

GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

1 September 2023

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 7 SEPTEMBER 2023 at 6.30pm.

Andy Jeffery

Andy Jeffery
Town Clerk

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

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

Committee Members:

Councillor Adam
Councillor Clayton
Councillor Crooks
Councillor Crowe
Councillor Downey
Councillor Heagin
Councillor Holliday
Councillor Kiehl

Councillor Follows – Chair
Councillor Weightman – Vice Chair

Councillor Martin
Councillor PS Rivers
Councillor PMA Rivers
Councillor Steel
Councillor Taylor
Councillor Thomson
Councillor Williams

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 13 July 2023, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

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

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

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

6. SERVICE LEVEL AGREEMENTS 2024 ONWARDS

Background

Service Level Agreements (SLAs) are an instrument through which Godalming Town Council (GTC) guarantees a specified level of financial support for an agreed period for the provision of a specific service that benefits the community. Such arrangements allow the service provider the financial security to invest in the service and GTC with measurable outcomes for the support provided. SLAs will run from April to the following March for the number of years agreed by GTC. No single agreement is to exceed 4 years before coming back to GTC for review/renegotiation/renewal.

SLA's, whilst providing a degree of certainty for service providers and council alike, commit a significant amount of GTC's available grant funds. It is for Members to determine the overall amount of funding provided for grants support to be allocated in the revenue budget as part of the annual budget setting process. It is for this reason that the renewal of existing or the awarding of new SLA's takes place in the September preceding the April of the first year of the proposed or renewed agreement.

If the cumulative sum of an SLA exceeds £50,000, as required by Financial Regulations, it is for Full Council to approve the agreement.

If after consideration of SLA requests, an overall increase to SLA funding is required, then it is suggested that it would be prudent, irrespective of the individual SLA amounts, for ALL SLAs to move to Full Council for final agreement once the Council has determined its future budget. If Members are minded to take this approach, then they are currently making 'in-principle' and 'without prejudice' decisions, with the final ratification of any proposed agreement to be determined after the budget setting process (P&M 23 November) and setting of the 2024/25 precept by Full Council on 14 December.

For information, if Members were minded to recommend the awarding, in full, of the SLA requests set out below, the SLA funding requirement would increase by £9,000 p.a. (approx.. 1.7p per week for a Band D equivalent household).

Governance Path

7 September – Applications to be considered by the Policy & Management Committee

Week commencing 17 September – applicants informed of any in principle decision of the council, setting out any proposed 'Heads of Terms' outlining conditions and/or service delivery requirements of any proposed SLA. At this point the offer is made 'without prejudice' and may be subject to further discussions between the applicant and GTC and/or further decisions of the council.

As required – discussions between applicant and GTC's SLA Task & Finish Group to agree final draft of SLA. (SLA T&FG Cllr Joan Heagin, Cllr Paul Follows & the RFO).

O/C – Final draft SLA to be presented to Policy & Management at an extraordinary meeting on 2 November 2023 (directly following scheduled E&P).

14 December – SLA to be approved by the Full Council of Godalming Town Council.

Week Commencing 18 December – if SLA approved by Full Council arrangements to be made for signing of the agreement.

Applications

Citizens Advice South West Surrey

Citizens Advice South West Surrey requests a renewal of the current SLA to support the provision of an information and advice service, with access 5 days per week for Godalming residents (excluding public holidays). The current SLA expires on 31 March 2024. It is requested that a new SLA be awarded for the period 1 April 2024 to 31 March 2028, with an uplift in funding to £34,000 per year. Additionally, given the ongoing high levels of inflation, Citizens Advice South West Surrey requests Members to consider whether it would be possible for a review to take place within the 4-year period on the specific level of funding.

Citizens Advice South West Surrey's letter of application, existing SLA, key statistics and accounts are attached for the information of Members.

Farncombe Day Centre

Farncombe Day Centre requests a renewal of the Current SLA to help support the provision of the Day Centre's minibus that allows, mainly to elderly residents, to access the Centre 5 days a week, excluding public holidays and the Christmas and New Year Closure Period.

The Centre provides a vital resource to local residents, not only in terms of providing them with a healthy nourishing meal and snacks at heavily subsidised and affordable prices, but also takes care of the wider physical and mental needs through the provision of services such as entertainment, activities, exercise and outings. The latter service also relies on the minibus for transportation.

The current SLA expires on 31 March 2024. It is requested that a new SLA be awarded for the period 1 April 2024 to 31 March 2028, whilst the letter references the existing SLA of £5,000 per annum, it also requests, if possible, an increase to the annual amount, without specifying any sum. Applying the Bank of England inflation calculator to establish the same buying power of annual grant would equate to an SLA of £6,000pa (as calculated to June 2023 and rounded to the nearest £100).

Farncombe Day Centre's letter of application, existing SLA, and accounts are attached for the information of Members.

Waverley Hoppa Community Transport

Waverley Hoppa Community Transport requests an SLA to support the provision of the Hospital Hoppa and Godalming Shoppa transport service. Members will wish to note that the existing SLA is dedicated to the provision of the Hospital Hoppa transport service for the residents of Godalming, Haslemere and the surrounding villages, who do not qualify for free NHS transport 5 days a week, excluding public holidays and the Christmas and New Year Closure Period within the GU7 area, whereas the new request also covers the provision of the Godalming Shoppa, which in 2022/2023 transported over 1,500 passengers into Godalming.

The existing SLA expires on 31 March 2024. It is requested that a new SLA be awarded for the period 1 April 2024 to 31 March 2028, with an uplift in funding to £7,500 per year.

Waverley Hoppa Community Transport's letter of application, existing SLA and accounts are attached for the information of Members.

Wharf Nursery School

Following clarification obtained by the Town Clerk on 1 August 2023, The Wharf Nursery School requests a renewal of the current SLA to support the provision of Stay and Play groups. The current SLA expires on 31 March 2024. It is requested that a new SLA be awarded for the period 1 April 2024 to 31 March 2028. The amount of funding requested is £3,000 per annum, which is a reduction of £500 from the funding provided under the existing SLA. As a new project supported by GTC, which has now been running for two years, the income/expenditure profile has been better established, hence the change in requested support.

The Wharf Nursery Stay and Play SLA request, existing SLA and additionally, as the Stay and Play project funds are maintained within The Wharf Nursery School accounts, the project financial monitoring report for 2022/23 are attached for the information of Members, along with the budget proposal for 2024/25.

7. APPLICATIONS FOR GRANT AID

Information:	£
23/2024 Grants Budget	60,000.00
Allocations this year to date	44,224.00
Balance available for allocation	15,776.00
23/2024 General Grant Fund Allocation	7,500.00
Allocations this year to date	0.00
General Grant Fund applications this meeting	36,500.00
Balance unallocated if applications agreed	-29,000.00
23/2024 SLA Fund Allocation	41,500.00
Allocations this year to date	41,500.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	0.00
23/2024 Council Community Fund Allocation	11,000.00
Allocations this year to date	2,724.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	1,200.00
Balance unallocated if applications agreed	7,076.00
Total balance unallocated if applications agreed	-25,424.00

Applications for Council Community Funding

Members to consider the following applications for Council Community Fund support – the summary of the applications is given below:

Farncombe Football Club

Sponsors: Cllr Penny Rivers, Cllr Janet Crowe

£700 is applied for to provide team kit for Farncombe Football Club.

Previous grants: None

Members are requested to award a Council Community Grant of £700 for the purchase of new team kit (shirts, shorts and socks) for Farncombe FC. Following discussions with the club, if approved, GTC would be the kit 'sponsors' and the GTC logo would be displayed on the shirts.

Farncombe FC is an adult football team established in 2017; it competes in the Surrey County Intermediate League. Farncombe FC is a One Star FA England Accredited Club. FA England accreditation shows that the club has the right environment to nurture players, coaches, and volunteers, which results in greater diversity and inclusivity through football. Farncombe FC play at Meades Park, home of Farncombe Youth Football Club and provides the transition path for the youth players stepping into adult football.

Godalming in Bloom

Sponsors: Cllr Janet Crowe

£500 is applied for to support Godalming in Bloom 2024.

Previous grants: £500 in 2014/15 and £500 in 2019/2020

Members are requested to award a Council Community Grant of £500 to support Godalming in Bloom 2024. Although this request is for 2024, it has been made so the organisation may know what level of activity they could engage in in 2024.

In considering this application, Members may, if they wish, make a grant from the 2023 Community Grant fund, which will be 'rolled over' into 2024. Alternatively, Members could approve the award stating that funding is to be allocated from the 2024 Community Grant funds or defer consideration of the application until the first meeting of the 2024/25 civic year when the 2024 allocation starts.

Applications for General Grant Fund Support

Members to consider the following applications for General Grant Fund support – the summary of the application is given below – the detailed applications are attached for the information of Members.

Farncombe CofE Infant School

£7,500 is applied for to fund significant improvements to the outdoor learning area of Farncombe Infant School.

Previous Grants: £125 in 1996/97

In response to the school place planning information, Farncombe Infant School has reduced its Planned Admission Number (PAN) to 30. The impact of this decision is that children will in future be taught within a learning environment that is appropriate to specific learning needs as opposed to within the current cross age year group model. Additionally, Farncombe Infant School is exploring the opening of a nursery at the school and therefore is seeking to create flexibility in the use of space that will support the future growth of the school.

Members may wish to note that an initial enquiry was made by school governors regarding an application for a higher level of funding from Neighbourhood CIL. Whilst in many respects this application would be within the scope for consideration for Neighbourhood CIL, unfortunately, and crucially, due to the reduction in the school's PAN, such an application

would not have met the criteria “to help fund the infrastructure needed to mitigate the impacts of new development.”

The Meath

£7,500 is applied for to part-fund the refurbishment of The Meath to ensure it is fit for purpose to support on-site residents.

Previous Grants: £36 in 2013/14. GTC also sponsored the application for £3,000 from the SSE Networks Resilient Communities fund in 2022.

Ss Peter & Paul Parish Church

£18,000 is applied for to part-fund the installation of a new sound and vision system to make the building more accessible to community groups (as part of the Minster project).

Previous Grants: £250 in 1992/3, £250 in 1993/4, £600 in 2003/4 and £2,925 in 2018/19

Surrey Drug & Alcohol Care

£3,500 is applied for to fund a telephone counselling service for clients living in Godalming which will offer free counselling sessions to those referred by SDAC helpline or via website, G P, alcohol liaison nurses in hospitals, or other agencies. Sessions offered to clients may be weekly, or as often as twice a day if a client is in crisis. The service also offers wellbeing check calls at weekends and follow up calls for up to a year after therapy has finished.

Previous Grants: None

8. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

A schedule of the accounts paid will be tabled for the information of Members. The invoices relating to these payments are available in the Council's office 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 Chair should sign the schedule of accounts paid.

9. BUDGET MONITORING

Members are asked to note a report from the responsible Finance Officer on the Council's financial performance to 31 July 2023 (report attached for the information of Members).

10. COMMITTEE REPORTS AND KEY DATES

The Committee's reports' schedule and key dates programme is attached for the information of Members.

11. GTC DECARBONISATION PROGRAMME – REPLACEMENT OF DIESEL WORK VAN – ITEM FOR DECISION

Recommendation: Members to consider the options report for a replacement maintenance vehicle and if so minded are requested to agree the recommendation contained in the report.

In 2019, Godalming Town Council stated it wished the work vans used by the Council's maintenance team to be electric by the end of 2023. Members are requested to consider a report from the Town Clerk relating to options for a replacement vehicle to support the maintenance team and meet GTC's climate emergency commitments (attached for the information of Members).

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

Members are asked to note a report from Councillor Kiehl on the St Marks Community Centre Committee (report attached for the information of Members) an organisation upon which Councillor Kiehl represents the Town Council.

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

Members are asked to note a report from Councillor PS Rivers on the Godalming/Joigny Friendship Association (report to be tabled) an organisation upon which Councillor PS Rivers/Duce represents the Town Council.

14. COMMUNICATIONS ARISING FROM THIS MEETING

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

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 12 October 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

16. ANNOUNCEMENTS

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

9. BUDGET MONITORING REPORT

Members to consider a budget monitoring report to 31 July 2023 against the revised budget agreed at Full Council on 27 April 2023 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Head Office Costs	10,189 o/s	0 u/s
Civic Expenses	937 o/s	0 u/s
Town Promotion	427 u/s	0 o/s
Staycation	455 o/s	0 u/s
Festivals & Markets	3,047 u/s	2,300 u/s
Christmas Lights	0 u/s	0 o/s
Coronation Concert	0 o/s	0 o/s
BWP Youth Centre	61,831 u/s	0 u/s
Pepperpot	1,779 u/s	0 o/s
The Square	1,721 u/s	0 u/s
Allotments	1,606 o/s	0 o/s
Wilfrid Noyce Community Centre	8,639 u/s	3,800 u/s
Bandstand	203 o/s	0 o/s
Godalming Museum	2,672 o/s	0 u/s
Land & Property Other	3,943 o/s	3,700 o/s
Cemeteries	10,769 u/s	3,100 u/s
Mayors' Charity	169 u/s	0 o/s
Community Store	570 u/s	0 o/s
TOTAL	68,946 u/s	5,500 u/s

The monitoring report shows a current variance of £68,946 underspend against the revised Budget. Items to note in the forecast:

Head Office

- £0.7k Energy Costs overspend – monthly costs are running higher than budgeted. Anticipate an annual overspend of £2.5k.
- £6.8k Rates underspend – this is the first 'normal' rates invoice since COVID and the change of use from retail to office space. This is a permanent saving.
- £3.0k Surveyor Fees overspend – this is the cost for the proposed Crown Court toilet renovation plans.
- £1.5k Other Professional Fees overspend – this includes the new Health & Safety system costs (£2.1k) and the cost to amend our financial system to include the cemeteries (£0.5k).
- £4.3k Insurance overspend – insurance now incorporates Cemeteries and is offset by an underspend of £5k in insurance in the Cemeteries cost centre. Overall, savings were made in our insurance by combining the policies.
- £3.1k Website overspend – company that provides our Website support have changed their charging structure. £1.5k spent due to third party hacking website requiring weekend monitoring and updated applications to ensure situation resolved and unable to be repeated.
- £25.2k Grants overspend – this is a timing issue only with our four SLA Grants paid in April.

Civic Expenses

- £0.8k Property Maintenance – cost to repair Mayor's Consort's badge.
- £0.9k Other Professional Fees – includes cost to update Board of Past Mayors and Town Clerks as well as cost of photographer for official Mayor's photo.
- £0.7k Mayor's Expenses – timing difference only. Costs are for Civic Service.

Town Promotion

- £1.7k Income – Sponsorship and donation gained for Floral Godalming exceeded budget.
- £2.0k Grounds Maintenance underspend – this covers the costs of Floral Godalming which runs for several more months.
- £4.5k Other Professional Fees overspend – this includes the cost of the flags along the High Street and Meadow for the King's Coronation. As agreed by P&M 23 March 2023 (Min No. 561-22 refers), this cost has been met by a transfer from the Emerging Projects reserve.
- £1.3k Publicity Advertising – this is for the Heritage Weekend and is a timing difference only.

Festivals & Markets

- £0.9k Payroll underspend – staff who worked the Spring Festival elected to take TOIL rather than be paid.
- £1.7k Advertising – costs were incurred in March, prior to the Spring festival.

Coronation Concert

- Budget approved P&M 24 November 2022 (Min No 393-22 refers).
- £9.8k transferred from the Emerging Projects reserve.

BWP Youth Centre

- £101.2k received from UK Shared Prosperity Fund for 2023/24 to expand the youth service into Ockford Ridge and surrounding villages.
- £3.3k Salaries overspend – this is holiday programme delivery which is funded by a SCC grant.
- £2.5k Repair/Alteration of Buildings overspend – deposit for solar panels as part of Capital Works Programme (Min Nos 314-22 and 602-22 refer).
- £37.0k Equipment overspend – £27.1k is the purchase of the Youth Service van and £7.6k is the purchase of the minibus, both of which are to enable the provision of a mobile service (funded by UKSPF grant). £1k is the purchase of equipment for the holiday programme (funded by SCC grant).

Allotments

- £1.5k Grounds Maintenance overspend – tree works on allotment sites.

Wilfrid Noyce Centre

- £2.0k Energy Costs underspend – timing difference only. Will be absorbed when winter energy costs come through.
- £3.8k Rates underspend – unexpected Retail Hospitality & Leisure Scheme discount applied.
- £3.1k Equipment overspend - £4k spent to replace stage; old stage to be used solely for outdoor events (e.g. Staycation Live and Christmas Festival), thus preserving new stage.

Godalming Museum

- £2.5k Property Maintenance overspend – includes installing fire doors, repairing the fire exit and replastering the ceiling in office.
- £1.3k Rent overspend – car park space for Curator instead of monthly allowance. Timing issue only as salary underspend will offset rent overspend.

Land & Property Other

- £3.7k Equipment overspend – defibrillators for phone boxes in Spring Grove and Charterhouse.

Cemeteries

- £2.7k Property Maintenance overspend – £2.2k spent on Nightingale Lodge for replacement guttering, bathroom maintenance and plastering.
- £3.6k Energy Costs overspend – this covers the electricity costs from September 2022.
- £4.6k Rates underspend – challenge to rateable value successful resulting in lower rates for Eashing Cemetery.
- £7.1k Grounds Maintenance underspend – timing issue only.
- £2.7k Legal Fees overspend – this is the cost of transferring Cemetery land assets from JBC to the Council.
- £5k Insurance underspend – insurance now combined in GTC main policy – see Head Office comments.

GENERAL AND EAR MARKED RESERVES

	Balance b/f 1 April 2023 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2024 £
Movement in Reserves to March 31 2024 (Actual)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	418,991	154,200	326,367		-81,117	818,441
Sub-total unallocated reserves	418,991					818,441
Earmarked Reserves						
2 Election Expenses Fund	26,602		6,000			32,602
3 Community Infrastructure Levy	241,522		138,714			380,236
4 Emerging Projects	30,435		5,000	-12,910		22,525
5 Youth	0				5,250	5,250
6 Afghan Refugees	529					529
7 Busbridge Parish Council	0				25,000	25,000
8 Land & Property Maintenance	127,615		12,500		50,867	190,982
9 Capital Works Programme	0		26,500			26,500
10 Flood Wall Maintenance	6,000					6,000
11 Mayor's Charity	1,844			-1,844		0
12 Community Store	0					0
Sub- total Earmarked Reserves	442,245					689,624
Balances	764,098	154,200	515,081	-14,754	0	1,508,065

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101 Head Office Costs										
1001 Precept	0	0	0	520,822	520,822	0	1,041,644			50.0%
1102 Community Infrastructure Levy	0	0	0	138,714	0	(138,714)	0			0.0%
1303 Other customer/client receipts	0	1,300	1,300	6,832	5,200	(1,632)	16,000			42.7%
1401 Interest Received	751	150	(601)	6,417	600	(5,817)	1,800			356.5%
Head Office Costs :- Income	751	1,450	699	672,785	526,622	(146,163)	1,059,444			63.5%
4001 Salaries	25,104	26,430	1,326	101,582	105,720	4,138	317,160		215,578	32.0%
4002 Employer's NIC	2,554	3,250	696	10,246	13,000	2,754	39,000		28,754	26.3%
4003 Employer's Superannuation	4,465	4,850	385	17,898	19,400	1,502	58,200		40,302	30.8%
4011 Staff Training	60	350	290	90	1,400	1,310	4,200		4,110	2.1%
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500	0.0%
4013 Other Staff Expenses	0	50	50	0	200	200	600		600	0.0%
4102 Property Maintenance	0	200	200	351	800	449	2,400		2,049	14.6%
4103 Maintenance Contracts	40	175	135	486	700	214	2,100		1,614	23.1%
4111 Energy Costs	488	280	(208)	1,783	1,120	(663)	3,360		1,577	53.1%
4121 Rents	0	0	0	2,554	2,400	(154)	2,400		(154)	106.4%
4131 Rates	0	0	0	5,760	12,600	6,840	12,600		6,840	45.7%
4141 Water Services	0	25	25	0	100	100	300		300	0.0%
4161 Cleaning	276	380	104	1,141	1,520	379	4,560		3,419	25.0%
4162 Waste Removal	68	50	(18)	136	200	64	600		464	22.6%
4163 Domestic Supplies	46	20	(26)	153	80	(73)	240		87	63.9%
4164 Workshop Consumables	45	380	335	464	1,520	1,056	4,560		4,096	10.2%
4201 Public Transport	30	0	(30)	30	0	(30)	0		(30)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4202 Car Allowances	64	80	16	103	320	217	1,000		897	10.3%
4204 Fuel Costs	309	200	(109)	1,003	800	(203)	2,400		1,397	41.8%
4205 Vehicle Maintenance	874	200	(674)	1,204	800	(404)	2,400		1,196	50.2%
4301 Equipment	20	500	480	780	1,000	220	2,000		1,220	39.0%
4304 Catering & Hospitality	62	45	(17)	148	180	32	540		392	27.4%
4305 Clothes, Uniform & Laundry	8	250	242	525	1,000	475	3,000		2,475	17.5%
4306 Printing	113	180	67	483	720	237	2,160		1,677	22.4%
4307 Stationery	458	350	(108)	1,443	1,400	(43)	4,200		2,757	34.4%
4308 General Office Expense	0	0	0	7	0	(7)	250		243	3.0%
4311 Professional Fees - Legal	0	0	0	273	0	(273)	0		(273)	0.0%
4312 Professional Fees - Surveyors	0	0	0	2,950	0	(2,950)	0		(2,950)	0.0%
4313 Professional Fees - Other	900	1,000	100	5,466	4,000	(1,466)	12,000		6,534	45.6%
4314 Audit Fees	2,100	2,000	(100)	2,235	2,300	65	3,300		1,065	67.7%
4315 Insurance	0	0	0	13,928	9,660	(4,268)	9,660		(4,268)	144.2%
4321 Bank Charges	20	30	10	92	120	28	360		268	25.7%
4322 Postage	0	100	100	0	400	400	1,950		1,950	0.0%
4323 Telephones	221	230	9	840	920	80	2,765		1,925	30.4%
4325 Computing	404	950	546	4,282	3,800	(482)	11,400		7,118	37.6%
4326 Website	2,340	50	(2,290)	3,292	200	(3,092)	1,000		(2,292)	329.2%
4341 Grants	0	5,000	5,000	45,224	20,000	(25,224)	60,000		14,776	75.4%
4342 Subscriptions	0	0	0	4,448	4,900	452	5,400		952	82.4%
4343 Licensing/PRS	0	0	0	113	0	(113)	0		(113)	0.0%
4900 Miscellaneous Expenses	0	165	165	63	660	597	1,875		1,812	3.4%
6000 Debt Charges - Principal	5,349	5,349	(0)	11,160	11,159	(1)	33,430		22,270	33.4%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
6001 Debt Charges - Interest	5,897	5,897	(0)	16,404	16,403	(1)	44,274		27,870	37.1%
Head Office Costs :- Indirect Expenditure	52,317	59,016	6,699	259,140	241,502	(17,638)	659,144	0	400,004	39.3%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
5102 Contrib. to Other Provisions	0	0	0	220,714	82,000	(138,714)	82,000		(138,714)	269.2%
Head Office Costs :- Other Costs	0	0	0	223,214	84,500	(138,714)	84,500	0	(138,714)	264.2%
Net Income over Expenditure	(51,566)	(57,566)	(6,000)	190,431	200,620	10,189	315,800			
102 Civic Expenses										
4102 Property Maintenance	0	0	0	750	0	(750)	0		(750)	0.0%
4121 Rents	0	220	220	64	880	816	2,420		2,356	2.6%
4304 Catering & Hospitality	0	50	50	245	200	(45)	600		355	40.8%
4305 Clothes, Uniform & Laundry	0	0	0	4	0	(4)	500		496	0.8%
4306 Printing	0	0	0	0	0	0	800		800	0.0%
4313 Professional Fees - Other	0	0	0	886	0	(886)	0		(886)	0.0%
4322 Postage	0	0	0	7	0	(7)	0		(7)	0.0%
4325 Computing	161	240	79	644	960	316	2,880		2,236	22.4%
4327 Publicity Advertising	0	0	0	0	0	0	1,200		1,200	0.0%
4332 Mayor's Expenses	(141)	100	241	1,094	400	(694)	1,200		106	91.2%
4334 Members' Training	0	100	100	397	400	3	1,200		803	33.1%
4900 Miscellaneous Expenses	0	80	80	6	320	314	960		954	0.7%
Civic Expenses :- Indirect Expenditure	20	790	770	4,097	3,160	(937)	11,760	0	7,663	34.8%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%
Net Expenditure	(20)	(790)	(770)	(10,097)	(9,160)	937	(17,760)			
<u>104 Town Promotion</u>										
1303 Other customer/client receipts	0	0	0	2,425	1,650	(775)	2,120			114.4%
1304 Donations	0	0	0	960	0	(960)	0			0.0%
Town Promotion :- Income	0	0	0	3,385	1,650	(1,735)	2,120			159.7%
4121 Rents	0	0	0	0	0	0	250		250	0.0%
4162 Waste Removal	312	0	(312)	312	405	93	405		93	76.9%
4163 Domestic Supplies	0	0	0	99	0	(99)	0		(99)	0.0%
4171 Grounds Maintenance Costs	4	0	(4)	2,932	5,000	2,068	5,000		2,068	58.6%
4301 Equipment	0	0	0	793	500	(293)	500		(293)	158.7%
4306 Printing	396	0	(396)	396	0	(396)	0		(396)	0.0%
4313 Professional Fees - Other	0	0	0	4,585	0	(4,585)	0		(4,585)	0.0%
4327 Publicity Advertising	1,436	0	(1,436)	1,786	500	(1,286)	2,100		314	85.0%
4900 Miscellaneous Expenses	0	0	0	0	100	100	600		600	0.0%
Town Promotion :- Indirect Expenditure	2,147	0	(2,147)	10,903	6,505	(4,398)	8,855	0	(2,048)	123.1%
5001 Transfers from Reserves	0	0	0	(3,090)	0	3,090	0		3,090	0.0%
Town Promotion :- Other Costs	0	0	0	(3,090)	0	3,090	0	0	3,090	
Net Income over Expenditure	(2,147)	0	2,147	(4,428)	(4,855)	(427)	(6,735)			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>105 Staycation</u>										
1303 Other customer/client receipts	375	450	75	375	450	75	450			83.3%
Staycation :- Income	375	450	75	375	450	75	450			83.3%
4001 Salaries	0	0	0	0	0	0	100		100	0.0%
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%
4003 Employer's Superannuation	0	0	0	0	0	0	18		18	0.0%
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%
4162 Waste Removal	0	0	0	0	0	0	1,300		1,300	0.0%
4301 Equipment	0	0	0	0	0	0	520		520	0.0%
4313 Professional Fees - Other	400	0	(400)	400	0	(400)	1,950		1,550	20.5%
4327 Publicity Advertising	550	0	(550)	900	750	(150)	750		(150)	120.0%
4343 Licensing/PRS	0	170	170	0	170	170	170		170	0.0%
4900 Miscellaneous Expenses	0	0	0	0	0	0	90		90	0.0%
Staycation :- Indirect Expenditure	950	170	(780)	1,300	920	(380)	5,163	0	3,863	25.2%
Net Income over Expenditure	(575)	280	855	(925)	(470)	455	(4,713)			
<u>106 Festivals & Markets</u>										
1303 Other customer/client receipts	580	475	(105)	6,635	6,400	(235)	13,600			48.8%
Festivals & Markets :- Income	580	475	(105)	6,635	6,400	(235)	13,600			48.8%
4001 Salaries	0	0	0	0	652	652	1,542		1,542	0.0%
4002 Employer's NIC	0	0	0	0	98	98	232		232	0.0%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4003 Employer's Superannuation	0	0	0	0	120	120	284		284	0.0%
4162 Waste Removal	156	0	(156)	216	250	34	600		384	36.0%
4301 Equipment	0	0	0	0	0	0	600		600	0.0%
4304 Catering & Hospitality	0	0	0	67	60	(7)	180		113	37.2%
4305 Clothes, Uniform & Laundry	0	0	0	224	0	(224)	0		(224)	0.0%
4306 Printing	0	0	0	0	0	0	530		530	0.0%
4307 Stationery	0	0	0	6	0	(6)	0		(6)	0.0%
4313 Professional Fees - Other	0	0	0	1,185	900	(285)	1,650		465	71.8%
4327 Publicity Advertising	0	0	0	0	1,750	1,750	3,250		3,250	0.0%
4343 Licensing/PRS	0	0	0	0	480	480	600		600	0.0%
4900 Miscellaneous Expenses	0	0	0	0	200	200	700		700	0.0%
Festivals & Markets :- Indirect Expenditure	156	0	(156)	1,698	4,510	2,812	10,168	0	8,470	16.7%
Net Income over Expenditure	424	475	51	4,937	1,890	(3,047)	3,432			
<u>108 Christmas Lights</u>										
4313 Professional Fees - Other	0	0	0	0	0	0	43,700		43,700	0.0%
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	43,700	0	43,700	0.0%
Net Expenditure	0	0	0	0	0	0	(43,700)			
<u>109 Coronation Concert</u>										
1303 Other customer/client receipts	0	0	0	13,270	0	(13,270)	0			0.0%
Coronation Concert :- Income	0	0	0	13,270	0	(13,270)	0			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4111 Energy Costs	0	0	0	1,830	0	(1,830)	0		(1,830)	0.0%
4162 Waste Removal	0	0	0	503	0	(503)	0		(503)	0.0%
4301 Equipment	0	0	0	11,279	0	(11,279)	0		(11,279)	0.0%
4304 Catering & Hospitality	0	0	0	77	0	(77)	0		(77)	0.0%
4307 Stationery	0	0	0	176	0	(176)	0		(176)	0.0%
4313 Professional Fees - Other	0	0	0	9,125	0	(9,125)	0		(9,125)	0.0%
4327 Publicity Advertising	0	0	0	100	0	(100)	0		(100)	0.0%
Coronation Concert :- Indirect Expenditure	0	0	0	23,090	0	(23,090)	0	0	(23,090)	
5001 Transfers from Reserves	0	0	0	(9,820)	0	9,820	0		9,820	0.0%
Coronation Concert :- Other Costs	0	0	0	(9,820)	0	9,820	0	0	9,820	
Net Income over Expenditure	0	0	0	0	0	0	0			
<u>201 BWP Youth & Community Centre</u>										
1201 Grants - SCC	5,355	0	(5,355)	5,849	0	(5,849)	0			0.0%
1202 Grants - WBC	0	0	0	101,185	0	(101,185)	0			0.0%
1204 Grants - Other	0	0	0	0	0	0	3,000			0.0%
1301 Premises Hire Charges	1,087	400	(687)	3,170	1,600	(1,570)	4,800			66.0%
1304 Donations	0	0	0	36	0	(36)	0			0.0%
BWP Youth & Community Centre :- Income	6,442	400	(6,042)	110,240	1,600	(108,640)	7,800			1413.3%
4001 Salaries	8,674	7,665	(1,009)	33,963	30,660	(3,303)	91,980		58,017	36.9%
4002 Employer's NIC	665	675	10	2,604	2,700	96	8,100		5,496	32.1%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4003 Employer's Superannuation	1,385	1,410	25	5,476	5,640	164	16,920		11,444	32.4%
4011 Staff Training	141	200	59	1,220	800	(420)	2,500		1,280	48.8%
4012 Recruitment Advertising	308	0	(308)	308	0	(308)	1,200		892	25.7%
4101 Repair/Alteration of Buildings	0	0	0	2,525	0	(2,525)	0		(2,525)	0.0%
4102 Property Maintenance	549	150	(399)	852	600	(252)	1,800		948	47.3%
4103 Maintenance Contracts	40	100	60	455	400	(55)	1,200		745	37.9%
4111 Energy Costs	40	350	310	1,218	1,400	182	4,200		2,982	29.0%
4131 Rates	0	0	0	1,415	1,400	(15)	1,400		(15)	101.0%
4141 Water Services	49	40	(9)	166	160	(6)	500		334	33.1%
4161 Cleaning	1,798	750	(1,048)	2,871	3,000	129	9,000		6,129	31.9%
4162 Waste Removal	136	135	(1)	288	540	252	1,620		1,332	17.8%
4163 Domestic Supplies	0	30	30	6	120	114	360		354	1.7%
4171 Grounds Maintenance Costs	0	30	30	0	120	120	400		400	0.0%
4201 Public Transport	0	0	0	30	25	(5)	100		70	30.1%
4202 Car Allowances	0	0	0	282	25	(257)	100		(182)	282.1%
4203 Other Transport Costs	0	0	0	28	0	(28)	0		(28)	0.0%
4204 Fuel Costs	0	0	0	74	0	(74)	0		(74)	0.0%
4205 Vehicle Maintenance	0	0	0	510	0	(510)	0		(510)	0.0%
4301 Equipment	6,012	250	(5,762)	38,057	1,000	(37,057)	3,000		(35,057)	1268.6%
4304 Catering & Hospitality	234	90	(144)	1,104	360	(744)	1,080		(24)	102.2%
4305 Clothes, Uniform & Laundry	0	0	0	0	125	125	500		500	0.0%
4307 Stationery	194	30	(164)	428	120	(308)	350		(78)	122.3%
4313 Professional Fees - Other	0	30	30	1,309	120	(1,189)	350		(959)	373.9%
4315 Insurance	0	0	0	572	0	(572)	0		(572)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4321 Bank Charges	0	0	0	11	0	(11)	0		(11)	0.0%
4323 Telephones	96	40	(56)	382	160	(222)	480		98	79.6%
4324 Broadband	0	40	40	0	160	160	480		480	0.0%
4325 Computing	22	75	53	220	300	80	900		680	24.5%
4327 Publicity Advertising	0	0	0	0	0	0	250		250	0.0%
4900 Miscellaneous Expenses	0	40	40	530	160	(370)	500		(30)	106.1%
BWP Youth & Community Centre :- Indirect Expenditure	20,342	12,130	(8,212)	96,904	50,095	(46,809)	149,270	0	52,366	64.9%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
BWP Youth & Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	(13,900)	(11,730)	2,170	10,836	(50,995)	(61,831)	(143,970)			
<u>202 Pepperpot</u>										
1301 Premises Hire Charges	692	750	58	2,844	3,000	156	9,000			31.6%
Pepperpot :- Income	692	750	58	2,844	3,000	156	9,000			31.6%
4102 Property Maintenance	0	100	100	17	400	383	1,200		1,183	1.4%
4103 Maintenance Contracts	0	125	125	198	500	302	1,500		1,302	13.2%
4111 Energy Costs	71	215	144	368	860	492	2,600		2,232	14.1%
4131 Rates	0	0	0	175	760	585	760		585	23.0%
4161 Cleaning	756	310	(446)	1,028	1,240	212	3,720		2,692	27.6%
4301 Equipment	0	0	0	0	0	0	600		600	0.0%
4323 Telephones	52	42	(10)	208	168	(40)	504		296	41.3%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%
Pepperpot :- Indirect Expenditure	878	792	(86)	2,064	3,998	1,934	10,954	0	8,890	18.8%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	(186)	(42)	144	(1,719)	(3,498)	(1,779)	(4,454)			
<u>203 The Square</u>										
1302 Rents	0	563	563	3,971	2,250	(1,721)	6,750			58.8%
1303 Other customer/client receipts	0	0	0	1,622	1,550	(72)	1,550			104.6%
The Square :- Income	0	563	563	5,593	3,800	(1,793)	8,300			67.4%
4315 Insurance	0	0	0	1,622	1,550	(72)	1,550		(72)	104.6%
The Square :- Indirect Expenditure	0	0	0	1,622	1,550	(72)	1,550	0	(72)	104.6%
Net Income over Expenditure	0	563	563	3,971	2,250	(1,721)	6,750			
<u>204 Allotments</u>										
1303 Other customer/client receipts	0	0	0	0	0	0	2,700			0.0%
Allotments :- Income	0	0	0	0	0	0	2,700			0.0%
4102 Property Maintenance	0	0	0	26	0	(26)	300		274	8.7%
4141 Water Services	57	20	(37)	109	80	(29)	260		151	41.8%
4162 Waste Removal	0	0	0	0	0	0	430		430	0.0%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4171 Grounds Maintenance Costs	0	0	0	1,466	0	(1,466)	1,000		(466)	146.6%
4313 Professional Fees - Other	0	0	0	85	0	(85)	0		(85)	0.0%
Allotments :- Indirect Expenditure	57	20	(37)	1,686	80	(1,606)	1,990	0	304	84.7%
Net Income over Expenditure	(57)	(20)	37	(1,686)	(80)	1,606	710			
<u>205 Wilfrid Noyce Community Centre</u>										
1301 Premises Hire Charges	4,869	3,000	(1,869)	17,905	15,000	(2,905)	44,000			40.7%
1303 Other customer/client receipts	0	0	0	(60)	0	60	0			0.0%
Wilfrid Noyce Community Centre :- Income	4,869	3,000	(1,869)	17,845	15,000	(2,845)	44,000			40.6%
4001 Salaries	0	250	250	228	1,000	772	3,000		2,772	7.6%
4002 Employer's NIC	0	38	38	0	152	152	452		452	0.0%
4003 Employer's Superannuation	0	46	46	0	184	184	552		552	0.0%
4102 Property Maintenance	111	300	189	989	1,200	211	3,600		2,611	27.5%
4103 Maintenance Contracts	79	645	566	2,200	2,580	380	7,740		5,540	28.4%
4111 Energy Costs	528	1,060	532	2,208	4,240	2,032	12,720		10,512	17.4%
4121 Rents	0	0	0	0	0	0	250		250	0.0%
4131 Rates	0	0	0	1,160	5,000	3,840	5,000		3,840	23.2%
4141 Water Services	128	170	42	679	680	1	2,040		1,361	33.3%
4161 Cleaning	3,167	1,365	(1,802)	4,910	5,460	550	16,380		11,470	30.0%
4162 Waste Removal	90	160	70	293	640	347	1,920		1,627	15.3%
4163 Domestic Supplies	0	50	50	150	200	50	600		450	25.0%
4301 Equipment	1,939	300	(1,639)	4,354	1,200	(3,154)	4,000		(354)	108.9%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%
4323 Telephones	83	65	(18)	331	260	(71)	780		449	42.5%
4343 Licensing/PRS	0	100	100	0	100	100	650		650	0.0%
4900 Miscellaneous Expenses	0	100	100	0	400	400	1,200		1,200	0.0%
Wilfrid Noyce Community Centre :- Indirect Expenditure	6,126	4,649	(1,477)	17,502	23,296	5,794	62,534	0	45,032	28.0%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Income over Expenditure	(1,257)	(1,649)	(392)	(2,157)	(10,796)	(8,639)	(21,034)			
<u>206 Bandstand</u>										
1301 Premises Hire Charges	0	0	0	20	0	(20)	0			0.0%
1303 Other customer/client receipts	0	0	0	10	0	(10)	0			0.0%
Bandstand :- Income	0	0	0	30	0	(30)	0			
4102 Property Maintenance	0	50	50	162	200	38	600		438	27.0%
4301 Equipment	0	0	0	98	0	(98)	0		(98)	0.0%
4343 Licensing/PRS	0	0	0	173	0	(173)	250		77	69.3%
Bandstand :- Indirect Expenditure	0	50	50	433	200	(233)	850	0	417	51.0%
Net Income over Expenditure	0	(50)	(50)	(403)	(200)	203	(850)			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>207 Godalming Museum</u>										
1302 Rents	0	1,706	1,706	1,706	3,412	1,706	6,824			25.0%
1303 Other customer/client receipts	0	240	240	240	480	240	960			25.0%
Godalming Museum :- Income	0	1,946	1,946	1,946	3,892	1,946	7,784			25.0%
4001 Salaries	3,827	4,060	233	15,318	16,240	922	48,720		33,402	31.4%
4002 Employer's NIC	284	505	221	1,136	2,020	884	6,060		4,924	18.8%
4003 Employer's Superannuation	459	750	291	1,835	3,000	1,165	9,000		7,165	20.4%
4011 Staff Training	0	0	0	525	0	(525)	1,000		475	52.5%
4102 Property Maintenance	346	110	(236)	2,949	440	(2,509)	1,320		(1,629)	223.4%
4103 Maintenance Contracts	171	115	(56)	488	460	(28)	1,380		892	35.4%
4121 Rents	0	0	0	1,277	0	(1,277)	0		(1,277)	0.0%
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%
4301 Equipment	158	0	(158)	158	0	(158)	0		(158)	0.0%
4307 Stationery	0	30	30	0	120	120	360		360	0.0%
4315 Insurance	0	0	0	3,500	3,500	0	3,500		0	100.0%
4322 Postage	0	80	80	0	320	320	960		960	0.0%
4323 Telephones	0	15	15	0	60	60	180		180	0.0%
4325 Computing	94	235	141	641	940	299	2,820		2,179	22.7%
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%
Godalming Museum :- Indirect Expenditure	5,339	5,900	561	27,827	27,100	(727)	78,620	0	50,793	35.4%
Net Income over Expenditure	(5,339)	(3,954)	1,385	(25,880)	(23,208)	2,672	(70,836)			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>208 Land & Property - Other</u>										
4102 Property Maintenance	455	325	(130)	1,985	1,300	(685)	3,900		1,915	50.9%
4103 Maintenance Contracts	0	100	100	0	400	400	1,200		1,200	0.0%
4111 Energy Costs	115	110	(5)	316	440	124	1,320		1,004	23.9%
4141 Water Services	176	270	94	894	1,080	186	3,240		2,346	27.6%
4151 Fixtures & Fittings	0	250	250	0	500	500	1,000		1,000	0.0%
4161 Cleaning	1,378	1,470	92	7,004	5,880	(1,124)	17,640		10,636	39.7%
4163 Domestic Supplies	22	0	(22)	366	0	(366)	0		(366)	0.0%
4171 Grounds Maintenance Costs	0	400	400	1,082	1,600	518	5,000		3,918	21.6%
4301 Equipment	0	0	0	3,788	0	(3,788)	0		(3,788)	0.0%
4315 Insurance	0	0	0	224	0	(224)	0		(224)	0.0%
4900 Miscellaneous Expenses	85	150	65	85	600	515	1,800		1,715	4.7%
Land & Property - Other :- Indirect Expenditure	2,231	3,075	844	15,743	11,800	(3,943)	35,100	0	19,357	44.9%
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%
Land & Property - Other :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%
Net Expenditure	(2,231)	(3,075)	(844)	(18,243)	(14,300)	3,943	(37,600)			
<u>301 Cemeteries</u>										
1302 Rents	1,925	1,850	(75)	7,700	7,400	(300)	27,200			28.3%
1303 Other customer/client receipts	2,800	1,130	(1,670)	4,550	4,520	(30)	13,600			33.5%
1401 Interest Received	0	100	100	300	400	100	1,200			25.0%
1700 Interment	4,975	2,375	(2,600)	10,160	9,500	(660)	28,495			35.7%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1701 Monument	748	200	(548)	1,519	800	(719)	2,431			62.5%
1702 Purchase of Grave Space	10,305	4,800	(5,505)	17,970	19,200	1,230	58,010			31.0%
Cemeteries :- Income	20,753	10,455	(10,298)	42,199	41,820	(379)	130,936			32.2%
4014 Sexton Duties	150	0	(150)	150	0	(150)	0		(150)	0.0%
4015 Grave Digging	2,450	1,130	(1,320)	2,450	4,520	2,070	13,600		11,150	18.0%
4102 Property Maintenance	1,750	200	(1,550)	3,539	850	(2,689)	4,100		561	86.3%
4103 Maintenance Contracts	0	205	205	631	1,520	889	3,260		2,629	19.4%
4111 Energy Costs	(141)	130	271	4,095	520	(3,575)	1,560		(2,535)	262.5%
4131 Rates	0	0	0	1,710	6,350	4,640	6,350		4,640	26.9%
4141 Water Services	372	36	(336)	450	144	(306)	432		(18)	104.1%
4161 Cleaning	0	40	40	0	40	40	40		40	0.0%
4162 Waste Removal	720	500	(220)	1,664	2,000	336	6,000		4,336	27.7%
4163 Domestic Supplies	74	0	(74)	189	0	(189)	0		(189)	0.0%
4164 Workshop Consumables	96	15	(81)	228	60	(168)	180		(48)	126.5%
4171 Grounds Maintenance Costs	2,625	4,100	1,475	9,294	16,400	7,106	49,200		39,906	18.9%
4172 Memorial Inspection	0	0	0	10	0	(10)	2,000		1,990	0.5%
4202 Car Allowances	0	40	40	0	160	160	500		500	0.0%
4204 Fuel Costs	38	100	62	38	400	362	1,200		1,162	3.2%
4205 Vehicle Maintenance	6	250	245	6	1,000	995	3,000		2,995	0.2%
4301 Equipment	1,136	1,000	(136)	3,967	4,000	33	12,000		8,033	33.1%
4304 Catering & Hospitality	56	0	(56)	56	0	(56)	0		(56)	0.0%
4305 Clothes, Uniform & Laundry	132	0	(132)	132	0	(132)	0		(132)	0.0%
4307 Stationery	0	0	0	1,296	0	(1,296)	0		(1,296)	0.0%

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4311 Professional Fees - Legal	0	0	0	2,723	0	(2,723)	0		(2,723)	0.0%
4313 Professional Fees - Other	85	0	(85)	85	500	415	2,000		1,915	4.3%
4314 Audit Fees	0	0	0	(60)	0	60	0		60	0.0%
4315 Insurance	0	0	0	0	5,000	5,000	5,000		5,000	0.0%
4321 Bank Charges	8	25	17	31	100	70	300		270	10.2%
4324 Broadband	0	20	20	0	80	80	240		240	0.0%
4325 Computing	0	0	0	90	0	(90)	0		(90)	0.0%
4326 Website	0	0	0	0	0	0	400		400	0.0%
4327 Publicity Advertising	0	0	0	600	0	(600)	1,150		550	52.2%
4900 Miscellaneous Expenses	0	30	30	0	120	120	400		400	0.0%
Cemeteries :- Indirect Expenditure	9,557	7,821	(1,736)	33,375	43,764	10,389	112,912	0	79,537	29.6%
5001 Transfers from Reserves	0	0	0	0	0	0	(6,935)		(6,935)	0.0%
Cemeteries :- Other Costs	0	0	0	0	0	0	(6,935)	0	(6,935)	0.0%
Net Income over Expenditure	11,196	2,634	(8,562)	8,825	(1,944)	(10,769)	24,959			
<u>414 Mayors Charity 2023 - A Duce</u>										
1303 Other customer/client receipts	54	0	(54)	54	0	(54)	0			0.0%
1304 Donations	136	0	(136)	136	0	(136)	0			0.0%
Mayors Charity 2023 - A Duce :- Income	190	0	(190)	190	0	(190)	0			
4343 Licensing/PRS	21	0	(21)	21	0	(21)	0		(21)	0.0%
Mayors Charity 2023 - A Duce :- Indirect Expenditure	21	0	(21)	21	0	(21)	0	0	(21)	
Net Income over Expenditure	169	0	(169)	169	0	(169)	0			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>415</u> <u>Mayors Charity 2022 - Faraday</u>										
1303 Other customer/client receipts	0	0	0	105	0	(105)	0			0.0%
1304 Donations	0	0	0	94	0	(94)	0			0.0%
Mayors Charity 2022 - Faraday :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>199</u>	<u>0</u>	<u>(199)</u>	<u>0</u>			
4900 Miscellaneous Expenses	0	0	0	2,043	0	(2,043)	0		(2,043)	0.0%
Mayors Charity 2022 - Faraday :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,043</u>	<u>0</u>	<u>(2,043)</u>	<u>0</u>	<u>0</u>	<u>(2,043)</u>	
5001 Transfers from Reserves	0	0	0	(1,844)	0	1,844	0		1,844	0.0%
Mayors Charity 2022 - Faraday :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,844)</u>	<u>0</u>	<u>1,844</u>	<u>0</u>	<u>0</u>	<u>1,844</u>	
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>416</u> <u>Community Store</u>										
1304 Donations	635	0	(635)	2,260	0	(2,260)	0			0.0%
Community Store :- Income	<u>635</u>	<u>0</u>	<u>(635)</u>	<u>2,260</u>	<u>0</u>	<u>(2,260)</u>	<u>0</u>			
4162 Waste Removal	65	0	(65)	123	0	(123)	0		(123)	0.0%
4900 Miscellaneous Expenses	485	0	(485)	1,567	0	(1,567)	0		(1,567)	0.0%
Community Store :- Indirect Expenditure	<u>550</u>	<u>0</u>	<u>(550)</u>	<u>1,690</u>	<u>0</u>	<u>(1,690)</u>	<u>0</u>	<u>0</u>	<u>(1,690)</u>	
Net Income over Expenditure	<u>85</u>	<u>0</u>	<u>(85)</u>	<u>570</u>	<u>0</u>	<u>(570)</u>	<u>0</u>			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	35,287	19,489	(15,798)	879,797	604,234	(275,563)	1,286,134			68.4%
Expenditure	100,691	94,413	(6,278)	725,597	518,980	(206,617)	1,286,135	0	560,538	56.4%
Net Income over Expenditure	<u>(65,404)</u>	<u>(74,924)</u>	<u>(9,520)</u>	<u>154,200</u>	<u>85,254</u>	<u>(68,946)</u>	<u>(1)</u>			
Movement to/(from) Gen Reserve	<u>(65,404)</u>			<u>154,200</u>						

8. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES & KEY DATES (TOWN EVENTS)

REPRESENTATION ON EXTERNAL BODIES REPORTS:				
External Organisation	TC Rep	Report Status	Required Date	Revised Date
Fairtrade Steering Group	Cllr Clayton	Deferred to 12 October 2023 meeting	13/07/23	12/10/23
Farncombe Day Centre	Cllr Crowe	Report provided	13/07/23	
St Marks CC Management Committee	Cllr Kiehl	On this agenda	07/09/23	
Godalming/Joigny Friendship Association	Town Mayor Cllr PS Rivers	On this agenda	07/09/23	
Godalming/Mayen Association	Town Mayor Cllr PMA Rivers		12/10/23	
Sport Godalming	Cllr Adam		12/10/23	
Fairtrade Steering Group	Cllr Clayton	Deferred from 13 July 2023	12/10/23	
Godalming & District Chamber of Commerce	Cllr Holliday		23/11/23	
Go-Godalming Association	Town Mayor TBC		23/11/23	
Godalming Museum Trust	Cllr Steel Cllr Weightman		11/01/24	
Holloway Hill Sports Association	Cllr Heagin		11/01/24	
Citizens' Advice	Cllr Steel		21/03/24	
SALC	Cllr Heagin		21/03/24	
Godalming Cycle Forum	Cllr Crooks		25/04/24	
District Scout Council	Cllr Crooks		25/04/24	

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

Event	Date
Annual Council/Mayor Making	Thursday, 18 May 2023
Godalming Run	Sunday 21 May 2023
Town Show	Saturday, 3 June 2023
Mayor's Civic Service	Sunday, 18 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Town Fireworks	Friday 3 November 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Friday, 1 December 2023
Spring Festival	Saturday, 6 April 2024
Annual Council/Mayor Making	Thursday, 16 May 2024

Events in red are organised by or in partnership with Godalming Town Council

11. GTC DECARBONISATION PROGRAMME – REPLACEMENT OF DIESEL WORK VAN

In 2019, Members stated they wished the vans used by GTC maintenance team to be electric by the end of 2023. In looking at the options to support the maintenance team, the role, purpose, and capability of the vans need to be considered.

At present GTC operates one electric vehicle and one Euro 6 diesel van. The electric vehicle is a 2020 plate Volkswagen ABT eTransporter LWB 83KW, 37.7KWh Van Auto, which was transferred to GTC as part of the dissolution of the former JBC. This was bought in October 2021 as an ex-demonstrator at a cost of £27,200 on the road, additional costs of approximately £4,000 were incurred in adapting the vehicle for towing and municipal works. This van has a battery range of approx. 60 miles real world, which is sufficient for most day-to-day needs as a municipal vehicle operating in the parish of Godalming. However, although a limited range, at the time of purchase it had the highest towing capacity of 1,500kg of any other electric van in its class and still retains the second highest towing capacity of any electric vehicle within the 3,500kg weight limit for driving on a standard licence, with only the new e-Ford having, at 2,000kg, a greater towing capacity (there are two other electric panel vans with a 1,500kg towing capacity).

The other GTC vehicle is diesel powered Peugeot Partner L2, which has a load capacity of 920kg and towing capacity of 1,500kg.

Requirement

Towing capacity of at least 1,500kg is an important requirement for the grounds team as the ability to tow a trailer or water bowser is imperative for the grounds team operation. It would be possible to achieve this solely using the existing eTransporter. Although not essential, a similar towing capability for a second vehicle would provide flexibility and a redundancy factor if the primary towing vehicle is either inoperative or undergoing maintenance/MOT etc.

One option to reduce localised emissions of GTC vehicles would be the procurement of a second eTransporter, this would provide a workable load capacity and the required towing capacity. However, as with the existing electric vehicle the same range anxiety would exist for any journey outside of the normal operating area. Whilst such journeys do not arise on a regular basis, they do happen. However, it is rare that a journey would be more than 100-mile round trip. It is of course possible, especially as the charging network is improving, to plan for longer journeys. If a vehicle is needed for a particularly long journey, it would be possible to hire an appropriate vehicle on a needs basis.

For an electric vehicle with the same towing capacity but with a greater range, there are limited and fairly expensive options available (or likely to be available in 2023). Two are in the small van sector; the new Renault Kangoo Van E-TECH, and the soon to be launched Mercedes-Benz eCitan. The other options are the larger Ford e-Transit with a tow capacity of 2000kgs and the Maxus eDeliver 9 and the Maxus eDeliver7 (which is due out later in 2023) both with a 1,500kg tow capacity. However, whilst desirable the 1,500kg minimum towing capacity for a second vehicle should be seen as a nice to have as opposed to an essential requirement.

The load space cubic capacity of the Kangoo and eCitan is significantly less than the eTransporter and marginally smaller than the existing diesel Peugeot and are not deemed sufficiently versatile.

Ideally, the grounds team would like a vehicle that not only has the load and towing capacity, but which also has a caged tipper body. The ability to operate a caged tipper vehicle would negate the need for double handling of waste that is involved when using the existing panel van and trailer combo. The challenge for a tipper variant is procuring

such a vehicle that can be driven on a standard Class B licence without a requirement for additional training or different licence category.

Options

1. Panel Van with minimum 1,500kg towing capacity. This type of vehicle could manage the watering and trailer operations, but would still entail double handling of waste.
2. Tipper with minimum 1,500kg towing capacity. This type of vehicle would be the ideal solution that would provide flexibility for grounds and maintenance operations including reducing double handling of waste.
3. Tipper with limited towing capacity. This type of vehicle would reduce the amount of time spent double handling waste, however, a lower towing capacity would mean, that as is the case now, the eTransporter would be the main vehicle for towing the Floral Godalming water bowser.

Costs

Option 1 could be considered in several ways:

- a. Purchase of a second-hand low mileage eTransporter at a cost of somewhere between £20,000-£25,000. Accepting two vehicles of the same type would reduce operational flexibility, would not reduce the requirement for double handling waste and have the same range limitations.
- b. Purchase of a 2022 plate Maxus eDelivery 9 in the region of £35,000-£38,000 or the Ford e-Transit at approx. £30,000-£35,000. This option would remove range anxiety but still retain the need for double handling and lack of flexibility of tasking.

Option 2 has a limited choice, with the tipper variant of the Maxus eDelivery 9 or the Ford e-transit being the only viable options, costs would be expected to be about £60,000.

Option 3 would reduce range anxiety whilst also providing a variation of vehicle types (from two panel vans to a panel van and a tipper), additionally it would remove the amount of double handling of materials. The compromise in this option would be the lack of additional towing capacity, although this could be overcome by utilising the tractor if required (see discussion). The cost of a Maxus eDelivery 3 with a 95-mile range would be approx. £32,000 on the road or LDV80 with a range of 119 at approx. £25,000.

Discussion

In an ideal situation, GTC would be able to provide the grounds and maintenance team with the most efficient solution to enable them to operate as effectively as possible. In the case of vehicle requirements this would be the provision of an electric tipper with the highest range and towing capacity. Such a vehicle would help reduce the double handling of green waste whilst providing capacity to carry out a wide range of other tasks. However, this does come at a significant cost and therefore a cost benefit must be considered alongside the Council's commitment for reducing CO² emissions, hence the cheaper option of a second-hand Euro 6 or biofuel tipper vehicles has been dismissed.

In considering the current range of works undertaken by the grounds and maintenance team, the eTransporter is the main towing vehicle for the water bowser as well as the road trailer, which is used for a range of tasks including transporting green waste.

The existing trailer capacity does mean that it is necessary sometimes to make several journeys to clear a site, especially during periods of hedge cutting and this is likely to be

the same even with tipper vehicle. However, the difference between using a road trailer and a tipper vehicle is that with a road trailer the waste requires offloading by hand. This is both time consuming and adds unnecessary physical effort and manual handling risks on staff. Whilst tipping trailers do exist, those of any real use exceed the towing capacity of the available electric vehicles.

The better compromise would be to acquire an electric tipper vehicle that would provide an improved range from the existing eTransporter and reduce the amount of double handling currently experienced by staff, this will become more important as the scope of work undertaken by the grounds team expands.

Although an affordable electric tipper may not have the desired towing capacity, if additional towing capacity is required, for example if the eTransporter is in for maintenance, then the towing requirement could be undertaken by utilising the existing tractor, which has a towing capacity of 4.5 tonnes.

In deciding upon purchase arrangements, Members need to determine whether they wish to purchase a vehicle, which would become a GTC asset, or lease a vehicle. It is suggested that the low mileage of GTC vehicles and the type of work they undertake would give any purchased vehicle a working life with the Council of about 10 years, therefore, it is recommended that the purchase of a vehicle would be the better option, with an annual provision of 12% of the purchase price being made for future replacement.

If this option were to be chosen, it is suggested that the costs are met from the Land and Property Other reserve.

As is the practice for local authorities, the existing diesel vehicle to be sold at auction with no guarantees implied or given and would be expected to achieve approx. £3,000.

Future Proofing and Provision

If at any point in the future, GTC had a requirement to maintain areas that required use of equipment such as ride-on mowers or similar, the weight of such equipment might exceed the towing capacity of the eTransporter. If such a situation were to occur then a suitable trailer, could be towed by the tractor. With the working speed of the tractor being approx 18mph, this would be a slower process than towing using a van, but as *20s Plenty*, this is not seen as a barrier to looking after other land areas within the parish. If the grounds team expands, in most envisaged scenarios, the transport requirement would increase by 1 vehicle. As the towing capacity and waste management functions would be met by the existing vehicles, it is anticipated that any future vehicle requirements would be modest and limited to a smaller size van, with suitable models being currently available in the region of £10,000.

Recommendation

Members to resolve to authorise the purchase of an electric tipper at a cost up to £32,000 and the disposal of the Peugeot Partner before 31 December 2023.

**Town Council Representation on External Bodies – Report on the St Mark's Community
Centre Management Committee**

St Mark's Church and Community Centre is situated in Franklyn Road, in the Ockford Ridge and Aaron's Hill area of Godalming. It serves and connects the local community in a number of ways. Alongside providing regular worship to serve spiritual life across Godalming, it is also a Warm Hub, to enable people to drop-in, get warm, have a hot drink and be in the company of other people in these challenging times. It is home to St Mark's Foodbank, with regular requests for items on its website available here:- [St Mark's Food Bank | St Peter and St Paul's Church Godalming with St Mark's \(parishofgodalming.org.uk\)](#). Church led toddler and baby group Smart Tots also takes place at the Centre, which is available for bookings to external organisations and individuals via stmarkscentre@gmail.com

Since the local elections and my appointment as the Godalming Town Council representative, the Management Committee has met once in June and discussed a number of issues impacting the services and facilities it provides. Improvements to the garden and lighting, the car park lease and the impact of vandalism were all considered, with some internal decoration works planned over August. Reverend Sheila Samuels asked me to introduce myself at the meeting and I used this opportunity to set out my background and interests, explaining that I have accompanied my son to many children's birthday parties at the centre! I asked the committee whether bookings had returned to normal following the pandemic and explained some of the work my wife, Cllr Victoria Kiehl (Godalming Central and Ockford ward, Waverley Borough Council), had done to eradicate offensive graffiti in the nearby Ockford Ridge play area. The next meeting is scheduled for 11 September.

It is worth noting, following the decision in October 2022 to unite the parishes of St Peter and St Paul with St Mark's, Busbridge and Hambledon to form Godalming Minster, there is much ongoing work to consolidate this. Building more effective relationships with the Town Council is a stated goal in establishing Godalming Minister. I look forward to monitoring and maintaining the relationship between St Mark's and the Town Council as this exciting development for the whole of Godalming continues to evolve.

Cllr Tom Kiehl
Central and Ockford ward
Godalming Town Council
26.8.23

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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