

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

31 March 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, 6 APRIL 2017 at 7.30 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Andy Jeffery
Acting Town Clerk

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

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Thornton
Councillor Noyce
Councillor Williams
Councillor Bolton
Councillor Walden

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 23 February 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. COMMITTEE WORK PROGRAMME

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

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

6. 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.

7. PLANNING & ENVIRONMENT COMMITTEE

Having looked at how best to manage resident's expectations and the efficiency of the council, the effectiveness of the existing Planning & Environment committee as a separate committee has been considered and it is proposed that this committee be dissolved and that its functions be taken on by the Policy & Management Committee with Ward Members taking direct responsibility for examining all planning applications within their own wards.

In doing so it is considered that residents will be better served due to:

- Ward Members having a more detailed knowledge of the character and needs of specific localities within the town and the concerns of their constituents.
- Ward Members can 'call-in' planning applications to Waverley Borough Council (the decision-making body) for a final decision by members of Waverley's Central Planning Committee, where at least one Godalming town councillor per ward is currently a member and can speak to the application.
- Members will be able to refer a specific planning application to the Policy & Management Committee for consideration by Godalming Town Council as a body and make its representation to Waverley Borough Council.

It is therefore recommended that Members resolve to recommend to Full Council that it amends Standing Orders in order to dissolve the Planning & Environment Committee.

8. SCHEDULE OF MEETINGS – AMENDMENT

Subject to the decision of Full Council regarding the future of the Planning & Environment Committee, Members to agree the:

Addition of a Policy & Management Committee meeting on the 20 July 2017.

Addition of an Audit Committee meeting at 7.30pm or at the conclusion of the preceding Full Council (whichever is later) on the 27 July 2017.

9. STAFFING SUB COMMITTEE – STANDING COMMITTEE

Members to resolve to recommend that, subject to Full Council approving the appropriate changes to Standing Orders, the Staffing Sub Committee is re-constituted as a substantive committee.

10. REPORT OF THE STAFFING SUB COMMITTEE

Members to receive an oral report from the chairman of the Staffing Sub Committee.

11. GODALMING MUSEUM

Members to receive an oral update from the Acting Town Clerk

12. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to receive an oral update on the project so far from the Acting Town Clerk.

13. COMMUNICATIONS – QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

The current contract for the publication of the Council's quarterly newsletters comes to an end with the publication of the March 2017 newsletter. As required by Financial Regulations the Council's requirement statement was sent to three publishers who distribute magazines within the Godalming area and asked to quote against that requirement (copy attached for the information of Members).

The anonymised quotes received will be tabled as a confidential item. Members should note that the 2017/18 budget for the items being quoted against was agreed at £4,000 for Newsletters (4 x 4 pages) and £2,000 for Staycation (12 page insert in July) with the additional 2 pages in March and November being funded from the festivals income.

Members are asked to consider the quotes received and agree that a two-year contract for the publication of the Town Council's newsletters be awarded to Publisher A as the supplier with the lowest cost.

14. FACILITIES BOOKINGS MANAGEMENT SYSTEM

A recent review of income received from GTC's Community Buildings identified several areas of risk relating to the booking, invoicing and payment systems currently employed, which are staff time intensive and whose accuracy is reliant upon the detailed knowledge of individual employees.

In order to address these risks, the Finance Administrator has identified an appropriate software system (RBS Facilities Bookings Management System) that has the ability to digitally link into GTC's existing RBS financial accounting system. This software would allow, at the point of booking, for invoices to be raised against pre-programmed hire rates and for the required information to populate GTC's financial accounting system. Although there is a cost to the system this would be partially offset by savings made in not having to print the triplicate invoice pads currently used. In addition to this, staff time would be saved through not having to manually produce and then input hand written invoices onto RBS (financial accounting system) as these will be automatically produced and posted to the system.

The system would also be able to provide information on the performance of the Community Buildings in terms of occupancy that is currently manually calculated.

The cost of implementing the Internal Auditors recommendation is a one-off installation fee of £680 and an annual 5 User Licence Fee of £275.

Training on the new system would be provided at GTC offices by RBS at a cost of £399 plus mileage.

The full system specification is available for those Members who wish to further understand the technicalities. Copies of the specification will be available at the meeting or, on request, can be e-mailed to Members in advance.

Members are asked to approve the purchase of the Facilities Bookings Management System with the cost of installation and licence fee coming from the computer budget and training costs from the training budget.

15. RESOURCES WORKING GROUP

Members to agree the amendment of the current membership of the Resources Working Group as agreed by Min No 463-16 by Cllr Poulter replacing Cllr Cosser.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SCC – TREE WARDENS

Members are asked to note a report from Councillor Williams on SCC – Tree Wardens, (report to be tabled for the information of Members) an organisation on which Councillor Williams represents the Town Council.

17. APPLICATIONS FOR GRANT AID

Information:	2017/2018 Grants Budget	£	55,000.00
	Allocations this year to date		0.00 *
	Balance available for allocation		55,000.00
	Applications this meeting		21,983.00
	Balance unallocated if applications agreed		33,017.00

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

Farncombe Youth Football Club

£10,000 is applied for to assist with improvements to the car parking facilities at Farncombe Youth Football Club (Meades Park).

Previous Grants: £958.80 in 2012/13 and £4,000 in 2014.

Godalming Museum

£5,000 is applied for to assist with the costs of providing a Volunteer Co-ordinator for 12 hours a week.

Previous Grants: £505 in 1994; £250 in 1996; £2,000 in 1998; £4,000 in 1999/2000; £500 in 2001/2; £500 in 2005; £500 in 2006/7; £4,000 in 2004 and each year through to 2009; £4,600 in 2010; £950 in 2011; £4,600 in 2011 and each year through to 2014 and £5,000 in 2015 and 2016

Godalming United Church – Community Space

£5,000 is applied for to assist with the cost of refurbishment of the Kitchen, extension of the River room & repositioning of a door to provide disabled egress to the outside space.

Previous Grants: £5,000 in 2010.

St Marks Community Centre

£1,493 is applied for to provide an external notice board to be shared with the Town Council.

Previous Grants: None

Members further to consider whether to renew Grant aid for five organisations that are regular users of the Town Council's premises. There are five requests for grant aid in kind in the form

of free use of the Town Council's premises. There are no supporting grant applications for any of these items.

Farncombe & District Allotment Association

£21 is "applied for" as grant aid in kind in the form of three hours use of the Pepperpot for two meetings of the Allotment Association (the association has been meeting free of charge in The Pepperpot since 2008).

Friends of Broadwater Park

£93 is applied for as grant aid in kind in the form of nine hours use of the small hall and three hours use of the large hall at the Broadwater Park Community Centre to facilitate meetings of the Friends of Broadwater Park.

The Godalming Trust

Free use of the Pepperpot Undercroft and Upper Room over the weekends of 10 & 11 September 2011, 8 & 9 September 2012, 7 & 8 September 2013, 13 & 14 September 2014, 12 & 13 September 2015 and 10 & 11 September 2016 (Heritage Open Days) was awarded - a total of 16 hours each year at a value of £208. It is suggested that the same sum is granted for the weekend of 9 & 10 September 2017.

Godalming & District Community First Responders

Grant aid in kind of £126 ie. an exemption from fees for the use of meeting rooms – 6 times per year for 3 hours each session, was granted in 2013/14, 2014/15, 2015/16 and 2016/17 for regular training and meeting sessions. It is suggested that £126 grant aid in kind is granted for 2017/18.

Go Godalming Association

£42 is "applied for" as grant aid in kind in the form of six hours use of the Pepperpot for three meetings of the Go Godalming Association. The Association has been meeting free of charge at The Pepperpot for many years and was previously in receipt of grant aid in kind for this purpose.

18. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 18 May 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

19. 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. STAFFING MATTERS.

20. STAFF REMUNERATION

Following the appointment of the Deputy Town Clerk to the position of Acting Town Clerk and the Finance Administrator to Temporary Acting Responsible Finance Officer, Members are requested to consider the attached confidential report relating to the remuneration associated with these posts.

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. Monitoring report received on 12 January 2017 next expected on 6 April 2017. Postponed until 18 May 2017.	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	Most recent report received on 15 December 2016. Further reports expected at approximately six-monthly intervals so next report expected 29 June 2017.	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. Successful public consultation event in the Borough Hall on Thursday 21 January 2016. MoU signed on 4 March 2016. Test Deployment of Temporary Defence wall due on 5 April 17.	23/10/14	Spring 2018	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Awaiting external report of social policy. Staff Members to attend SSALC social media training courses	21/07/16 30/09/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Acting Town Clerk	46-16	Report on Godalming Museum on the agenda for this meeting	12/01/17	6/04/17	
WW1 2018 (INC GODALMING WAR MEMORIAL)	Acting Town Clerk	46-16	Call for public subscription funding successful, project to proceed.	12/01/17	11/11/2018	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
RECEIVING PAYMENTS BY CARD etc.	Finance Administrator	46-16	Propose removal from the work programme.	12/01/17	23/02/17	
FIREWORKS	Acting Town Clerk	173-16	Update report considered on 15 December 2016 – Working group for 2017 formed on 12 January 2017.	4/11/16	3/11/2017	
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Acting Town Clerk	414-16	The inclusion of this matter arose from recent press coverage of a High Court case involving Witley Parish Council and a fallen tree in its ownership. Reported on 23/02/17. Tree works are progressing, further reports 18/05/17	23/02/17	18/05/17	
INVESTMENT STRATEGY	Finance Administrator	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy and Councillor Bolton drew attention to this at the last meeting of the Committee. Postponed until 18 May 2017	6/04/17	18/05/17	
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. The last approval was 9 April 2015	6/04/17	18/05/17	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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.	23/02/17	Jan 2018	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming/Joigny Friendship Association	Cllr A Bott	81-15	Report received 19 May 2016	19/05/16		19/05/16
Godalming/Mayen Association	Cllr Hunter	51-16	Report received 1 September 2016	09/06/16	1/09/16	1/09/16
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report received 21 July 2016	09/06/16	21/07/16	21/07/16
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report received 21 July 2016.	21/07/16		21/07/16
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report received 1 September 2016	21/07/16	1/09/16	1/09/16
Go Godalming Association	Cllr Gordon-Smith	51-16	Report received 1 September 2016	1/09/16		1/09/16
Holloway Hill Sports Association	Cllr T Martin	51-16	Report received 13 October 2016	13/10/16		13/10/16
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report received 13 October 2016	13/10/16		13/10/16
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report received 15 December 2016	15/12/16		15/12/16

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued						
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report received 12 January 2017	12/01/17		12/01/17
Godalming Together CIC	Cllr A Bott	51-16	Report received 23 February 2017	12/01/17	23/02/17	23/02/17
SALC	Cllr Cosser	51-16	Report received 23 February 2017	23/02/17		23/02/17
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 6 April 2017	6/04/17		
Sport Godalming	Cllr P Martin	51-16	Report expected 18 May 2017	18/05/17		

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
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



OPPORTUNITY TO QUOTE FOR SUPPLY OF “ADVERTISING” TO GODALMING TOWN COUNCIL

Godalming Town Council seeks quotes for a two-year agreement (commencing with the June 2017 edition) to publish the Town Council's quarterly newsletters and other information in a publication to be distributed to all households in the Town Council's area – that's the GU7 postcode.

We should be grateful if you would quote for the following on the basis that we would supply text and images but you would undertake all the design work and provide proof copies for our approval prior to publication. **Quotes to be supplied by no later than 4.00pm Friday, 17 February 2017.**

Our requirements are as follows in each of 2017 & 2018:

- June – 4 pages (preferably centre pages)
- July – 12 pages (definitely central pull-out)
- September – 4 pages (preferably centre pages)
- November – 2 pages
- December – 4 pages (preferably centre pages)

And the following in 2018 & 2019:

- March – 6 pages (4 pages preferably centre pages & 2 pages elsewhere)

We should also be grateful if you would confirm all copy deadlines.

Please provide your postal address and a named contact.

Our Contact details:

In the event of any query please contact Rita Tong (Financial Administrator)

T: 01483 523575

E: finance@godalming-tc.gov.uk

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

RECEIVED
23 MAR 2017

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation Farncombe Youth Football Club ("FYFC")
2. Contact Name, Address and Telephone Number Arron Lock
Heatherwood, Knoll Road, Godalming, GU7 2EP
07920085335
3. Details of Organisation; is it
 - a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration? Surrey Football Association (FA)
4. What are the aims and objectives of the Organisation? To offer fun and exciting access to
grass-roots football for all people living in Farncombe, Godalming and surrounding areas
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If **YES**, please provide full details.
No
6. Please state size of membership and annual subscription levels of Organisation. 330+ members for 2016/17 football season. Please refer to (7c) below for subscription detail
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
FYFC spent ~£6,730 to tarmac the entrance and driveway up to the changing rooms in
March 2017. This was paid from existing funds and specific fundraising events. There were no
grants or other external investors

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

Improvements to the car parking facilities at FYFC (Meades Park)

- b) Specify
- | | |
|---|--|
| - Total Estimated Cost | £ 14,000 |
| - Amount already available | £ 0 please see (8) |
| - Amount expected to be available at commencement | £ 4,000 |
| - Dates scheduled to commence and finish | As soon as funds are available
- ideally June/July 2017 |

10. Are you applying for or have you already received other financial assistance for this project?
Please provide details:- No

Body	Amount Applied For	Amount Received
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Not applicable

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 10,000

b) Whether you have received a previous grant from the Town Council


- Amount £ 4,000
- Date 2014
- Project Repair of floodlights

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

This project will help to keep members and visitors from parking on side streets, improve the Health and Safety

of the Club, and aid the local community as both Loseley Children's Centre and School regularly use the FYFC car park

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed  Date 23/03/2017

Capacity in which signed FYFC Officer

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.



Farncombe Youth Football Club

Constitution – the “Club Rules”

1. NAME

1.1 The name of the club is **Farncombe Youth Football Club** (“the Club”).

2. OBJECTS

2.1 The objects of the Club shall be to promote and provide, for the benefit of people living in Farncombe, Godalming and surrounding areas, training and playing facilities for football, social activities related thereto and such other sports and social activities that the Club may from time to time determine in General Meeting.

2.2 The Income and Property of the Club shall be applied solely towards promoting the Club’s objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

3. STATUS OF RULES

3.1 This Constitution and the Rules of Conduct together form “the Club Rules” and form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

4.1 The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Football Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

4.2 The Club Rules may only be altered by the Annual General Meeting or Extraordinary General Meeting under procedures described in Section 13.

4.3 Where appropriate, alteration to the Club Rules shall be submitted to the parent Association for formal written approval.

4.3.1 The Club will also abide by The Football Association’s Child Protection Policies and Procedures, Code of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

5. CLUB MEMBERSHIP

5.1 PLAYING MEMBERS

5.1.1 {No Rule.}

5.1.2 Youth Playing Members shall take no part in the formal running of the Club and are not Full Members as defined in Rule 5.2 below.

5.1.3 The Membership Secretary shall keep a register of Playing Members and enter in it their names, dates of birth and addresses.

- 5.1.4 Within one month of registering with the Club, a Playing Member shall pay a seasonal membership fee as set at the Annual General Meeting.
- 5.1.5 Playing Members shall pay match fees as determined at the Annual General Meeting.
- 5.1.6 Playing Members where possible will play in their correct age group unless agreed by the Managers in the age groups concerned and Committee. This agreement has to be made on a season by season basis.
- 5.1.7 Membership is open to the whole community without discrimination.

5.2 FULL MEMBERS

- 5.2.1 Every parent or guardian of a Playing Member shall automatically become a Full Member.
- 5.2.2 Before such membership becomes effective, a membership application form for a Playing Member, together with the appropriate seasonal membership fee must be lodged, with the Membership Secretary.

5.3 ASSOCIATE MEMBERS

- 5.3.1 Membership may continue after the relevant child (or children) has ceased to be a Playing Member, at a fee set at the Annual General Meeting.
- 5.3.2 Any person supporting the objects of the Club is eligible to be nominated for membership of the Club. There must be lodged with the Secretary a written nomination of every person who wishes to become a member, stating the name and address of such person and signed by the prospective Member and two Full Members as proposer and seconder respectively.
- 5.3.3 The name and address of each person nominated for membership under 5.3 shall be displayed on the Club noticeboard for not less than two weeks before his or her name is proposed for election to membership.
- 5.3.4 A person nominated as an Associate Member shall not become a Member until he or she is elected as such by the Committee and has paid the annual subscription at a rate set by the Annual General Meeting.
- 5.3.5 The Secretary shall keep a register of Associate Members and enter in it the names and addresses, telephone and e-mail addresses where known of all persons who become Members.

6. RESIGNATION AND EXPULSION

- 6.1 A Member shall cease to be a Member if he/she gives to the Secretary written notice of resignation of his/her membership.
- 6.2 A Member shall cease to be a Member if he/she fails to pay the appropriate membership fee or subscription within one month after the due date of payment.
- 6.3 A Member shall cease to be a Member if they are removed from membership as a result of a hearing held under the Club Complaints Procedure.

7. SEASONAL MEMBERSHIP

- 7.1 The seasonal membership of the Club shall be decided at the Annual General Meeting and shall be payable in advance of a date to be determined in each year.

- 7.2 The Annual General Meeting of the Club shall have the power to vary the membership fees and subscriptions by ordinary resolution.

8. OFFICERS

- 8.1 The Officers of the Club shall be a Chairperson, a Treasurer, a Secretary, a Child Welfare Officer, Membership Secretary, Commercial Officer, Club Development Officer and Fundraising Officer and must be Full Members or Associate Members of the Club.
- 8.2 Honorary Vice-Presidents of the Club may be appointed and removed at the Annual General Meeting.
- 8.3 Any Officer may retire by giving one week's prior notice to the Secretary, and all shall retire at the end of each Annual General Meeting, but shall be eligible for re-election at that meeting.

9. THE COMMITTEE

- 9.1 The Committee consists of the Officers, the co-opted Team Managers, and not few than four and not more than eight other Full Members or Associate Members.
- 9.2 A Team Manager and Coach if applicable shall be nominated by the parents of the age group concerned and shall be approved by the Committee prior to each football season to manage each age group or squad, and shall become co-opted members of the Committee. Such approval shall not be unreasonably withheld.
- 9.3 Any member of the Committee may retire by giving one week's prior notice to the Secretary, and all shall retire at the end of each Annual General Meeting, but shall be eligible for re-election at that meeting.
- 9.4 Any casual vacancy on the Committee or of any office including that of Trustee or Accountants arising between Annual General Meetings may be filled by the Committee, including co-opted members, subject to Rule 9.1.
- 9.5 Any member of the Committee who fails to attend three consecutive meetings of the Committee without giving a reason acceptable to it shall cease automatically to be a member of the Committee.
- 9.6 The Committee shall manage all the affairs of the Club and shall have a power to do everything necessary for that purpose, including the appointment of sub-committees.
- 9.7 The quorum of the Committee shall be five, including two officers.
- 9.8 Committee meetings shall be held not less than once in every month.
- 9.9 Not less than three days' written or oral notice shall be given by the Secretary to members of the Committee of every monthly meeting, but in an emergency, at the discretion of the Chairperson and Secretary, additional meetings may be called on not less than 24 hours notice.
- 9.10 Decisions at meetings of the Committee shall be made by a simple majority and in the event of equality of voting the Chairperson (or the acting chairperson of that meeting) shall have a second or casting vote.
- 9.11 Decisions at meetings of the Committee shall be recorded in a minute book to be maintained by the Secretary.
- 9.12 The Committee has the power on a majority vote only to enforce a fine up to a maximum amount agreed on any Manager/Assistant Manager not abiding by the Rules of the Club.

10. PLAYERS' COUNCIL

10.1 Playing Members from each age group or squad shall be consulted by the Committee from time-to-time on matters of concern or interest to Playing Members.

11. ANNUAL GENERAL MEETING

11.1 An Annual General Meeting shall be held every year.

11.2 The business of the Annual General Meeting shall be:

11.2.1 To receive the Chairperson's Report of the activities of the Club during the preceding year;

11.2.2 To receive reports from the various age groups;

11.2.3 To receive and consider the accounts of the Club for the preceding year and the Accountant's report on the accounts and the Treasurer's report on the financial position of the Club;

11.2.4 To elect Officers and other members of the Committee, and appoint or remove Honorary Vice-Presidents;

11.2.5 To remove and elect the Accountants and the Trustees or to confirm that they remain in office; and

11.2.6 To determine the annual subscription for the Associate Members and the seasonal subscriptions and match fees for Playing Members.

12. EXTRAORDINARY GENERAL MEETINGS

12.1 An Extraordinary General Meeting may be convened at any time upon either a resolution of the Committee or a requisition setting out the resolution or resolutions to be proposed at it. The requisition must be signed by whichever is the lesser of 30 Members and one-tenth of the Members and served on the Secretary by personal delivery or recorded delivery post. If the Secretary does not give notice of the meeting pursuant to the requisition on or before the expiry of 14 days from service of the requisition, the requisitioners or any one or more of them on behalf of the others may give notice of the meeting.

12.2 The business which may be conducted at an Extraordinary General Meeting may be any one or more of:

12.2.1 Removing all or any of the Officers, other members of the Committee, Trustees and Accountants of the Club and filling the vacancies caused by such removal;

12.2.2 Altering these rules;

12.2.3 Determining the annual subscription for Members and the Seasonal Subscriptions and match fees for Playing Members; or

12.2.4 Dissolving the Club.

13. PROCEEDINGS AT ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

13.1 Not less than 14 days' prior notice in writing setting out the resolutions to be proposed at the meeting shall be sent to every member at his last known address.

13.2 Resolutions at Annual General Meetings shall be passed by a simple majority of two-thirds of the votes entitled to be cast by the Members present at the meeting.

13.3 Each Member shall have one vote on every resolution.

- 13.4 In the event of equality in voting at an Annual General meeting the Chairperson (or Acting Chairperson at that meeting) shall have a second or casting vote, but there shall be no second or casting vote on any resolution proposed at an Extraordinary General Meeting.
- 13.5 Nomination of persons for election as an Officer must be made in writing to the Secretary not less than seven days before the meeting at which elections for that office are intended to be proposed. Each nomination must be accompanied by a seconder.
- 13.6 Other Committee Members shall be nominated and elected at the Annual General Meeting.

14. TROPHIES

- 14.1 The season will finish with an internal competition and an activity at which the Club trophies will be presented.
- 14.2 There will be two Club trophies for each age group:
- a) Most improved player selected by training staff;
 - b) Player of the year selected by Playing Members.

15. TRUSTEES

- 15.1 The number of Trustees shall be five and no more than one shall be a serving Officer of the Club.
- 15.2 The Trustees shall hold office until death, resignation or removal from office by a resolution of Members.
- 15.3 There shall be vested in the Trustees all the property of the Club other than cash which will be under the control of the Treasurer.
- 15.4 The Trustees may deal with the property, as vested in them by way of sale, mortgage, charge and lease or otherwise as directed by the Club. The Trustees may also raise loans as directed by the Club. Such direction shall be given by a resolution of the Members of the Club passed by a majority of the Members present at a duly convened meeting of the Club and when so passed shall in favour of a purchaser, mortgagee, charge, lessee or grantee be binding upon all members of the Club. A certificate signed by the Secretary and Chairperson for the time being of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

16. ACCOUNTS, INCOME AND PROPERTY

- 16.1 The financial year of the Club shall end on 30 June in every year to which day the accounts shall be balanced and drawn.
- 16.2 As soon as it is practicable, after the end of the financial year, there shall be prepared a statement of the assets and liabilities of the Club at the end of the financial year, and a statement of income and expenditure during that year, which statements shall be audited by the Accountant not less than 21 days before the Annual General Meeting.
- 16.3 Copies of the certified statement of accounts shall be distributed at the Annual General Meeting and be available to any Member on application to the Secretary.
- 16.4 The examination of the Club accounts will be carried out by an independent accountant who is not a Member of the Club, and will be appointed at each Annual General Meeting, and will hold office until the end of the following Annual General Meeting.

16.5 All monies received by the Club shall be paid into an account in the name of the Club at bankers appointed by the Committee, and cheques and other instruments drawn on and directions to the bankers shall be signed by not less than two Officers.

16.6 No action involving expenditure on behalf of the Club shall be taken, and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of a resolution of the Committee.

17. INDEMNITY

17.1 The Trustees and members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

18. DISSOLUTION

18.1 The Club may be dissolved:

- (i) by a resolution passed under Rule 12.2.4;
- (ii) by a resolution of the Committee if the number of Members is less than 10 for a period of not less than twelve months.

18.2 The dissolution shall take effect from the day when the resolution is passed and the Committee shall be responsible for the winding up of the assets and liabilities of the Club.

18.3 If any property remains after the discharge of all debts and liabilities of the Club it shall be distributed to such charities as determined by a majority of the Trustees after consultation with the Committee.

7b

Farncombe Youth Football Club

Unaudited Financial Statements

**for the Year Ended
30 June 2016**

Farncombe Youth Football Club
Balance Sheet as at 30 June 2016

	£	2016 £	2015 £
Fixed Assets			
Freehold property		35,250.00	35,250.00
Ground fixtures 20011/12	(3,209.60)	641.92	
Less depreciation	(5 of 5)	<u>(641.92)</u>	
		-	641.92
Ground fixtures 2012/13	(1,282.00)	512.80	
Less depreciation	(4 of 5)	<u>(256.40)</u>	
		256.40	512.80
Grounds equipment 2013/14	(4,331.82)	2,599.10	
Less depreciation	(3 of 5)	<u>(866.36)</u>	
		1,732.74	2,599.10
CCTV equipment 2013/14	(2,606.40)	868.80	
Less depreciation	(3 of 3)	<u>(868.80)</u>	
		-	868.80
Barbeque equipment 2013/14	(1,685.76)	561.92	
Less depreciation	(3 of 3)	<u>(561.92)</u>	
		-	561.92
Clubhouse refurb 2013/14	(10,350.19)	36,209.89	
Clubhouse refurb 2014/15	(29,919.57)		
Grounds equipment 2014/15	(4,992.60)		
Less depreciation	(2 of 5)	<u>(9,052.47)</u>	
		27,157.42	36,209.89
Kubota L5040 Tractor 2015/16	(18,717.60)	18,717.60	
Sprinkler System 2015/16	(1,473.96)	1,473.96	
Defibrillator 2015/16	(400.00)	400.00	
Less Depreciation	(1 of 5)	<u>(4,118.31)</u>	
		16,473.25	-
Changing rooms		226,881.13	
Additional Expenditure 2006/7		22,847.99	
Additional Expenditure 2007/8		851.20	
Less grants received for changing room	2006	(196,367.00)	
	2007	<u>(22,484.00)</u>	
		31,729.32	31,729.32
		<u>112,599.13</u>	<u>108,373.75</u>

**Farncombe Youth Football Club
Balance Sheet as at 30 June 2016**

Current Assets

Petty cash	579.59	312.53
PayPal	1,494.37	1,334.36
Prepaid card	-	3,037.98
Lloyds	30.42	30.42
HSBC	19,316.89	23,154.40
Merchandise stock	2,636.60	2,881.79
Tuckshop stock	696.00	792.73
	24,753.87	31,544.21

Current and Long Term Liabilities

Hire purchase	4,289.22	-
	4,289.22	-

TOTAL ASSETS LESS LIABILITIES

133,063.78	139,917.96
------------	------------

Represented by:

Funds brought forward	139,917.96	128,497.99
Excess expenditure over income	(6,854.18)	11,419.97
	133,063.78	139,917.96

Approved on behalf of the Committee

Chairman:

.....
Peter Hirons

Treasurer:

.....
Richard Nichol FCCA

The Income and Expenditure Account and the Balance Sheet for the year ended 30 June 2016 have been examined, without carrying out an audit.

From that examination, it appears that the transactions during the year have been accounted for in an appropriate manner, and that income and expenditure are consistent with the previous year.

Independent Accountant

Dated:

Farncombe Youth Football Club

**Income and Expenditure Account
for the Year Ended 30 June 2016**

	2016	2015
	£	£
INCOME		
Membership fees	29,753.00	27,636.00
Match fees	1,930.18	7,768.65
Sponsorship	5,747.07	6,645.00
Tournament 2014 income	-	100.00
Tournament 2015 income	240.00	13822.23
Tournament 2016 income	14,754.89	-
Tuck shop sales	17,560.27	16,113.94
Merchandise sales	2,614.35	1,586.50
Hire of premises	790.00	635.00
Other income:		
Bank interest	1.05	5.20
Quiz night	1,809.53	-
Grant/Donations	50.00	8,000.00
Re-sale of football boots	208.96	113.29
Hosting SPL Simon Headley tournament	7,846.13	3,171.31
Fireworks night	3,657.82	3,679.98
Presentation evening	214.66	1,210.05
'Phil the bag'	52.50	284.00
Road to success	25.00	
Other	143.05	450.80
	87,398.46	91,221.95
	87,398.46	91,221.95

Farncombe Youth Football Club

**Income and Expenditure Account
for the Year Ended 30 June 2016**

	2016	2015
	£	£
EXPENDITURE		
Match expenses	609.67	1,531.00
Tournament expenses	8,059.78	8,727.09
Tuck shop purchases	10,013.53	8,249.83
Merchandise purchases	2,378.05	1,504.82
Grounds maintenance	15,061.94	16,131.10
Team strips and football equipment	15,057.50	11,251.42
League affiliations, fees and fines	3,154.50	2,724.50
Insurances	1,709.45	1,570.00
Administration	813.25	370.87
Hosting SPL Simon Headley Tournament	3,387.26	1,302.42
Utilities	2,737.75	2,495.53
Depreciation	16,366.18	12,631.87
(Gain)\loss on sale of asset	(2,700.00)	-
CRB Checks	180.00	320.00
Training	4,490.20	559.35
Quiz night	1,038.50	-
Fireworks night	2,101.60	2,807.52
In house tournament	400.01	852.43
Pitch hire	565.00	275.00
Presentation night	3,664.24	1,548.67
Spring fair	-	25.00
School festival	221.25	214.69
Cleaning	1,508.00	1,128.27
Bank charges	344.89	83.20
HP Interest	273.62	-
Coaching - Nursery Squad	2,520.00	3,225.60
Charity Donations	150.00	-
Other	146.47	271.80
	94,252.64	79,801.98
	(6,854.18)	11,419.97

Annual General Meeting of Farncombe Youth Football Club

FYFC Club House, Meades Park, Green Lane, Farncombe GU7 3TB

Monday 30th January 2017 7.30pm

Minutes

Attendees

Andrew Varley (AV),
Arron Lock (AL),
Dave Walker (DW),
Heather Farthing (HF),
Jim Whitbourn (JW),
Kas Girdler (KG),

Kris Lawton (KL),
Lisa Ballam (LB),
Mark Leigh (ML),
Mel Martin (MM),
Peter Ballam (PB),
Peter Hirons (PH),

Rachel Barker (RB),
Rachel Gray (RAG),
Robert Gray (RSG)
Simon Capel (SC),
Tom Jones (TJ),

Apologies for Absence

Claire Brunt, Martin Wells

Minutes of previous AGM

Accepted

Chairman's Report

PH offered his thanks to all officers and managers who work so hard. Special mention and thanks to Richard Nichol & Lisa Nichol – last season's treasurer and secretary respectively for many years of hard work and dedication to the club.

Last season was a successful one, although a little hampered with a small number of helpers / officers. However, this season this is looking much better now, as demonstrated with a strong turnout for the AGM tonight. There were several successful events during the season including fund raisers, several tournaments, and strong football performances.

Celebration evening went well – thanks to all who got involved and congratulations to all the award winners.

The club is running well and the many smiling faces, on the faces of both kids and parents, are a testament to that. So all good.

Secretary's Report

PH & RAG commented that the previous secretary extremely worked hard through the season, and left the club with a well organised and highly automated structure. It was noted that the SPL introduced yet another SPL player registration system, which created additional workload for the secretary and managers.

Financial Report

Accounts to 30/6/16 were presented by ML. These are still draft and are being verified independently at the current time.

The club made a loss of £6854 last season. This was primarily due to additional training costs, over spend on presentation night (higher costs and decision not to charge members for food), less sponsorship income and the new team strips were more expensive via Macron. Utilities bills also increased by £4K, and there was increased spending on CRB checks.

Current position - £27k cash in the bank as at 31/1/17 – roughly the same balance as this time last year. Next big expenditure that is planned is for the re-surfacing of the car park. Currently getting quotes from contractors.

JW commented that the committee is also looking at pop up dugouts to take to tournaments and for home games at a cost of circa £250 each. The attendees felt that this was a good idea. Looking to see if we can get them sponsored to cover costs. Potential to have a respect message, similar to the A-boards, printed on the back.

There was a discussion about asking the kids what they would like to have at FYFC. MM proposed a drop-in session at the club during training. RSG proposed a 'suggestions board' for people to add their ideas.

Action – MM to put a sign up to encourage input from the members.

TJ asked about match fees – how does it work? PH answered match fee income was down significantly due to the decision to not collect fees for away games. Players pay for home games only and the money collected pays for referee costs and maintenance of pitches.

Membership

AL reported that we have 330 signed up members at the current time which is similar to at this point last season. There are a few members who have yet to pay, and that this was being followed up.

No proposals brought forward to change membership fees. However RAG suggested that if any members want to propose a change, then we can hold a SGM prior to the start of next season to discuss the proposal and make a decision. Otherwise we assume membership fees are frozen at current rates.

CWO Report

RAG reported that safeguarding children issues are extremely rare at the club and mostly relate to child-to-child behaviour (name calling etc) and the occasional over enthusiastic parent supporter. There are no serious safeguarding issues at the current time.

We have 76 volunteers, of which 72 have completed a DBS check in the past 3 years, 2 are with DBS and 2 are awaiting ID verification.

All managers have been reminded that any helper engaging directly with the children must have completed a DBS check and all members' parents/carers have been asked to be vigilant and report any concerns to the CWO. We are using the new FA video on our website to highlight the issue.

30 Managers & Coaches have completed the Safeguarding Children Workshop within the past 3 years, or have recertified via the online course. Although 4 individuals need to recertify but are struggling to get access via the FA Learning website.

26 Managers & Coaches have completed the Emergency Aid course, with 6 needing to re-do this course as their certificates are now 3 years old.

We have invested in 3 A-Boards and 3 large banners, branded FYFC and with the following message:

These are kids

This is a game

The managers are volunteers

The referees are only human

We encourage all managers to place these in prominent positions for every match!

Merchandise

HL reported that the pop up shop prior to Christmas was very successful and cleared a lot of old stock. The new website is in development and will allow direct ordering and reduce the need to hold stock. New water bottles have now arrived.

RAG added that the Manager's kits have gone down well – although some assistant managers are reported to be a bit miffed that they didn't get one. They will be able to buy kit on the website when launched.

MM asked if we could have FYFC car stickers, and perhaps include these in next seasons' membership.

Action HF to look into the costs of this.

KG suggested we provide older kids with a football which they must bring to training, pump it up etc and if they lose it, then buy another one. This would helpo them to be more responsible and potentially reduce the clubs expenditure. PH responded that the younger managers need to look after their balls better – he's given out lots and lots.

Action PH to look at prices of size 3,4,5 balls to see what this would cost. They would need to be good quality, and better than the cheap ones sourced with Active Kids vouchers.

Football Development

DW is still working on the Club Development Plan. Generally however things are going really well although he asked whether there would be a benefit in increasing the structure of the way we train and play as a club?

JW commented that the club does need to give managers more guidance in the way we work – eg stream or not to stream? Woking FC was cited as an example of good structural practice.

RSG added that it's been a challenge for a while, partly because we sit somewhere in the middle between a highly structured club like Woking and a totally non-selective club like Milford. Fun is a key part of our club culture, which often means letting the kids play with their friends.

DW added that we agreed previously that U7 and U8 should not be streamed, but from U9 we should consider starting to stream. However this should not be enforced on any managers.

PH added that SPL rules used to be that the best players should play in the top team etc. RSG added that the most successful teams have regular (quarterly or biannual) meetings with the parents to share ideas on the team and aspirations.

Action DW to set up a subcommittee to share ideas on what the club football guidance should be. JW, PH and others asked to be involved. A proposal can then be put to Managers to get consensus, then launch in September 2017 for the new season, to make clear to all parents/careers what the FYFC policy is.

Facilities development

RSG reported that the resurfacing of the car park is the priority. We don't intend to spend money on the changing rooms as they are infrequently used. Cleaners have been sourced to come every Monday which was helping to keep the clubhouse looking good, although there was a bit of routine maintenance needed. It was noted that our fences have been repaired recently and that the council have cut back hedges.

Tuck Shop

LB reported that lots more helpers have come forward this season which is good. The tuck shop income is around £1000 up on last year so far this season. 50p sweet bags are making no money due to increased costs. Outrage!

Fund Raising

MM reported that the upcoming Quiz night has sold 97 tickets so far. 7pm start. Out by 11pm. KG proposed we do a 'Heads and Tails' to raise money for The Fountain Center at RSCH which provides complimentary therapies for cancer sufferers and their families. This was agreed.

Fund Raising continues under the 'Road To Success' banner which is raising money for the car park resurfacing and bricks are available for £25 each. This is the main effort for fund raising.

Grounds

PB reported that weather has been a challenge, especially in past few days. Loseley is, as ever, a struggle. Wet weather is forecast and cold so frost will be an issue.

Action PH to look at 11-a-side goal pricing, on wheels

Marketing

The FYFC website is all updated and being regularly maintained. We need to push Twitter followers! Brochure is being re-done. Tournament flyer has been done and entries being received online. Newsletter is ready to go out via MailChimp.

New Pitch booking system is also ready to go, pending Chairman's sign off. This can also include the Tuck Shop rota.

Action – JW & PH to finalise details of Pitch booking system and push live.

Action - JW to email instructions to all managers/admins.

Election of Committee

Role	Proposed Candidate	Nominated by	Seconded by
Chairman	Peter Hiron	RAG	RSG
Treasurer	Mark Leigh	PB	HF
FA & League Secretary (to include Insurance etc)	Simon Capel	LB	PH
General Secretary (meetings)	Rachel Barker	KS	MM
Welfare Officer	Rachel Gray	DW	TJ
Membership Secretary	Arron Lock	AV	KL
Facilities Development	Robert Gray	PH	PB
Groundsman	Peter Ballam	RSG	PH
Football Development	Dave Walker	JW	KG
Fundraising Officer	Mel Martin & Kas Girdler	AL	LB
Merchandise Officer	Heather Farthing	JW	AL
Catering Officer	Lisa Ballam	RAG	KL
Marketing & Commercial	Andrew Varley James Whitbourn Rachel Barker	MM	RSG

AOB

Next Managers Meeting – Monday 5th Feb

Next Committee Meeting – Monday 20th Feb

Meeting closed at 2048

GODALMING TOWN COUNCIL

Application for Grant Aid

RECEIVED
23 MAR 2017

1 Name of Voluntary Organisation: Godalming Museum Trust

2 Contact Name Address and Telephone Number:

Alison Pattison, Curator, Godalming Museum, 109A High Street, Godalming, Surrey, GU7 1AQ, 01483 426510

3 Details of Organisation; is it

- | | |
|-------------------------------------|------------------------------------|
| a) A Charity? | Yes – registered charity no 292155 |
| b) A Trust? | Yes |
| c) A Private Limited Company? | No |
| d) Affiliated to any National Body? | No |
| e) Any other official registration | Accredited Museum |

4 What are the aims and objectives of the Organisation?

Godalming Museum Trust's sole purpose is to support the provision of a museum in Godalming. Godalming Museum aims to promote the enjoyment and understanding of the heritage of Godalming and its surrounding villages and to encourage and support life long learning. It does this by collecting, safeguarding and making accessible local artefacts and knowledge within a welcoming, stimulating and inclusive environment.

5 Apart from general fund raising events does the Organisation obtain revenue from any direct trading activity? If YES please provide full details

- The museum runs a shop and a café
- We hire out the exhibition gallery and take a 20% commission on any work sold
- We hire out the museum facilities (eg meeting rooms)
- We charge for educational workshops and tours

Please see attached accounts for further details

6 Please state size of membership and annual subscription levels of Organisation

- Entry to the museum is free and we welcome 15,000 visitors each year
- There are 408 members of the Friends of Godalming Museum. An annual subscription costs £15 for an individual and £25 for 2 individuals at the same address
- The museum also has 5 Corporate Patrons who make a contribution of £250 each

7 Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
Memorandum and Articles of Association enclosed
- b) Copy of accounts (these will not be required for a new organisation)

*Report and Financial Statements for the year ending 31st March 2016
enclosed*

c) Copy of budget for current financial year
Enclosed

d) Copy of last annual report to members (this will not be required for a new organisation)
Please see Report and Financial Statements and copy of the most recent Museum Newsletter

8 If not included in the annual report enclosed please provide details of your Organisation's activities over the past year with particular reference to any special projects undertaken or planned

The annual report enclosed covers the financial year 2015 – 2016. Also enclosed is an exhibition brochure for autumn – winter 2016 which lists exhibitions and public talks put on by the museum over this period and a copy of the latest museum newsletter which gives forthcoming exhibitions. Our current exhibition is the story of Godalming Sanitary Steam Laundry, based on 2 ½ years of collecting oral history from residents of Godalming and Farncombe. We opened the exhibition with a reunion attended by 60 former employees and their families and it has been attracting very positive comments from visitors.

"This exhibition really brings the past alive – so interesting!"

"Fantastic exhibition. Very well done. Made many people very happy"

"Wonderful exhibition – fantastic seeing where mum worked when younger"

"Loved looking back at OUR history"

Over the past year the museum has also worked with local schools – delivering workshops on subjects ranging from the prehistory of the local area to Jack Phillips and the Titanic, to 950 children from 17 different schools. 827 children (at least) from 17 different schools have made use of loan boxes supplied by the museum. The museum has also welcomed 279 visitors coming in organised groups, including the WI, U3A and the Surrey Archaeological Society.

The letters we receive from local school children illustrate what it means to them to find out about their own heritage

"We had much fun as you whizzed us through the amazing history of Godalming. Thank you for telling us about Jack Phillips and how our town was founded"

"I usually don't enjoy history but the Godalming history was way more interesting"

"You really made my brain full of fascination...when I came back to school I had lots of information in my head and I couldn't stop thinking about all the fun I had"

The museum continues to collect artefacts illustrating the history of the town and its residents, fulfilling its role as the collective memory of Godalming and the surrounding area. Donations this year have included collections of photographs from Ron Head and

from Olive Muddle and a 60,000 year old Palaeolithic hand axe – the second to be found in the vicinity of Hallam Road.

Through the year the museum has supported Godalming Town Council's First World War commemoration providing information for the monthly posters at the Pepperpot and at St John's and St Peter and St Paul. We are in the process of adding the cumulative information from all of these and the information contained in the Godalming Roll of Honour and its supplement to the Surrey in the Great War website.

- 9 a) For what specific project are you now seeking financial assistance from the Town Council; please provide details

We are seeing financial assistance to enable us to provide a volunteer coordinator to recruit, train, manage and support the museum's 80+ volunteers. The museum could not open each day without its volunteers who fill all the front of house roles and many behind the scenes as well.

The public rightly expect high standards from the museum's volunteer staff. They expect them to be able to answer enquiries, process credit card payments, respond to e-mails, send digital images, be aware of health and safety, book out school loan boxes, know about upcoming events and exhibitions, react appropriately in an emergency... in short to carry out a wide variety of tasks requiring up-to-date knowledge of procedures and equipment.

It is only by providing our volunteers with their own dedicated Volunteer Coordinator that we have been able to meet these expectations, maintain volunteer numbers and support our volunteers as their responsibilities grow. We have been tremendously grateful to the Town Council for the support they have provided for this part time post.

- b) Specify
- Total Estimated Cost £7,500
 - Amount already available £2,500
 - Amount expected to be available at commencement £2,500
 - Dates scheduled to commence and finish

April 2016 – April 2017

- 10 Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
Godalming Museum Trust	£2,500	£2,500

- 11 What level of financial assistance are you seeking from Godalming Town Council? State:

- a) Amount £5,000
- b) Whether you have received a previous grant from the Town Council

Godalming Museum was founded by Godalming Town Council in 1921 (and indeed a significant part of the collection still belongs to the Town). In 1974 the museum passed

to the newly created Waverley Borough Council who since then have funded the Curator's post and supported the museum with rates and rent rebates. In 1987 the Museum Trust was formed to raise funds to move the museum into its present premises and to extend its opening hours and the services it offers. My records of grants kindly donated to the museum by the Town Council go back to the 1990s and are as follows:-

1994	Furniture for the local studies library	£505
1996	Purchase of watercolour 'the South Border at Munstead Wood' by Helen Allingham	£250
1998	Refurbishment of the town clock	£2,000
1999/2000	Millennium Stained Glass Window	£4,000
2001/2	Purchase of the Archive documenting the construction of Fulbrook by Sir Edwin Lutyens	£500
2005	Inside, Outside, Upside down explorers' pack	£500
2006/7	Purchase of watercolour 'Wildfowl' by Sir Archibald Thorburn	£500
2004 - 2009	Volunteer Coordinator post	£4,000 pa
2010	Volunteer Coordinator post	£4,600
2011	Happy Museum Project	£950
2011-2014	Volunteer Coordinator post	£4,600 pa
2015	Volunteer Coordinator post	£5,000
2015	Volunteer Coordinator post	£5,000

12 What benefits do you anticipate will be derived by the Godalming Community from your project?

In all that it does, the museum aims to benefit the people of Godalming and Farncombe and to fulfill the Town Council's priority of preserving the local heritage.

The museum is open, free to everyone, 5 days a week, 6.5 hours a day, all year (except between Christmas and New Year). It is a friendly community centre with many regular visitors. 40% of our visitors come from within 2 miles, so that we provide a direct service to many local residents (we have a good spread of visitors from across Godalming and Farncombe). By also attracting visitors from further afield, we play our part in keeping the High Street alive and thriving.

We offer:-

- Free access to displays about the town's history
- Free access to temporary exhibitions which showcase the work of local artists, photographers and craft workers
- Free access to exhibitions exploring aspects of local heritage (we have run popular exhibitions on Weyburn Engineering, RFD, Paine's Knitwear and, currently, Godalming Laundry).
- Workshops, museum visits, loan boxes and town walks for local schools – supporting the teachers in delivering the national curriculum, particularly its requirements for local studies, and giving the children insight into and a pride in, the heritage of their town
- Free or affordable family activities over the summer holidays
- Facilities for local and family history researchers

- Care of and public access to, collections belonging to the Town Council, including the Percy Woods Archive, also collections deposited by community groups (such as the Chamber of Commerce and the Godalming Trust).
- Support for and collaborative working with, other community groups
 - We host the town's Visitor Information Point (run by Godalming Together)
 - We host the annual Cards for Good Causes Christmas card shop, which each year raises around £22,000 for the charities involved
 - We work with the Godalming Trust to lay on a series of public lectures each winter and to deliver the annual Heritage Open Days an event which is popular with residents as well as bringing in visitors to the town
 - We work with Godalming Town Council: supporting Staycation each year with family activities and trails; jointly producing the monthly updates for the First World War displays; collaborating periodically on exhibitions and projects
 - We sell GOLO lottery tickets
 - We give students at local schools and colleges work experience, supporting their studies, helping them to gain qualifications, such as the Duke of Edinburgh awards, fostering good citizenship and improving their CV's and applications for work or university
 - Community groups, including the Godalming Photographic Club and Conquest Art use the museum's exhibition gallery (along with many individual artists and photographers)

All this is only possible because of the museum's volunteers. At a very conservative estimate, the museum depends on 20 hours of volunteer time each and every day. All these volunteers are recruited, managed and supported by the Volunteer Coordinator who works out the duty rota, arranges and carries out induction training and ongoing group and individual training, organises DBS checks as necessary, protects and promotes the volunteers' health and safety, keeps all volunteers informed about what is happening in the museum and supports them through any difficulties. By making sure that volunteering at the museum is meaningful and rewarding she helps not only our 80 volunteers but also our visitors, who often comment on the warm, welcoming atmosphere at the museum.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true

Signed Aileen Patten Date 22/3/2017

Capacity in which signed CURATOR, GODALMING MUSEUM

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT

Please note that financial information provided may be discussed in a public forum

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

Company Registered No. 1968010

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)
(Company Registered Number 1968010)
REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

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GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees present their Report and the Financial Statements for the year ended 31 March 2016.

CONSTITUTION AND PRINCIPAL ACTIVITY

Godalming Museum is a company limited by guarantee (Memorandum of Association dated 4 November 1985) and is a registered charity. The principal activity of the Company is the provision of museum facilities in Godalming for the public benefit.

TRUSTEES:

The Trustees at the end of the year under review were:

A J Bott, OBE, MA, FSA (Chairman)
Lady Forbes
M R Goodridge, MBE, LL.B. (Vice Chairman)
M Hartnall, FCA
Mrs M E Heath-Bullock
Rt Hon Jeremy Hunt, MA, MP
Dr T D Kennea, R.D., M.Sc.
M More-Molyneux, D.L.
J N Parson, BA, LRAM, ARCM
A Kelly, FCA
W M H Edwards
T E Martin (appointed 7 July 2015)
R A Gordon-Smith (appointed 7 July 2015)

Secretary: Simon Vere Nicoll, LL.B

Treasurer: Mr A Kelly, FCA
Roffe Swayne
Ashcombe Court
Woolsack Way
Godalming
Surrey, GU7 1LQ

Registered Office: Beaufort House
Chertsey Street
Guildford
Surrey, GU1 4 HA

Independent Examiner: Mr P J Osborne FCA
Osbornes Accountants Limited
20 Market Place
Kingston Upon Thames
Surrey
KT1 1JP

Solicitors: Clyde & Co
Beaufort House
Chertsey Street
Guildford
Surrey, GU1 4HA

Bankers: HSBC Bank Plc
110 High Street
Godalming
Surrey, GU7 1DP

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)
(Company Registered Number 1968010)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

Registered Charity No: 292155

Registered Museum No: 255

Review of Performance, Progress and Achievements
2015 – 2016

Collections and Displays

675 items were added to the collections during 2015, consisting of 107 photographs, 412 archive items (including archaeological archives), 133 objects (mostly ephemera) and 23 books. Accessions included:

- A polished flint Neolithic axe head found at Shackleford.
- A copy of a handwritten history of Non-conformism in Godalming, written by Joseph Wilmhurst Pewtress, secretary of Godalming Congregational Church, and placed in 1883 in a time capsule in the church's new Sunday school (this was found during work to convert the building to residential use, and the original was reburied in a new time capsule, with additional items from the present day).
- Items excavated from the First World War rubbish dump at Witley Camps (the museum is particularly grateful to John Janaway who is cataloguing this collection).
- A photograph album of 'snapshots' of Arts & Crafts house, Westbrook and architect Hugh Thackeray Turner's family and staff in 1933, given to Miss Florence King who was the cook at Westbrook.
- A photograph of Winston Churchill inspecting guns on Hankley Common in 1941.

The museum has undertaken some disposals of accessioned items which do not meet its collecting policy. Haslemere Museum was given first selection of the natural history and ethnographic material which the Trustees had agreed should be disposed of. Unprovenanced items which Haslemere could not accept were advertised the Museums' Journal and the museum was pleased to be able to transfer them to a mobile museum and handling collection run by Ben Welbourne. An early calculating machine was transferred to Wigton Computer and Heritage Museum.

The collecting of oral history has continued. Thanks to the generosity of all those who shared their memories, images and objects, and to volunteer Gavin Maclachlan's hard work, we had a wonderful exhibition about Alan Paine's knitwear factory in August. It opened with a reunion of more than 90 former employees, including the manager of Alan Paine's former factory in Wales and the current director of Paine's Knitwear. We ran family activities alongside the exhibition, including drop in wool-based craft activities and two knitting workshops. We were pleased to be able to provide a copy of the exhibition panels to Paine's Knitwear for display in their offices. The museum's comments book demonstrated that the exhibition was well received by our visitors:

"How lovely to meet people in such a good exhibition – well done!"
"So nice to meet friends from long ago – still friends!"
"Wonderful exhibition – brought back many memories"
"Brilliant exhibition. My 3 grandchildren had a good time teaching finger knitting and sewing"
"Oh what memories! They were good days."
"Wonderful exhibition and a brilliant insight into a very important part of Godalming's history"
The museum is now collecting memories of Godalming Sanitary Steam Laundry towards a future exhibition.

The museum continues to benefit from the input of students volunteering as part of their Duke of Edinburgh awards and transcribing oral history interviews.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016 (continued)

Collections and Displays (continued)

Hugh Turrall-Clarke continues to develop the Images of Godalming programme which offers visitors a chance to browse through thousands of photographs, drawings, paintings and maps telling the story of the town and those who have lived here. Most recently he has added a series of beautiful photographs of the church of St Edmund's by Godalming photographer Adrian Harding, and also sound and video so that visitors can now listen to memories and watch early film, including films taken by Mr Fudger of the opening of the Phillips Memorial in 1914 and the presentation of an ambulance to the Red Cross in 1917.

The museum is very grateful to volunteer Jan Frankcom who, as well as carrying out sterling work on the collections all year, led a project to clear copyright permission for and arrange the display of, a collection of large photographs of Lutyens' work. The photographs were first displayed at an exhibition at the Hayward Gallery in 1981. Now, thanks to the generosity of Country Life and RIBA, and to Godalming woodworker Mervyn Mewis who has made a beautiful browser and book rest, they are being enjoyed by visitors in the museum's Resources Room. These fascinating but outsize photographs were formerly hard to store and seldom accessed, so that this is a very satisfactory solution.

Education

In 2014-15, schools' use of the museum rose to 935 from a previous yearly average of 488. This was as a result of the museum's involvement in the Surrey Museums Partnership's Learning on My Doorstep project and consequent reworking of our education offer. We were fortunate to be awarded a grant of £1,000 from the Surrey Museums Partnership towards this work. In 2015-16, with most of the new loan boxes and workshops in place, schools' use of the museum rose to 1099, with an additional, estimated 533 students using the museum's loan box service. When we planned the new service, we felt that we could offer a good quality service to around 1000 pupils a year within our current resources (staff, building collection etc), so that we will be hoping in the current year to maintain a similar level of schools' use of the museum. There is capacity for growth in use of the loan boxes.

The museum now offers loan boxes, workshops, presentations and guided walks.

Loan boxes:-

- Ancient Egypt
- Prehistory of Godalming and surrounding area
- Romans (Roman Life, Roman Buildings, Roman Mosaics)
- Saxon Godalming
- Tudors
- Jack Phillips and the Titanic (Key Stage 1&2, Key stage 2+)

Workshops:-

- Prehistory
- Saxons
- Gertrude Jekyll
- Jack Phillips and the Titanic

Presentations:-

- The story of Godalming
- The Electric Light
- Arthur's Story (WW I)

Education has always been an important part of the museum's work and it has benefited from the input of many talented educators over the years. Their skills and experience, and the sessions and loan boxes they developed form the foundation of what the museum now offers. The museum would particularly like to acknowledge its debt to Jessie and Norman Cowell, to Nansi Taylor and Jan Nash, to its current education volunteer Anne Concanen, to Hugh Turrall-Clarke who leads the guided walks and to Trustee Celia Forbes.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016 (continued)

Events

The museum organised a programme of events and lectures, which were promoted to the general public as well as to members of the Museum Trust and the Godalming Trust. In addition museum volunteers and the Curator have given talks to groups and led guided tours of the museum and town.

Apr	Jack Phillips in his Own Words , talk by Mandy Le Bouillier
May	Flag day , High Street and supermarkets
Jun	The museum had a stall at the Godalming Fete Visit to Goddards to receive the loan of letters and watercolours by Sir Edwin Lutyens from the Lutyens Trust to the museum
Jul	The summer lunch was held at Aldro school, and the museum would like to record its thanks to the school and to Lizzie Geffen, co-author with Nick Swan of Aldro, 75 Years in Shackleford, for her fascinating talk
Sep	Flag day , Secrets in Milford As usual, the museum supported Heritage Open Days , handling the ticketing for those properties where numbers were restricted and opening additionally on the Sunday.
Oct	Lord Lieutenant of Surrey and museum Trustee Michael More-Molyneux unveiled The Labours of the Months stained glass windows, now installed in the Living Landscape Gallery, at the Friends' Reception
Nov	Talk, The House of Commons , by the Rt Hon Jeremy Hunt MP Talk, The House of Lords , by Baroness Parminter, Liberal Democrat Life Peer The museum had a stall at the fair to mark the switching on of the Christmas Lights
Dec	The museum had a stall at the Mayor's Christmas Fair
Jan	Talk, The Law , by the Rt Hon Lord Toulson, Judge of the Supreme Court
Feb	Gallery talk, The Blackheath Banners , by Jayne Barlow, Blackheath Village Archive Concert by young musicians at Charterhouse, at Loseley Park
Mar	Talk, Education , by Richard Pleming MA, Headmaster of Charterhouse

Exhibitions

Apr	Time and Place , paintings by Wayne Jefferson
Apr-May	Broadwater Artists , annual exhibition
Jun	Borderlands Artists
Jun - Jul	Godalming, the Four Seasons , paintings by Nancy Wilks
Jul-Aug	Godalming Photographic Club annual exhibition
Aug	A Wey with Wool , the story of Alan Paine's knitwear factory
Sep	Studio 12 , annual exhibition
Sep-Oct	Conquest Art
Oct - Dec	Cards for Good Causes
Jan-Feb	Surrey Villages in the Great War an exhibition by Blackheath Village Archive and Thursley History Society
Mar	The Two Commons , photographs of Thursley and Rodborough Commons by Anthea Clarke and Jane Ross
Mar-Apr	A Neighbourhood Plan for Godalming and Farncombe , exhibition by Godalming Town Council

First World War Centenary

The museum began the year with a fascinating insight into how the First World War affected the villages of Thursley and Blackheath, in exhibitions created by the Thursley History Society and Blackheath Village Archive. We took the Witley Camp exhibition, along with an exhibition about local First World War soldier, Arthur Harbour, to the First World War commemorative event held by the Borough of Waverley on Heritage Open Weekend in September. The museum continued to contribute to the monthly posters, telling the story of the war as it affected the local area. These are displayed at the Pepperpot, in the Parish Church and at Farncombe Day Centre.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016

Governance and Management

The Health and Safety committee met regularly through the year and conducted periodic inspections. The Museum Management Committee met every three months and the Trustees in July and January.

A fire safety inspection in July required a new fire risk assessment, the reworking of the museum's evacuation procedure, and the retraining of all volunteers and staff. Additional smoke sensors and an additional beacon were added to the museum's fire alarm system and additional emergency lighting installed. The museum also updated its security system.

In addition to the Trustees listed on page 1 the following also served during the year having resigned on 7 July 2015:

Mrs C Gordon-Smith
A Taylor-Smith
D J Coombs

The composition of the Trustee Board is kept under regular review to ensure that it retains a good mixture of necessary skills. New Trustees may be appointed only following suitable assessment and consideration of their experience and suitability for the role, and once the necessary induction and training process have been completed.

Marketing and publicity

The museum is grateful to all the volunteers who help with marketing and publicity; Jacky Beale issued regular press releases; Hugh Turrall-Clarke, assisted by Jan Frankcom kept the museum website up to date and Yvonne Burley oversaw the production of the biannual museum newsletter. The newsletter was printed in colour for the first time this year and its greatly improved appearance met with general approval. To offset the additional cost, the museum introduced a new format for its publicity leaflets. The new style leaflet, which fits on to two sides of A4, will be issued twice a year, and there will be a separate leaflet promoting membership of the Friends. Volunteers Jan Frankcom and Jean Raper set up an email list of Friends which Jan used to send out reminders of museum events.

Hugh Turrall-Clarke continues to improve the museum website and to add to the resources which can be viewed on line. Most recently he has added images of town events from 1881 – 2012.

Shop

The museum's shop continued to provide valuable support to the work of the museum, both financially and as a visitor service, with the shop manager putting in a great deal of hard work to stock and staff museum stalls at town events and to make sure that suitable stock was available for group and school visits.

Staff

Curator:	Alison Pattison
Volunteer Coordinator:	Angela Terelak
Archivist:	Shirley Dixon
Gardener:	Patricia Llechti Clarke
Cleaners:	RKF Cleaning

For all other aspects of its work, the museum depends on, and is deeply grateful for, the hard work and good will of its team of over 80 volunteers. Those involved both directly with our visitors and behind the scenes generously give their time and expertise to the practical day-to-day operation of the museum, to the development of its services and to its financial viability.

The museum has had particular difficulties this year in finding volunteer staff to work at the weekend. This is not a new problem for the museum, but has been worse this year, with the Volunteer Coordinator and the Curator having to cover volunteer shifts fairly frequently on a Saturday. Three volunteer training sessions were held during the year.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016

Visitors and service users

The museum counted 17,317 service users in 2015-6, compared to 15,432 in 2014-15. However we included the use of school loan boxes (533 users) in our figures for the first time this year. Taking this figure from 17,317 gives us 16,782 to compare with 15,432 the previous year. It is good to see usage of the museum overall back up above 16,000. Analysis of the different categories of services users reveals that the main increases have been in museum events held off site; visits out to schools and in groups visiting the museum.

Comments from visitors this year have included:

Amazingly helpful and lovely staff [volunteers] that uncovered some family history and photographs which really made our day (visitors from Winchester, April).

Wonderful museum – shall be back to research family from Godalming! (visitor from London, April)

Fantastic museum, and lovely talk from curator and library volunteer, thank you (tour group leader, May)

An impressive online archive led to a visit – what a gem of a museum, with welcoming and knowledgeable staff. Thank you. (visitors from Elstead and Chiddingfold, Sept)

Public benefit

All of the above activities are carried out in order to preserve the public benefit function of the Museum for the residents of Godalming and the surrounding area. All Trustees are very conscious of their responsibilities in this regard.

In conclusion, the Trustees wish to thank Waverley Borough Council, Godalming Town Council, the Friends of the Museum, our volunteers and other supporters for their continuing help. Our task would have been much more difficult without their financial and other contributions. The repetition of these words each year should not be taken to mean that the Trustees' thanks are in any way formulaic or less than heartfelt. It simply reflects the ongoing partnership between all these people and organisations which makes the provision of a museum service for Godalming and the surrounding area possible.

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

(Company Registered Number 1968010)

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Over the year, the Trust's assets rose from £106,030 to £112,782 (as per the Balance Sheet on page 9), although £16,715 of these are ring-fenced for specific Restricted Funds. This means that the assets available to meet our future needs at the year end were £96,067. The Trustees consider this to be an adequate level of reserves to meet the Museum's immediate expenditure needs.

There was a small surplus in General Funds of £1,091 from day-to-day activities during the year (as per the Statement of Financial Activities on page 8) although the Trust's investments declined in value over the year by £3,766.

In addition it should be remembered that the value of the Trust's investments move up and down depending on general investment and economic conditions, so we cannot be certain of how the value will change in the coming periods, especially given the economic uncertainties at present.

We are grateful for the continued financial support of both Waverley Borough Council and Godalming Town Council, with the latter's contributions being used towards the cost of the volunteer co-ordinator as in previous years.

We have also continued to receive funds for the longer term projects, all of which are very much appreciated.

The surplus on refreshments and shop sales have been brought into the Trust's financial statements with effect from 1 April 2015 following the cessation of trading of Godalming Museum Sales Limited.

On the expenditure side the costs of maintaining the Museum continue to be challenging but generally under control, and Trustees are continuing to monitor expenses closely.



.....
A J BOTT

Chairman of the Trustees

.....
27/8/16

Date

GODALMING MUSEUM TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)**

FOR THE YEAR ENDED 31 MARCH 2016

	General Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
INCOME				
Incoming Resources from general funds – voluntary income:				
Grants from Public Bodies				
Waverley Borough Council	3,700	-	3,700	3,960
Godalming Town Council	5,000	-	5,000	5,000
Other Donations and grants				
Subscriptions to Friends of the Museum	3,690	-	3,690	4,229
General donations and grants	4,401	4,230	8,631	20,238
Related tax recoverable	2,213	-	2,213	2,672
Income from charitable activities:				
Lettings and exhibitions	1,390	-	1,390	357
Shop contribution	8,697	-	8,697	9,367
Fundraising	8,583	-	8,583	6,232
Other income	5,237	-	5,237	4,745
Investment income:				
Bank interest & other investment income	<u>2,125</u>	<u>-</u>	<u>2,125</u>	<u>1,028</u>
	<u>45,036</u>	<u>4,230</u>	<u>49,266</u>	<u>57,828</u>
EXPENDITURE				
Expenditure on charitable activities:				
Archiving, cataloguing & conservation	3,980	-	3,980	6,811
Project expenditure	-	900	900	18,799
Operating costs	35,731	-	35,731	30,992
Fundraising costs	2,621	-	2,621	4,360
Cost of goods sold	1,085	-	1,085	1,189
Independent examiner's fee	<u>528</u>	<u>-</u>	<u>528</u>	<u>504</u>
	<u>43,945</u>	<u>900</u>	<u>44,845</u>	<u>62,655</u>
Net (expenditure)/income for the year before other recognised gains	1,091	3,330	4,421	(4,827)
Gains/(Losses) on revaluation of investments	(3,766)	-	(3,766)	4,992
Gains recognised in respect of Godalming Museum Sales Limited	<u>6,097</u>	<u>-</u>	<u>6,097</u>	<u>165</u>
Net income/(expenditure)	3,422	3,330	6,752	165
Transfers between funds	<u>(670)</u>	<u>670</u>	<u>-</u>	<u>-</u>
Net movement in funds after transfers	2,752	4,000	6,752	165
Total funds brought forward	<u>93,315</u>	<u>12,715</u>	<u>106,030</u>	<u>105,865</u>
Total funds carried forward	<u>96,067</u>	<u>16,715</u>	<u>112,782</u>	<u>106,030</u>

GODALMING MUSEUM TRUST
(Company Registered Number 1968010)
BALANCE SHEET AT 31 MARCH 2016

	Notes	2016 £	2015 £
FIXED ASSETS			
Investments	(2)	73,155	74,815
CURRENT ASSETS			
Shop stocks	(4)	<u>7,794</u>	-
Debtors:			
Amounts due from Godalming Museum Sales		-	9,335
Income tax recoverable		2,213	2,205
Sundry debtors		2,518	-
Prepayments		<u>1,924</u>	<u>2,435</u>
		<u>6,655</u>	<u>13,975</u>
Cash at bank and in hand:			
Charities Aid Foundation accounts		11,941	8,153
Savings Account		2,042	1,265
Current Account		7,255	8,821
Shop Bank Account		6,898	-
Cash in hand		<u>116</u>	<u>50</u>
		<u>28,252</u>	<u>18,289</u>
		42,701	32,264
CREDITORS: Amounts falling due within one year:			
Creditors and accruals		<u>3,074</u>	<u>1,049</u>
NET CURRENT ASSETS		<u>39,627</u>	<u>31,215</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		£ <u>112,782</u>	£ <u>106,030</u>
Represented by:			
FUNDS			
Unrestricted General Fund		96,067	93,315
Restricted Funds	(5)	<u>16,715</u>	<u>12,715</u>
		£ <u>112,782</u>	£ <u>106,030</u>

GODALMING MUSEUM TRUST
(Company Registered Number 1968010)
BALANCE SHEET AT 31 MARCH 2016
(continued)


For the year ending 31 March 2016 the Company was entitled to exemption from audit under Section 477 of the Companies Act 2006.

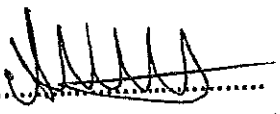
No notice has been deposited under Section 476 of the Companies Act 2006 in relation to its financial statements for the year.

The Trustees acknowledge the responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Trustees on 27/8/16

A J BOTT 

A KELLY 

**GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

NOTE 1

ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Act 2011, and the requirements of the Statement of Recommended Practice: 'Accounting and Reporting by Charities'.

Fixed Asset Investment

The company's fixed asset investments have been valued at the quoted bid price for the units on the balance sheet date.

Restricted Funds

Monies received for specific purposes are classified as Restricted Funds and related expenditure is charged to those specific funds.

Capitalisation of Fixed Assets

The exhibits and collection of assets which are owned by the Museum for public display have not been capitalised in the Balance Sheet, whether or not they have been purchased or donated to the Museum. Any items purchased are paid for out of the general funds of the Company or by way of funds specifically received for such purpose.

The Trustees consider that all such assets are of historical importance and form a collection of artistic or scientific works for the benefit of the community as a whole and as such, there is no intention to dispose of any of the assets in question.

The provision in these Accounts of the nature and value of such assets is considered by the Trustees to be prejudicial to the efficient working of the charity.

Stocks

Stocks are stated at the lower of cost and net realisable value on a first in first out basis.

NOTE 2

INVESTMENTS

	2016 £	2015 £
Schroders Charity Equity Fund 3527.8346 units	29,433	30,953
Schroders Charity Fixed Interest Fund 26,984.86 units	19,138	18,904
CAF Fixed Interest B Fund	14,437	14,331
UK Equitrak Fund	10,147	10,627
	<hr/>	<hr/>
Market Value as at 31 March 2016	73,155	74,815
	<hr/>	<hr/>

All investments are in common or collective investment schemes registered in the UK.

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016
 (continued)

NOTE 3

ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Investments £	Net Current Assets £	Totals £
Restricted Funds	-	5,500	5,500
Jekyll Digitisation Project	-	7,715	7,715
Sir Kenneth Clucas Legacy	-	2,500	2,500
What's Your Story App	-	1,000	1,000
Education Resources	-	-	-
	73,155	16,715	16,715
Unrestricted Funds	73,155	22,912	96,067
	<u>73,155</u>	<u>39,627</u>	<u>112,782</u>

NOTE 4

STOCKS

	2016 £	2015 £
Stocks for resale	<u>7,794</u>	<u>-</u>

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015
 (continued)

NOTE 5

RESTRICTED FUNDS

	Jekyll Digitisation Project £	What's Your Story App £	Sir Kenneth Clucas Legacy £	Education Resources £	Stained glass Project £	TOTAL £
INCOMING RESOURCES						
Grants and donations	500	2,500	-	1,000	230	4,230
RESOURCES EXPENDED						
Project expenditure	-	-	-	-	(900)	(900)
Net incoming/(outgoing) resources	500	2,500	-	1,000	(670)	3,330
Balance brought forward at 1 April 2015	5,000	-	7,715	-	-	12,715
Transfers from general funds	5,500	2,500	7,715	1,000	(670)	16,045
Balance carried forward at 31 March 2016	-	-	-	-	670	670
	5,500	2,500	7,715	1,000	-	16,715

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016
(continued)

NOTE 6

CAPITAL COMMITMENTS

The Trust has no outstanding capital commitments.

NOTE 7

TRUSTEES REMUNERATION AND EXPENSES

No remuneration was paid to any of the Trustees nor are any expenses reimbursed to them for their services to the Trust during the year (2015 – None).

NOTE 8

RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2015-Nil).

NOTE 9

COMPARATIVE INFORMATION RELATING TO STATEMENT OF FINANCIAL ACTIVITIES – YEAR ENDED 31 MARCH 2015

The total income of £57,828 included £15,067 in respect of Restricted Funds. The total expenditure of £62,655 included £18,867 in respect of Restricted Funds. The gain on revaluation of investments of £4,992 was all in respect of Unrestricted Funds.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
GODALMING MUSEUM TRUST**

I report on the accounts of the Charity for the year ended 31 March 2016 which are set out on pages 8 to 14.

Respective responsibilities of Trustees and Examiner

As the Charity's Trustees you are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



P J Osborne FCA
Osbornes Accountants Limited
20 Market Place
Kingston Upon Thames
Surrey
KT1 1JP

Date.....27/8/16.....

GODALMING MUSEUM TRUST
INCOME AND EXPENDITURE ACCOUNT – UNRESTRICTED FUNDS
FOR THE YEAR ENDED 31 MARCH 2016

	2016	2015
	£	£
INCOME		
Grants and donations:		
Waverley Borough Council	3,700	3,960
Godalming Town Council	5,000	5,000
General donations	<u>2,941</u>	<u>4,240</u>
	11,641	13,200
Friends' subscriptions	3,690	4,229
Shop Sales	16,322	-
Less: purchases	<u>(6,458)</u>	<u>-</u>
	9,864	-
Godalming Museum Sales Ltd	-	6,937
Cards for Good Causes	2,457	2,430
Income tax recoverable under Gift Aid	2,213	2,652
Fundraising events	8,583	6,232
Less: expenses	<u>(2,621)</u>	<u>(4,360)</u>
	5,962	1,872
Sales of refreshments	2,405	2,505
Less: expenses	<u>(1,085)</u>	<u>(1,189)</u>
	1,320	1,316
Educational visits	1,460	951
Lettings and exhibitions	1,390	357
Bank and other interest	19	15
Income from investments	2,106	1,013
Corporate donations	2,160	1,600
Other income	<u>672</u>	<u>640</u>
	44,954	37,212
 LESS: EXPENDITURE		
Rent	2,220	2,220
Water, electricity, telephone and internet	5,715	3,693
Volunteer co-ordinator	7,435	6,900
Repairs and maintenance	3,800	3,280
Archiving, cataloguing and conservation	3,980	6,811
Insurance	925	1,303
Security	4,311	3,026
Garden	778	1,120
Independent examiner's fees	528	504
Cleaning and waste disposal	4,334	4,490
Library and administration	859	936
Publicity and newsletter	1,568	1,204
Equipment	-	588
Parking costs	1,603	1,700
Exhibitions	927	-
Subscriptions	120	105
Services for schools and other children's activities	-	169
Education and training	173	208
Exhibitors (net)	2,918	-
Website and IT support costs	498	-
Miscellaneous	465	201
Shop administrative expenses	<u>706</u>	<u>-</u>
	43,863	38,239
 SURPLUS/(DEFICIT) FOR THE YEAR	<u>1,091</u>	<u>(1,027)</u>

Income		2017/18 budget	2016/17 current position	2016/17 budget
Premises	Rent reduction	£2,380.00	£2,380.00	£2,380.00
Volunteers	GTC grant (Vol Coordinator)	£5,000.00	£5,000.00	£5,000.00
Events (profit)	Lecture programme	£900.00	£603.00	£900.00
	Summer Lunch	£2,250.00	£2,881.00	£2,250.00
	Trip	£500.00	£517.00	£350.00
	Additional events		0	0
Friends & Patrons	Friends subscriptions (+ associated donations)	£3,500.00	£3,514.00	£3,700.00
	Corporate membership	£2,000.00	£1,700.00	£2,000.00
	Advertising	£200.00	£100.00	£200.00
Shop (profit)	Sales minus costs	£6,000.00	£5,842.57	£6,000.00
Café (profit)	Sales (profit)	£800.00	£0.00	£800.00
Exhibitions	Lettings	£800.00	£940.00	£800.00
	Commission	£500.00	£487.00	£500.00
Facilities Hire	Facilities hire	£100.00	£0.00	£100.00
	Xmas cards	£2,000.00	£0.00	£2,000.00
General grants & donations	General donations	£2,500.00	£2,737.00	£2,500.00
	WBC grant	£0.00	£1,850.00	£1,850.00
	Flag days	£500.00	£534.65	£500.00
	Waitrose green token scheme	£400.00	£390.00	£300.00
Library	Income from enquiries	£280.00	£17.00	£280.00
Education	School visits	£1,000.00	£884.50	£1,000.00
	Other children's group visits	£50.00	£0.00	£150.00
	Adult group visits	£500.00	£535.60	£400.00
	Loan boxes	£100.00	£110.00	£100.00
Other	Tax refunds & gift aid	£2,500.00	£0.00	£2,500.00
	Interest	£10.00	£12.00	£10.00
	Sundries	£0.00	£140.00	£0.00
TOTAL INCOME		£34,770.00	£31,175.32	£36,570.00

Expenditure		2017/18 budget	2016/17 current position	2016/17 budget
Premises	Rent	£4,600.00	£4,600.00	£5,500.00
	Building maintenance	£1,500.00	£979.00	£1,500.00
	Garden	£1,000.00	£880.00	£1,000.00
	Cleaning	£3,430.00	£3,328.00	£3,430.00
	Cleaning materials	£80.00	£20.00	£80.00
	Electricity	£2,500.00	£1,489.00	£3,000.00
	Water	£180.00	£163.00	£180.00
	Waste collection	£340.00	£283.00	£340.00
	Sanitary bin collection	£240.00	£240.00	£200.00
	Telephone & internet	£1,350.00	£1,440.00	£1,350.00
	Photocopier	£190.00	£152.00	£100.00
	Fire alarm	£1,270.00	£1,243.00	£1,270.00
	Fire extinguishers	£140.00	£228.00	£140.00
	Intruder alarm	£570.00	£565.00	£500.00
	Public Liability Insurance	£1,000.00	£963.00	£1,000.00
	Volunteers	Volunteer Coordinator	£7,500.00	£6,900.00
Volunteer training		£200.00	£184.00	£220.00

	Volunteer parking	£1,500.00	£880.00	£1,500.00
Marketing	Brochure	£550.00	£275.00	£550.00
	Website	£250.00	£1,060.00	£250.00
Events	Autumn reception	£150.00	£122.00	£150.00
Friends & Patrons	Friends newsletter	£1,550.00	£774.00	£500.00
	Friends leaflet	£260.00	£0.00	£260.00
Exhibitions	Printing & materials	£150.00	£630.00	£500.00
Library	Book binding	£250.00	£101.00	£250.00
Education	Materials	£500.00	£37.00	£500.00
Collections	Conservation	£1,250.00	£2,352.00	£1,250.00
	Town Clock maintenance	£220.00	£218.00	£220.00
	Environmental monitoring	£660.00	£660.00	£650.00
	Past Perfect maintenance	£385.00	£383.00	£380.00
	Collections insurance	£350.00	£299.00	£350.00
	Archivist	£4,000.00	£2,658.00	£4,000.00
	Acquisitions	£0.00	£48.00	£0.00
	Displays	£500.00	£32.00	£500.00
Other	Petty cash	£150.00	£150.00	£90.00
	Office supplies	£400.00	£978.00	£400.00
	Subscriptions (AIM, SyAS etc)	£150.00	£117.00	£150.00
	Audit	£505.00	£504.00	£500.00
	Contingency	£500.00	£213.00	£500.00
TOTAL EXPENDITURE		£40,320.00	£36,148.00	£40,760.00
BALANCE		<u>-£5,550.00</u>	<u>-£4,972.68</u>	<u>-£4,190.00</u>

Godalming Museum Trust is attempting to address the projected budget deficit by a recruitment drive for more corporate patrons, by planning an additional fundraising event next year, by raising the cost of Friends Membership (from £12 to £15) and by close scrutiny of its external contracts.

COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

Memorandum of Association

of

GODALMING MUSEUM TRUST

- 1 The name of the Company (hereinafter called the "Trust") is Godalming Museum Trust.
- 2 The registered office of the Trust will be situate in England.
- 3 The object of the Trust is to advance the education of the public in Waverley, Surrey, by the provision of a museum. In furtherance of the above-mentioned object but not further or otherwise the Trust shall have the following powers:
 - (a) To promote and preserve for the benefit of the public the Godalming Museum (the "Museum").
 - (b) To acquire exhibits for the Museum and carry out restoration and research in relation to the same for the purpose of public display of the said exhibits and education of the public by the dissemination of the useful results of the research conducted and to carry out works for the improvement and development of the Museum.
 - (c) To provide educational and lecturing facilities and tours at the Museum.
 - (d) Subject to the provisions hereinafter contained as to any property subject to the jurisdiction of the Charity Commissioners of England and Wales, to purchase, take on lease, or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges the acquisition of which the Trust may from time to time think necessary for the promotion of its objects or any of them, and to construct, maintain, add to, improve, furnish, equip and alter any building or erection necessary for the work of the Trust.
 - (e)
 - (i) *With the exception of the Museum Collection (as hereinafter defined) and *subject to such covenants as are required by law, to sell, let, mortgage, turn to account, manage and improve all or any of the property or assets of the Trust subject to such terms and conditions as may be thought expedient and to exercise any rights, privileges or advantages, easements or other benefits for the time being attached to such property or assets and to undertake, maintain, execute and do all such lawful acts, matters and things as the Trust may be obliged or required or ought to do as the owner of such property or assets provided always that the Trust shall create no mortgage, charge, pledge or any encumbrance (other than those arising by operation of law) over any exhibit or material comprised in or acquired for the purposes of display in the Museum.
 - (ii) *Neither the Museum Collection nor any part thereof shall be disposed of except in accordance with the following procedure:

- (A) The Museum Collection shall first be offered by loan, exchange, gift or sale to a Museum registered with the Museum and Galleries Commission or other Institution approved by the said Commission.
 - (B) If no such arrangement as in (A) above is made then the Museum Community at large must be advised of the intention to dispose of the Museum Collection and a period of at least two months must be allowed for an interest in acquiring the Museum Collection to be expressed. The Museum shall keep full records of all such decisions and where it is agreed to transfer the Museum Collection the appropriate documentation relating to the same shall similarly be transferred.
 - (C) Where no arrangement as in (B) above is made then the Museum shall offer the Museum Collection to any Charitable Institution, Museum, School, College or University by exchange, gift or private treaty sale before the same is offered to the Public by Auction or any other manner.
 - (D) Any monies received from the disposal of the Museum Collection shall be applied solely for the benefit of the retained Museum Collection.
- (iii) "The Museum Collection" shall mean all or any of the exhibits, works of art and materials comprised in or acquired for the purposes of display in the Museum or which form part of the Library and Archive Records appertaining to the said exhibits, works of art and materials and shall where the context requires mean a single item as well as more than one item or a collection of items. There shall be excluded from this definition such exhibits, works of art and material as are already in the ownership of Waverley Borough Council, Godalming Town Council and any other person, Body, Company or Organisation which has made such exhibits, works of art or materials available to the Museum and the disposal of which the Trust is not competent to make.*
- (f) To obtain, collect and receive money and funds by way of contributions donations, subscriptions, legacies, grants or any other lawful method, provided that the Trustees shall not accept and receive any gifts or property of any description, whether subject to any special trust or not, for any one or more of the objects of the Trust.
 - (g) To act as Trustees and to undertake and execute any charitable trust which may lawfully be undertaken by the Trust and may be necessary for the attainment of its objects, and to perform any services in furtherance of the objects of the Trust, gratuitously or otherwise.
 - (h) To retain or employ professional or technical advisers or workers in furtherance of the objects of the trust and to pay such fees for their services as are reasonable.
 - (i) To employ any company, person or firm (other than a Trustee) to manage or assist in the day to day management of the Trust and of the Trust's Property or any part thereof subject always to the control and supervision of the Trustees and upon such reasonable terms as the Trustees think fit and to employ and pay a secretary and such other officials or staff as the Trustees may in their discretion from time to time determine and to fix such salaries

subject always to Clause 4 hereof as the Trustees may deem proper and to enter into any service agreements which they shall consider necessary or desirable including power to determine any such employment upon such terms as the Trustees may decide.

- (j) To take steps by personal or written appeals, public meetings, film shows, sales of booklets and advertising matter, or otherwise, as may from time to time be deemed expedient for procuring contributions or donations or income to enable the Trust to carry out any of its objects which may require such assistance.
- (k) Subject to such consents as may be required by law and to the limitation provided by Clause 3(e) above to borrow, or raise money for the purposes of the Trust on such terms and in such manner as may be thought fit.
- (l) To subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Trust or calculated to further its objects
- (m) To make any charitable donation either in cash or assets which the Trust may deem necessary.
- (n) To invest the moneys of the Trust not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.
- (o) To procure and print, publish, issue and distribute gratuitously or otherwise, newspapers, periodicals, books, pamphlets, leaflets, advertisements, appeals or other literature.
- (p) To establish, support, subsidise, promote, co-operate or federate with, affiliate or become affiliated to, act as trustees or agents for, or manage or lend money or other assistance to any other educational association, society or other body, corporate or unincorporate, established for charitable purposes only and for the purpose of promoting any objects of the Trust to co-operate with manufacturers, dealers or other traders, and with the press and other sources of publicity.
- (q) To transfer or make over with or without valuable consideration any part of the property or assets of the Trust *(with the exception of the Museum Collection)* not required for the purposes for which it is formed to any body having charitable purposes or a charitable purpose as its objects or object, provided that such body is by its constitution prohibited from distributing its profits or assets among its members to at least the extent imposed by this Memorandum upon the Trust.
- (r) To amalgamate, federate, affiliate or combine wholly or in part with *any Museum registered with the Museum and Galleries Commission or other Institution approved by the said Commission* formed for objects similar to those of the Trust *such registered Museum or other Institution* being prohibited from distributing profits and assets among their members to at least the extent imposed by this Memorandum upon the Trust.
- (s) To purchase take on lease or in exchange, hire or otherwise acquire and take over (so far as lawfully may be) and to hold any real or personal property and rights or privileges which the Trust may think necessary for the

promotion of its objects and to construct, maintain and alter any buildings or erections necessary for the work of the Trust.

- (t) To make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.
- (u) To insure the Trust and the Trust's property against such risks as the Trustees of the Trust for the time being shall consider it prudent or necessary to insure against.
- (v) To make by-laws, rules and regulations with regard to the affairs of the management of the Trust.
- (w) To co-operate with and render financial and other assistance to associations, whether incorporated or unincorporated, the objects of which are exclusively charitable and are of a nature likely to promote the objects of the Trust, but so that nothing herein shall authorise the application of the funds of the Trust to any objects not exclusively charitable.
- (x) To pay out of the Funds of the Trust the reasonable and proper costs, charges and expenses of and necessary for the formation and registration of the Trust.
- (y) To do all or any of the above things in any part of the world, and as principals, agents, trustees or otherwise, and by or through trustees, agents or otherwise.
- (z) To do all such other lawful things as are necessary for the attainment of the above objects or any of them.

Provided that the objects of the Trust shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

Provided also that in case the Trust shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales the Trust shall not sell, mortgage, charge, or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Board of Trustees of the Trust shall be chargeable for such property as may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects, and defaults, and for the due administration of such property in the same manner and to the extent as they would as such Board of Trustees have been if no incorporation had been effected, and the incorporation of the Trust shall not diminish or impair any control or authority exercisable by the Chancery Division the Charity Commissioners over such Board of Trustees, but they shall, as regards any such property be subject, jointly and separately to such control or authority, as if the Trust were not incorporated. In case the Trust shall take or hold any property which may be subject to any trusts, the Trust shall only deal with the same in such manner as allowed by law having regard to such trusts.

- 4 The income and property of the Trust shall be applied solely towards the promotion of its objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Trust and no member of its Board of Trustees shall be appointed to any office of the Trust paid by salary or

fees or receive any remuneration or other benefit in money or money's worth from the trust providing that nothing herein shall prevent any payment in good faith by the Trust:

- (a) of reasonable and proper remuneration to any member, officer or servant of the Trust (not being a member of its Board) for any services rendered to the Trust
- (b) of interest on money lent by any member of the Trust or of its Board at a rate per annum not exceeding 2% less than the base rate prescribed for the time being by the Trust's bankers, or 3% whichever is the greater
- (c) of reasonable and proper rent for premises demised or let by any member of the Trust or of its Board
- (d) of fees, remuneration or other benefit in money or money's worth to a company of which a member of the Board of Trustees may be a member
- (e) to any member of the Board of the Trustees of out-of-pocket expenses.

5 The fourth and ninth paragraphs of this Memorandum contain conditions which satisfy the provisions of Section 30 of the Companies Act 1985 (which exempts the Trust from including "Limited" as part of its name).

6 The liability of the members is limited.

7 Every member of the Trust undertakes to contribute to the assets of the Trust, in the event of its being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Trust contracted before he ceases to be a member, and of the costs, charges and expenses of winding-up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

8 If upon the winding-up or dissolution of the Trust there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Trust, but shall be given or transferred *(i) in the case of the Museum Collection to a registered Museum approved by the Museum and Galleries Commission or such other Institution as shall be approved by the said Commission and (ii) in the case of the remainder of the property of the Trust transferred* to Waverley Borough Council upon charitable trusts or to some charitable institution or institutions having objects similar to the objects of the Trust, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Trust *(a) in the case of the Museum Collection in accordance with the provisions of sub-paragraph (ii) of paragraph (e) of Clause 3 of this Memorandum and (b) in the case of the remainder of the property at least as great as is imposed on the Trust* under or by virtue of Paragraph 4 hereof, such institution or institutions to be determined by the members of the Trust at or before the time of dissolution *(where appropriate with the approval of the Museum and Galleries Commission) and (c)* in so far as effect cannot be given to the aforesaid provision then to some charitable object.

9 True accounts shall be kept of the sums of money received and expended by the Trust, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the Trust; and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may

be imposed in accordance with the regulations of the Trust for the time being in force, such accounts shall be open to the inspection of the members. Once at least in every year the accounts of the Trust shall be examined, and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

WE, the several persons whose names and addresses are subscribed are desirous of being formed into a company in pursuance of this Memorandum of Association.

NAMES AND ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

Richard Anthony Thornton	Long Hill House The Sands Surrey	High Sheriff of Surrey
Marguerite Mary Gordon	Woodborough Grosvenor Road Godalming Surrey	Waverley BC Committee Chairman
Arthur Michael Kerry	11 Binscombe Lane Godalming Surrey	Div Officer (GLC) Ret'd
Elizabeth Grudgeon	31 Poplar Road Shalford	Social Worker
Pamela Pile	Hillside Milford Surrey	Managing Director
Julian Mountford Cartwright	Hazelwell The Drive Godalming Surrey	Company Director
David John Coombs	Meadow Barn Priorsfield Road Godalming Surrey	Editor

THE COMPANIES ACTS 1985 AND 2006
COMPANY LIMITED BY GUARANTEE AND NOT
HAVING A SHARE CAPITAL
Articles of Association
of
Godalming Museum Trust

GENERAL

- 1 In these Presents the words standing in the first column of the table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context.

<u>Words</u>	<u>Meanings</u>
The 1985 Act	The Companies Act 1985
The 2006 Act	The Companies Act 2006
The Acts	The 1985 Act and the 2006 Act
these Presents	These Articles of Association and the regulations of the Trust from time to time in force
The Trust	The above-named Godalming Museum Trust
The Office	The registered office of the Trust
The Seal	The common seal of the Trust
Month	Calendar month
In Writing	Written, printed lithographed partly one and partly another, and other modes of representing or producing words of visible form

And words importing the singular number only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender and vice versa.

Reference herein to any provision of the Acts shall be a reference to such provision as modified or re-enacted by any Statute for the time being in force.

Subject as aforesaid, any words or expressions defined in the Acts or any statutory modification or re-enactment thereof in force at the date on which these Presents become binding on the Trust shall, if not inconsistent with the subject or context, bear the same meanings in these Presents.

- 2 The Trust is established for the purposes expressed in the Memorandum of Association.

MEMBERS

3 Any person who has agreed to be appointed as a Trustee in accordance with these Articles shall automatically become a member of the Trust upon such appointment and their names shall be entered in the register of members.

4 If a Trustee is:

4.1 disqualified pursuant to Article 40; or

4.2 removed as a Trustee pursuant to these Presents; or

4.3 resigns as a Trustee,

he shall automatically upon such disqualification, removal or resignation cease to be a member of the Trust.

5 Only a Trustee shall be entitled to be admitted as a member of the Trust and any members who at the time of the adoption of these Presents are not Trustees shall cease to be members with effect from the end of the meeting at which these Presents are adopted.

GENERAL MEETING

6 The Trust shall hold a meeting in every year as its Annual General Meeting at such time and place as may be determined by the Trustees and shall specify the meeting as such in the notice calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the Trust holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.

7 All meetings other than Annual General Meetings shall be called **General Meetings**.

8 The Trustees may whenever they think fit convene a General Meeting and General Meetings shall also be convened by the Trustees on such requisition, or in default may be convened by such requisitionists, as provided by the 2006 Act.

9 Fourteen days' notice at least of every Annual General Meeting and of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of the meeting and the general nature of the business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these Presents or under the 2006 Act entitled to receive any notices from the Trust: but with the consent of all the members entitled to receive notice thereof or of such proportion thereof as is prescribed by the 2006 Act in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those members may think fit.

10 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed or proceedings had at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 11 No business shall be transacted at any General Meeting unless a quorum is present when the Meeting proceeds to business. Save as herein otherwise provided two members present in person shall be a quorum.
- 12 If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or to such other day at such other time and place as the Trustees shall appoint, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be a quorum.
- 13 The Chairman of the Board of Trustees shall preside as Chairman at every General Meeting, but if at any time there be no such Chairman, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding the same or shall be unwilling to preside the members present shall choose some other Trustee to take the chair.
- 14 The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid the members shall not be entitled to any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 15 At all General Meetings a resolution put to the vote of the meeting shall be decided on a show of hands or by such other method as the meeting may determine. A declaration by the Chairman that a resolution has been carried, or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Trust, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. A resolution in writing signed or approved in writing by each member shall be valid and effective as if it had been passed at a meeting of the members duly convened and held and when signed may consist of several documents in like form each signed by one or more of the members.
- 16 In case of an equality of votes the Chairman of the meeting shall be entitled to a second or casting vote.

VOTES OF MEMBERS

- 17 At General Meetings of the Trust every member shall have one vote.
- Every member shall be able to appoint a proxy to exercise any or all of his rights to attend, speak and vote at any meeting of the Trust. Any appointment shall be made in writing and be produced at the meeting for which such proxy has been appointed to appear at and shall be conclusive evidence that he was duly appointed.
- 18 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, on on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the 2006 Act, a poll may be demanded:

(a) by the Chairman; or

(b) by at least two members having the right to vote at the meeting,

and a demand by a person as proxy for a member shall be the same as a demand by the member.

TRUSTEES

- 19 The number of the Trustees shall not be less than three nor until otherwise determined by the Trust in General Meeting more than fifteen.
- 20 The first Trustees shall be appointed by the subscribers to the Memorandum of Association.
- 21 The Trust may from time to time by Ordinary Resolution increase or reduce the number of Trustees, but so that the number of Trustees is at no time less than three.
- 22 The Trustees shall have power at any time, and from time to time, to appoint any person to be a Trustee either to fill a casual vacancy or as an addition to the existing Trustees, but so that the total number of Trustees shall not at any time exceed the number fixed in accordance with these Presents. Any Trustees so appointed shall, subject to Article 25(i), hold office only until the next following Annual General Meeting and shall then be eligible for re-election.
- 23 The Trust may by Ordinary Resolution, of which special notice has been given in accordance with Section 312 of the 2006 Act, remove any Trustee before the expiration of his period of office notwithstanding anything in these Presents or in any Agreement between the Trust and such Trustee. Such removal shall be without prejudice to any claim such Trustee may have for damages for breach of any contract of service between him and the Trust.
- 24 The Trust may by Ordinary Resolution appoint another person in place of a Trustee removed from office under the immediately preceding Article. Without prejudice to the powers of the Trustees under Article 22, the Trust in General Meeting may appoint any person to be a Trustee either to fill a casual vacancy or as an additional Trustee. The person appointed to fill such a vacancy shall be subject to retirement at the same time as if he had become a Trustee on the day on which the Trustee in whose place he is appointed was last elected a Trustee.
- 25 The following additional provisions shall relate to the retirement and re-election of Trustees:
- (i) at each Annual General Meeting a quarter of the Trustees shall retire from Office with the exception of any Trustee who is nominated to serve by an outside local government body;
 - (ii) any Trustee who shall retire pursuant to this Article or whose term shall expire shall be eligible for re-election to the Board of Trustees and shall give notice of his or her intention to seek re-election in writing to the Secretary prior to the relevant Annual General Meeting or by oral notice at the relevant Annual General Meeting. Any such Trustee shall be re-elected by simple majority of the members present at the Annual General Meeting.

- (iii) subject to the provisions of the Acts, the Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed Trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

26 The Trustees, save as mentioned in the Memorandum of Association, shall not be entitled to receive any remuneration but may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with the purposes of the Trust.

PROCEEDINGS OF THE TRUSTEES

27 The Trustees may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Two Trustees present in person shall form a quorum for all business transacted at Meetings of Trustees.

28 A Trustee may, and on the request of a Trustee the Secretary shall, at any time, summon a meeting of the Board of Trustees by notice served upon the several Trustees. A Trustee who is absent from the United Kingdom shall not be entitled to notice of a meeting.

29 The first Chairman of the Board of Trustees shall be that person appointed as Chairman by a simple majority of the Trustees and shall hold office until the termination of the first Annual General Meeting of the Trust. Such appointment shall be made by instrument in writing signed by or on behalf of the relevant majority and shall take effect upon lodgement of the instrument at the Office. Thereafter the Chairman of the Board of Trustees shall be that person appointed as Chairman by such a simple majority of the Members at each Annual General Meeting of the Trust and each Chairman so appointed shall hold office from the date of his appointment until determination of the Annual General Meeting next following the Annual General Meeting at which he was appointed. If at any meeting such Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, or if no such Chairman shall for the time being be appointed the Trustees present shall choose one of their number to be Chairman of the meeting.

30 In addition to the Chairman of the Board of Trustees appointed pursuant to Article 29 the Board of Trustees shall appoint a Vice Chairman at each Annual General Meeting of the Trust and each Vice Chairman so appointed shall hold office from the date of his appointment until determination of the Annual General Meeting next following the Annual General Meeting at which he was appointed.

31 A Vice Chairman appointed under Article 30 shall have all the powers and duties of the Chairman in the absence of or unavailability of the Chairman or where the Chairman has delegated any of his powers and duties under these Presents to the Vice Chairman and these Presents shall be read and construed accordingly.

32 A meeting of the Trustees at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Trust for the time being vested in the Trustees generally.

33 All acts bona fide done by any meeting of the Board of Trustees or by any person acting as a Trustee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such Trustee, or that they or any of them were disqualified or had vacated office, be as valid as if every

such person had been duly appointed or had duly continued in office and was qualified to be a Trustee.

34 A Trustee shall not be entitled to vote in respect of any contract, matter or arrangement in which he is interested, and shall not be counted in the quorum at any meeting at which any such matter is considered, unless his interest arises only because:

- (a) the resolution relates to the giving to him of a guarantee, security, or indemnity in respect of money lent to, or an obligation incurred by him for the benefit of, the Trust or any of its subsidiaries; or
- (b) the resolution relates to the giving to a third party of a guarantee, security, or indemnity in respect of an obligation of the Trust or any of its subsidiaries for which the Trustee has assumed responsibility in whole or part and whether alone or jointly with others under a guarantee or indemnity or by the giving of security.

35 The Trustees shall cause proper minutes to be made of all appointments of officers made by the Trustees and of the proceedings of all meetings of the Trust and of the Board of Trustees, and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without further proof of the facts therein stated.

36 The Trustees may delegate any of their powers to any committee consisting of one or more Trustees. They may also delegate to any Trustee holding any other executive office such of their powers as they consider desirable to be exercised by him. Any such delegation may be made subject to any conditions the Trustees may impose, and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by these Presents.

37 A resolution in writing signed or approved in writing by each Trustee shall be valid and effective as if it had been passed at a meeting of the Trustees duly convened and held and when signed may consist of several documents in like form each signed by one or more of the Trustees.

POWERS OF THE TRUSTEES

38 The business of the Trust shall be managed by the Trustees, who may pay all such expenses of, and preliminary to, promotion, formation, establishment and registration of the Trust as they think fit, and may exercise all such power of the Trust, and do on behalf of the Trust all such acts as may be exercised and done by the Trust and as are not by the Acts or by these Presents required to be exercised or done by the Trust in General Meeting subject nevertheless to any regulations contained in these Presents, to the provisions of the Acts and to such regulations as may be prescribed by the Trust in General Meeting, but no regulation made by the Trust in General Meeting shall invalidate any prior act of the Trustees which would have been valid if such regulation had not been made.

BORROWING

- 39 The Trustees may exercise all the powers of the Trust to borrow money for the purposes of the Trust's business.

DISQUALIFICATION OF TRUSTEES

- 40 The Office of Trustee shall ipso facto be vacated:
- (a) If a receiving order is made against him or he makes any arrangement or composition with his creditors;
 - (b) If he is found lunatic or becomes of unsound mind;
 - (c) If by notice in writing to the Trust he resigns his office;
 - (d) If he ceases to hold office by virtue of any provision of the Acts; or
 - (e) If he be removed from office by an Ordinary Resolution of the Trust in accordance with the relative provisions of these Articles.

SECRETARY

- 41 The Secretary shall be appointed from time to time by the Trustees for such time, at such reasonable remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them as Secretary or as assistant or deputy Secretary. The Trustees may from time to time appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

THE SEAL

- 42 The Seal of the Trust shall not be affixed to any instrument except by the authority of a resolution of the Board of Trustees and every instrument to which the seal shall be affixed shall be signed by a Trustee and shall be countersigned by the Secretary or by a second Trustee or by some other person appointed by the Trustees for the purpose.

ACCOUNTS

- 43 The Trustees shall cause proper books of account to be kept with respect to:
- (a) all sums of money received and expended by the Trust and the matters in respect of which such receipt and expenditure take place;
 - (b) all sales and purchases of goods or services by the Trusts; and
 - (c) the assets and liabilities of the Trust.

Proper books shall not be deemed to be kept if there are not kept such books of accounts as are necessary to give a true and fair view of the state of affairs of the Trust and to explain its transactions.

- 44 The books of account shall be kept at the Office, or subject to Sections 388 of the 2006 Act, at such other place or places as the Trustees shall think fit, and shall as the Trustees may from time to time direct, be open to the inspection of the Trustees.
- 45 At the Annual General Meeting in every year the Trustees shall lay before the Trust a proper income and expenditure account for the period since the last preceding account (or in the case of the first account since the incorporation of the Trust) made up to date not more than four months before such meeting, together with a proper balance sheet made up at the same date. Every such balance sheet shall be accompanied by proper reports of the Trustees and the Auditors, and copies of such accounts, balance sheets and reports (all of which shall be made in accordance with any statutory requirements for the time being in force) and of any other documents required by law to be annexed or attached thereto or to accompany the same shall not less than twenty-one days before the date of the meeting be sent to the Auditors and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' report shall be open to inspection and made to the meeting as required by the 2006 Act. A copy of the Auditor's report shall be filed with the Companies Registrar in accordance with Section 444 of the 2006 Act.

AUDIT

- 46 Once at least in every year the accounts of the Trust shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.
- 47 Auditors shall be appointed and their duties regulated in accordance with the relevant provisions in Chapters 2 to 4 of Part 16 of the 2006 Act.

NOTICES

- 48 A notice may be served by the Trust upon any member, either personally or by sending it through the post in a prepaid letter, addressed to such member at his registered address as appearing in the register of members.
- 49 Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Trust an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address, but save aforesaid, only those members who are described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Trust.
- 50 Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in providing such a service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

INDEMNITY

- 51 Subject to the provisions of the 2006 Act (but without prejudice to any indemnity to which a Trustee or other officer of the Trust may otherwise be entitled), the Trustees may exercise the power of the Trust to:
- 51.1 indemnify any Trustee or other officer (other than any person engaged as auditor) of the Trust out of the assets of the Trust against any liability in connection with any negligence, default, breach of duty or breach of trust by him in relation to the Company, provided that, in the case of a Trustee, no indemnity may be provided against any such liability incurred by him unless such indemnity is provided pursuant to a 'qualifying third party indemnity provision' within the meaning of the Act; and/or
- 51.2 provide any Trustee or other officer (other than any person engaged as auditor) of the Trust with funds to meet expenditure incurred or to be incurred by such Trustee or other officer:
- (a) in defending any criminal or civil proceedings, or in defending himself in an investigation by a regulatory authority or against action proposed to be taken by a regulatory authority in connection with any alleged negligence, default, breach of duty or breach of trust in relation to the Company; or
 - (b) in connection with an application to the court for relief from liability; or
- 51.3 do anything to enable a Trustee or other officer to avoid incurring such expenditure.
- 52 Without prejudice to Article 51 but subject to the provisions of the Act, the Trustees may exercise the power of the Trust to purchase and maintain insurance at the expense of the Trust for the benefit of Trustees or other officers (other than any person engaged as auditor) of the Trust against any liability which attaches to them or loss or expenditure which they incur in relation to anything done or omitted or alleged to have been done or omitted as Trustees or officers.

DISSOLUTION

- 53 Paragraph 8 of the Memorandum of Association of the Trust relating to the winding up and dissolution of the Trust shall have effect as if the provision thereof were repeated in these Articles.

NAMES AND ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

Richard Anthony Thornton	Long Hill House The Sands Surrey	High Sheriff of Surrey
Marguerite Mary Gordon	Woodborough Grosvenor Road Godalming Surrey	Waverley BC Committee Chairman
Arthur Michael Kerry	11 Binscombe Lane Godalming Surrey	Div Officer (GLC) Ret'd
Elizabeth Grudgeon	31 Poplar Road Shalford	Social Worker
Pamela Pile	Hillside Milford Surrey	Managing Director
Julian Mountford Cartwright	Hazelwell The Drive Godalming Surrey	Company Director
David John Coombs	Meadow Barn Priorsfield Road Godalming Surrey	Editor

Dated the 4th day of November 1985

Witness to the above signatures

M B Fellingham
Highfield
Brighton Road
Godalming

Solicitor