

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

24 November 2017

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 30 NOVEMBER 2017 at 7.00 pm.

Andy Jeffery
Acting Town Clerk

Committee Members: Councillor Reynolds – Chairman

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Hunter
Councillor Noyce
Councillor Williams
Councillor Bolton
Councillor Walden
Councillor Wainwright

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
Councillor Welland
Councillor Pinches
Councillor Gray
Councillor Purkiss

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 19 October 2017, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

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

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

5. TO ELECT A VICE CHAIRMAN

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

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

6. COMMITTEE WORK PROGRAMME

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

7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

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

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

8. PLANNING MATTERS

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

No referrals received.

9. REVALUATION OF ASSETS FOR INSURANCE PURPOSES

Financial regulation 15.1 requires the Council to put in place arrangements for the management of risk. One of these arrangements is the use of insurance to mitigate the risk of loss or damage to Council assets. However, for this arrangement to be effective, the Council needs to conduct regular accurate valuations of its property and assets to ensure it is not underinsured.

A review of the Council's fixed asset register shows that two asset categories have not been valued recently and there is consequently a real risk of these assets being undervalued.

Civic Regalia, Paintings and Other Miscellaneous Fine Arts

These assets were last valued in March 2008. The Acting Responsible Finance Officer approached three Fine Arts Dealers for quotes to have these assets revalued. John Nicolson performed a valuation for insurance purposes and there was a 20% increase in the value.

The confidential report from John Nicolson is attached for the information of Members.

Buildings

Godalming Town Council's buildings were valued for insurance purposes in March 2008 at £6,505,715. Thereafter, an annual increase by the rate of CPI has been applied to this valuation. Although this is an accepted practise, it is caveated that building cost inflation and CPI do not necessarily change at the same rate. As such it is recommended that to avoid the risk of underinsured assets the buildings should be revalued at least every five to seven years in accordance with our Fixed Asset Policy. This means our buildings are overdue for a revaluation.

The Acting Responsible Finance Officer approached three local property surveyors for quotes to have eleven buildings revalued for insurance purposes, which includes five buildings held by the Godalming Joint Burial Committee. Of those surveyors approached, only one felt able to undertake the work and provided an estimated cost of £5,500 to £7,000 plus VAT. Godalming Town Council's share of this would be approximately £3,000 to £3,820 plus VAT.

Members are asked to decide whether to appoint the property surveyor at a cost of up to £4,000 to come from the Professional Fees budget.

10. GODALMING FLOOD ALLEVIATION SCHEME

Members to note that notice has been received from the Environment Agency that they will be submitting the planning application to Waverley Borough Council in relation to the Godalming Flood Alleviation Scheme (copy attached for the information of Members).

11. DEMENTIA FRIENDLY GODALMING

Following the presentation by the Godalming Dementia Action Alliance (GDDA) to Full Council on 16 November, the Chairman of the GDDA has written to request that Members considered whether the Council is able to commit its support to aim to become a Dementia Friendly Council.

Members to consider a report by the Acting Town Clerk (attached for the information of Members) which sets out the actions requested of the Council, the issues associated with the implementation and Officers' recommendations.

Members are requested to resolve to agree the recommendations contained in the report.

12. BUDGET MONITORING

Members to consider a budget monitoring report to 31 October 2017 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	27,572 u/s	0
Civic Expenses	101 o/s	0
Town Promotion	924 u/s	0
Staycation	474 o/s	474 o/s
Festivals & Markets	10,833 u/s	0
Christmas Lights	792 o/s	0
Fireworks Night	540 u/s	2,750 o/s
Neighbourhood Plan	4,843 o/s	0
BWP Community Centre	3,411 u/s	0
Pepperpot	1,431 o/s	0
The Square	0 o/s	0
Allotments	1,436 o/s	0
Wilfrid Noyce Community Centre	4,294 u/s	0
Bandstand	289 u/s	0
Godalming Museum	7,178 u/s	0
Land & Property Other	510 u/s	0
TOTAL	46,475 u/s	3,224 o/s

Members to note that the monitoring report shows a current variance of £46,475 underspent against budget.

The significant individual variances are explained as follows:

- The current underspend against the Head Office Costs cost centre is a timing difference for the grants budget (currently £20k under the phased budget but expected to be fully spent by year end) and the professional fees budget (currently £4.3k under the phased budget but expected to be fully spent by year end).
- The overspend for Staycation is due to the new printing charges for publishing the week's programme. The new charges will need to be reflected in the 2018/19 budget.
- The underspend for Festivals & Markets is a timing difference where the income for the Christmas Festival has been invoiced but costs have not yet been incurred.
- The overspend in Fireworks is largely due to two unforeseen items – the cost of the Pipe Band and the provision of portable toilets as the Crown Court toilets were closed to the public.
- The overspend against Neighbourhood Plan will be funded from the Reserve for that purpose (current available balance is £12,433). This transfer is done at year end once final costs are known.
- The overspend on Allotments is due to an insufficient budget for the ongoing grounds maintenance costs. This will be reflected in Revised Estimates and the 2018/19 budget and is discussed in further detail in a separate agenda item below.
- The first payment from WBC and The Godalming Trust for the Godalming Museum has been received which has covered all year to date costs.
- The overspend against The Pepperpot is due to the repainting of the Undercroft to remove the graffiti.

Members should note that there is a potential issue with one of the regular community centre users, who, despite numerous attempts to get their account up to date, has built up a significant debt. As the user has failed to engage in a meaningful way with Officers, the Acting Town Clerk has informed them that a repayment plan, which will settle their debt and meet the cost of their ongoing liabilities, is to be agreed and that failure to do so will result in them being unable to use the facility after the 31 December 2017. It is hoped that this matter will be resolved, if it is not, a debt recovery process will be instigated. If it proves necessary to terminate the use of the facility, then GTC would experience a loss of income of approximately £14,500 per annum. Whilst the vacated periods are likely to be taken up by new users, there will be some short term void periods with the associated impact on income levels in the short term.

Members to agree that the cost of operating the public conveniences for the remainder of 2017/18 be funded from the New Initiatives Reserve. Anticipated costs for this are £14,500.

13. BUSINESS PLAN WORKING GROUP

Members will be aware of the Visioning Exercise undertaken in the spring of 2017. In order to take forward the outcomes from that process it is proposed that a three Member plus one Officer Working Group be established to develop recommendations for consideration by this committee.

Terms of Reference

- To review the outcomes of the Visioning Exercise;

- To consider the viability and priority of the outcomes;
- To formulate the outcomes into a business plan, setting out recommendations for the medium and long term implementation of the plan;

Members to resolve to establish a Business Plan Working Group and to appoint membership to that group.

14. COMMUNITY CENTRE FEES & CHARGES

As per Minute No. 321-17, Members to agree Fees & Charges relating to Godalming Town Council's community buildings effective from 1 April 2018. The proposed schedule of charges are attached for the information of Members.

Members are asked to note that no increase in fees is proposed as agreed in Minute No. 321-16. The charges for the Oglethorpe Hall are now included in the schedule of charges.

Members are asked to agree the schedules of fees & charges for community buildings effective from 1 April 2018.

15. ALLOTMENT FEES & CHARGES

Peperharow and The Burys Allotments

The grounds maintenance costs for Peperharow and The Burys allotments are significantly greater than the rental income derived from the sites. Whilst it is unlikely, given the small size of the two sites, that rental income would ever cover the costs, Officers believe it is not unreasonable to seek to recoup a larger proportion of the actual costs incurred from those who directly benefit from the allotments. Accordingly, whilst recent years have seen a 5% annual increase, Officers propose that for 2018/19 the rent charges for Peperharow and The Burys allotments be increased by 10%.

Allotment Association Rent

As in previous years, Officers propose that the Farncombe & District Allotment Association rents be increased by 5%. Once the disruption of the flood alleviation work is completed, the charges for this area should be revisited.

16. WILFRID NOYCE CENTRE

Members to receive an oral update from the Acting Town Clerk on the Wilfrid Noyce Centre.

17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

Members are asked to note a report from Councillor Gordon-Smith on the Godalming Museum Trust (report attached for the information of Members) an organisation on which Councillor Gordon-Smith represents the Town Council.

18. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARKS COMMUNITY CENTRE MANAGEMENT COMMITTEE

Members are asked to note a report from Councillor Pinches on the St Marks Community Centre Management Committee (report to be tabled) an organisation on which Councillor Pinches represents the Town Council.

19. PUBLIC CONVENIENCE HAND WASH DRYERS

As Members appreciate the recent emphasis has been on getting the public conveniences re-opened as soon as possible. This was achieved on the 15 November 2017.

Subsequently Officers have been working on the transfer of utility supplies and maintenance contracts. We have been successful in reducing costs associated with water and electricity, however, we have been unable to obtain a maintenance contract for the current 3-in-1 hand dryers due to the installed systems being 30 years old and now obsolete. As such Officers have been in contact with suppliers of 3-in-1 hand washing and drying facilities with the aim of updating the provision.

The UK suppliers of new dryers capable of directly replacing the existing units, which will reduce the requirement to make significant structural alterations have been contacted and have conducted a site survey. New dryers, which are significantly more efficient and cost effective to operate, will cost between £2,000 and £2,500 per unit depending upon the level of adaption required to be fitted in the same location. The public conveniences require three new systems, one in Farncombe and two in Crown Court. A provision of £6,000 has been made in the revised estimates leaving a potential shortfall of approximately £1,500 which is proposed if required to be taken from Land & Property Maintenance.

Members are requested to approve the purchase and installation of new hand dryers in order for Godalming Town Council to meet its Health & Safety obligations in the provision of public conveniences.

Further consideration of sanitary ware replacement will be brought to this committee in the new financial year.

20. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters, 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 on Thursday, 4 January 2018 at 7.00 pm in the Council Chamber.

22. ANNOUNCEMENTS

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

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

23. THE SQUARE

Members to receive an oral report from the Acting Town Clerk regarding The Square.

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Acting Town Clerk	46-16	On-going item for approximately quarterly reporting. Next Due 18 Jan 2018	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Acting Town Clerk & Acting RFO	Annual Event	To be completed annually by 31 March	31/03/18		
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Reports expected at approximately six-monthly intervals. Next report expected January 2018	N/A		
FLOOD ALLEVIATION	Acting Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. Information Item on this Agenda	23/10/14	Spring 2018	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Report received October 2017	21/07/16 30/09/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Acting Town Clerk	46-16	Tenancy at Will for public toilets signed and toilets re-opened on 15 November. Solicitors appointed for completion of lease(s)	12/01/17	1/10/17	
WW1 2018 (INC GODALMING WAR MEMORIAL)	Acting Town Clerk	46-16	Initial scoping to be undertaken at Remembrance 2017 debrief meeting, scoping report to be brought to this committee in the New Year	12/01/17	11/11/2018	
FIREWORKS	Acting Town Clerk	173-16	A safe event was delivered on 3 November feedback is being collated from the participating organisations	4/11/16	3/11/2017	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Acting Town Clerk	414-16	Next report due Nov 2018	23/02/17	Nov 2018	
INVESTMENT STRATEGY	Finance Administrator	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy. ARFO arranging meeting with Malcolm Bookham of WBC date TBC.	6/04/17	13/7/17	
APPROVAL OF VARIABLE DIRECT DEBITS	Acting RFO	N/A	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years.	25/05/17	25/05/19	
GRANTS WORKING GROUP	Acting Town Clerk	249-17	Working Group planned to meet week commencing 27 November 2017.	01/03/2018		
ENGAGEMENT OF INTERNAL AUDIT	Acting RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee and the matter is included here to ensure it happens. Letter of Engagement reviewed and approved 23/02/17. Providers for next year have been market tested. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17	23/02/17	Jan 2018	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Sport Godalming	Cllr P Martin	51-16	Report provided	25/05/17		25/05/17
Godalming/Joigny Friendship Association	Cllr Hunter	81-15	Report provided.	25/05/17		25/05/17

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued						
Godalming/Mayen Association	Cllr Thornton	51-16	Report provided.	13/07/17		13/07/17
Waverley Citizens' Advice	Cllr S Bott	51-16	Presentation by CAB on 14 Sept	13/07/17		14/09/17
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	No report as no meetings of the Godalming Transportation Task Group have been held.	07/09/17		
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report provided	07/09/17		07/09/17
Go Godalming Association	Cllr Gordon-Smith	51-16	Report provided	19/10/17		19/10/17
Holloway Hill Sports Association	Cllr T Martin	51-16	Report provided	19/10/17		19/10/17
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report expected 30 November 2017	30/11/17		
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report expected 30 November 2017	30/11/17		
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report expected 18 January 2018	18/01/18		
Godalming Together CIC	Cllr Purkiss	51-16	Report expected 18 January 2018	18/01/18		
SALC	Cllr Cosser	51-16	Report expected 1 March 2018	01/03/18		
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 1 March 2018	01/03/18		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued						
Waverley Cycle Forum	Cllr Purkiss		Report expected 12 April 2018	12/04/18		
District Scout Council	Cllr Wheatley		Report expected (TBC)	TBC		
Fairtrade Steering Group	Cllr Wheatley		Report expected (TBC)	TBC		
Farncombe Day Centre	Cllr Gray		Report expected (TBC)	TBC		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Farmers' Market	Saturday, 29 April 2017
St John's Spring Fair	Saturday, 29 April 2017
Annual Council/Mayor Making	Thursday, 11 May 2017
Godalming Run	Sunday, 14 May 2017
Farmers' Market	Saturday, 27 May 2017
Town Show & Carnival	Saturday, 3 June 2017
Mayor's Civic Service	Sunday, 11 June 2017
Farmers' Market	Saturday, 24 June 2017
Summer Food Festival	Saturday, 1 July 2017
Farmers' Market	Saturday, 29 July 2017
Staycation	Saturday, 5–Sunday, 13 August 2017
Farmers' Market	Saturday, 26 August 2017
Farmers' Market	Saturday, 23 September 2017
Farmers' Market	Saturday, 28 October 2017
Godalming Fireworks (TBC)	Friday, 3 November 2017
Remembrance Sunday	Sunday, 12 November 2017
Christmas Festival & Light Switch-On	Saturday, 25 November 2017
Blessing of the Crib and Carol Service	Saturday, 9 December 2017
Farmers' Market	Saturday, 31 March 2018
Mayor's Pancake Races (<i>not running 2018 – Shrove Tues in School hols</i>)	Tuesday, 13 February 2018
Annual Town Meeting	Thursday, 19 April 2018
St John's Spring Fair	Saturday, 28 April 2018
Farmers' Market	Saturday, 28 April 2018
Annual Council/Mayor Making	Thursday, 10 May 2018

creating a better place



Date 31/10/2017

Mr Andy Jeffery

Godalming Town Council

3 Bridge Street

Godalming GU7 1HY

Project Reference – Godalming FAS/Notice/31 OCT 2017

RECEIVED
- 2 NOV 2017

Dear Mr Andy Jeffery,

**Town and Country Planning (Development Management Procedure) (England) Order 2015 Notice Under Article 13 of Application for Planning Permission:
GODALMING FLOOD ALLEVIATION SCHEME – Hell Ditch / Lammas Lands, Godalming, GU7 3DJ**

Further to our discussions / correspondence in respect of the above scheme, please find enclosed a Notice served under Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 15.

The Environment Agency will soon be submitting the planning application to Waverley Borough Council. We are statutorily bound to serve the enclosed Notice upon you as a party with an interest in land to be affected by the proposed scheme.

If you wish to make any comments about the planning application once submitted and validated, please do so directly via the Waverley Borough Council website:
http://www.waverley.gov.uk/info/200349/view_and_comment/335/guide_to_commenting_on_planning_applications.

If you need any further information please contact us on enquiries_thm@environment-agency.gov.uk

Yours sincerely,

A handwritten signature in black ink that reads "Steve Archer".
Steve Archer

Environment Agency Project Manager,
Godalming Flood Alleviation Scheme
National Capital Programme Management Service - Part of National Operations
Kings Meadow House, Reading, RG1 8DQ



INVESTOR IN PEOPLE



Town and Country Planning (Development Management Procedure) (England) Order 2015 NOTICE UNDER ARTICLE 13 OF APPLICATION FOR PLANNING PERMISSION

RECEIVED

- 2 NOV 2017

(Notice 1: This notice is to be printed and served on individuals if Certificate B or C is completed)

Proposed development at:

Name or flat number	<input type="text"/>
Property number or name	<input type="text"/>
Street	<input type="text"/>
Locality	Hell Ditch / Lammas Lands
Town	Godalming
County	<input type="text"/>
Postal town	<input type="text"/>
Postcode	GU7 3DJ

Take notice that application is being made by:

Organisation name	Environment Agency			
Applicant name	Title	Mr	Forename	Steve
	Surname	Archer		

For planning permission to:

Description of proposed development

Construction of a flood defence wall, approximately 550m long and approximately 1m high. Flood wall to be sheet-piled with timber cladding, aligned along the northern side of Hell Ditch. At Catteshall Road bridge, a flood barrier will be deployed during flood events only.

Local Planning Authority to whom the application is being submitted:

Local Planning Authority address:

Any owner of the land or tenant who wishes to make representations about this application, should write to the council within 21 days of the date of this notice.

Signatory:

Signatory	Title	Mr	Forename	Steve
	Surname	Archer		

Signature

Date (dd-mm-yyyy)

Statement of owners' rights: The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or lease.

Statement of agricultural tenants' rights: The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.

'Owner' means a person having a freehold interest or a leasehold interest the unexpired term of which is not less than seven years.
'Tenant' means a tenant of an agricultural holding any part of which is comprised in the land.

Once completed this form needs to be served on the owner(s) or tenant(s)

11. DEMENTIA FRIENDLY GODALMING

Following the presentation by the Godalming Dementia Action Alliance (GDDA) to Full Council on 16 November, the Chairman of the GDDA has written to request that Members consider whether the council is able to commit its support to aim to become a Dementia Friendly Council.

Godalming Town Council has been requested to agree the following actions, these have been set out in a table with accompanying Officer Recommendations.

Members are requested to indicate which recommendations they wish to agree.

	Action	Recommendation
1	GTC to register its support for the Godalming Dementia Action Alliance by completing the Alliance Membership Form and committing to three actions.	See Alliance Membership Form attached and approve for submission.
2	GTC to support the Godalming DAA by providing free (grant aid) use of its facilities for the DAA to run Dementia Friends Sessions and other meetings.	To date, Godalming DDA have been able to use GTC facilities where a Town Councillor has been involved in the purpose of the meeting. In order to support this request there are two options: a. Bring this request to be considered along with other Grant Aid in Kind requests and allocate an amount of free usage which can be booked by the Godalming DDA. b. Support the Godalming DDA by allowing use of spare capacity of either the Wyatt Room or Oglethorpe Room (both Dementia Friendly spaces). Officers recommend option A, which will formalise the arrangement and keep it in line with that provided to other community organisations.
3	GTC will support the Godalming DAA to inform the wider community about the initiative by utilising its website and social media accounts, and support the DAA with PR opportunities when organising local events.	Recommendation – GTC creates a Dementia Friendly Godalming page on its website outlining the Council’s support and providing links to support organisations. Godalming DDA to provide content.
4	GTC to sign up to a free 45 minutes Dementia Friends session for public facing staff and all the Town Councillors who are not already Dementia Friends.	Recommendation – Arrangements to be made to receive this awareness session.

5	GTC will conduct an audit of its buildings: the Wilfrid Noyce Centre, Godalming Museum, Broadwater Park Community Centre, the public toilets and the Godalming Bandstand to ensure that they either are, or have a plan to become, Dementia Friendly places.	Recommendation – Whilst Officers would recommend Members approve this action, it should be caveated on Godalming DDA supporting GTC staff in conducting the audits.
6	GTC will commit to working to make its public signage dementia friendly.	Recommendation – Officers suggest that Members agree to this in principle with the aim of making a commitment to this action once Members have had the opportunity to consider the guidance on the requirements of achieving dementia friendly signage. – Guidance to be provided by Godalming DDA.
7	GTC will include Dementia Friends training as part of the requirements for all public facing contractors.	Recommendation – Officers suggest that further clarification is sought. All GTC contractors have some element of Public Facing role, be it cleaners of public toilets, cemetery gardeners, or general maintenance contractors. Whilst GTC may be able to encourage its contractors to provide Dementia Friends Training to operatives, insistence as a requirement of contract could impose an additional cost.
8	GTC will help support a Dementia Friendly Allotment project.	Recommendation – Officers to approach the Farncombe & District Allotment Association to encourage the Allotment Association to support this initiative.

Alliance Membership Form and Action Plan

By submitting this Membership Action Plan we agree to the following:

- we support the National Dementia Declaration
- we wish to become Affiliate Members of our Local Dementia Action Alliance & Surrey Local Dementia Action Alliance groups
- we commit to the Actions below

Part 1 of 3: Organisation details

Organisation name: Godalming Town Council

Address: Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT

Organisation website: www.godalming-tc.gov.uk

Contact person: Mr Andy Jeffery

Email: townclerk@godalming-tc.gov.uk

Telephone: 01483 523575

Geographical areas covered by your organisation: Parish of Godalming

Local borough council:

- Elmbridge
- Epsom & Ewell
- Guildford
- Mole Valley

- Reigate & Banstead
- Runnymede
- Spelthorne
- Surrey Heath

- Sutton
- Tandridge
- Waverley
- Woking

What does your organisation do? (Max. 50 words) Godalming Town Council is the third tier of local government working for the benefit of our residents and being an advocate for the residents of the parish of Godalming.

Tick all sectors in which your organisation operates:

<input type="checkbox"/> Arts <input type="checkbox"/> Businesses and shops <input type="checkbox"/> Care <input type="checkbox"/> Charity <input type="checkbox"/> Children, Young People and Students <input type="checkbox"/> Clinical <input type="checkbox"/> Commissioning Group <input type="checkbox"/> Commissioners <input type="checkbox"/> Sector <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Community Org	<input type="checkbox"/> Domiciliary Care <input type="checkbox"/> Education <input type="checkbox"/> Sector <input type="checkbox"/> Emergency Services <input type="checkbox"/> Faith Groups <input type="checkbox"/> Finance <input type="checkbox"/> Health <input type="checkbox"/> Hospices <input type="checkbox"/> Hospitality <input type="checkbox"/> Hospitals/ <input type="checkbox"/> Hospital Trusts	<input type="checkbox"/> Housing <input type="checkbox"/> Legal <input type="checkbox"/> Letting <input checked="" type="checkbox"/> Local Authorities <input type="checkbox"/> Local DAA <input type="checkbox"/> Members <input type="checkbox"/> Medical <input type="checkbox"/> Membership <input type="checkbox"/> Organisation <input type="checkbox"/> Other <input type="checkbox"/> Pharmaceutical	<input checked="" type="checkbox"/> Recreation <input type="checkbox"/> Research <input type="checkbox"/> Retail <input type="checkbox"/> Schools <input type="checkbox"/> Social Care <input type="checkbox"/> Telecare <input type="checkbox"/> Transport <input type="checkbox"/> Utility <input checked="" type="checkbox"/> Voluntary
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Part 2 of 3: Making a difference

1. **Consider why you want to be a DAA member. How will you establish what actions are important locally for people affected by dementia? (max. 200 words) Following on from work already done by Cllrs and a presentation from the Godalming Dementia Action Alliance, Members have become more conscious of the needs in the local community for improvements in awareness and facilities for the residents affected by dementia. Godalming Town Council would wish to both support and work with the Godalming DDA to identify local needs to establish actions that are within the power and resource of Godalming Town Council to influence or implement.**

2. **What are the challenges to delivering these outcomes from the perspective of your organisation? (max. 150 words) As advocates of Godalming residents and the many voluntary and not for profit organisations that support them, Godalming Town Council has a duty to act within its powers and resources in achieving an outcome which is fair and equitable across the range of challenges found within our community**

Part 3 of 3: List 3 dementia-friendly Actions that your organisation will undertake

Action 1

What we will do: GTC to support the Godalming DAA by providing free (grant aid) use of its facilities for the DAA to run Dementia Friends Sessions and other meetings.

How we will do it:

<p>Progress stage: <input checked="" type="checkbox"/> Initial scoping <input type="checkbox"/> Planning <input type="checkbox"/> Being implemented <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete</p>
Action 2
<p>What we will do: GTC will support the Godalming DAA to inform the wider community about the initiative by utilising its website and social media accounts, and support the DAA with PR opportunities when organising local events.</p>
<p>How we will do it:</p>
<p>Progress stage: <input checked="" type="checkbox"/> Initial scoping <input type="checkbox"/> Planning <input type="checkbox"/> Being implemented <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete</p>
Action 3
<p>What we will do: GTC will conduct an audit of its buildings: the Wilfrid Noyce Centre, Godalming Museum, Broadwater Park Community Centre, the public toilets and the Godalming Bandstand to ensure that they either are, or have a plan to become, Dementia Friendly places.</p>
<p>How we will do it:</p>
<p>Progress stage: <input checked="" type="checkbox"/> Initial scoping <input type="checkbox"/> Planning <input type="checkbox"/> Being implemented <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete</p>
<p>Download and attach your logo here (optional)</p>
<p>Can we share your contact details with other Dementia Action Alliance members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Save a copy of this completed form to your computer for your records and then email this form as an attachment to: dementiafriendlysurrey@alzheimers.org.uk</p>

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5101	Contrib. to Premises Provision	0	0	0	1,600	1,600	0	1,600	0
5102	Contrib. to Other Provisions	0	0	0	23,186	23,186	0	23,186	0
	Head Office Costs :- Expenditure	0	0	0	24,786	24,786	0	24,786	0
4001	Salaries	10,782	13,782	2,999	75,710	96,471	20,761	165,378	89,668
4002	Employer's NIC	1,147	1,792	645	8,053	12,544	4,491	21,500	13,447
4003	Employer's Superannuation	1,927	2,618	691	13,505	18,326	4,821	31,420	17,915
4011	Staff Training	69	250	181	1,741	1,750	9	3,000	1,259
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	0	0	30,000	100	-29,900	200	-29,800
4101	Repair/Alteration of Buildings	0	0	0	0	250	250	750	750
4102	Property Maintenance	0	0	0	55	188	133	0	-55
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	0	0	0	53	6	-47	0	-53
4162	Waste Removal	60	0	-60	60	0	-60	0	-60
4163	Domestic Supplies	2	0	-2	32	15	-17	30	-2
4201	Public Transport	0	0	0	16	0	-16	0	-16
4202	Car Allowances	0	0	0	51	500	449	1,000	949
4301	Equipment	7	0	-7	193	250	57	500	307
4304	Catering	18	17	-1	76	119	43	200	124
4305	Clothes, Uniform & Laundry	0	0	0	0	100	100	200	200

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4306 Printing	0	100	100	1,073	700	-373	1,300		227
4307 Stationery	146	325	179	1,084	2,275	1,191	3,900		2,816
4313 Professional Fees - Other	210	830	620	1,510	5,810	4,300	10,000		8,490
4314 Audit Fees	0	0	0	1,533	2,000	467	3,300		1,767
4315 Insurance	0	0	0	8,191	8,500	309	8,500		309
4321 Bank Charges	40	75	35	471	525	54	900		429
4322 Postage	0	0	0	2	1,000	999	2,000		1,999
4323 Telephones	75	125	50	983	875	-108	1,500		517
4325 Computing	1,430	650	-780	6,143	4,550	-1,593	8,000		1,857
4326 Website	0	0	0	0	1,000	1,000	2,000		2,000
4327 Publicity Advertising	0	0	0	300	0	-300	0		-300
4331 Newsletter	550	0	-550	2,750	2,000	-750	4,000		1,250
4341 Grants	1,223	13,750	12,527	21,531	41,250	19,719	55,000		33,469
4342 Subscriptions	0	200	200	3,705	5,000	1,295	6,000		2,295
4401 Payments to Godalming JBC	30,848	30,848	0	61,696	61,696	0	61,696		0
4900 Miscellaneous Expenses	1	0	-1	3	1,000	997	2,000		1,997
6000 Debt Charges - Principal	0	0	0	8,828	8,830	2	21,250		12,422
6001 Debt Charges - Interest	0	0	0	13,707	13,710	3	31,220		17,513
Head Office Costs :- Expenditure	48,534	65,362	16,827	263,055	291,340	28,285	461,244	0	198,189
1001 Precept	285,448	285,448	0	570,896	570,896	0	570,896		
1202 Grants - WBC	0	0	0	9,780	9,783	-3	9,783		
1303 Other customer/client receipts	0	0	0	60	420	-360	0		
1401 Interest Received	0	0	0	0	350	-350	700		
1501 Recharges to Godalming JBC	0	0	0	27,000	27,000	0	27,000		
Head Office Costs :- Income	285,448	285,448	0	607,736	608,449	-713	608,379		
Net Expenditure over Income	-236,914	-220,087	16,827	-319,895	-292,324	27,572	-122,349		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
102 Civic Expenses									
5102 Contrib. to Other Provisions	0	0	0	4,000	4,000	0	4,000		0
Civic Expenses :- Expenditure	0	0	0	4,000	4,000	0	4,000	0	0
4304 Catering	218	211	-7	251	155	-96	0		-251
4305 Clothes, Uniform & Laundry	72	0	-72	139	0	-139	1,000		861
4306 Printing	39	0	-39	39	0	-39	800		761
4313 Professional Fees - Other	0	0	0	325	0	-325	0		-325
4322 Postage	0	0	0	11	0	-11	0		-11
4332 Mayor's Expenses	60	0	-60	2,103	2,000	-103	8,080		5,977
4333 Members' Expenses	0	100	100	0	700	700	1,200		1,200
4900 Miscellaneous Expenses	55	50	-5	562	350	-212	600		38
Civic Expenses :- Expenditure	444	361	-83	3,431	3,205	-226	11,680	0	8,249
1304 Donations	0	0	0	125	0	125	0		
Civic Expenses :- Income	0	0	0	125	0	125	0		
Net Expenditure over Income	444	361	-83	7,306	7,205	-101	15,680		
104 Town Promotion									
5001 Transfers from Reserves	0	0	0	-4,298	0	4,298	0		4,298
Town Promotion :- Expenditure	0	0	0	-4,298	0	4,298	0	0	4,298
4162 Waste Removal	0	0	0	212	0	-212	0		-212

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4203 Other Transport Costs	0	0	0	167	0	-167	0		-167
4301 Equipment	0	0	0	4,425	0	-4,425	0		-4,425
4313 Professional Fees - Other	0	0	0	40	0	-40	0		-40
4900 Miscellaneous Expenses	0	0	0	14	0	-14	0		-14
Town Promotion :- Expenditure	0	0	0	4,858	0	-4,858	0	0	-4,858
1303 Other customer/client receipts	0	0	0	1,484	0	1,484	0		
Town Promotion :- Income	0	0	0	1,484	0	1,484	0		
Net Expenditure over Income	0	0	0	-924	0	924	0		
105 Staycation									
5001 Transfers from Reserves	0	0	0	-1,500	0	1,500	0		1,500
Staycation :- Expenditure	0	0	0	-1,500	0	1,500	0	0	1,500
4005 Agency Staff	0	0	0	150	0	-150	0		-150
4203 Other Transport Costs	0	0	0	196	0	-196	0		-196
4313 Professional Fees - Other	0	0	0	785	0	-785	0		-785
4327 Publicity Advertising	0	0	0	3,783	2,000	-1,783	2,000		-1,783
4900 Miscellaneous Expenses	0	0	0	260	1,200	940	1,200		940
Staycation :- Expenditure	0	0	0	5,174	3,200	-1,974	3,200	0	-1,974
Net Expenditure over Income	0	0	0	3,674	3,200	-474	3,200		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
106 Festivals & Markets									
4001 Salaries	200	155	-45	1,400	1,085	-315	1,860		460
4002 Employer's NIC	20	20	0	118	140	22	240		122
4162 Waste Removal	0	0	0	212	0	-212	0		-212
4301 Equipment	0	0	0	98	0	-98	0		-98
4304 Catering	0	0	0	72	0	-72	0		-72
4313 Professional Fees - Other	0	0	0	890	0	-890	0		-890
4327 Publicity Advertising	125	0	-125	608	0	-608	0		-608
4900 Miscellaneous Expenses	0	0	0	313	0	-313	0		-313
Festivals & Markets :- Expenditure	345	175	-170	3,711	1,225	-2,486	2,100	0	-1,611
1303 Other customer/client receipts	6,470	0	6,470	15,819	2,500	13,319	2,500		
Festivals & Markets :- Income	6,470	0	6,470	15,819	2,500	13,319	2,500		
Net Expenditure over Income	-6,125	175	6,300	-12,108	-1,275	10,833	-400		
108 Christmas Lights									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,680		-3,680
Christmas Lights :- Expenditure	0	0	0	0	0	0	-3,680	0	-3,680
4313 Professional Fees - Other	0	0	0	12,792	12,000	-792	45,880		33,088
Christmas Lights :- Expenditure	0	0	0	12,792	12,000	-792	45,880	0	33,088
1304 Donations	0	0	0	0	0	0	3,200		
Christmas Lights :- Income	0	0	0	0	0	0	3,200		
Net Expenditure over Income	0	0	0	12,792	12,000	-792	39,000		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
109 Fireworks Night									
4001 Salaries	0	0	0	0	0	0	250		250
4301 Equipment	0	0	0	0	0	0	2,000		2,000
4313 Professional Fees - Other	450	0	-450	3,255	2,500	-755	8,000		4,745
4315 Insurance	0	0	0	1,000	1,000	0	1,000		0
4327 Publicity Advertising	775	200	-575	1,050	600	-450	600		-450
4343 Licensing/PRS	155	145	-10	155	145	-10	145		-10
4900 Miscellaneous Expenses	220	0	-220	220	0	-220	0		-220
Fireworks Night :- Expenditure	1,600	345	-1,255	5,680	4,245	-1,435	11,995	0	6,315
1303 Other customer/client receipts	1,575	0	1,575	1,975	0	1,975	11,995		
Fireworks Night :- Income	1,575	0	1,575	1,975	0	1,975	11,995		
Net Expenditure over Income	25	345	320	3,705	4,245	540	0		
111 Neighbourhood Plan									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,668		-3,668
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	-3,668	0	-3,668
4313 Professional Fees - Other	862	0	-862	4,843	0	-4,843	3,668		-1,175
Neighbourhood Plan :- Expenditure	862	0	-862	4,843	0	-4,843	3,668	0	-1,175
Net Expenditure over Income	862	0	-862	4,843	0	-4,843	0		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>201 BWP Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	3,000	3,000	0	3,000		0
BWP Community Centre :- Expenditure	0	0	0	3,000	3,000	0	3,000	0	0
4001 Salaries	848	847	-1	5,882	5,929	47	10,170		4,288
4002 Employer's NIC	83	110	27	576	770	194	1,322		746
4003 Employer's Superannuation	153	161	8	1,068	1,127	59	1,932		864
4101 Repair/Alteration of Buildings	0	250	250	0	1,750	1,750	3,000		3,000
4102 Property Maintenance	0	0	0	236	0	-236	0		-236
4103 Maintenance Contracts	0	0	0	810	0	-810	0		-810
4111 Energy Costs	200	275	75	1,172	1,925	753	3,300		2,128
4131 Rates	0	0	0	1,258	1,330	72	1,330		72
4141 Water Services	0	0	0	521	250	-271	500		-21
4161 Cleaning	525	638	113	3,550	4,466	916	8,000		4,450
4162 Waste Removal	0	0	0	351	0	-351	0		-351
4163 Domestic Supplies	34	0	-34	114	0	-114	0		-114
4171 Grounds Maintenance Costs	123	100	-23	2,693	700	-1,993	1,200		-1,493
4181 Premises Insurance	0	0	0	950	950	0	950		0
4301 Equipment	0	58	58	58	406	348	700		642
4306 Printing	0	8	8	0	56	56	100		100
4323 Telephones	51	25	-26	330	175	-155	300		-30
4324 Broadband	35	0	-35	268	0	-268	0		-268
4325 Computing	0	75	75	0	525	525	900		900
4343 Licensing/PRS	0	0	0	0	0	0	280		280
BWP Community Centre :- Expenditure	2,051	2,547	496	19,837	20,359	522	33,984	0	14,147

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1301 Premises Hire Charges	3,188	2,417	771	19,808	16,919	2,889	29,000		
BWP Community Centre :- Income	3,188	2,417	771	19,808	16,919	2,889	29,000		
Net Expenditure over Income	-1,137	130	1,267	3,029	6,440	3,411	7,984		
<u>202 Pepperpot</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
Pepperpot :- Expenditure	0	0	0	2,000	2,000	0	2,000	0	0
4102 Property Maintenance	150	0	-150	1,701	0	-1,701	0		-1,701
4103 Maintenance Contracts	0	125	125	963	875	-88	1,500		537
4111 Energy Costs	83	92	9	313	644	331	1,100		787
4121 Rents	230	0	-230	2,170	0	-2,170	0		-2,170
4131 Rates	0	0	0	641	680	39	680		39
4161 Cleaning	240	300	60	1,634	2,100	466	3,600		1,966
4171 Grounds Maintenance Costs	0	0	0	627	0	-627	0		-627
4181 Premises Insurance	0	0	0	220	220	0	220		0
4301 Equipment	6	0	-6	6	0	-6	800		794
4323 Telephones	50	47	-3	350	329	-21	560		210
4324 Broadband	35	21	-14	265	147	-118	250		-15
4343 Licensing/PRS	0	0	0	70	0	-70	0		-70
4900 Miscellaneous Expenses	0	0	0	15	0	-15	0		-15
Pepperpot :- Expenditure	794	585	-209	8,975	4,995	-3,980	8,710	0	-265
1301 Premises Hire Charges	900	792	108	7,109	5,540	1,569	9,500		

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1303 Other customer/client receipts	0	0	0	980	0	980	0		
Pepperpot :- Income	900	792	108	8,089	5,540	2,549	9,500		
Net Expenditure over Income	-106	-207	-101	2,886	1,455	-1,431	1,210		
<u>203 The Square</u>									
4181 Premises Insurance	0	0	0	575	7,200	6,625	7,200		6,625
The Square :- Expenditure	0	0	0	575	7,200	6,625	7,200	0	6,625
1302 Rents	0	0	0	0	0	0	3,000		
1303 Other customer/client receipts	0	0	0	575	7,200	-6,625	7,200		
The Square :- Income	0	0	0	575	7,200	-6,625	10,200		
Net Expenditure over Income	0	0	0	0	0	0	-3,000		
<u>204 Allotments</u>									
5001 Transfers from Reserves	0	0	0	-4,500	0	4,500	0		4,500
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
Allotments :- Expenditure	0	0	0	-3,500	1,000	4,500	1,000	0	4,500
4141 Water Services	11	0	-11	30	50	20	100		70
4162 Waste Removal	0	0	0	297	0	-297	0		-297
4171 Grounds Maintenance Costs	61	165	104	6,786	1,155	-5,631	2,000		-4,786
4303 Materials	0	0	0	125	0	-125	0		-125
Allotments :- Expenditure	72	165	93	7,238	1,205	-6,033	2,100	0	-5,138

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1302 Rents	0	0	0	2,197	2,100	97	2,100		
Allotments :- Income	0	0	0	2,197	2,100	97	2,100		
Net Expenditure over Income	72	165	93	1,541	105	-1,436	1,000		
<u>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	4,090	2,090	4,090		2,090
5102 Contrib. to Other Provisions	0	0	0	2,083	0	-2,083	0		-2,083
Wilfrid Noyce Community Centre :- Expenditure	0	0	0	4,083	4,090	7	4,090	0	7
4001 Salaries	189	223	34	1,478	1,561	83	2,680		1,202
4005 Agency Staff	0	0	0	100	0	-100	0		-100
4101 Repair/Alteration of Buildings	0	500	500	0	3,500	3,500	6,000		6,000
4102 Property Maintenance	0	0	0	1,385	0	-1,385	0		-1,385
4103 Maintenance Contracts	216	0	-216	2,218	0	-2,218	0		-2,218
4111 Energy Costs	233	500	267	1,707	3,500	1,793	6,000		4,293
4121 Rents	0	0	0	151	0	-151	0		-151
4131 Rates	0	0	0	4,334	5,300	966	5,300		966
4141 Water Services	0	75	75	861	525	-336	900		39
4161 Cleaning	1,113	1,250	137	7,163	8,750	1,587	15,000		7,837
4162 Waste Removal	0	0	0	1,816	0	-1,816	0		-1,816
4163 Domestic Supplies	19	0	-19	416	0	-416	0		-416
4171 Grounds Maintenance Costs	0	0	0	718	350	-368	700		-18
4181 Premises Insurance	0	0	0	1,200	1,200	0	1,200		0

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Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4203 Other Transport Costs	0	0	0	181	0	-181	0		-181
4301 Equipment	43	500	457	1,351	1,500	149	2,000		649
4302 Furniture	0	0	0	700	0	-700	0		-700
4303 Materials	0	0	0	217	0	-217	0		-217
4304 Catering	0	0	0	4	0	-4	0		-4
4313 Professional Fees - Other	0	230	230	400	1,610	1,210	2,770		2,370
4315 Insurance	64	0	-64	64	0	-64	0		-64
4323 Telephones	24	25	1	167	175	8	300		133
4324 Broadband	133	105	-28	506	415	-91	620		114
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	0	0	0	15	0	-15	0		-15
Wilfrid Noyce Community Centre :- Expenditure	2,034	3,408	1,374	27,151	28,386	1,235	43,820	0	16,669
1301 Premises Hire Charges	5,679	3,942	1,737	28,560	27,594	966	47,310		
1303 Other customer/client receipts	0	0	0	2,083	0	2,083	0		
1304 Donations	0	0	0	3	0	3	0		
Wilfrid Noyce Community Centre :- Income	5,679	3,942	1,737	30,646	27,594	3,052	47,310		
Net Expenditure over Income	-3,645	-534	3,111	588	4,882	4,294	600		
206 Bandstand									
4101 Repair/Alteration of Buildings	0	83	83	0	581	581	1,000		1,000
4102 Property Maintenance	0	0	0	45	0	-45	0		-45
4301 Equipment	0	0	0	194	0	-194	0		-194

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 7

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4343	Licensing/PRS	0	0	0	70	100	30	100		30
	Bandstand :- Expenditure	0	83	83	309	681	372	1,100	0	791
1301	Premises Hire Charges	0	0	0	627	900	-273	900		
1303	Other customer/client receipts	0	0	0	190	0	190	0		
	Bandstand :- Income	0	0	0	817	900	-83	900		
	Net Expenditure over Income	0	83	83	-508	-219	289	200		
	<u>207 Godalming Museum</u>									
4001	Salaries	3,410	0	-3,410	3,410	0	-3,410	0		-3,410
4002	Employer's NIC	309	0	-309	309	0	-309	0		-309
4003	Employer's Superannuation	586	0	-586	586	0	-586	0		-586
4304	Catering	0	0	0	186	0	-186	0		-186
4307	Stationery	197	0	-197	197	0	-197	0		-197
4311	Professional Fees - Legal	1,642	0	-1,642	6,344	0	-6,344	0		-6,344
4313	Professional Fees - Other	0	0	0	120	0	-120	0		-120
4315	Insurance	4,564	0	-4,564	4,564	0	-4,564	0		-4,564
4325	Computing	3,857	0	-3,857	5,530	0	-5,530	0		-5,530
4900	Miscellaneous Expenses	23	0	-23	23	0	-23	52,225		52,203
	Godalming Museum :- Expenditure	14,587	0	-14,587	21,268	0	-21,268	52,225	0	30,957
1302	Rents	1,706	0	1,706	1,706	0	1,706	0		
1303	Other customer/client receipts	26,740	0	26,740	26,740	0	26,740	0		
	Godalming Museum :- Income	28,446	0	28,446	28,446	0	28,446	0		
	Net Expenditure over Income	-13,859	0	13,859	-7,178	0	7,178	52,225		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 7

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
208 Land & Property - Other									
5001 Transfers from Reserves	0	0	0	-1,350	0	1,350	0		1,350
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
Land & Property - Other :- Expenditure	0	0	0	-350	1,000	1,350	1,000	0	1,350
4101 Repair/Alteration of Buildings	0	137	137	0	959	959	1,650		1,650
4102 Property Maintenance	0	0	0	207	0	-207	0		-207
4151 Fixtures & Fittings	0	250	250	443	750	307	1,000		557
4171 Grounds Maintenance Costs	88	83	-5	1,705	581	-1,124	1,000		-705
4303 Materials	0	0	0	-25	0	25	0		25
4312 Professional Fees - Surveyors	650	0	-650	650	0	-650	0		-650
4900 Miscellaneous Expenses	0	0	0	150	0	-150	0		-150
Land & Property - Other :- Expenditure	738	470	-268	3,130	2,290	-840	3,650	0	520
Net Expenditure over Income	738	470	-268	2,780	3,290	510	4,650		
Policy & Management Expenditure	72,061	73,501	1,439	420,247	420,207	-41	725,084	0	304,837
Income	331,706	292,599	39,107	717,717	671,202	46,515	725,084		
Net Expenditure over Income	-259,645	-219,099	40,546	-297,470	-250,996	46,475	0		

Godalming Town Council
Revised Estimates 2016/17 and Budget 2017/18

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2018 £
Movement in Reserves to March 31 2018 (Projected)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	222,031					222,031
Sub-total unallocated reserves	222,031					222,031
Earmarked Reserves						
2 Election Expenses Fund	9,702		4,000	-5,000		8,702
3 New Initiatives Fund	0		23,186	-20,300		2,886
4 WW1 Memorial	13,020					13,020
5 Land & Property Maintenance	20,000		10,600	-4,850		25,750
6 IT Reserve	3,000					3,000
7 Christmas Lights	11,557			-3,680		7,877
8 Festival Surplus	2,897					2,897
9 Staycation	335					335
10 Neighbourhood Plan	12,433			-4,843		7,590
11 Flood Alleviation	24,200			-1,000		23,200
12 Farncombe Initiative	2,735		586			3,321
13 Wilfrid Noyce Key Deposits	80					80
14 Wilfrid Noyce Refurbishment Scheme	20,663		10,000	-20,663		10,000
15 Wilfrid Noyce Chamber of Commerce Cont	-12,500					-12,500
16 Mayor's Charity	1,324			-1,324		0
17 Balance of Mayor's Allowance	0					0
18 Caudle Memorial Fund			17,500			17,500
19 Godalming Museum			36,500			36,500
Sub- total Earmarked Reserves	109,446					150,158
Balances	331,477	0	102,372	-61,660	0	372,189

New Initiatives Fund

Staycation	1,500	Min 546-16 P&M 27 Feb 2017
Branded Mini Marquees	4,300	Min 94-17 P&M 13 Jul 2017
Farncombe Toilets	14,500	
	<u>20,300</u>	

Scale of Charges per hour for Broadwater Park Community Centre From 1 April 2018

	*Voluntary Organisations £	**GU7 Rate (Casual Hire) £	Standard Rate £
<u>BROADWATER PARK COMMUNITY CENTRE</u>			
WHOLE CENTRE	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	28 + (5.60 VAT) (33.60 per hour)
MAIN HALL ONLY	7 + (1.40 VAT) (8.40 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
SMALL HALL ONLY	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80)
KITCHEN (for preparation of food other than tea/coffee)	4 + (80p VAT) (4.80 per hire)	6 + (1.20 VAT) (7.20 per hire)	8 + (1.60 VAT) (9.60 per hire)

VAT is charged at the prevailing rate, currently 20%.

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

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Regular users will receive a 5% discount on 12 or more bookings per annum.

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

Damage Deposit: A refundable damage deposit between £30 & £150 depending on the nature of the event is required. Deposits will be returned within 14 days of an event if no claim is required.

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

Scale of Charges per hour for Pepperpot and Bandstand From 1 April 2018

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
<u>PEPPERPOT:</u>			
UPPER ROOM	7 + (1.40 VAT) (8.40 per hour)	14 + (2.80 VAT) (16.80 per hour)	16 + (3.20 VAT) (19.20 per hour)
UNDERCROFT	6 + (1.20 VAT) (7.20 per hour)	7 + (1.40 VAT) (8.40 per hour)	7 + 1.40 VAT (8.40 per hour)
<u>GODALMING BANDSTAND</u>			
BANDSTAND	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)

VAT is charged at the prevailing rate, currently 20%.

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

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Undercroft - In certain circumstances (normally when sharing takes place) one half (one pitch) of the Undercroft may be hired out for one half of the standard charge.

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

Scale of Charges per hour for Wilfrid Noyce Centre From 1 April 2018

	Voluntary Organisations (Excluding Fri & Sat Evenings)	GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings)	Standard Rate
	£	£	£
<u>WILFRID NOYCE CENTRE:</u>			
WHOLE CENTRE (including use of Kitchen for catering facilities)	18 + (3.60 VAT) (21.60 per hour)	32 + (6.40 VAT) (38.40 per hour)	40 + (8.00 VAT) (48.00 per hour)
CAUDLE + WYATT* (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE + OGLETHORPE (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE HALL ONLY* (including shared use of Kitchen for tea/coffee facilities)	8 + (1.60 VAT) (9.60 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
WYATT ROOM ONLY* (including shared use of Kitchen for tea/coffee facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)
OGLETHORPE HALL ONLY (with kitchenette and separate toilet facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)

* Charges already in place for 2016/17

VAT is charged at the prevailing rate, currently 20%.

Friday & Saturday Evenings from 18.00. Voluntary Rate increased to GU7 Rate; GU7 Rate increased to Standard Rate.

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

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Regular users will receive a 5% discount on 12 or more bookings per annum.

Round Banqueting Tables, Upholstered Chairs, Crockery, Cutlery, Set up and clear down of Tables & Chairs are available for a flat fee of £100. Please contact office@godalming-tc.gov.uk 01483 523575 for full details.

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

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

Damage Deposit: A refundable damage deposit between £30 & £500 depending on the nature of the event is required. Deposits will be returned within 14 days of an event if no claim is required.

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

Museum Report for Godalming Town Council

November 2017

Many of the Godalming Town Councillors were present at the Museum on Saturday 7th October 2017 to witness the handover of the Museum from Waverley Borough Council to Godalming Town Council. The relevant deeds were witnessed by the two mayors.

At a full council meeting on 16th November 2017, Alison Pattison, the curator, gave an excellent talk to the councillors on the history and formation of the museum.

Andy Jeffery, the acting Town Clerk, has spent a considerable amount of time during the last six months liaising with the curator to ensure a smooth handover. Everything worked well and on time. Our thanks to both of them.

The Trustees, who will continue to be responsible for the running of the museum are:-

Alan Bott (chairman)
Michael Goodridge (vice chairman)
Tony Kelly (treasurer)
Simon Vere-Nichol (secretary)
Tony Gordon-Smith (Town Council)
Steve Bott (Town Council)
Tom Martin (Waverley Borough Council)
John Parsons (Charterhouse)
Michael More-Molyneux
Jeremy Hunt MP
William Edwards
Celia Forbes
Michael Hartnell
Mary Heath-Bullock
Trevor Kinnear

The Curator is Alison Pattison. The Volunteer Co-ordinator is Angela Terelak.

Alan Bott is chairman of the Management Committee. A more detailed list of the Trustees and the Management Committee will be found in the front of the newsletter, two editions of which are published every year. Each Councillor should have received a copy of the latest Godalming Museum Newsletter, but spare copies are available in the office if needed. The next meeting of the Museum Trust is scheduled for 10th January 2018 and the AGM will be on 27th June 2018. Dates of future meeting, Exhibitions and Lectures are also published in the newsletters. Councillors are warmly invited to attend.

The museum is highly dependent on a large number of local people who give their time to help to run it. We are always looking for more volunteers. There is an excellent web site and a coffee bar which also sells hot chocolate. The Councillors are urged to purchase some of their Christmas cards and presents from the very well stocked museum shop.

The museum staff are very pleased that they are now part of the Godalming Town Council team and are looking forward to a bright future.

Tony Gordon-Smith

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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