £ | 2021 £ |
|--|------|-----------------|-----------------|
| Cash flows from operating activities | | | |
| Net cash used in operating activities | 21 | 38,357 | 159,407 |
| Cash flows from investing activities | | | |
| Proceeds from the sale of tangible fixed assets | | 3,000 | 11,128 |
| Purchase of tangible fixed assets | | (39,555) | (55,705) |
| Net cash used in investing activities | | (36,555) | (44,577) |
| Cash flows from financing activities | | | |
| Cash inflows from new borrowing | | - | 50,000 |
| Repayments of borrowing | | (28,616) | (11,231) |
| Net cash (used in)/provided by financing activities | | (28,616) | 38,769 |
| Change in cash and cash equivalents in the year | | (26,814) | 153,599 |
| Cash and cash equivalents at the beginning of the year | | 203,428 | 49,829 |
| Cash and cash equivalents at the end of the year | 22 | 176,614 | 203,428 |

The notes on pages 18 to 40 form part of these financial statements

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. General information

Waverley Hoppa Community Transport is a private company limited by guarantee, incorporated in England. The registered office address is Unit 8 Towergate Business Centre, Coopers Place, Combe Lane, Wormley, Godalming, Surrey, GU8 5SZ. The registered company number is 04989679.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Waverley Hoppa Community Transport meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The company has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

2.2 Going concern

WORDING TO BE PROVIDED

2.3 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Incoming resources from charitable activities are recognised when the service has been provided.

Grants are included in the Consolidated Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2.4 Expenditure

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All costs are charged to restricted or unrestricted expenses based on mileage.

2.5 Taxation

The company is considered to meet the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received, to the extent that such income or gains are applied exclusively to charitable purposes.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives,

Depreciation is provided on the following bases:

| | |
|------------------------|--|
| Leasehold property | - 50 years straight line |
| Motor vehicles | - 25% reducing balance |
| Fittings and equipment | - 50% straight line and 25% reducing balance |

2.7 Investments

Investments in subsidiaries are valued at cost less provision for impairment.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities

Liabilities and provisions are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.11 Financial instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Finance leases and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the Group. Obligations under such agreements are included in creditors, net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Consolidated Statement of Financial Activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

2.13 Operating leases

Rentals paid under operating leases are charged to the Consolidated Statement of Financial Activities on a straight line basis over the lease term.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.14 Pensions

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

The Group operates a defined benefits pension scheme and the pension charge is based on a full actuarial valuation dated 31 March 2022.

The liability recognised on the balance sheet in respect of the defined benefit plan is the present value of the defined benefit obligation at the end of the reporting date less the fair value of the plan assets at the reporting date.

The defined benefit obligation is calculated using the projected unit credit method. Annually the company engages independent actuaries to calculate the obligation. The present value is determined by discounting the estimated future payments using market yields on high quality corporate bonds that are denominated in sterling and that have terms approximating the estimated period of future payments.

The fair value of plan assets is measured in accordance with the FRS 102 fair value hierarchy.

2.15 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2.16 Group VAT registration

The company is part of a group VAT registration with Hoppa Limited. Waverley Hoppa Community Transport is the nominated company, responsible for submitting the returns and for making the payments on behalf of the companies in the group VAT registration.

3. Income from donations and legacies

| | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ |
|-------------------|--|--|---------------------------------------|
| Donations | 15,500 | 2,734 | 18,234 |
| Grants | 40,000 | 14,445 | 54,445 |
| Total 2022 | 55,500 | 17,179 | 72,679 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

3. Income from donations and legacies (continued)

| | <i>Restricted funds 2021 £</i> | <i>Unrestricted funds 2021 £</i> | <i>Total funds 2021 £</i> |
|-------------------|--|--|---------------------------------------|
| Donations | - | 2,712 | 2,712 |
| Grants | 70,264 | 49,102 | 119,366 |
| <i>Total 2021</i> | <u>70,264</u> | <u>51,814</u> | <u>122,078</u> |

4. Income from charitable activities

| | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ |
|----------------------------|--|--|---------------------------------------|
| Transport | - | 19,012 | 19,012 |
| Performance related grants | 154,814 | - | 154,814 |
| Total 2022 | <u>154,814</u> | <u>19,012</u> | <u>173,826</u> |

| | <i>Restricted funds 2021 £</i> | <i>Unrestricted funds 2021 £</i> | <i>Total funds 2021 £</i> |
|----------------------------|--|--|---------------------------------------|
| Transport | - | 9,465 | 9,465 |
| Performance related grants | 154,184 | - | 154,184 |
| <i>Total 2021</i> | <u>154,184</u> | <u>9,465</u> | <u>163,649</u> |

5. Income from other trading activities

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

5. Income from other trading activities (continued)

Income from non charitable trading activities

| | Unrestricted funds 2022 £ | Total funds 2022 £ |
|---------------------------|--|---------------------------------------|
| Subsidiary company income | 755,952 | 755,952 |

| | <i>Unrestricted funds 2021 £</i> | <i>Total funds 2021 £</i> |
|---------------------------|--|---------------------------------------|
| Subsidiary company income | 798,496 | 798,496 |

6. Other incoming resources

| | Unrestricted funds 2022 £ | Total funds 2022 £ |
|---------------|--|---------------------------------------|
| Sundry income | 19,785 | 19,785 |

| | <i>Unrestricted funds 2021 £</i> | <i>Total funds 2021 £</i> |
|---------------|--|---------------------------------------|
| Sundry income | 19,785 | 19,785 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

7. Government grants

During the year the charity received the following grants from government bodies.

| | 2022 | <i>2021</i> |
|----------------------------------|----------------|----------------|
| | £ | £ |
| Waverley Borough Council | 113,000 | <i>115,500</i> |
| Surrey County Council | 46,814 | <i>78,948</i> |
| Haslemere Town Council | 5,000 | <i>5,000</i> |
| Farnham Town Council | 10,000 | <i>10,000</i> |
| Godalming Town Council | 5,000 | <i>5,000</i> |
| Chiddingfold Parish Council | 1,200 | <i>1,200</i> |
| Coronavirus job retention scheme | 13,145 | <i>41,802</i> |
| | 194,159 | <i>257,450</i> |

8. Expenditure on raising funds

Other trading expenses

| | Unrestricted | Total |
|-----------------------------|---------------------|--------------|
| | funds | funds |
| | 2022 | 2022 |
| | £ | £ |
| Subsidiary company expenses | 5,073 | 5,073 |
| | <i>Unrestricted</i> | <i>Total</i> |
| | <i>funds</i> | <i>funds</i> |
| | <i>2021</i> | <i>2021</i> |
| | £ | £ |
| Subsidiary company expenses | 5,256 | 5,256 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

9. Analysis of expenditure on charitable activities

Summary by fund type

| | Unrestricted funds 2022 £ | Total funds 2022 £ |
|--------------------|--|---------------------------------------|
| Transport services | 1,069,606 | 1,069,606 |

| | <i>Restricted funds 2021 £</i> | <i>Unrestricted funds 2021 £</i> | <i>Total funds 2021 £</i> |
|--------------------|--|--|---------------------------------------|
| Transport services | 141,637 | 865,935 | 1,007,572 |

10. Analysis of expenditure by activities

| | Activities undertaken directly 2022 £ | Support costs 2022 £ | Total funds 2022 £ |
|--------------------|--|---|---------------------------------------|
| Transport services | 744,730 | 324,876 | 1,069,606 |

| | <i>Activities undertaken directly 2021 £</i> | <i>Support costs 2021 £</i> | <i>Total funds 2021 £</i> |
|--------------------|--|---|---------------------------------------|
| Transport services | 732,899 | 274,673 | 1,007,572 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10. Analysis of expenditure by activities (continued)

Analysis of direct costs

| | Transport 2022 £ | Total funds 2022 £ |
|--|---------------------------------|---------------------------------------|
| Vehicle costs | 155,089 | 155,089 |
| Vehicle storage costs | 13,300 | 13,300 |
| Staff costs | 520,465 | 520,465 |
| Training costs | 4,005 | 4,005 |
| Depreciation and (profit)/loss on disposal | 51,871 | 51,871 |
| Total 2022 | <u>744,730</u> | <u>744,730</u> |

| | <i>Transport 2021 £</i> | <i>Total funds 2021 £</i> |
|--|---------------------------------|---------------------------------------|
| Vehicle costs | 129,664 | 129,664 |
| Vehicle storage costs | 12,342 | 12,342 |
| Staff costs | 536,522 | 536,522 |
| Depreciation and (profit)/loss on disposal | 54,371 | 54,371 |
| <i>Total 2021</i> | <u>732,899</u> | <u>732,899</u> |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10. Analysis of expenditure by activities (continued)

Analysis of support costs

| | Transport 2022 £ | Total funds 2022 £ |
|--|---------------------------------|---------------------------------------|
| Net finance expense on defined benefit pension | 5,000 | 5,000 |
| Staff costs | 250,134 | 250,134 |
| Depreciation | 3,079 | 3,079 |
| Establishment costs | 9,471 | 9,471 |
| Staff related costs | 3,050 | 3,050 |
| Telephone | 6,842 | 6,842 |
| Postage & stationery | 2,640 | 2,640 |
| Advertising and marketing | 1,771 | 1,771 |
| IT development and maintenance | 10,797 | 10,797 |
| Accountancy & bookkeeping | 5,680 | 5,680 |
| Health & safety and professional fees | 2,803 | 2,803 |
| Sundry costs | 13,174 | 13,174 |
| Public relations | 5,460 | 5,460 |
| Governance costs | 4,975 | 4,975 |
| Total 2022 | 324,876 | 324,876 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

10. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

| | <i>Transport 2021 £</i> | <i>Total funds 2021 £</i> |
|--|---------------------------------|---------------------------------------|
| Net finance expense on defined benefit pension | 6,000 | 6,000 |
| Staff costs | 197,854 | 197,854 |
| Depreciation | 2,822 | 2,822 |
| Establishment costs | 11,588 | 11,588 |
| Staff related costs | 1,135 | 1,135 |
| Telephone | 6,397 | 6,397 |
| Postage & stationery | 12,185 | 12,185 |
| Advertising and marketing | 1,643 | 1,643 |
| IT development and maintenance | 9,048 | 9,048 |
| Accountancy & bookkeeping | 6,248 | 6,248 |
| Health & safety and professional fees | 2,662 | 2,662 |
| Sundry costs | 6,867 | 6,867 |
| Public relations | 4,769 | 4,769 |
| Governance costs | 5,455 | 5,455 |
| <i>Total 2021</i> | <u>274,673</u> | <u>274,673</u> |

11. Auditors' remuneration

| | 2022 £ | 2021 £ |
|---|---------------------|-------------------|
| Fees payable to the company's auditor for the audit of the company's annual accounts | 4,975 | 5,455 |
| Fees payable to the company's auditor in respect of: All non-audit services not included above | 3,020 | 6,248 |
| | <u>3,020</u> | <u>6,248</u> |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

12. Staff costs

| | Group 2022 £ | <i>Group 2021 £</i> | Company 2022 £ | <i>Company 2021 £</i> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| Wages and salaries | 651,134 | 635,505 | 651,134 | 635,505 |
| Social security costs | 43,455 | 40,851 | 43,455 | 40,851 |
| Pension contributions | 12,010 | 10,020 | 12,010 | 10,020 |
| Defined benefit pension adjustment | 64,000 | 48,000 | 64,000 | 48,000 |
| | 770,599 | 734,376 | 770,599 | 734,376 |

The average number of persons employed by the company during the year was as follows:

| | Group 2022 No. | <i>Group 2021 No.</i> | Company 2022 No. | <i>Company 2021 No.</i> |
|-------------------------------|-------------------------------|-------------------------------|---------------------------------|---------------------------------|
| Management and administration | 2 | 2 | 2 | 2 |
| Dispatches | 3 | 3 | 3 | 3 |
| Drivers | 33 | 34 | 33 | 34 |
| | 38 | 39 | 38 | 39 |

No employee received remuneration amounting to more than £60,000 in either year.

The total employee benefits, including employer pension contributions, of the key management personnel were £97,644 (2021 - £77,989).

13. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, expenses totalling £314 were reimbursed or paid directly to 1 Trustee (2021 - £55 to 1 Trustee).

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

14. Tangible fixed assets

Group

| | Long-term leasehold property £ | Plant and machinery £ | Total £ |
|--------------------------|---|-----------------------------|-----------------------|
| Cost or valuation | | | |
| At 1 April 2021 | 153,934 | 632,243 | 786,177 |
| Additions | - | 39,555 | 39,555 |
| Disposals | - | (15,000) | (15,000) |
| At 31 March 2022 | <u>153,934</u> | <u>656,798</u> | <u>810,732</u> |
| Depreciation | | | |
| At 1 April 2021 | 52,071 | 429,752 | 481,823 |
| Charge for the year | 3,079 | 52,972 | 56,051 |
| On disposals | - | (13,846) | (13,846) |
| At 31 March 2022 | <u>55,150</u> | <u>468,878</u> | <u>524,028</u> |
| Net book value | | | |
| At 31 March 2022 | <u><u>98,784</u></u> | <u><u>187,920</u></u> | <u><u>286,704</u></u> |
| <i>At 31 March 2021</i> | <u><u>101,863</u></u> | <u><u>202,491</u></u> | <u><u>304,354</u></u> |

Company

| | Long-term leasehold property £ | Plant and machinery £ | Total £ |
|--------------------------|---|-----------------------------|----------------|
| Cost or valuation | | | |
| At 1 April 2021 | 153,934 | 632,243 | 786,177 |
| Additions | - | 39,555 | 39,555 |
| Disposals | - | (15,000) | (15,000) |
| At 31 March 2022 | <u>153,934</u> | <u>656,798</u> | <u>810,732</u> |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

14. Tangible fixed assets (continued)

Company (continued)

| | Long-term leasehold property £ | Plant and machinery £ | Total £ |
|-------------------------|---|-----------------------------|----------------|
| Depreciation | | | |
| At 1 April 2021 | 52,071 | 429,752 | 481,823 |
| Charge for the year | 3,079 | 52,972 | 56,051 |
| On disposals | - | (13,846) | (13,846) |
| At 31 March 2022 | <u>55,150</u> | <u>468,878</u> | <u>524,028</u> |
| Net book value | | | |
| At 31 March 2022 | <u>98,784</u> | <u>187,920</u> | <u>286,704</u> |
| <i>At 31 March 2021</i> | <u>101,863</u> | <u>202,491</u> | <u>304,354</u> |

The net book value of assets held under finance leases or hire purchase contracts, included above, are £28,376 (2021 - £39,020)

15. Fixed asset investments

| company | Investments in subsidiary companies £ |
|--------------------------|--|
| Cost or valuation | |
| At 1 April 2021 | 1 |
| At 31 March 2022 | <u>1</u> |
| Net book value | |
| At 31 March 2022 | 1 |
| <i>At 31 March 2021</i> | <u>1</u> |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Principal subsidiaries

The following was a subsidiary undertaking of the company:

| Name | Company number | Holding | Included in consolidation |
|---------------|----------------|---------|---------------------------|
| Hoppa Limited | 08793063 | 100% | Yes |

The financial results of the subsidiary for the year were:

| Name | Income £ | Expenditure £ | Profit/(Loss) / Surplus/ (Deficit) for the year £ | Net assets £ |
|---------------|-------------|------------------|---|-----------------|
| Hoppa Limited | 755,952 | (685,430) | 70,522 | 1 |

16. Debtors

| | Group 2022 £ | Group 2021 £ | Company 2022 £ | Company 2021 £ |
|------------------------------------|--------------------|--------------------|----------------------|----------------------|
| Due within one year | | | | |
| Trade debtors | 79,676 | 88,752 | - | - |
| Amounts owed by group undertakings | - | - | 172,742 | 250,845 |
| Other debtors | 11,507 | 9,435 | 11,507 | 9,435 |
| Prepayments and accrued income | 13,315 | 13,315 | 13,315 | 13,315 |
| | <u>104,498</u> | <u>111,502</u> | <u>197,564</u> | <u>273,595</u> |

17. Creditors: Amounts falling due within one year

| | Group 2022 £ | Group 2021 £ | Company 2022 £ | Company 2021 £ |
|---|--------------------|--------------------|----------------------|----------------------|
| Bank loans | 10,423 | 8,333 | 10,423 | 8,333 |
| Trade creditors | 8,657 | 7,556 | 8,657 | 7,556 |
| Obligations under finance lease and hire purchase contracts | 9,851 | 22,462 | 9,851 | 22,462 |
| Other creditors | 6,247 | 4,762 | 6,247 | 4,762 |
| Accruals and deferred income | 30,173 | 30,174 | 24,973 | 24,974 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. Creditors: Amounts falling due within one year (continued)

| | Group 2022 | <i>Group 2021</i> | Company 2022 | <i>Company 2021</i> |
|--|-----------------------|-----------------------|-------------------------|-------------------------|
| | £ | £ | £ | £ |
| | <u>65,351</u> | <u>73,287</u> | <u>60,151</u> | <u>68,087</u> |

The net obligations under finance leases and hire purchase contracts are secured over the leased assets.

18. Creditors: Amounts falling due after more than one year

| | Group 2022 | <i>Group 2021</i> | Company 2022 | <i>Company 2021</i> |
|---|-----------------------|-----------------------|-------------------------|-------------------------|
| | £ | £ | £ | £ |
| Bank loans | 31,667 | 41,667 | 31,667 | 41,667 |
| Net obligations under finance lease and hire purchase contracts | 1,260 | 9,355 | 1,260 | 9,355 |
| | <u>32,927</u> | <u>51,022</u> | <u>32,927</u> | <u>51,022</u> |

The net obligations under finance leases and hire purchase contracts are secured over the leased assets.

Included within the above are amounts falling due as follows:

| | Group 2022 | <i>Group 2021</i> | Company 2022 | <i>Company 2021</i> |
|-----------------------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| | £ | £ | £ | £ |
| Between one and two years | | | | |
| Bank loans | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> |
| Between two and five years | | | | |
| Bank loans | <u>21,667</u> | <u>31,667</u> | <u>21,667</u> | <u>31,667</u> |

The bounce back loan was obtained in May 2020 and the first repayment was made in June 2021. Interest is payable at 2.5% per annum and was paid by the Government for the first 12 months of the loan.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

19. Statement of funds

Statement of funds - current year

| | Balance at 1 April 2021 £ | Income £ | Expenditure £ | Gains/ (Losses) £ | Balance at 31 March 2022 £ |
|---------------------------|---------------------------------|-------------------------|---------------------------|-------------------------|-------------------------------------|
| Unrestricted funds | | | | | |
| General Funds | 348,043 | 811,928 | (1,047,679) | - | 112,292 |
| Pension reserve | (256,000) | - | (27,000) | 88,000 | (195,000) |
| | <u>92,043</u> | <u>811,928</u> | <u>(1,074,679)</u> | <u>88,000</u> | <u>(82,708)</u> |
| Restricted funds | | | | | |
| Property Grant | 146,932 | - | - | - | 146,932 |
| Capital Grants | - | 15,500 | - | - | 15,500 |
| Hospital Hoppa | - | 20,000 | - | - | 20,000 |
| Demand Responsive | - | 169,814 | - | - | 169,814 |
| Apprentice Fund | - | 5,000 | - | - | 5,000 |
| | <u>146,932</u> | <u>210,314</u> | <u>-</u> | <u>-</u> | <u>357,246</u> |
| Total of funds | <u><u>238,975</u></u> | <u><u>1,022,242</u></u> | <u><u>(1,074,679)</u></u> | <u><u>88,000</u></u> | <u><u>274,538</u></u> |

The property grant of £150,000 was provided by Surrey County Council to purchase the company's current premises. The grant is repayable if the charity ceases to trade.

The Hospital Hoppa and Demand Responsive funds comprise grant funding for costs in connection with these services. Costs have been apportioned in relation to mileage.

The capital grant is funds collected for the purchase of new buses.

Any excess of expenses over income has been met from unrestricted funds and is shown by transfer.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

19. Statement of funds (continued)

Statement of funds - prior year

| | <i>Balance at 1 April 2020 £</i> | <i>Income £</i> | <i>Expenditure £</i> | <i>Transfers in/out £</i> | <i>Balance at 31 March 2021 £</i> |
|---------------------------|--|---------------------|--------------------------|-----------------------------------|---|
| Unrestricted funds | | | | | |
| General Funds | 242,863 | 879,560 | (857,191) | 82,811 | 348,043 |
| Pension reserve | (246,000) | - | (14,000) | 4,000 | (256,000) |
| | <u>(3,137)</u> | <u>879,560</u> | <u>(871,191)</u> | <u>86,811</u> | <u>92,043</u> |
| Restricted funds | | | | | |
| Property Grant | 146,932 | - | - | - | 146,932 |
| Capital Grants | - | 27,764 | - | (27,764) | - |
| Hospital Hoppa | - | 25,000 | (22,873) | (2,127) | - |
| Demand Responsive | - | 171,684 | (118,764) | (52,920) | - |
| | <u>146,932</u> | <u>224,448</u> | <u>(141,637)</u> | <u>(82,811)</u> | <u>146,932</u> |
| Total of funds | <u>143,795</u> | <u>1,104,008</u> | <u>(1,012,828)</u> | <u>4,000</u> | <u>238,975</u> |

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

| | Restricted funds 2022 £ | Unrestricted funds 2022 £ | Total funds 2022 £ |
|--|--|--|---------------------------------------|
| Tangible fixed assets | 146,932 | 139,772 | 286,704 |
| Current assets | 210,314 | 70,798 | 281,112 |
| Creditors due within one year | - | (65,351) | (65,351) |
| Creditors due in more than one year | - | (32,927) | (32,927) |
| Provisions for liabilities and charges | - | (195,000) | (195,000) |
| Total | <u>357,246</u> | <u>(82,708)</u> | <u>274,538</u> |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

| | <i>Restricted funds 2021 £</i> | <i>Unrestricted funds 2021 £</i> | <i>Total funds 2021 £</i> |
|--|--|--|---------------------------------------|
| Tangible fixed assets | 146,932 | 157,422 | 304,354 |
| Current assets | - | 314,930 | 314,930 |
| Creditors due within one year | - | (73,287) | (73,287) |
| Creditors due in more than one year | - | (51,022) | (51,022) |
| Provisions for liabilities and charges | - | (256,000) | (256,000) |
| Total | <u>146,932</u> | <u>92,043</u> | <u>238,975</u> |

21. Reconciliation of net movement in funds to net cash flow from operating activities

| | Group 2022 £ | Group 2021 £ |
|--|-----------------------------|-----------------------------|
| Net income/expenditure for the year (as per Statement of Financial Activities) | (52,437) | 91,180 |
| Adjustments for: | | |
| Depreciation charges | 56,051 | 60,349 |
| Profit on the sale of fixed assets | (1,846) | (3,156) |
| Decrease in debtors | 7,004 | 5,586 |
| Increase/(decrease) in creditors | 2,585 | (8,552) |
| Non-cash movement on pension liability | 27,000 | 14,000 |
| Net cash provided by operating activities | <u>38,357</u> | <u>159,407</u> |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

22. Analysis of cash and cash equivalents

| | Group 2022 £ | <i>Group 2021 £</i> |
|--|-----------------------------|-----------------------------|
| Cash in hand | 176,614 | 203,428 |
| Total cash and cash equivalents | 176,614 | 203,428 |

23. Analysis of changes in net debt

| | At 1 April 2021 £ | Cash flows £ | Other non- cash changes £ | At 31 March 2022 £ |
|--------------------------|----------------------------------|-------------------------|--|-----------------------------------|
| Cash at bank and in hand | 203,428 | (26,814) | - | 176,614 |
| Debt due within 1 year | (8,333) | 7,910 | (10,000) | (10,423) |
| Debt due after 1 year | (41,667) | - | 10,000 | (31,667) |
| Finance leases | (31,817) | 20,706 | - | (11,111) |
| | 121,611 | 1,802 | - | 123,413 |

24. Pension commitments

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,407 (2021 - £9,880). Employee and employer contributions totalling £509 (2021 - £156) were payable to the fund at the balance sheet date and are included in creditors.

The Group operates a defined benefit pension scheme.

The charity participates in a multi-employer defined benefits pension scheme, Surrey County Council's Occupational Pension Scheme.

The contributions paid during the year were £42,603 (2021 - £40,140). Contributions totalling £5,738 were payable to the fund (2021 - £4,497) at the balance sheet date and are included in creditors.

The most recent full actuarial valuation was carried out for the year ended 31 March 2022 by Hymans Robertson LLP.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

24. Pension commitments (continued)

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages):

| | At 31 March 2022 | <i>At 31 March 2021</i> |
|--------------------------|-----------------------------|-----------------------------|
| | % | % |
| Discount rate | 2.7 | 1.95 |
| Future salary increases | 4.2 | 3.75 |
| Future pension increases | 3.3 | 2.85 |

| | At 31 March 2022 | <i>At 31 March 2021</i> |
|----------------------------------|-----------------------------|-----------------------------|
| | Years | Years |
| Mortality rates (in years) | | |
| - for a male aged 65 now | 22.1 | 22.3 |
| - at 65 for a male aged 45 now | 23.1 | 23.4 |
| - for a female aged 65 now | 24.5 | 24.7 |
| - at 65 for a female aged 45 now | 26.2 | 26.4 |

The Group's share of the assets in the scheme was:

| | At 31 March 2022 | <i>At 31 March 2021</i> |
|-----------------------------------|-----------------------------|-----------------------------|
| | £ | £ |
| Equities | 932,480 | 1,076,160 |
| Corporate bonds | 378,820 | 226,560 |
| Property | 116,560 | 70,800 |
| Cash and other liquid assets | 29,140 | 42,480 |
| Total fair value of assets | 1,457,000 | 1,416,000 |

The actual return on scheme assets was £28,000 (2021 - £25,000).

The amounts recognised in the Consolidated Statement of Financial Activities are as follows:

| | 2022 | <i>2021</i> |
|--|---------------|---------------|
| | £ | £ |
| Current service cost | 64,000 | 48,000 |
| Interest income | (28,000) | (25,000) |
| Interest cost | 33,000 | 31,000 |
| Total amount recognised in the Consolidated Statement of Financial Activities | 69,000 | 54,000 |

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

24. Pension commitments (continued)

Movements in the present value of the defined benefit obligation were as follows:

| | 2022 £ | 2021 £ |
|---|------------------|------------------|
| Opening defined benefit obligation | 1,672,000 | 1,318,000 |
| Current service cost | 64,000 | 48,000 |
| Interest cost | 33,000 | 31,000 |
| Contributions by scheme participants | 10,000 | 9,000 |
| Actuarial (gains)/losses | (92,000) | 292,000 |
| Benefits paid | (35,000) | (26,000) |
| Closing defined benefit obligation | 1,652,000 | 1,672,000 |

Movements in the fair value of the Group's share of scheme assets were as follows:

| | 2022 £ | 2021 £ |
|--|------------------|------------------|
| Opening fair value of scheme assets | 1,416,000 | 1,072,000 |
| Expected return on assets | 28,000 | 25,000 |
| Actuarial (losses)/gains | (4,000) | 296,000 |
| Contributions by employer | 42,000 | 40,000 |
| Contributions by scheme participants | 10,000 | 9,000 |
| Benefits paid | (35,000) | (26,000) |
| Closing fair value of scheme assets | 1,457,000 | 1,416,000 |

Amounts for the current and previous period are as follows:

| | 2022 £ | 2021 £ |
|----------------------------|------------------|------------------|
| Defined benefit obligation | (1,652,000) | (1,672,000) |
| Scheme assets | 1,457,000 | 1,416,000 |
| Net deficit | (195,000) | (256,000) |

Surrey County Council have agreed to provide a guarantee for the defined pension scheme.

WAVERLEY HOPPA COMMUNITY TRANSPORT
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

25. Operating lease commitments

At 31 March 2022 the Group and the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

| | Group 2022 | <i>Group 2021</i> | Company 2022 | <i>Company 2021</i> |
|--|-----------------------|-----------------------|-------------------------|-------------------------|
| | £ | £ | £ | £ |
| Not later than 1 year | 12,000 | 12,000 | 12,000 | 12,000 |
| Later than 1 year and not later than 5 years | 6,000 | 18,000 | 6,000 | 18,000 |
| | 18,000 | 30,000 | 18,000 | 30,000 |

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

| | Group 2022 | <i>Group 2021</i> | Company 2022 | <i>Company 2021</i> |
|-------------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| | £ | £ | £ | £ |
| Operating lease rentals | 12,000 | 11,000 | 12,000 | 11,000 |

26. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.

27. Related party transactions

During the year the company traded with Hoppa Limited, a wholly owned subsidiary. Total sales, in the form of recharged costs, amounted to £680,357 (2021: £718,646).

During the year gift aid distributions of £70,522 (2021: £74,594) was receivable from Hoppa Limited.

At the year end, Hoppa Limited owed the company £172,742 (2021: £250,845).

Document Activity Report

Document Sent

Wed, 15 Jun 2022 13:03:22 GMT

Document Activity History

Document history shows most recent activity first

Date

Activity

You can verify that this is a genuine Portal document by uploading it to the following secure web page:

<http://wiseandco.accountantspace.co.uk/messages/VerifyDocument>

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

| Agenda No. | Subject | Disclosable Pecuniary Interests | Other Registerable Interests (Non-Pecuniary Interests) | Reason |
|------------|---------|---------------------------------|--|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signed _____

Dated _____

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

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

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.