

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

3 June 2016

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, 9 JUNE 2016 at 7.30 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Reynolds – Chairman  
Councillor Thornton – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Wheatley  
Councillor S Bott  
Councillor Noyce  
Councillor Williams  
Councillor Bolton  
Councillor Walden  
Councillor Purkiss

Councillor Gordon-Smith  
Councillor Cosser  
Councillor T Martin  
Councillor Hunter  
Councillor Welland  
Councillor Pinches  
Councillor Gray  
Councillor Young

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 19 May 2016, 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. CHRISTMAS LIGHTS

Members to receive a presentation from Mr Simon Drewery of Springfield Decorations & Display Ltd and to consider a report (attached for the information of Members) from the Deputy Town Clerk.

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

6. COMMITTEE WORK PROGRAMME

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

7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

8. BUDGET MONITORING REPORT

Members to consider a budget monitoring report for the first two months of the financial year 2016/17 (to 31 May 2016) which will be tabled at the meeting.

9. COMMUNITY CENTRES – PERFORMANCE MONITORING

Members to consider a report from the Town Clerk (report attached for the information of Members).

10. REPORT OF THE STAFFING SUB-COMMITTEE

Members to consider an oral report from the Chairman of the Staffing Sub Committee following an extraordinary meeting of that sub-committee to be held on 8 June 2016.

11. 2016 – 2018 NATIONAL SALARY AWARD

Members to consider a joint briefing from the National Association of Local Councils and the Society of Local Council Clerks and to consider the recommendations therein concerning salary scales for the current year and for the financial year 2017/18. The briefing is attached for the information of Members.

Members to note that all Town Council staff are employed under NJC (National Joint Council for Local Government Services) terms and conditions and that therefore the pay award applies to all of them. At 1% the pay award for the current year is exactly what was provided for in the budget and therefore will cause no pressure on the Town Council's finances. The certainty (1% again) that this award provides for budgeting for 2017/18 is welcome.

Members are asked to agree that:

- a. the new pay scales for 2016/17 should be implemented immediately and backdated to 1 April 2016; and
- b. the new pay scales for 2017/18 should be implemented from 1 April 2017.

12. CHURCH STREET ENVIRONMENTAL IMPROVEMENTS

Members to consider a report from the Deputy Town Clerk (report attached for the information of Members).

13. GRANTS – OBLIGATIONS FOR SUCCESSFUL APPLICANTS

Members to consider a report from the Town Clerk (report attached for the information of Members).

14. APPLICATIONS FOR GRANT AID

Information:	2015/2016 Grants Budget	£	
	Allocations this year to date	55,000.00	
	Balance available for allocation	9,653.00	*
	Applications this meeting	45,347.00	
	Balance unallocated if applications agreed	38,753.00	
		6,594.00	

\* Allocations this year to date:

		£	
24 March 2016	Godalming & Farncombe Bowling Club	500.00	
	Godalming Museum Trust	5,000.00	
	Skillway	1,500.00	
	St Peter & St Paul Scout Group	2,226.00	
	Friends of Broadwater Park**	93.00	
	The Godalming Trust**	208.00	
	Godalming & District Community First Responders**	126.00	
	Total	9,653.00	

\*\*Grant Aid in Kind

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.

**Age Concern Farncombe (Farncombe Day Centre)**

£5,000 applied for to assist with the refurbishment of the commercial kitchen within the day centre.

Previous Grants: £465 in 1999 and £544.40 in 2013

**Citizens' Advice Waverley**

£30,000 applied for to assist with the continuance of a locally available, independent, high quality advice service for Godalming residents.

Previous Grants: £2,283 in 1992/3, £2,841 in 1993/4, £3,370 in 1994/5, £4,024 in 1995/6, £5,671.56 in 1996/7, £6,001.40 in 1997/8, £6,152 in 1998/9, £6,358.31 in 1999/00, £6,500 in 2000/01, £18,300 in 2001/02 and 2002/03, £20,500 in 2003/04, £21,115 in 2005/05, £22,074 in 2005/06, £23,052 in 2006/07, £23,744 in 2007/08, £24,456 in 2008/09, £25,455 in 2009/10, £28,040 in 2010/11, £26,250 in 2011/12, 2012/13 and 2013/14, £28,000 in 2014/15 and £30,000 in 2015/16.

**Guildford & Godalming Croquet Club**

£1,000 applied for to assist with Phase 2 of a project to fit out the clubhouse with a mini kitchen area, wheelchair accessible toilet connection to water and sewers.

Previous Grants: None

**Roots for the Future**

£1,015 applied for to provide tree-planting workshops with residents of two areas of Godalming (Northbourne and Ockford Ridge/Aaron's Hill).

Previous Grants: None

**SERFCA & Princess of Wales' Royal Regiment Museum Fund**

£500 applied for to support the 1 July 2016 commemorative event for the Battle of The Somme.

Previous Grants: None

### **The Cellar Cafe**

£875 applied for to help fund one or two trips (depending on numbers) by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out, including a simple meal such as fish and chips and ice cream.

Previous Grants: £775 in 2006, £750 in 2007 and 2008, £800 in 2009, 2010, 2011, 2012, 2013, 2014 and 2015.

### **Waverley Borough Council**

£300 applied for to assist with the costs of a 'FREE' fun skate day whereby young people (all levels and abilities) aged 7-18 years can participate in a morning workshop of skating/bmx and scootering and learning tips from the pros. This will be followed by an afternoon of practicing skills and applying them in an all-inclusive competition. Professional riders will organise and judge the three disciplines by age and ability. The day will end with a prize giving.

Previous Grants: £200 & £150 in 1993, £200 in 1994, 1995, 1996, 1997 and 1998, £500 in 2000, £50 in 2004, £162.05 & £500 & £300 in 2006, £500 & £3,500 in 2008, £500 in 2009, £1,387.24 & £500 in 2010, and £2,000 in 2015.

### Grant Aid in Kind

The following organisations were omitted from the list of "applications" for grant aid in kind considered on 24 March 2016; both are regular users of The Pepperpot for meetings. There is no actual application but the award of grant aid in kind is sought by officers in order to regularise the position of these two regular users.

### **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).

### **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.

## 15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 21 July 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

## 16. ANNOUNCEMENTS

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



5. CHRISTMAS LIGHTS

**Current Scheme**

Members will be aware that the current Christmas lights scheme has now been in place for ten years, firstly utilising tungsten icicle lights from 2006 and then, with the support of Godalming & District Chamber of Commerce, LED icicle lights from 2010. In addition to the icicle lights the existing scheme also incorporated 1.2 metre Christmas trees, which have been installed for the previous 10 years.

The scheme in its current guise, as stated by BBC Surrey, results in probably the prettiest Christmas lights in Surrey and are much admired by residents and visitors alike, with the ultimate testament being the vast numbers who turn out each year in all weathers to witness the lights switch-on.

**Contractor**

The current contractor was engaged following the failure of previous contractors to fulfil the requirements of their contracts. Subsequently two full tender and market testing exercises have been undertaken (2010 & 2013), with, on both occasions, the existing contractor achieving the most competitive rate in direct comparative costs and exceeding the specification of the tender by virtue of an agreement to even costs throughout the contract period as well as providing the greatest benefit relating to the inevitable and unavoidable replacement of failed lights, thus ensuring that replacement lights exactly match those used within the existing scheme, thereby avoiding the appearance of 'make-do-and-mend'.

Officers have conducted negotiations with the current contractors and have secured agreements for installation and take down costs of the existing scheme which match the existing costs plus 2.5% pa for inflationary and employment cost increases. This ensures that the current Christmas lights scheme remains within the existing Christmas lights budget.

See Confidential Annexe Table 1 for costings relating to the existing Christmas lights scheme.

In light of the successful relationship between Godalming Town Council and its current contractor; recognition of the challenges of installing Godalming's Christmas lights and the experience of previous contractors' failures combined with the successful negotiations conducted by officers, it is recommended that the existing contractual arrangements for the installation and takedown of the existing Christmas lights scheme is rolled forward for a further three year period.

**Christmas Trees**

As stated, the 55 existing 1.2m Christmas trees, which are installed within brackets affixed to buildings, are now 10 years old. The aim of the Christmas trees within the scheme is to provide visual impact to the town centre during daylight hours (when the icicles are unlit and provide little if any visual impact). However, it has been noted over the past two years that the Christmas trees are very much showing their age, losing their baubles and lustre and looking threadbare. Of greater significance is the increased failure of the tree stems, which have resulted in a number of trees having to be swiftly removed by GTC staff due to the tree being suspended by the electric flex.

As with the icicles, GTC are responsible for storing the Christmas trees when not in use. The storage facilities available are limited resulting in the Christmas trees having to be stacked on top of each other, which has added to their deterioration.

### **Scheme enhancements and refreshing**

On aesthetic and cost grounds officers are not suggesting or recommending that alternatives to the icicle lights should be considered. However, officers do recommend that Members consider more practical alternatives to the use of Christmas Trees and the possibility of utilising town centre trees to enhance and refresh the scheme.

### Christmas Tree Replacement Decorations

A number of options are offered to Members for replacement decorations for the existing Christmas trees and samples of each option will be tabled at the meeting for Members to view.

Officers requested costs for 3D stars with and without lights as members may wish to consider whether illuminated decorations add or distract from the icicles or whether the lights on an illuminated decoration become 'lost' within the overall effect of the icicles.

The options and cost per unit for potential alternative decorations are set out in Table 2 of the Confidential Annexe.

### Lights into Trees

It is suggested that LED light sets might be installed into the trees located outside The Red Lion, Snappy Snaps, Fat Face & Godalming Fitness. Additionally, along with LED light sets or independently without the light sets, an option to hang 3D Antares Stars from the trees is possible.

If Members were to agree to the installation of LED lights into these trees, it is recommended that an additional litter bin or road bollard is first installed outside Snappy Snaps to prevent large delivery lorries that currently park under the tree from being able to do so. The cost of the litter bin to be met from other funds.

Alternatively, Members may wish to consider alternative trees, such as the two pear trees located in Crown Court pedestrian area, instead of the Snappy Snaps tree and the smaller tree outside fat face. The trees in Crown Court have previously been illuminated, and subject to testing an existing power supply is available.

Costs for these options are set out in Table 3 of the Confidential Annexe.

Costs are based on 40 sets of lights distributed between the trees and 20 Antares Stars.

### **Considerations & Recommendations**

Members will have noted that if both the lights into trees enhancements are agreed the balance of the existing annual Christmas Lights budget would reduce so as to leave little scope for the full replacement of the Christmas trees with an alternative decoration.

Assuming Members wish to enhance the existing scheme, from within the options detailed above, officers recommend that:

- LED Lights are installed into the four trees located on the High Street
- 3D Antares Stars are not installed in the trees

- Christmas trees are replaced and alternative decorations are installed along the High Street (42 decorations) with 25% funded from the revenue budget with the cost spread over 3 years and 75% funded from the Christmas lights reserve
- For year 1 (2016) the best existing Christmas trees are installed in Bridge Street, Church Street, Wharf Street and Queen Street
- The option to add the chosen alternative decoration to the non-High Street areas in future years is reviewed annually, if decided to extend new decorations into these areas the capital cost to be taken from Christmas lights reserve.

## **Costs**

If Members were minded to accept officers' recommendations the average annual cost to the existing Christmas lights budget (including Chamber of Commerce contribution) for the existing scheme plus enhancements would be within the range of costs as set out in Table 4 of the Confidential Annexe.

Costs are contained within revenue budget with balance applied to Farncombe mini-scheme and re-build of reserves. It is recommended that the annual Christmas lights revenue budget is increased by 2.5% annually to ensure the Farncombe mini-scheme can remain funded and that reserves are maintained.

## **Wilfrid Noyce Centre Option**

Since its refurbishment the Wilfrid Noyce Centre, with its glass frontage and clean lines facing onto Crown Court, has been established as a visual gateway into the town centre. As such officers have explored options for providing Christmas Lights and an internal decorated and lit Christmas tree. The Christmas tree to be located within the foyer and icicle lights strung along the gutter edge of the building which faces the car park and following the apex of the glass curtain wall facing The Burys field and Frith Hill.

If Members are minded to agree to the provision of Christmas lights and a tree at the Wilfrid Noyce Centre it is requested that they indicate how they would wish to fund the provision, either from the Christmas lights budget or from the Wilfrid Noyce revenue. Officers recommend that in order to ensure the Farncombe mini-scheme can remain funded and that reserves are maintained costs associated with the Wilfrid Noyce decorations are funded from the revenue income of the Wilfrid Noyce Centre.

Costs for the Wilfrid Noyce Centre option are set out in Table 4 of the Confidential Annexe.

6. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
THE SQUARE	Town Clerk		This matter is now a standing confidential item and appears on the agenda.	N/A		
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	Report on the agenda for this meeting. On-going item for approximately quarterly reporting	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	To be completed by 31 March 2017	31/03/17		
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 19 May 2016. Further reports expected at approximately six-monthly intervals. Next report expected on 15 December 2016	N/A		
FLOOD ALLEVIATION	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.	23/10/14	unknown	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015, 2 December 2015, 16 March and 25 May 2016. Launch of new website expected before 21 July 2016 Work on use of social media by end September 2016	21/07/16 30/09/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Report received 23 July 2015 – service of all agendas by post remains but incremental approach adopted to moving towards mixed service according to Members' needs Further report due 21 July 2016	11/06/15	21/07/16	
CHRISTMAS LIGHTS	Deputy Town Clerk	46-16	Item on the agenda for this meeting	9/06/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
WW1 2018 (INC GODALMING WAR MEMORIAL)	Deputy Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
HIGH ST ROADWORKS & SCC	Deputy Town Clerk	46-16	The Deputy Town Clerk to report orally at this meeting.	9/06/16		
CHURCH STREET ENVIRONMENTAL IMPROVEMENTS	Deputy Town Clerk	46-16	Item on the agenda for this meeting	21/07/16		
AUDIT OF GTC'S NOTICEBOARDS	Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
RECEIVING PAYMENTS BY CARD etc.	Finance Administrator	46-16	Report expected on or before 12 January 2017	12/01/17		
GRANTS – OBLIGATIONS FOR SUCCESSFUL APPLICANTS	Town Clerk	46-16	Item on the agenda for this meeting	9/06/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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 originally scheduled for 9 June 2016 but deferred to 21 July 2016.	09/06/16	21/07/16	
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report originally scheduled for 9 June 2016 but deferred to 21 July 2016.	09/06/16	21/07/16	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report expected 21 July 2016		21/07/16	
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report expected 21 July 2016		21/07/16	
Go Godalming Association	Cllr Gordon-Smith	51-16	Report expected 1 September 2016		1/09/16	
Holloway Hill Sports Association	Cllr T Martin	51-16	Report expected 13 October 2016		13/10/16	
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report expected 13 October 2016		13/10/16	
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report expected 15 December 2016		15/12/16	
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report expected 12 January 2017		12/01/17	
Godalming Together CIC	Cllr A Bott	51-16	Report expected 12 January 2017		12/01/17	
SALC	Cllr Cosser	51-16	Report expected 23 February 2017		23/02/17	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued:						
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
Town Show	Saturday, 11 June 2016
Queen's 90 <sup>th</sup> Birthday	Sunday 12 June 2016
Farmers' Market	Saturday, 25 June 2016
Summer Food Festival	Saturday, 2 July 2016
Farmers' Market	Saturday, 30 July 2016
Staycation	Saturday, 6–Sunday, 14 August 2016
Farmers' Market	Saturday, 27 August 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)

9. COMMUNITY CENTRES – PERFORMANCE MONITORING

Members have indicated that they would like to receive regular reports about the performance of the Town Council's Community Centres.

The purpose of this report is to seek Members' feedback on the scope of the performance monitoring and the data that they would like to see while providing Officers an opportunity to indicate what level of performance data can be provided without creating an additional workload. If there is a mismatch between Members' requirements and what Officers can simply provide then the impact on workload would need separately to be discussed.

**Scope**

Members are asked to confirm for which community centres performance data is required – Officers suggest that this should be: Broadwater Park Community Centre (large and small hall), The Pepperpot (meeting room and undercroft), and the Wilfrid Noyce Centre (Caudle Hall and Wyatt Room). It is not proposed to include data on the Godalming Bandstand.

**Frequency**

Officers suggest that performance is reported approximately on an academic term basis reflecting the fact that many regular community centre users work on this basis and thus many bookings and invoices are accepted on a termly basis. This would lead to three reports a year, at the next meeting of this Committee following the end of July, the end of December and the end of March/April (depending upon Easter).

**Performance Indicators**

Officers can offer data on the following:

- Occupancy – i.e. % booked use of each room compared with available hours for each room;
- Income – income received for each building by month (note that income may not be received in the month of actual use and Officers would not initially anticipate doing additional work to match the one to the other). It is assumed that reporting on a termly basis would, over the course of a term, provide a relatively good match of income to usage.
- Unmet demand – from 1 June 2016 Officers have started simple monitoring of potential bookings that they have been unable to accommodate. The plan is to keep the empirical data relatively simple but Officers will also report anecdotally on the types of bookings turned away.

Members are asked to indicate whether they are content to proceed on the basis outlined above by Officers.





**E02-16**

**May 2016**

## **2016 - 2018 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

## ANNEX 1

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

### Pay scales from 1 April 2016

Scale	Points below Substantive range		Substantive Benchmark range		Points above Substantive range
<b>LC1</b>					
	(15-17)		(18-22)		(23-25)
15	£16,772	18	£17,891	23	£21,057
16	£17,169	19	£18,560	24	£21,745
17	£17,547	20	£19,238	25	£22,434
		21	£19,939		
		22	£20,456		
<b>LC2</b>					
	(26-29)		(30-34)		(35-38)
26	£23,166	30	£26,556	35	£30,480
27	£23,935	31	£27,394	36	£31,288
28	£24,717	32	£28,203	37	£32,164
29	£25,694	33	£29,033	38	£33,106
		34	£29,854		
<b>LC3</b>					
	(39-42)		(43-47)		(48-51)
39	£34,196	43	£37,858	48	£42,474
40	£35,093	44	£38,789	49	£43,387
41	£36,019	45	£39,660	50	£44,473
42	£36,937	46	£40,619	51	£45,580
		47	£41,551		
<b>LC4</b>					
	(52-55)		(56-60)		(61-68)
52	£46,727	56	£51,573	61	£59,923
53	£47,885	57	£52,858	62	£61,678
54	£48,943	58	£54,623	63	£63,455
55	£50,313	59	£56,379	64	£65,198
		60	£58,145	65	£66,850
				66	£68,538
				67	£70,265
				68	£72,042

## ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

### Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.717
SCP 16	£8.924
SCP 17	£9.120
SCP 18	£9.299
SCP 19	£9.647
SCP 20	£9.999
SCP 21	£10.363
SCP 22	£10.632
SCP 23	£10.944
SCP 24	£11.302
SCP 25	£11.660
SCP 26	£12.041
SCP 27	£12.440

### SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

## ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

### Pay scales from 1 April 2017

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range		
<b>LC1</b>					
	<b>(15-17)</b>	<b>(18-22)</b>	<b>(23-25)</b>		
15	£17,072	18	£18,070	23	£21,268
16	£17,419	19	£18,746	24	£21,962
17	£17,772	20	£19,430	25	£22,658
		21	£20,138		
		22	£20,661		
<b>LC2</b>					
	<b>(26-29)</b>	<b>(30-34)</b>	<b>(35-38)</b>		
26	£23,398	30	£26,822	35	£30,785
27	£24,174	31	£27,668	36	£31,601
28	£24,964	32	£28,485	37	£32,486
29	£25,951	33	£29,323	38	£33,437
		34	£30,153		
<b>LC3</b>					
	<b>(39-42)</b>	<b>(43-47)</b>	<b>(48-51)</b>		
39	£34,538	43	£38,237	48	£42,899
40	£35,444	44	£39,177	49	£43,821
41	£36,379	45	£40,057	50	£44,918
42	£37,306	46	£41,025	51	£46,036
		47	£41,967		
<b>LC4</b>					
	<b>(52-55)</b>	<b>(56-60)</b>	<b>(61-68)</b>		
52	£47,194	56	£52,089	61	£60,522
53	£48,364	57	£53,387	62	£62,295
54	£49,432	58	£55,169	63	£64,090
55	£50,816	59	£56,943	64	£65,850
		60	£58,726	65	£67,519
				66	£69,223
				67	£70,968
				68	£72,762

## ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

### Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.873
SCP 16	£9.054
SCP 17	£9.237
SCP 18	£9.392
SCP 19	£9.743
SCP 20	£10.099
SCP 21	£10.467
SCP 22	£10.739
SCP 23	£11.054
SCP 24	£11.415
SCP 25	£11.777
SCP 26	£12.161
SCP 27	£12.564

### SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			

## 12. CHURCH STREET ENVIRONMENT ENHANCEMENTS

### **Background**

1. Over the preceding 12 months, Godalming Town Council has, in consultation with Waverley Borough Council & SCC, undertaken a series of environmental improvements relating to street furniture within the High Street & Church Street areas of the Town Centre (Min No. 448-15 refers). This work has been in conjunction with SCC roadway and footpath improvements. SCC have undertaken to conduct further improvements to the footpaths and roadway in Church Street and in order to create maximum benefit from this work the Deputy Town Clerk has investigated the potential for further environmental enhancements within Church Street.

### **Church Street Enhancements**

2. Whilst Church Street is undoubtedly a jewel within Godalming's crown, there are a number of areas which it is considered would benefit from improvements/enhancements. Of the potential improvements, two are easily achievable by Godalming Town Council:
  - a. Provision of a public bench at a convenient location between the town centre and the Phillips Memorial Park. Feedback received regarding the four public seating areas established during an earlier phase of town centre improvements has shown that such facilities are well used and much appreciated by residents; and
  - b. Provision and installation of 15 heritage bollards along the edge of the area formed by the iron stones outside of Church House in order to provide protection of this environmental feature from encroachment of vehicular traffic.

### **Conservation Area Considerations**

3. Church Street is located within the Godalming Town Centre conservation area, as such the Deputy Town Clerk has consulted with WBC Historic Buildings and Conservation Area Officers in order to achieve acceptance of the proposals.
4. Having provided WBC with a number of options that are sympathetic to the conservation area, approval has been granted for use of a Broxap BX 2020 Eastgate cast iron framed/wooden seat bench (photo attached). However, a condition has been imposed that the bench cannot be secured directly to the churchyard boundary wall or anchored directly onto the iron stones. GTC officers have presented a solution acceptable to WBC which would entail using bespoke fixtures (see attached diagram).
5. In keeping with the heritage nature of the conservation area, approval has been sought and granted for use of Broxap 1504 Neston cast iron bollards to provide protection to the iron stone pavement. Having already replaced mismatched bollards along the High Street, the use of this bollard would mean that all bollards within the conservation area will be matching, thus providing both uniformity and ease of replacement.

## Funding

6. The cost of the scheme is detailed below:

<b>Detail (e.g. cost of equipment, installation costs etc.)</b>	<b>£</b>
BX 2090 Bench	398.00
Bespoke fittings	500.00
15 x BX 1504 Bollards	1,725.00
Installation	1,700.00
Delivery	150.00
<b>Total Cost</b>	<b>4,473.00</b>

7. Cllr Cosser has kindly agreed to allocate £1,500 to this scheme from the SCC Community Pride Fund. Encouraged by the WBC Planning Services Planning Projects Team Leader to make a time critical application, along with the support of the WBC ward councillors, Cllr Bolton and Cllr Thornton, the Deputy Town Clerk has made an application to WBC for S106 funding for the balance of the funds and Members are now asked to endorse that application

## Ongoing Costs of Maintenance

8. As with the enhancements already undertaken by GTC to improve the visual environment and provide public amenity within the town centre, the costs of maintenance for additional street furniture fall on the Town Council. GTC has an existing budget of £2,500 for maintenance of land and other property, which is routinely underspent and therefore is assumed sufficient for these maintenance costs in the short term (where such costs will be low in the first instance). Future liability for street furniture will be reviewed as part of the budget-setting process.

## Powers to Provide and Maintain Street Furniture

9. This council may undertake this project by virtue of its General Powers of Competence provided by the Localism Act 2011 s.1(1), alternative powers exist under the Parish Council Act 1957 s.1 and Highways Act 1980, ss.43, 50.

## Recommendation

10. Officers recommend that, subject to successful S106 funding, Members approve the installation of a BX2090 bench and BX 1504 bollards as detailed above.







← Replicates Existing  
RAILING Support  
Bracket

BAR goes under  
Bench Seat  
Bench Secured to  
BAR.

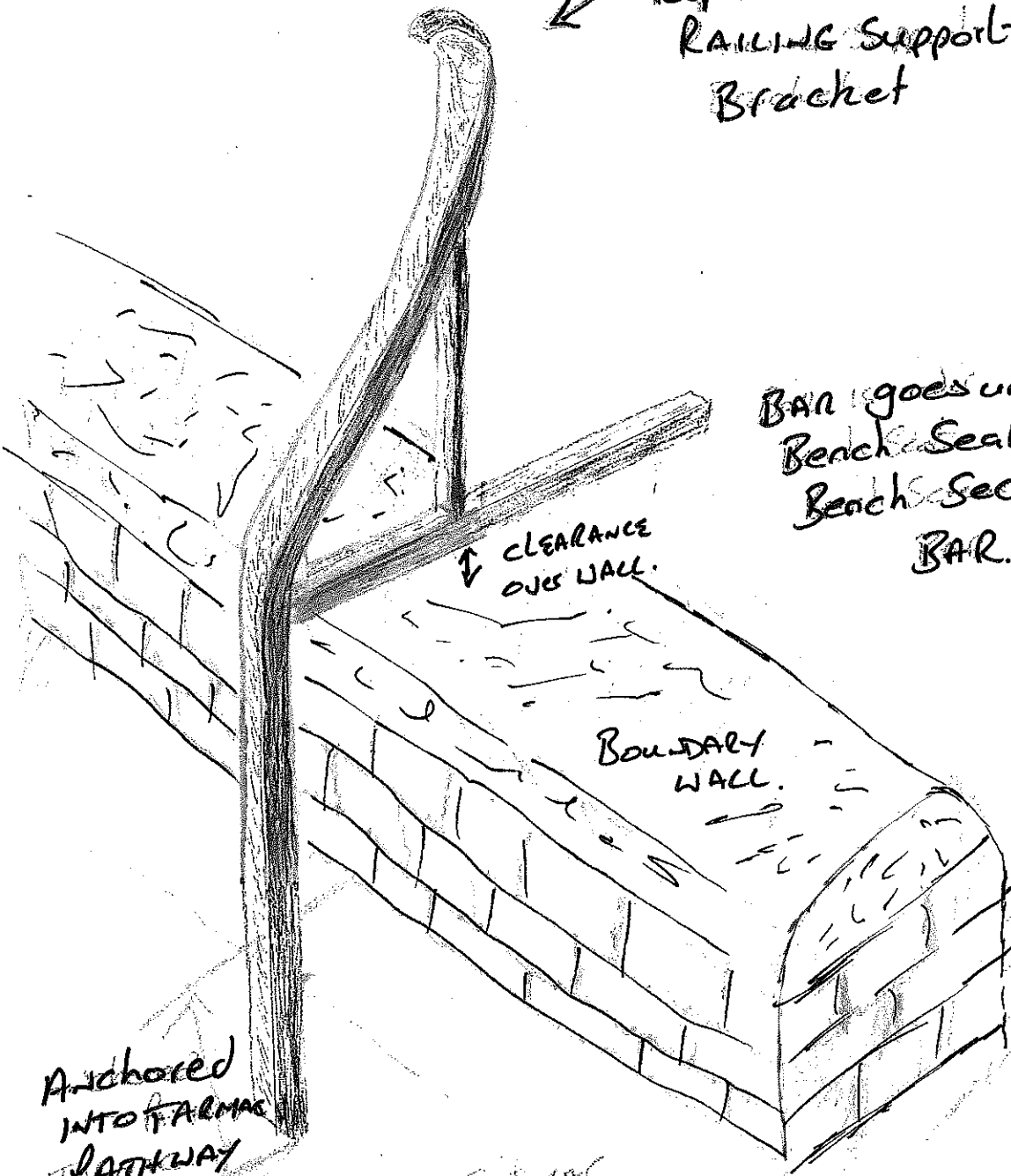
↓ CLEARANCE  
OVER WALL.

BOUNDARY  
WALL.

LOW STONE  
PATH  
AREA

ANCHORED  
INTO TARMAC  
PATHWAY

TARMAC  
PATH



13. GRANTS – OBLIGATIONS FOR SUCCESSFUL APPLICANTS

This report considers whether additional grant conditions should be imposed upon successful applicants. The objective of imposing additional conditions would be, firstly better to ensure that the grant is being applied to the purpose for it was awarded, and secondly to improve the profile of Godalming Town Council and recognition of its role in the activity or project being funded.

Attached to this report is the text of the current letter sent to successful applicants which imposes just one condition “that information is provided on how the money has been spent” and not all grantees return this specific information, although regular applicants are required to submit their accounts the next year and the Town Clerk always checks the extent to which the Town Council’s grant is identified in the accounts. Also attached is a table demonstrating how grants made in 2015/16 were acknowledged by the receiving organisations. The table shows that successful applicants are prepared to acknowledge the Town Council’s contribution and that they have done so in a variety of ways.

Members are asked to consider whether an additional stage should now be added to the grant application process with a “Grant Conditions” form being required before payment is made. In this instance the initial award of grant letter might be amended to read as follows:

“I am pleased to notify you that at a recent meeting of the Godalming Town Council’s Policy & Management Committee, Members agreed grant aid of £ .00 to your organisation.

I enclose a grant conditions form which I should be grateful if you would complete and return together with a bank deposit slip or an original bank statement dated with the last three months (the statement will be returned to you immediately). A BACS payment for the grant will be made as soon as possible after receipt of the completed form.

I am happy to provide further advice if necessary and I look forward to hearing from you.”

The grant conditions form might have the following content:

**Name of Applicant:** (to be completed by GTC staff)

**Amount of Grant:** (to be completed by GTC)

**Bank Account Name:**

**Account Number:** to be completed by applicant

**Sort Code:**

Please enclose a bank deposit slip or an original bank statement (dated within the last three months) as evidence of the bank account details above. The bank statement will be returned to you.

**Grant conditions:**

The grant should be applied to the purpose for which it was awarded and evidence should be provided to the Town Council within one year of the award of this grant that this was the case (or the grant returned).

The Town Council also requires that you work with us to make opportunities to recognise the Council's contribution to [project description to be inserted by GTC staff] and we should like to arrange an appropriate press release and photo opportunity with you and the Mayor of Godalming. We will provide copies of our logo for printed and digital media and we can provide a simple certificate for display if that would be appropriate.

On behalf of [GTC staff to insert name of applicant] I accept the grant conditions set out above.

Signed:

Print Name: to be completed by applicant

Position:

The adoption of a grant conditions form of this nature would require some small amendment to the grant application form. The application form would no longer need to ask to whom a cheque should be made payable. However, the application form should allude to the grant conditions.

Members are asked how they would like to proceed.

**Text of Grant awarded letter**

Town Clerk: Louise P Goodfellow MA CPFA

Tel: 01483 523575

Fax: 01483 523077

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

Municipal Buildings  
Bridge Street  
Godalming  
Surrey  
GU7 1HT

Date

Our Ref: G/FIN/TC/LPG/LP

Dear

**Re: Application for Grant Aid**

I am pleased to notify you that at a recent meeting of the Godalming Town Council's Policy & Management Committee, Members agreed grant aid of £0.00 to your organisation. A cheque for this amount is enclosed herewith.

It is a condition of Town Council grants that information is provided on how the money has been spent and I look forward to hearing from you later in the year.

Yours sincerely

Louise P Goodfellow  
Town Clerk

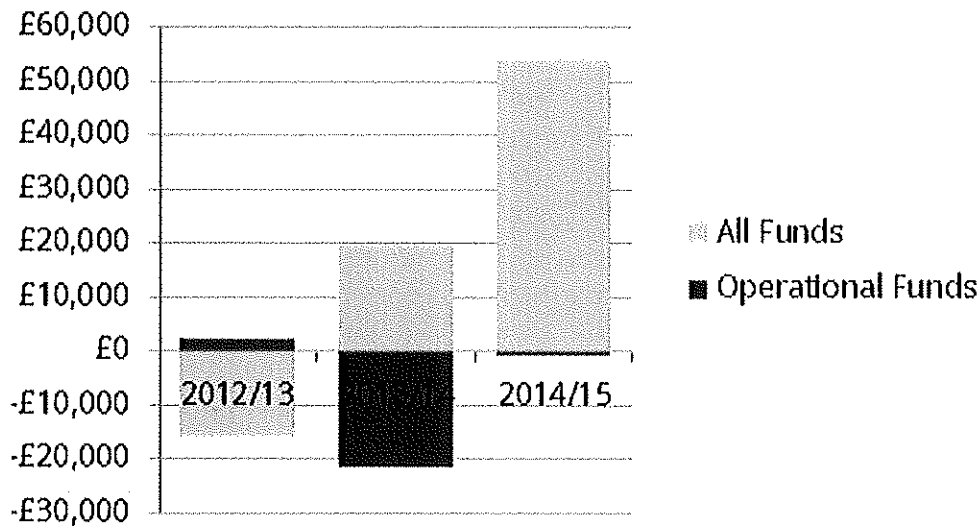
Enc

**Table showing how grants made in 2015/16 have been acknowledged**

<b>Organisation</b>	<b>Amount Granted</b>	<b>Purpose</b>	<b>Evidence of how Grant Acknowledged Attached</b>
Citizens Advice Waverley (Godalming Bureau)	£28,000.00	To assist with costs of maintaining the much-used face-to-face advice service in Godalming	Printout from CAB Waverley Annual Report & Accounts 2014/15 from their website. <b>(A)</b> <i>Observer status at board meetings</i>
Godalming Museum Trust	£5,000.00	To assist with the provision of a Volunteer Co-ordinator	Printout from Godalming Museum website <b>(B)</b>
Victim Support	£100.00	To assist with the costs of recruiting, training and supervising volunteers to maintain the support for victims and witnesses in the Godalming area, both in the community and in the Crown and Magistrates' Courts	N/A
The Cellar Café	£800.00	To assist with the costs of providing 1-2 trips by coach or train to the coast for Cellar customers and their families who cannot afford a holiday, including a simple meal	Letter of thanks <b>(C)</b> & acknowledgement in Newsletter <b>(D)</b>
The National Autistic Society	£2,500.00	To assist with providing a sensory room at the Old Mill Day Service in Godalming to support 15 adults	Letter of thanks <b>(E)</b> & follow-up report <b>(F)</b> <i>Also invitation to the Mayor – different project</i>
Waverley Borough Council	£2,000.00	To provide event infrastructure for a variety of local organisations in coming together to showcase exhibitions and activities commemorating aspects of West Surrey's involvement in the Great War	<i>Invitation to the Mayor</i>
Churches Together in Godalming & District	£600.00	To help fund entertainment, refreshments and publicity including PA system for Christmas Together in Godalming	Letter of thanks <b>(G)</b> & follow-up report <b>(H)</b> . <i>Also invitation to the Mayor</i>
The Godalming Trust	£1,000.00	To assist with the printing and distribution of the programme for Heritage Open Days 2015.	Letter of thanks <b>(I)</b> & acknowledgement in Annual Report 2014/15 <b>(J)</b> <i>Also invitation to the Mayor</i>
Sport Godalming	£1,000.00	To assist with funding for General Fund and operating costs for the charity.	Printout from Sport Godalming website <b>(K)</b> <i>Also invitation to the Mayor</i>
Moss Lane School Association	£2,000.00	To assist towards the cost of the school's playground refurbishment (in particular Phase 2)	Thank you card <b>(L)</b> & photo opportunity (press cutting from Surrey Advertiser <b>(M)</b> )
Waverley Hoppa Community Transport	£5,000.00	To assist in providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and the surrounding villages	Letter of thanks <b>(N)</b> and printout from Hoppa website <b>(O)</b>

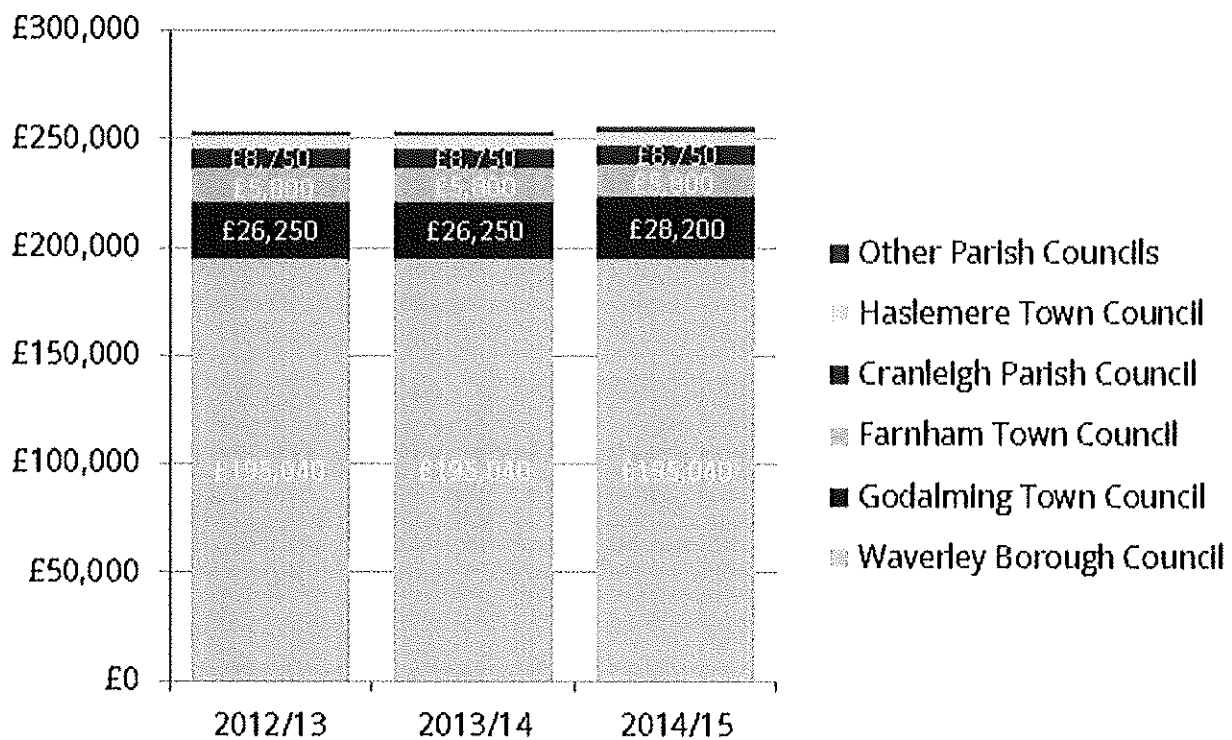
## Net movement in funds

The chart below shows that operating funds fell by £778, but total funds rose by £53,865. This is because we received more funding for restricted projects, which will be spent during 2015/16.



## Local Authority grants

The chart below outlines the grants made by Waverley Borough Council (WBC) and our towns and parishes. The WBC grant has a three-year term (ending April 2015) and has been reviewed with the intention of renewing this for a further three years.





# GODALMING MUSEUM



- Welcome
- What to see and do
- Images
- Education
- Visits/Contacts
- Can you help
- Links

## GODALMING MUSEUM

The friendly museum by the Pepperpot



Beyond the narrow blue entrance, the museum opens out into history and art galleries, a library, shop, coffee shop, garden and Visitor Information Point

[A tour of Godalming in old photographs](#)

## NOW ON

[Collages](#)

by Martin Jones

Showing the latest phase of his work initiated by seeing Matisse's later paintings  
17th May - 4th June

## NEW ON THIS WEBSITE

[Images of events in Godalming from 1881 to 2012](#)

## COMING SOON

[Up the Garden Path](#)

by Liz Sherras Clark

Botanical illustrations, flower portraits and silk paintings  
7th - 25th June

[Godalming Town Walk](#)

Saturday June 4th

2.30pm at The Pepperpot

## Recent acquisitions and loans

[Lutyens letters and watercolours](#)

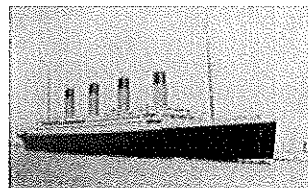
[Stained glass windows](#)

### Local History



**Explore** the [story of the town and surrounding villages, its landscape and its people.](#)  
Explore [its timeline](#) and [historical images.](#)

### Surprising Connections



**Uncover** some [surprising connections:](#) with the [Titanic](#); with [Georgia](#); with [Sir Winston Churchill](#) and with [public electricity](#)

### Architecture and Gardens



**Discover** the art, architecture and gardens of [Gertrude Jekyll](#), [Sir Edwin Lutyens](#) and the South West Surrey [Arts and Crafts.](#)

### Local Studies Library



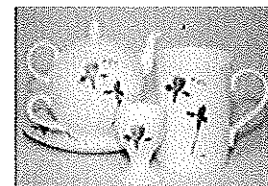
**Delve** into the wealth of information in the [Local Studies Library](#)

### Exhibitions



**Enjoy** [exhibitions](#) featuring the work of local artists and craft workers

### Shop



After a special gift? Why not visit [the museum's shop?](#)

Garden



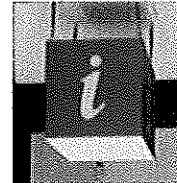
**Relax** with friends in the peaceful garden

Coffee Shop



**Enjoy** refreshments in the coffee shop

Visitor Information Point



'Information about local attractions, activities and services'

Godalming Museum caring for the environment

The museum was founded in 1921 and is administered  
by the Godalming Museum Trust,  
supported by Waverley Borough Council and Godalming Town Council



working with

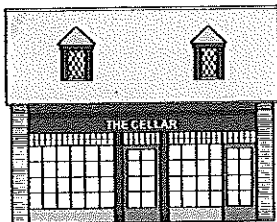


Godalming Museum Trust is a Registered Charity (Charity no. 2921550).  
This website is copyright of Godalming Museum 2013

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# THE CELLAR



[www.thecellarcafe.co.uk](http://www.thecellarcafe.co.uk)

*Our giving is more important than our takings*

RECEIVED

06 JUL 2015

-File

**The Cellar Café**

42 High Street

Crown Court

Godalming

Surrey GU7 1DY

Manager - Debbie Portsmouth

Please reply to:

Jacky Beale

1 Mary Vale

Godalming

Surrey

GU7 1SW

01483 423768

[jackybeale@hotmail.com](mailto:jackybeale@hotmail.com)

2nd July 2015

Louise Goodfellow  
Town Clerk  
Godalming Town Council

Dear Louise

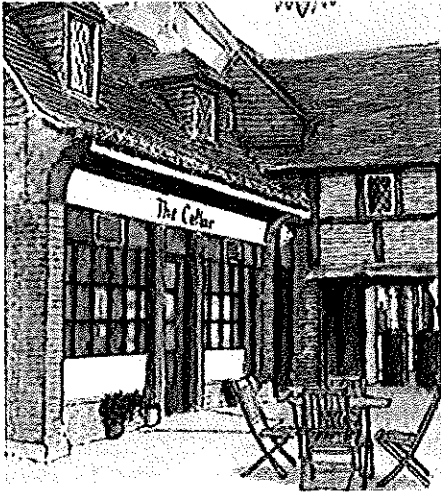
The trustees, staff and customers of The Cellar Café would like to express their sincere thanks for the generous grant of £800 from Godalming Town Council towards day trips to the seaside.

We are very grateful for your continued support to this local charity. This funding plays an important part in allowing The Cellar to provide a day out for individuals and families who are not be able to afford the expense of a holiday, which is an important social experience for low income and vulnerable people in Godalming. It was a pleasure to speak at the Town Council meeting about The Cellar. Please pass on my thanks to the Councillors for the interest and support that they have shown. I will let you know in due course how the money has been spent.

Kind Regards

Jacky Beale (Cellar trustee)

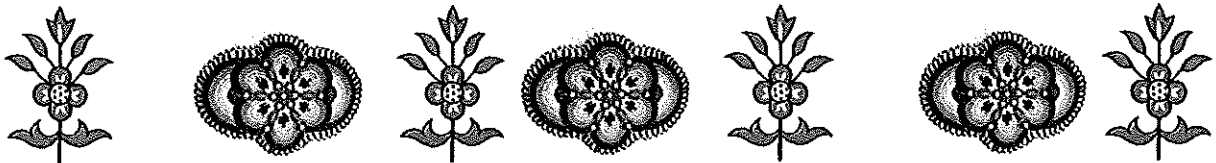
**The Warehouse Christian Trust**  
Chairman of Trustees – Chris Jagger  
Treasurer – Ray Brown  
Charity Registration Number 277631



# The Cellar Café Newsletter Autumn 2015

We hope you have all had a lovely Summer, and are enjoying the last few days of early Autumn sunshine. Many thanks to those who sent their email addresses – this really helps to cut down printing and postage costs. Unfortunately our email was not working for a while. Sorry about the inconvenience. If we haven't received your email, please resend it or if you haven't let us know it yet, please contact [info@thecellarcafe.co.uk](mailto:info@thecellarcafe.co.uk)

We have joined forces with our partner charity, Skillway, for an exciting fundraising evening in a beautiful setting, with a 2 course home cooked Indian meal, Indian entertainment and quiz, and many superb items and promises to auction with auctioneer Colin Swait. We would love you to join us, so please reserve your place with family and friends, make up a table of eight and if you wish, wear a hint of Indian dress! At **£10 per person** it is excellent value, booking essential. Do let us know if have an item to offer or promise to add to our list for the auction.



## **The Cellar Café and Skillway charity event “A TASTE OF INDIA” AUCTION OF PROMISES**

**Saturday 17<sup>th</sup> October 7.30pm**

**Clock Barn Hall, Hambledon**

**Bid for exciting items plus silent auction**

**Curry buffet meal included and pay bar**

**£10 per person – tables of 8 – booking essential**

*Tickets in advance from The Cellar Café, 01483 417097 or Skillway, The Old Chapels, Deanery Road 01483 414081 or email [info@thecellarcafe.co.uk](mailto:info@thecellarcafe.co.uk)*

*We are indebted to Isabel and Kevin Mason for allowing us to use Clock Barn Hall*

**Please contact Jacky Beale on 01483 423768, or [jackybeale@hotmail.com](mailto:jackybeale@hotmail.com) if you able to offer an item, special treat or a promise to auction**

Volunteers are always needed at The Cellar to fill in gaps in the rota and to be available to cover for absences. If you feel you can support Debbie and Emma in any way, please phone The Cellar or come in and have a chat.

Can you help to plan a refurbishment of The Cellar? We need help with designing a new kitchen – if you can offer any advice to help with an update, please get in touch with [jackybeale@hotmail.com](mailto:jackybeale@hotmail.com) or phone 01483 423768.

The Upper Room can be used free of charge by qualified or trainee counsellors to provide affordable low cost or free counselling. If you know of a counsellor who would like to use the room in the daytime or evening, please get in touch with Debbie at The Cellar.



**GCGC Cellar Superstars!**  
 Debbie and Emma, the staff at The Cellar and some of the volunteers have been having a wonderful time singing with Godalming Community Gospel Choir (GCGC). In July the choir reached the finals of Gospel Choir of the Year which was recorded for BBC's Songs of Praise at Hackney Empire. This was broadcast on 30<sup>th</sup> August and 6<sup>th</sup> September. You can watch them on iPlayer. GCGC also featured in BBC's The One Show on 26<sup>th</sup> August. Everyone had an amazing experience and the joy and enthusiasm in their singing and praise was delightful.



*Jottings*                      "When you pass through the waters, I will be with you." (Hebrews 43 v2)

At the beginning of August, a group of Cellar friends and customers enjoyed a coach trip to Worthing. The sun shone and the journey through the beautiful Surrey and Sussex countryside was relaxing and spirit-lifting. The tide was out on our arrival, and there was a brisk wind. Some of the group walked into the town, others relaxed on the beach and some of us walked along the pier, admiring an exhibition by local artists. After a hearty lunch of fish and chips in the beautifully restored Art Deco pier-end restaurant, the tide was high and we watched the fishermen and the waves breaking on the shingle.

The sea is always moving and changing. Yet if you look out to the open sea, it appears still. Everything around us changes, but ..... "Jesus Christ is the same yesterday and today and forever." (Hebrews 13 v8) Thank you to the organisers and our capable driver, for a super, memorable day. We are very grateful to Godalming Town Council for a grant of £800 which helped to fund this outing.  
 Jo R



~~~~~  
 This newsletter has been put together by Jacky Beale in the hope that it will help you keep in touch with The Cellar family. Grateful thanks to Jim Brunt for his continued advice and support in sending it by email.

- PSM 17/Dec



The National  
Autistic Society

RECEIVED  
- 7 DEC 2015

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

393 City Road  
London EC1V 1NG  
T: 020 7833 2299  
F: 020 7833 9666  
E: [nas@nas.org.uk](mailto:nas@nas.org.uk)  
[www.autism.org.uk](http://www.autism.org.uk)  
Autism Helpline: 0808 800 4104

3<sup>rd</sup> December 2015

Dear Sir/Madam,

In June Godalming Town Council kindly awarded the National Autistic Society £2,500 towards a sensory room for adults with autism at Old Mill Day Service in Surrey. Thank you. Enclosed is a report on how your generous grant has helped these adults. Most of the sensory equipment has now been purchased and installed, and we are continuing to fundraise for the remaining equipment. The sensory room has already made such a difference for the adults using the service, some of whom struggle from severe anxiety and with the help of the equipment have been able to find moments of calm for the first time.

Thank you so much for helping to make this sensory room a reality for the vulnerable adults we support in Surrey, we really appreciate it.

If you would like to learn more about the Old Mill Day Service or the work of the National Autistic Society, please do not hesitate to contact me.

Kindest regards,

**Rachel Prescott-Smith**  
Trusts and Statutory Officer  
020 7903 3527  
[Rachel.prescott-smith@nas.org.uk](mailto:Rachel.prescott-smith@nas.org.uk)

Accept difference. Not indifference.

# A report for Godalming Town Council

In June Godalming Town Council kindly awarded the National Autistic Society £2,500 towards a sensory room for the adults we support at Old Mill Day Service in Godalming, Surrey. With your generous grant and the grants of others we were able to purchase most of the equipment needed for the sensory room. This includes the bubble tube, sensory wall, projector, fibre optic lights and weighted blanket. We are still fundraising to purchase the remaining equipment.



*The sensory wall and bubble tube in the new sensory room*

The benefits have already been tremendous for the people we support at Old Mill, who have thoroughly enjoyed spending structured time with the sensory equipment as often as possible.

One of the adults we support, Mark, whose anxieties make it difficult for him to sit calmly without interaction, has been able to lie back on a bean bag holding his hands and watching the water reflection projector, with added stimulation of the bubble tube. He has been able to relax for a full 20 minutes before being supported to turn the items off and leave the room for another person.



*Mark calmly enjoying the water reflection projector and bubble tube*

One person we support absolutely loves the tactile wall as it gives him the opportunity to experience different textures in his own time, showing a clear preference for some textures over others.

Another adult who attends the service, Harriet, loves reflective and shiny materials and has been supported to experience the fibre optic lights. For her to participate in an activity for more than two or three minutes at one time is a challenge, and yet when using the sensory room with one item on at a time she will explore the room with support for at least five minutes, sometimes as long as twenty minutes.

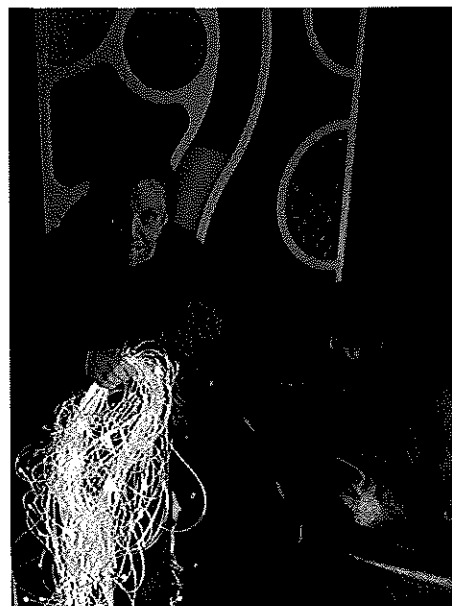


*Harriet loves the fibre optic lights*

Fran, another adult we support, will decide which items she wants to explore and will favour certain items on certain days. She particularly likes the weighted blanket with the fibre optic lights.

**"The difference this room has made to our service is incredible, we have seen a drop in some people we supports behaviours and a rise in some people we supports focus and interaction.**

**They may not be able to express their gratitude themselves but I can tell you on their behalf how much this sensory room has meant to them and the difference it has made."** James Lang, Manager at Old Mill Day Service.



*Fran particularly likes the weighted blanket with fibre optic lights*

Thank you so much for allowing us to provide a sensory room for vulnerable adults with autism in Godalming.

9

18 Franklyn Road,  
Godalming,  
Surrey.

Sunday, 1st  
November, 2015

RECEIVED  
03-NOV-2015

Budget 2016  
£            £

5,840  
900  
1,000  
-  
-  
-  
-  

---

7,740

Dear house,

I am writing to acknowledge with thanks the grant of £600 for the expenses involved in Christmas Together in Godalming. I will, as usual, send details of the expenses, following the event.

I also enclose a copy of the Churches Together accounts for the year ended 31st August 2015.

2,000  
1,000  
130  
700  
200  
10  
20  
1,000  
200  
-  
-  

---

5,260

Yours,  
Tachy Tucker

2,480  

---

5,000  
(2,520)  
3,026  

---

---

506

Notes

- 1 The combined service gifts were passed through The Bear Trust and amounted to £1,243.44 (2014: £1,330.45). This was divided equally between Médecins Sans Frontières and The Cellar.

H.

RECEIVED  
16 DEC 2015

**CHURCHES TOGETHER IN GODALMING**

18 Franklyn Road,  
Godalming, Surrey GU7 2LD  
01483-415702

Godalming Town Clerk,  
Godalming Town Council,  
Bridge Street, Godalming, Surrey. GU7 1HT

13-12-15.

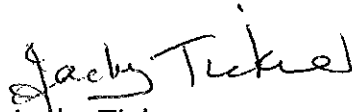
Dear Louise,

**Christmas Together in Godalming 2015**

I list below how the grant of £600 was spent this year.

|                              |        |
|------------------------------|--------|
| Entertainers                 | £190   |
| Fleur-de-Lys Morris          | £75    |
| 1 <sup>st</sup> Aid Services | £100   |
| Refreshments                 | £47.10 |
| Publicity Printing           | £26.00 |
| PA System and Sound Engineer | £200   |

Donations for our stalls helps with the deficit.

  
Thanking you – Jacky Tickner



# THE GODALMING TRUST

Registered Charity No 263033

9 Summerhouse Close Godalming Surrey GU7 1PZ

Louise P Goodfellow MA CPFA  
Town Clerk  
Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming GU7 1HT

RECEIVED

30 OCT 2015

27<sup>th</sup> October 2015

Dear Louise

On behalf of The Godalming Trust I would like to thank the Town Council for its grant towards the cost of Heritage Open Days in Godalming in 2015. The total cost of printing and distribution of our programmes for the two days was £1260. We receive £250 sponsorship from the company of one of our committee members. So the council's £1000 almost covers the remaining cost, which has, of course already been spent.

Yours sincerely

Angus Palmer  
Chairman – The Godalming Trust



### Treasurer's Report

Financially this has been another good year for The Trust and we have managed to increase our surplus from last year. Our bank accounts are now in a very healthy state, so much so, that recently we have been able to move money from our current account into our interest earning deposit account.

The Film Show that was enabled by The Godalming Photographic Society earned us a profit of nearly £250 which isn't shown clearly in our accounts as some of the ticket sales happened in the previous financial year. Our deposit account interest has declined in common with all other deposit account rates but seems to be stable at the moment and despite looking around is the best that we can obtain at present. For the first time we received sponsorship for the Heritage Open Days and we must thank Hamptons for their generosity in doing this. The Godalming Town Council continue to support our work for the Heritage Open Days by awarding us a substantial grant which is amazing considering the considerable financial constraints that councils are under these days.

Sales of our publications continue to do well and this year sales matched fairly closely what we sold last year. However, our two outlets have been Godalming Museum and Squires Garden Centre at Milford and Squires have told us that they only want to sell publications with barcodes on them. As the cost of putting on barcodes is pretty prohibitive we will only be able to sell them at the Museum.

The other income that has increased our finances substantially has been the Gift Aid tax refund and I would encourage all our members to sign up for Gift Aid as it enables us to claim up to 25% for all membership fees.

Our outlays this year have remained very much the same except that your committee decided to give Waverley Borough Council a £250 donation towards the cost of the Waverley Design Awards.

### Membership Report

We currently have 84 single members, 194 family members, 2 corporate members and 112 life members making a grand total of 392 members which is roughly the same number as last year.

We have e-mail addresses for about a quarter of our membership which is a very effective way of communicating with our members and the proportion of e-mail addresses is slowly rising. Please let us know if you feel we don't have your e-mail address.

I would like to thank members for continuing to support the work of the Godalming Trust and a special thank you to those members who give over and above the membership fee.

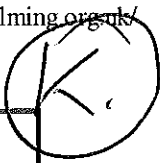
### Housing in Godalming – An Update

Last year I wrote an article which considered a number of housing developments, either underway or proposed, in the Godalming area. This year I am updating the position and reviewing the more significant recent planning applications.

The revised Waverley local plan has not yet been finalised, but in September 2014, Waverley Borough Council issued a consultation paper, 'Makingwaves', setting out various alternative options and inviting feedback from local residents and other interested parties. The paper envisaged four scenarios, each of which allocated 1,050 new homes to Godalming, but three of the suggestions could have a considerable impact on Godalming and its local villages because they involved the development of Dunsfold Aerodrome. Options ranged from 1,800 homes to 3,400.

A previous application for housing development at Dunsfold was turned down on the grounds that the local infrastructure, particularly roads, was inadequate. However, a Government paper issued in July

41



# SPORT GODALMING

Promoting Local Sport



- Home
- About Us
- Clubs
- Funding
- Go for Gold
- Sports News
- Sports Awards
- Events
- Contact Us
- Picture Gallery



### SPORT GODALMING NOTICEBOARD



**HASLEMERE BUMPY TRIATHALON**  
 For details of the triathlon on Sunday 5th of June click on the poster. To register go to: [www.haslemerebumpytriathlon.co.uk](http://www.haslemerebumpytriathlon.co.uk)

### SUPPORTING SPORT IN GODALMING AND SURROUNDING VILLAGES



#### GODALMING RUN CELEBRATES 5TH ANNIVERSARY IN STYLE



The atmosphere was buzzing for the 5th annual Godalming Run, on 15th May 2016, as 865 runners were cheered on by a lively crowd. Participants took part in a 1k fun run, a challenging 5k, and tough 10k – all in aid of Sport Godalming's Go for Gold Champions Fund. With numbers up on recent years, the runners raised more than £3,000 for the charity which benefits local aspiring Olympians.



Event organisers included Sport Godalming, Charterhouse Club, Waverley Harriers, and Godalming Town Council; with the support of Waverley Borough and Surrey County Councils. A team of marshals, led by Sharon Carter (Charterhouse Club) and Penny Elliot (Waverley Harriers) ensured trouble free registration and safety around the whole course. The Deputy Mayor of Godalming, Councillor Simon Thornton, was in attendance and wished the runners well before they set off. Race Director, Tim Ostle (Charterhouse Club) ensured all participants were briefed before each run and encouraged the large crowd of supporters to cheer in all finishers. Meanwhile, The New London Concert Band performed at the bandstand and they played a variety of compositions.



The fun runners took off from the Phillips Memorial Park at 10:30am, followed by the 10k at 11am and the 5k shortly after. Keen runner Christina Kirkby, 9, won the 1k and she represented the Waverley Harriers. Twin brothers, Tom and Ben Blamey, 13, came in first and second place in the 5k.

[click here to read more...](#)

View more photos of the run in our gallery.. all photos courtesy of Phil Kemp [weyriver.co.uk](http://weyriver.co.uk)

#### 2016 AGM GUILDFORD RUGBY CLUB



Godalming's 2016 AGM was an inspiring reminder of the amazing sporting talent we have in local area.

Chairman Simon Crowther, supported by the Sport Godalming team and the Mayor's of Waverley and Godalming, took the opportunity to describe what we have been doing during the last year and also what we have planned for 2016. (For the Chairman's report [click here](#))

There were also presentations and interviews with our successful Go for Gold Applicants including Nicky Greenhill, Patrick Croghan and Adelle Tracey, (whose mother gave a enlightening interview on Adelle's training programme). Other grants were given to inspiring local athletes competing on the international stage: Peter Vincent (Judo) and Taekwondo duo Megan Davey and Jordan Green.

Tim Williams, President of Guildford Rugby Club, gave a frank and amusing talk about the club's growth and successes, and how they have risen to the challenge of the serious funding raising that is needed to maintain the new clubhouse.

Annie Denton gave a interesting presentation on the history and successes of the the Eistead Riding Club.

Finally but by no means least, 'Sports Personality of the Year' Christine Crossley gave a really facinating account of her life in Badminton. Many of the audience were shocked to learn how fast those shuttcocks fly!

For photos of the AGM see our [gallery](#). All photos of the night courtesy of Phil Kemp.

#### SPORTS AWARDS 2016

Will be held at the Willfrid Noyce Centre on **Friday 28th October** - more details to follow nearer the time

#### WAVERLEY COUNCILLOR WINS WORLD CROQUET CHAMPIONSHIP!

Stephen Huliner, a Waverley Councillor and Chairman of Guildford & Godalming Croquet Club, has just won the Association Croquet World Championship, held in Palm Beach, Florida on 24 April 2016. There were 80 contestants from around the world with 32 going through to the final knockout stage. Stephen beat David Mab, of of the USA in the best-of-five final which lasted eleven and a half hours. Congratulations to Stephen on this magnificent achievement.

#### SURREY FA YOUTH LEADERS CAMP

Surrey FA has opened bookings for Its Young Leaders Camp 2016 which is open to 14-25 year olds.

A choice of two courses at a reduced rate in the summer is also offered for attendees of the Young Leaders Camp and places on these two courses are limited, so please book early to avoid disappointment.

Please follow [this link](#) for more information about the camp and how to book

#### NEXT EXECUTIVE COMMITTEE MEETING

Executive Committee Meeting **Thursday 7th of July** venue Hambledon FC 7.30pm for 7.45.

#### MANY THANKS TO OUR SPONSORS



[Member Clubs](#)

[Go for Gold](#)

[Get in Touch](#)

(L)



A Very BIG Thank You



I thank you for your donation  
From all the children at  
Moss Lane School



RECEIVED  
21 MAR 2016

Thank you ever so much for your kind donation to our School Playground Redevelopment Project.

As you will see from the front of this card, we have now completed our very own 'Pepperpot' and are fundraising for the completion of the next phase - a farmyard and tractor multi-play area to adjoin it.

None of this could be possible without your kind support and we are very grateful.

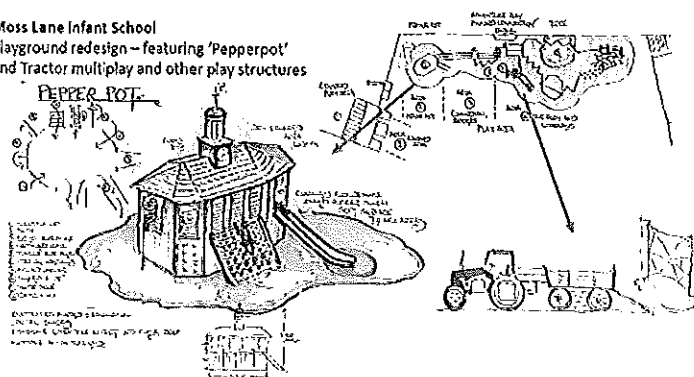
Thank you again and best wishes

From

All the Children, Staff and Governors  
Of Moss Lane School



Moss Lane Infant School  
Playground redesign - featuring 'Pepperpot'  
and Tractor multiplay and other play structures



**Moss Lane School**  
Moss Lane, Godalming, GU7 1EF  
Tel. 01483 417214 Email: [admin@moss-lane.surrey.sch.uk](mailto:admin@moss-lane.surrey.sch.uk)

M

22/4/16



Mayor of Godalming Cllr Anne Bott and pupils from Moss Lane School with the new Pepperpot-themed play structure.

## Pots of fun ahead in school playground

A 'VALUABLE outdoor resource' at an infant school in the shape of Godalming's Pepperpot has been unveiled.

It was smiles all round as Moss Lane Infant School successfully completed phase

two of its extensive playground redevelopment project, with the construction of the Pepperpot-themed multi-play structure by Flights of Fancy.

Headteacher Victoria Abbott said: "It is fantastic to

provide the children with this valuable outdoor resource.

"They love it and it is really helping to develop their curiosity and well-being. We can't thank the local community enough for their continued and generous support."

The playground redevelopment project was supported by Godalming Town Council, Waitrose Godalming, Godalming & Villages Lions Club, Burns & Webber Estate Agents, Golo and a number of private donors.

N.



Waverley Hoppa Community Transport  
Unit 8, Towergate Business Centre  
Combe Lane  
Wormley  
Surrey  
GU8 5SZ  
Tel: 01428 681710  
Fax: 01428 681633  
Email: [steve.forward@hoppa.org.uk](mailto:steve.forward@hoppa.org.uk)

File Grants

RECEIVED  
5 FEB 2016

Louise Goodfellow – Town Clerk  
Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HR

2nd February 2016

**Re: Application for Grant Aid**

Dear Mrs Goodfellow

We were very pleased to receive the Grant Aid cheque for £5,000.00 to support the Hoppa organisation. Please extend our sincere thanks to the Members of the Council's Policy & Management Committee. The funds will be used specifically to support the Hospital Hoppa Service.

On behalf of the Hoppa Board of Trustees, the continued support of the Members of Godalming Town Council for Hoppa and specifically the Hospital Hoppa service is greatly appreciated.

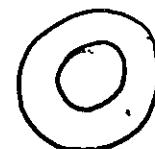
Yours sincerely,

**Steve Forward**  
**General Manager**





Supporters



## Supporters

### Waverley Borough Council

Hoppa was conceived via an initiative supported by Waverley Borough Council and others in 2000, which became fully operational in May 2002. Waverley has continued to support Hoppa's Dial-a-Ride and Demand Responsive Transport services through annual grant assistance since then and our partnership working arrangements were formalised in 2012 via a Service Level Agreement. The continuation of the Service Level Agreement gives us the confidence to plan for the future.



Although Hoppa is an independent organisation we do enjoy a high degree of Officer and Councillor support through Waverley, which helps facilitate a wider range of door-to-door transport services for the residents of Waverley. This in turn helps Waverley achieve its objectives to enable people to stay independent and reduce social isolation.



### Surrey County Council

Together with Waverley Borough Council and others, Surrey County Council was instrumental in raising funds through The Countryside Agency and the Rural Bus Challenge to procure the vehicles, premises and infrastructure required to create Waverley Community Transport, later renamed Waverley Hoppa Community Transport and when charitable status was obtained.



Surrey County Council has continued to provide annual grant assistance since our creation in support of the Dial-a-Ride and Demand Responsive Transport services we provide in the Borough of Waverley, which assists Surrey County Council deliver its Well Being Agenda for Older People.



### Godalming Town Council

Hoppa's Hospital Hoppa service has been fortunate in being



the recipient of an annual revenue grant for many years, which has greatly benefited the residents of Godalming Town who find it difficult to access local health facilities.

**Become a member of the hoppa club today, registering is FREE!**

[Click here to register](#)

Virtually since it's conception, Hoppa has enjoyed the support of Haslemere Town Council. This has been by way of an annual revenue grant in support of all the community transport services Hoppa provides, to the benefit of all those who live in the town.

### What is hoppa?

#### Donations

We provide a number of support for our regular customers and our services are greatly appreciated. Districts of Dorking, Haslemere, Waverley, all of which are wheelchair accessible. »

### Local News

Watch models being transported into a way of BA deals to Florida. Sledge hammer riders who stole £306K from mobile phone shops jailed

### Using hoppa

To use a hoppa service (with the exception of scheduled services) you must first register as a member. Registration is free and can be easily completed online. »

18 pubs around Epsom Downs Racecourse ideal for Derby Day  
What we can expect new seafood bar at Guildford Harbour Hotel to look like

### Contact Us

Bookings and enquiries: 01428 681701

Monday to Friday: 8.30am and 4.00pm  
(Closed between 12.30pm and 1.00pm)

Waverley Hoppa  
Community Transport  
Unit 8, Towergate Business Centre  
Coopers Place, Combe Lane  
Wormley, Surrey GU8 5SZ  
Tel: 01428 681 701 | Fax: 01428 681633  
[Click here to contact us by email](#)

## GODALMING TOWN COUNCIL

### Application for Grant Aid

1. Name of Voluntary Organisation  
*Farncombe Day Centre, managed by Age Concern Farncombe (independent charity 801089)*

2. Contact Name, Address and Telephone Number  
*Alison Johnson, Chair, Executive Committee, Farncombe Day Centre, St Johns Street, Farncombe, GU7 3EH*

*Tel 01483 426 685*

*email: farncombedaycentre@btinternet.com or ajohnson424@gmail.com*

3. Details of Organisation; is it

- a) A Charity? *Yes, independent charity 801089*
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation?

*The Farncombe Day Centre aims to improve the quality of life of the elderly in the Farncombe and Godalming area in the following ways: (1) to encourage social inclusion by providing a welcoming and stimulating environment in which to meet and socialise; (2) to facilitate and promote better health (both physical and mental) of the elderly; and (3) to enable the elderly to be independent and enjoy life in their homes for as long as possible.*

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

*The Centre raises approximately 40% of its revenues through affordable user-charges for its services, including hot lunches, teas, coffees and snacks, minibuss pick-up/return, hire charges for use of the premise, and assisted bathing.*

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

*The membership of the charity is 182. There is no annual fee or subscription charge.*

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)

*This is included in the Annual Report and Accounts*

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 Report and Accounts for 2015-16 are currently being prepared. The main activities of the Centre in 2015-16 were the continuing provision of services and social activities for the elderly in the Farncombe and Godalming area. The demand for the Centre's services remained strong. The number of people coming to the Centre for hot nutritious lunches increased in the second half of the year, while there has been a 20% increase in demand for both the Centre's minibus and its assisted bathing service. The Centre has introduced new monthly themed hot lunches, which have proved to be very popular, as well as new social activities for users.*

*Although there were no special projects undertaken in 2015-16, the Centre has been planning for 3 projects in 2016-17: the refurbishment of the Centre's commercial kitchen and servery area (funding being sought), the redesign of the Centre's garden (fully funded) and the refurbishment of the hairdressing salon (fully funded).*

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

*The Centre is seeking funds to refurbish its commercial kitchen and servery area, initially installed when the Centre was established in 1988. Although some equipment has been replaced over the years, some of it dates back to the original installation. This equipment is now becoming unreliable and very costly to repair and maintain. Furthermore, it is no longer possible to get replacement parts for the cooker.*

*The kitchen and servery facilities need to be updated to meet current standard; for example by having separate sinks for food preparation and washing-up, whereas there is currently only one sink. The flooring and wall tiles need to be replaced to meet current food hygiene requirements.*

*The details of the work to be undertaken and the procurement process followed are set out in the Kitchen Refurbishment Specification V4 and Procurement Process documents attached. The documents supplied in support of our application include the first round estimates received from Caterplan, Nelsons and 24/7 (combined bid) and Hopkins, and the second round estimates from Caterplan and Nelsons and 24/7 (combined bid). Following a detailed analysis of the second round estimates, Caterplan has been identified by the Executive Committee as the preferred supplier.*

*The Centre occupies premises which are owned by Waverley Borough Council. The Council has been fully informed and given permission for the project. A letter setting out this permission is attached.*

- b) Specify
- Total Estimated Cost £ 59,000
  - Amount already available £ 0
  - Amount expected to be available at commencement £ 59,000
  - Dates scheduled to commence and finish *Work is expected to commence in January/February 2017 and will take 3-4 weeks to complete.*

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 |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <i>Surrey County Council Community Improvement Fund</i> | <i>£30,000 – being applied for</i>                                                                                                                                    |                 |
| <i>Waverley Borough Council</i>                         | <i>£20,000 – being applied for</i>                                                                                                                                    |                 |
| <i>Centre fundraising activities</i>                    | <i>£5,000 – to be raised from Centre Fete at Canon Bowring grounds on June 18, quiz night in October, Christmas fair as well as through user events at the Centre</i> |                 |

*Any shortfall in funding is to be met from the Centre's reserves.*

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

a) *Amount £ 5,000.00*

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

- Amount *£ 554.00*
- Date *January 2014*
- Project *Kitchen catering utensils (baking trays, cake tins, bench mounted tin opener, steamer), kitchen staff uniforms for staff and aprons for volunteers*

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

*The Centre currently serves on average 140-145 hot lunches a week as well as all-day tea, coffee, snacks and take-home sandwiches for users. Improving the kitchen and servery facilities will enable us to cater for more people, more efficiently, economically and safely. It will help reduce the current costs of equipment repairs and replacements. It will also enable the Centre to continue to maintain its top food hygiene rating, which is important when catering for*

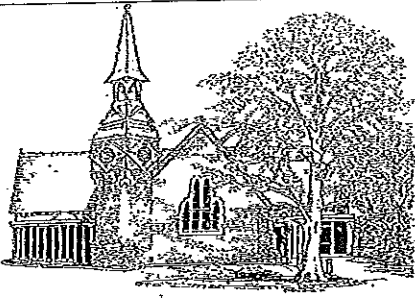
vulnerable elderly people.

The Day Centre is also hired by community groups and others for social functions and having a fit-for purpose, new fully functioning kitchen will make it a more attractive venue for hire, thereby providing increased income to the Centre to support its long-term sustainability.

|                                                                                                                                    |                        |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.             |                        |
| Signed <u>Alison Johnson</u>                                                                                                       | Date <u>20.05.2016</u> |
| Capacity in which signed<br><u>Chair, Executive Committee</u>                                                                      |                        |
| Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings,<br>Bridge Street, Godalming, Surrey, GU7 1HT. |                        |
| Please note that financial information provided may be discussed in a public forum.                                                |                        |

Please state who the cheque should be made payable to should your application be successful

Age Concern Farncombe



Age Concern Farncombe  
Farncombe Day Centre  
St Johns Street, Farncombe  
Godalming, Surrey GU7 3EJ  
Tel: 01483 426685  
Email: [farncombedaycentre@btinternet.com](mailto:farncombedaycentre@btinternet.com)  
Website:  
<http://farncombedaycentre.org.uk/wp/home/>  
Registered charity No 801089

20 May 2016

Ms Louise Goodfellow  
Town Clerk  
Godalming Town Council  
Municipal Buildings, Bridge Street  
Godalming  
GU7 1HT

RECEIVED  
20 MAY 2016

Dear Ms Goodfellow

Please find enclosed an application to Godalming Town Council for grant funding towards the refurbishment of the commercial kitchen of the Farncombe Day Centre. In addition to the completed application form, I am attaching the following documents in support of our application:

- the Constitution of Age Concern Farncombe, the charity which manages the Farncombe Day Centre,
- the charity's Report and Accounts for 2014-15, the Report and Accounts for 2015-16 is currently being prepared,
- Farncombe Day Centre budget for 2016-17
- Letter from Waverley Borough Council re permission for the project
- Kitchen Refurbishment Specification V4 prepared by the Executive Committee
- Procurement Process drafted by the Executive Committee
- Estimates for the work: First round estimates from Caterplan, Nelsons and 24/7 (combined bid) and Hopkins; Second round estimates from Caterplan and Nelsons and 24/7 (combined bid)

Should the Town Council require any additional information from us about our application, please do not hesitate to contact me.

Yours sincerely

Alison Johnson  
Chair, Executive Committee  
Age Concern Farncombe

Supported  
by  
**Waverley**  
BOROUGH COUNCIL  
Waverley Borough Council is a member of the Waverley Group of Councils

# CONSTITUTION OF AGE CONCERN FARNCOMBE

First Adopted 15 February 1989

Amended 9th November 1992, 13th June 1995, 17<sup>th</sup> July 2008, 24<sup>th</sup> July 2014

## PART 1

### 1. Adoption of the Constitution

The organisation and its property will be administered and managed in accordance with the provisions of Part 1 and Part 2 of this constitution.

### 2. Name

The organisation's name is Age Concern Farncombe hereinafter referred to as "the charity".

### 3. Objects

The object of the charity ("the objects") is to promote the welfare of elderly people in any manner which now is or hereafter may be deemed by law to be charitable within the Godalming area (hereinafter called the "area of benefit").

### 4. Application of income and property

1) The income and property of the charity shall be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him/her when acting on behalf of the charity.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

2) None of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any members of the charity. This does not prevent a member who is not a trustee from receiving:

a) A benefit from the charity in the capacity of a beneficiary of the charity;

b) Reasonable and proper remuneration for any goods or services supplied to the charity.

### 5. Benefits and payments to charity trustees and connected persons

1) General provisions

No charity trustee or connected persons may:

(a) Buy or receive any goods or services from the charity on terms preferential to those applicable to members of the public;

(b) Sell goods, services or any interest in land of the charity;

(c) Be employed by, or receive any remuneration from, the charity;

(d) Receive any other financial benefit from the charity;

unless the payment is permitted by sub-clause (2) of this clause, or authorised by the court or the Charity Commission ("the Commission"). In this clause, a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.



- 2) Scope and powers permitted trustees 'or connected persons' benefits
  - a) A charity trustee or connected persons may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the trustees do not benefit in this way.
  - b) A charity trustee or connected person may enter into a contract for the supply of services, or goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, section 185 of the Charities Act 2011.
  - c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the charity trustee or connected person.
  - d) A charity trustee or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England base rate (also known as the base rate).
  - e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the charity. The amount of rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
  - f) A charity trustee or connected person may take part in any normal trading and fundraising activities of the charity on the same terms as members of the public.
- 3) Payment for supply of goods only – controls

The charity and its charity trustees may only rely upon the authority provided by sub-clause 2(c) of this clause if each of the following conditions is satisfied:

  - a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity and the charity trustee or connected person supplying the goods ("the supplier") under which the supplier is to supply the goods in question to or on behalf of the charity.
  - b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
  - c) The other charity trustees are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a charity trustee or connected person in reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
  - d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
  - e) The supplier does not vote on any such matter and is not to be counted when calculating

whether a quorum of charity trustees is present at the meeting.

- f) The reason for their decision is recorded by the charity trustees in the minutes of the meeting.
  - g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 5.
- 4) In sub-clause (2) and (3) of this clause:
- a) 'the charity' includes any company in which the charity:
    - i) holds more than 50% of the shares; or
    - ii) controls more than 50% of the voting rights attached to the shares; or
    - iii) has the right to appoint one or more trustees to the board of the company.
  - b) 'connected person' includes any person within the definition set out in clause 34 (interpretation).

#### 6. Dissolution

- 1) The charity may at any time be dissolved by a resolution, supported by not less than two-thirds of those present and voting at a meeting of the charity and specially convened for that purpose, and of which at least twenty one clear days notice, shall be given to all members of the charity.
- 2) If the members resolve to dissolve the charity the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.
- 3) The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- 4) The trustees must apply any remaining property or money :
  - a. directly for the objects;
  - b. by transfer to any charity or charities for purposes the same or similar to the charity;
  - c. in such manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.
- 5) The members must pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs a. – c. inclusive of sub-clause (3) above.
- 6) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity).
- 7) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

## 7. Amendments of constitution

- 1) The charity may amend any provision contained in Part 1 of this constitution provided that:
  - a. no amendment may be made that would have the effect of making the charity cease to be a charity in law;
  - b. no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity;
  - c. no amendment may be made to clause 4 or 5 without the prior written consent of the Commission;
  - d. any resolution to amend a provision of Part 1 of the constitution is passed by not less than two thirds of the members present and voting at a general meeting;
  - e. the terms of the amendments to be proposed shall be published by display on the premises occupied by the charity by the secretary with at least fourteen clear days notice of the date of a general meeting.
- 2) Any provision contained in Part 2 of the constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting. The terms of the amendments to be proposed shall be published by display on the premises occupied by the charity by the secretary with at least fourteen clear days notice of the date of a general meeting
- 3) A copy of the resolution amending this constitution shall be sent to the Commission within twenty-one days of it being passed.

## Part 2

### 8. Membership

- 1) Membership is open to individuals over eighteen, who are regular users, volunteers and staff, or organisations, who are interested in furthering the work of the charity, and who are approved by the trustees.
- 2)
  - a. The trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.
  - b. The trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
  - c. The trustees must consider any written representations the applicant may make about the decision. The trustees' decision following any written representations must be notified to the applicant in writing but shall be final.
- 3) Membership is not transferable to anyone else.
- 4) The trustees must keep a register of names and addresses of the members.

### 9. Termination of membership

Membership is terminated if:

- 1) The members dies; or if it is an organisation, ceases to exist;

- 2) The member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
- 3) Any sum due from the member to the charity is not paid in full within six months of it falling due;
- 4) The member is removed from the membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from the membership may only be passed if the member has been given at least twenty one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed.

#### 10. General meetings.

- 1) The charity must meet not less than once a year. One of these shall be the Annual General Meeting which shall be held at a time (not being more than fifteen months after the holding of the preceding Annual Meeting) and place the charity shall determine.
- 2) The business of the annual general meeting shall include the presentation and consideration of the annual report of the charity, the presentation and consideration of the accounts of the charity, and the election of the Executive Committee of the charity.
- 3) All general meetings other than the annual general meetings shall be called special general meetings.
- 4) The trustees may call a special general meeting at any time.
- 5) The trustees must call a special general meeting if requested to do so in writing by at least ten members. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

#### 11. Notice

- 1) The minimum period of notice required to hold any general meeting of the charity is fourteen clear days from the date on which the notice is deemed to be given.
- 2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- 3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.
- 4) The notice must be given to all members and to the trustees.

#### 12. Quorum

- 1) No business shall be transacted at any general meeting unless a quorum is present.
- 2) A quorum is ten members entitled to vote upon the business to be conducted at the meeting.

- 3) The authorised representative of a member organisation shall be counted in the quorum.
- 4) If:
  - a. a quorum is not present within half an hour from the time appointed for the meeting; or
  - b. during the meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees shall determine.
- 5) The trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.
- 6) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

### 13. Chair

- 1) General meetings shall be chaired by the person who has been elected as Chair.
- 2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a trustee nominated by the trustees shall chair the meeting.
- 3) If there is only one trustee present and willing to act, he or she shall chair the meeting.
- 4) If no trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

### 14. Adjournments

- 1) The members present at a meeting may resolve that the meeting shall be adjourned.
- 2) The person who is chairing the meeting must decide the date time and place at which meeting is to be re-convened unless those details are specified in the resolution.
- 3) No business shall be conducted at an adjourned meeting unless it could be properly have been conducted at the meeting had the adjournment not taken place.
- 4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

### 15. Votes

- 1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- 2) A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

#### 16. Representatives of other bodies

- 1) Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity.
- 2) The organisation must give written notice to the charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the charity.
- 3) Any notice given to the charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

#### 17. Officers and trustees

- 1) The charity and its property shall be managed and administered by a committee ("Executive Committee") comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be trustees of the charity and in this constitution are together called 'the trustees'.
- 2) The charity shall have the following officers:
  - a. A chair,
  - b. A deputy chair,
  - c. A secretary,
  - d. A treasurer.
- 3) A trustee must be a member of the charity or the nominated representative of an organisation that is a member of the charity.
- 4) No one may be appointed a trustee if he or she would be disqualified under the provisions of clause 20.
- 5) The number of trustees shall be not less than five but no more than twelve members of the charity.
- 6) A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

#### 18. Appointment of trustees

- 1) The charity in general meeting shall elect the officers and the other trustees.
- 2) The trustees may appoint any person who is willing to act as a trustee. Subject to sub-clause 5(a) of this clause, they may also appoint trustees to act as officers.
- 3) Each of the trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.

- 4) No one may be elected a trustee or an officer at any annual general meeting unless prior to the meeting the charity is given a notice that:
  - a. states the member's intention to propose the appointment of a person as a trustee or as an officer;
  - b. is signed by the person who is to be proposed to show his or her willingness to be appointed.
- 5)
  - a. The appointment of a trustee, whether by the charity in general meeting or by the other trustees, must not cause the number of trustees to exceed any number fixed in accordance with this constitution as the maximum number of trustees.
  - b. The trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

#### 19. Powers of trustees

- 1) The trustees must manage the business of the charity and have the following powers in order to further the objects (but not for any other purpose):
  - a. to raise funds, in doing so, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
  - b. to be responsible for the conduct of all negotiations on behalf of the charity with Waverley Borough Council and other voluntary organisations and statutory authorities;
  - c. to buy, take on lease or in exchange, hire or otherwise acquire property and to maintain and equip it for use;
  - d. to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the trustees must comply as appropriate with sections 117 – 122 of the Charities Act 2011;
  - e. to borrow money or charge the whole or any part of the property belonging to the charity as a security for repayment of the money borrowed. The trustees must comply as appropriate with sections 124 – 126 of the Charities Act 2011, if they intend to mortgage land;
  - f. to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
  - g. to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
  - h. to acquire, merge with or enter into any partnership or joint venture arrangements with any other charity formed for any of the objects;
  - i. to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;

- j. to obtain and pay for such goods and services as are necessary for carrying out the work of the charity;
  - k. to appoint such paid officers and staff as the trustees may from time to time decide and shall determine their conditions of service and remuneration and duties;
  - l. to open and operate such bank and other accounts as the trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do under the Trustee Act 2000. The trustees shall decide which of its members and staff may sign cheques and conduct internet banking transactions on behalf of the charity, save that every cheque or internet banking transaction must be validated by two signatures, one of which at least shall be an officer of the charity;
  - m. to do all such other lawful things as are necessary for the achievements of the objects.
- 2) No alteration to this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the trustees.
  - 3) Any meeting of trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the trustees.

#### 20. Disqualification and removal of trustees

A trustee shall cease to hold office if he or she:

- 1) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- 2) ceases to be a member of the charity;
- 3) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- 4) resigns as a trustee by notice to the charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect);
- 5) is absent without the permission of the trustees from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office is vacated; or
- 6) is removed by a resolution of the trustees that it is in the best interests of the charity that his or her appointment is terminated. A resolution to remove a trustee from the may only be passed if the trustee has been given at least twenty one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed.



## **21. Proceedings of trustees**

- 1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- 2) The trustees shall hold at least six ordinary meetings each year.
- 3) Seven days' notice of any meeting of the trustees shall be given by the secretary to all trustees, except that if any four trustees decide that it is necessary to call a meeting of the trustees on shorter notice such a meeting may be called a four days' notice.
- 4) Questions arising at a meeting of the trustees must be decided by a majority of votes.
- 5) In the case of equality of votes, the person who chairs the meeting shall have a second or casting vote.
- 6) No decision shall be made by a meeting of the trustees unless a quorum is present at the time of the decision is purported to be made.
- 7) The quorum shall be five or such number as may be decided from time to time by the trustees.
- 8) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.
- 9) If the number of trustees is less than the number fixed as quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- 10) The person elected as Chair or Deputy Chair shall chair the meeting.
- 11) If the Chair or Deputy Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the trustees present may appoint one of their number to chair the meeting.
- 12) The person appointed to chair meetings of the trustees shall have no functions or powers except those confirmed by this constitution or delegated to him or her in writing by the trustees.
- 13) A resolution in writing signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of the trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the trustees or (as the case may be) a committee of the trustees duly convened and held.
- 14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more trustees.

## **22. Conflicts of interest and conflicts of loyalties**

A charity trustee must:

- 1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or

arrangement entered into by the charity which has not been previously declared;

- 2) absent himself or herself from any discussion of the charity trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Any charity trustee absenting himself or herself from any discussion in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

### 23. Saving provisions

- 1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of the charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
  - a. who is disqualified from holding office;
  - b. who has previously retired or who has been obliged by this constitution to vacate office;
  - c. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

- 2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of the charity trustees if, but for sub-clause (1), the resolution would have been void; or if the charity trustee has not complied with clause 22 (Conflicts of interest and conflicts of loyalties).

### 24. Delegation

- 1) The trustees may delegate any of their powers or functions to a committee of two or more trustees provided that the terms of any such delegation must be recorded in the minute book.
- 2) The trustees may impose conditions when delegating, including the conditions that:
  - a. The relevant powers are to be exercised exclusively by the committee to whom they delegate;
  - b. No expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the trustees.
- 3) The trustees may revoke or alter a delegation.
- 4) All acts and proceedings of any committee must be fully and promptly reported to the trustees.

### 25. Irregularities in proceedings

- 1) Subject to sub-clause (2) of this clause, all acts done by a meeting of the trustees, or a committee of the trustees, shall be valid notwithstanding the participation in any vote of a trustee:
  - a. who is disqualified from holding office;

- b. who has previously retired or who has been obliged by this constitution to vacate office;
- c. who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if, without:

- d. the vote of that trustee; and
- e. that trustee being counted in the quorum,

the decision has been made by a majority of the trustees at a quorate meeting.

2) Sub-clause (1) of this clause does not permit a trustee to keep any benefit that may be conferred upon him or her by a resolution of the trustees or of a committee of the trustees if the resolution would otherwise have been void.

3) No resolution or act of

- a. the trustees
- b. any committee of the trustees
- c. the charity in general

shall be invalidated by reason of the failure to give notice to any trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the charity.

## 26. Minutes

The trustees must keep minutes of all:

- 1) appointment of officers and trustees made by the trustees;
- 2) proceedings at meetings of the charity;
- 3) meetings of the trustees and committees of the trustees including:
  - a. the names of the trustees present at the meeting;
  - b. the decisions made at the meetings; and
  - c. where appropriate the reasons for the decisions.

## 27. Accounts, Annual Report, Annual Return

- 1) The trustees must comply with their obligations under the Charities Act 2011 with regard to:
  - a. the keeping of accounting records for the charity;
  - b. the preparation of annual statements of account of the charity;
  - c. the transmission of the statements of account to the Commission;
  - d. the preparation of an Annual Report and its transmission to the Commission;
  - e. the preparation of an Annual Return and its transmission to the Commission.
- 2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees are required to prepare accounts in accordance with the provision of such Statement prepared by another body.

## 28. Registered particulars

The trustees must notify the Commission promptly of any changes to the charity's entry on the Register of Charities.

## 29. Property

- 1) The trustees must ensure the title to:
  - a. all land held by or in trust for the charity that is not vested in the Official Custodian of Charities;
  - b. all investments held by or on behalf of the charity, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.
- 2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the trustees and that if they do so they will not be liable for the acts and defaults of the trustees or of the members of the charity.
- 3) The trustees may remove the holding trustees at any time.

## 30. Repair and insurance

The trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employers' liability.

## 31. Notices

- 1) Any notice required by this constitution to be given to or by any person must be:
  - a. in writing; or
  - b. given using electronic communications.
- 2) The charity may give any notice to a member either:
  - a. personally; or
  - b. by sending it by post in a prepaid envelope addressed to the member at his or her address; or
  - c. by leaving it at the address of the member; or
  - d. by giving it using electronic communications to the member's address.
- 3) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.
- 4) A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the evidence to which it was called.
- 5)
  - a. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
  - b. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
  - c. A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

## 32. Rules

- 1) The trustees may from time to time make rules or bye-laws for the conduct of their business.

- 2) The bye-laws may regulate the following matters but are not restricted to them:
  - a. the admission of members to the charity (including the admission of organisations to membership) and the rights and privileges of such members; and the entrance fees, subscriptions and other fees or payments to be made by members;
  - b. the conduct of members of the charity in relation to one another, and the charity employees and volunteers;
  - c. the setting aside of the whole or any or parts of the charity's premises to any particular time or times or for particular purpose or purposes;
  - d. the procedure of general meetings and meetings of the trustees in so far as such procedures is not regulated by the constitution;
  - e. the keeping and authenticating of records. (If regulations made under this clause permit records of the charity to be kept in electronic form and requires a trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
  - f. generally, all such matters as are commonly the subject matter of rules of an unincorporated association.
- 3) The charity in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- 4) The trustees must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the charity.
- 5) The rules or bye-laws shall be binding on all members of the charity. No rules or bye-laws shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

### 33. Disputes

If a dispute arises between members of the charity about the validity or propriety of anything done by the members under the constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle by mediation before resorting to litigation.

### 34. Interpretation

In this constitution 'connected person' means:

- 1) a child, parent, grandchild, grandparent, brother or sister of the trustee;
- 2) the spouse or civil partner of the trustee or of any person falling within sub-clause (1) above;
- 3) a person carrying on business in partnership with the trustee or any person falling within sub-clause (1) or (2) above;
- 4) an institution which is controlled –
  - a. by the trustee or any connected person falling within sub-clause (1), (2) or (3) above;
  - b. by two or more people falling within sub-clause (4) (a), when taken together.
- 5) a body corporate in which –
  - a. the charity trustee or any connected person falling within sub-clauses (1) to (3) has a

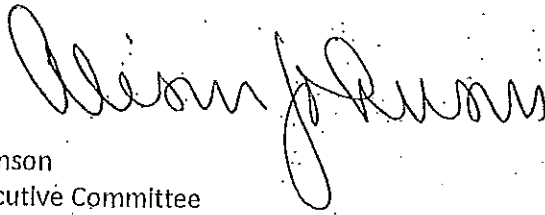
substantial interest; or  
b. two or more persons falling within sub-clause (5) (a) who, when taken together,  
have a substantial interest.

6) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms  
used in this clause.

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This is a certified copy of the Constitution which was amended and adopted at the Annual  
General Meeting of Age Concern Farncombe on 24<sup>th</sup> July 2014.

Signed:



Alison Johnson  
Chair, Executive Committee  
Age Concern Farncombe

Date: 29.07.2014

Charity Registration No. 801089

**AGE CONCERN FARNCOMBE  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2015**

# AGE CONCERN FARNCOMBE

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

|              |                   |
|--------------|-------------------|
| Chair        | Ms A Johnson      |
| Deputy Chair | Mr I Greig        |
| Treasurer    | Mr N Chambers     |
|              | Miss A Nethercott |
|              | Ms S Ayre         |
|              | Ms E Baker        |
|              | Ms G Lovefuck     |

Charity number 801089

Principal address Farncombe Day Centre  
St John's Street  
Farncombe  
Godalming  
Surrey  
GU7 3EJ

Independent examiner Frances Wilde FCCA DChA  
Warner Wilde  
Chartered Certified Accountants  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

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# AGE CONCERN FARNCOMBE

## CONTENTS

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|                                   | Page   |
|-----------------------------------|--------|
| Trustees' report                  | 1 - 3  |
| Independent examiner's report     | 4      |
| Statement of financial activities | 5      |
| Balance sheet                     | 6      |
| Notes to the accounts             | 7 - 14 |

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# AGE CONCERN FARNCOMBE

## TRUSTEES' REPORT

*FOR THE YEAR ENDED 31 MARCH 2015*

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The trustees present their report and accounts for the year ended 31 March 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the overning document, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

### **Structure, governance and management**

The Charity is controlled by its governing document, a constitution adopted 25 February 1988 as amended 15 February 1989, 9 November 1992, 13 June 1995, 17 July 2008 and 24 July 2014 and constitutes an unincorporated charity. Age Concern Farncombe has a Board of Trustees. Trustees are appointed by the Charity at its Annual Meeting. The Trustees undertake the management function with meetings being held monthly which are attended by the Manager to whom day to day management is delegated within defined terms of reference.

The trustees who served during the year were:

Ms A Johnson  
Mr I Greig  
Mr N Chambers  
Miss A Nethercott  
Ms S A Ayre  
Ms E Baker  
Ms G Loveluck

Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack, including the constitution and previous minutes of Trustee meetings. To gain an understanding of the Day Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Day Centre prior to attending Board meetings as an observer. If the Trustees and the applicant mutually agree, the applicant is elected at the subsequent AGM.

### **Risk Management**

The Trustees prepare a formal Budget each year which enables them to identify significant factors and risks that Farncombe Day Centre is likely to face in the coming period. In addition, the Trustees review regularly the main operational risks to ensure the smooth functioning of its activities. The Trustees have identified and reviewed the risks to which the Charity is exposed and have appropriate controls in place to provide reasonable assurance against fraud and error.

### **Objectives and activities**

The Trustees operate a day and recreation centre for those living in the Farncombe and Godalming area. The Centre is open every weekday throughout the year. The service provided is aimed at those over the age of 50 with the objective of providing a nutritious mid-day meal at a reasonable price, adjusted annually in line with inflation, offering company and entertainment, and providing additional services, such as assisted bathing, chiropody, hairdressing etc. Many users would be unable to attend the Centre without transport, so the Charity operates a minibus service, which for a substantially subsidised price, provides individual door to door transport. The minibus is equipped with a tail lift to accommodate wheelchairs and those who cannot use stairs.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

# **AGE CONCERN FARNCOMBE**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2015**

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### **Achievements and performance**

The Day Centre continued to thrive in 2014-15. The demand for the Day Centre's services remained strong. The number of people coming to the Day Centre for lunch remaining stable over the year, while there has been an increase in demand for both the Day Centre's minibus and its assisted bathing service.

Generous donations from individuals and community organisations and successful fundraising by the Friends of Farncombe Day Centre have helped to ensure that many extras for the benefit of users have continued to be provided. This includes the variety of social activities, which has been expanded, and continues to add great value and is very well worthwhile.

The Day Centre staff are very dedicated, and users are aided by volunteers. It is truly a team effort, for which the Trustees and users are very grateful. The Trustees are very appreciative of the services provided by our volunteers, who number about 50 and between them provide some 115 hours of work each week. The cost of providing paid staff to carry out these essential duties would be considerable. It is unfortunate that, along with many other charitable organisations, we continue to have some difficulty in recruiting volunteers.

In addition to providing financial support for the Day Centre, Waverley Borough Council has been most generous in providing and maintaining the Day Centre premises at no cost to the Charity in 2014/15. However, the Council is proposing to change this situation in 2015-16 (delayed from 2013-14) with the introduction of a formal lease and new financial arrangements for the use of the premises. The Trustees are very cognisant that this could have a significant impact on the Day Centre's financial viability and are actively working with the Council representatives to ensure an outcome which enables the Day Centre to continue to provide its essential services to the elderly residents of Farncombe and Godalming.

### **Financial review**

The Charity operates independently but is supported in the main by Waverley Borough Council both by direct funding and the provision of premises. However, direct grant funding from this source is only sufficient to cover about a third of the Charity's running costs and it is necessary for the Trustees to seek support from donations, grants from other local Government entities and grant-making bodies, and through various fund-raising activities, organised by the Friends of Farncombe Day Centre. Historically, grants have not generally increased with the rate of inflation, however in 2014-15, the Charity's Waverley Borough Council partnership grant was increased by 9.6% to £50,000, in part to help cover the expected cost increases arising from the new lease and financial arrangements. This increase in core funding was somewhat offset by a modest fall in the grant received from the Voluntary Grants Panel.

Commencing in 2015-16, Waverley Borough Council's financial support for the Day Centre will be on the basis of a 3-year Service Level Agreement (SLA), which was signed in January 2015. This move to SLA funding means the Day Centre can expect to receive Waverley Council funding of £54,000 for each of the next three years. The Trustees appreciate that working together with Waverley Borough Council in the context of this SLA, we will be able to continue to provide our services to the local community for the coming years.

In addition, the Charity appreciates the generous grant funding of the Community Foundation for Surrey of £11,000 from its Pargiter Trust Fund and The LBM Jem Fund. The money is to support the running of the Day Centre's daily minibus service for the less mobile and more isolated in the community. In the year to 31 March 2015, £2,750 has been credited to income, and the remainder has been deferred to 2015-16. The Community Foundation for Surrey has also generously provided the Day Centre with a grant of £1,250 from its Surviving Winter Campaign and £400 from the Thomas Trust Fund, to help meet with the costs of the Day Centre's care and bathing assistants.

# AGE CONCERN FARNCOMBE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

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The Charity holds a small general reserve built up over a number of years; this is currently about half a year's running expenses. This small cushion for contingencies means that the Charity can only continue if it is able to generate a greater level of donations or income from its activities. However, the need to generate income has to be balanced with the need to provide services at an affordable price for users of the Day Centre, many of whom come from the poorest parts of the Waverley Borough. The Charity has set aside sufficient funds to meet its contractual obligations of the minibus leasing agreement. The Trustees have given very full consideration to alternative methods of transporting Day Centre users both to the Day Centre and for organised outings and have concluded that leasing is the most cost effective option available to ensure the Day Centre continues to operate effectively and meet the needs of its user community.

### Plans for the future

The Trustees continue to work to ensure the Day Centre is a valued community asset despite the financial strictures under which they operate. This will of necessity involve a continuing review of the services that are offered and the charges that are made, together with continuing efforts to expand the number of users of the Centre. In addition, the Trustees will continue to seek to diversify the Charity's funding sources.

On behalf of the board of trustees

.....  
**Ms A Johnson**  
Trustee  
Dated: .....

# AGE CONCERN FARNCOMBE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF AGE CONCERN FARNCOMBE

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I report on the accounts of the charity for the year ended 31 March 2015, which are set out on pages 5 to 14.

### Respective responsibilities of trustees and examiner

The charity's trustees 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.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to 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 seeking 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Frances Wilde FCCA DChA  
Warner Wilde  
Chartered Certified Accountants  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

Dated: .....

# AGE CONCERN FARNCOMBE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

|                                                           | Notes | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|-----------------------------------------------------------|-------|-------------------------|-----------------------|--------------------|--------------------|
| <b><u>Incoming resources from generated funds</u></b>     |       |                         |                       |                    |                    |
| Donations and legacies                                    | 2     | 72,716                  | 16,008                | 88,724             | 78,972             |
| Investment income                                         | 3     | 4,813                   | -                     | 4,813              | 4,394              |
|                                                           |       | <u>77,529</u>           | <u>16,008</u>         | <u>93,537</u>      | <u>83,366</u>      |
| Incoming resources from charitable activities             | 4     | 63,061                  | -                     | 63,061             | 63,507             |
| Other incoming resources                                  | 5     | 1,173                   | -                     | 1,173              | 2,034              |
|                                                           |       | <u>141,763</u>          | <u>16,008</u>         | <u>157,771</u>     | <u>148,907</u>     |
| <b><u>Resources expended</u></b>                          |       |                         |                       |                    |                    |
| <b>Costs of generating funds</b>                          |       |                         |                       |                    |                    |
| Costs of generating donations and legacies                | 6     | 285                     | -                     | 285                | 275                |
|                                                           |       | <u>141,478</u>          | <u>16,008</u>         | <u>157,486</u>     | <u>148,632</u>     |
| <b>Net incoming resources available</b>                   |       |                         |                       |                    |                    |
| <b>Charitable activities</b>                              |       |                         |                       |                    |                    |
| Day Centre - General                                      |       | 76,136                  | 1,251                 | 77,387             | 75,239             |
| Day Centre - Catering                                     |       | 38,704                  | 540                   | 39,244             | 42,612             |
| Transportation - Minibus                                  |       | 15,162                  | 8,750                 | 23,912             | 23,520             |
|                                                           |       | <u>130,002</u>          | <u>10,541</u>         | <u>140,543</u>     | <u>141,371</u>     |
| <b>Total charitable expenditure</b>                       |       |                         |                       |                    |                    |
| Governance costs                                          |       | 8,204                   | -                     | 8,204              | 6,184              |
|                                                           |       | <u>138,491</u>          | <u>10,541</u>         | <u>149,032</u>     | <u>147,830</u>     |
| <b>Total resources expended</b>                           |       |                         |                       |                    |                    |
| <b>Net income for the year/<br/>Net movement in funds</b> |       |                         |                       |                    |                    |
|                                                           |       | 3,272                   | 5,467                 | 8,739              | 1,077              |
| Fund balances at 1 April 2014                             |       | 92,626                  | -                     | 92,626             | 91,549             |
|                                                           |       | <u>95,898</u>           | <u>5,467</u>          | <u>101,365</u>     | <u>92,626</u>      |
| <b>Fund balances at 31 March 2015</b>                     |       |                         |                       |                    |                    |

# AGE CONCERN FARNCOMBE

## BALANCE SHEET

AS AT 31 MARCH 2015

|                                                       | Notes | 2015            |                | 2014            |               |
|-------------------------------------------------------|-------|-----------------|----------------|-----------------|---------------|
|                                                       |       | £               | £              | £               | £             |
| <b>Fixed assets</b>                                   |       |                 |                |                 |               |
| Tangible assets                                       | 11    |                 | 6,595          |                 | 1,060         |
| <b>Current assets</b>                                 |       |                 |                |                 |               |
| Debtors                                               | 13    | 1,702           |                | 869             |               |
| Cash at bank and in hand                              |       | 104,628         |                | 101,599         |               |
|                                                       |       | <u>106,330</u>  |                | <u>102,468</u>  |               |
| <b>Creditors: amounts falling due within one year</b> | 14    | <u>(11,560)</u> |                | <u>(10,902)</u> |               |
| <b>Net current assets</b>                             |       |                 | <u>94,770</u>  |                 | <u>91,566</u> |
| <b>Total assets less current liabilities</b>          |       |                 | <u>101,365</u> |                 | <u>92,626</u> |
| <b>Income funds</b>                                   |       |                 |                |                 |               |
| Restricted funds                                      | 15    |                 | 5,467          |                 | -             |
| Unrestricted funds                                    |       |                 | <u>95,898</u>  |                 | <u>92,626</u> |
|                                                       |       |                 | <u>101,365</u> |                 | <u>92,626</u> |

The accounts were approved by the Trustees on .....

.....  
Ms A Johnson  
Trustee

.....  
Mr N Chambers  
Trustee

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

#### 1.2 Incoming resources

Income is recognised when the charity becomes entitled to it. Grants are recognised on entitlement, where certain conditions must be met or the grant is given for a specific period of time the relevant amount will be deferred to the future accounting period to which it relates.

#### 1.3 Resources expended

Liabilities are recognised when a legal or constructive liability is identified. Irrecoverable VAT is included in the same cost category as the cost to which it relates to.

Governance costs includes senior management time and certain professional fees such as the cost of the Independent Examination.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                   |
|--------------------------------|-------------------|
| Fixtures, fittings & equipment | 20% straight line |
|--------------------------------|-------------------|

Assets with initial cost of £500 or less are included in the Statement of Financial Activities in the year they are purchased. Such lower value items are considered to be replaced or repaired on a regular basis and it is considered a more practicable treatment without material impact on the results for the year.

An impairment review was carried out of historic fixtures and fittings as at 31 March 2014. Items purchased prior to 2007 were considered to have negligible residual value and a provision to write these down has been included accordingly.

#### 1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.



# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

### 2 Donations and legacies

|                                              | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|----------------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations and gifts                          | 16,583                     | -                        | 16,583             | 22,318             |
| Grants receivable for core activities        | 56,133                     | 16,008                   | 72,141             | 56,654             |
|                                              | <u>72,716</u>              | <u>16,008</u>            | <u>88,724</u>      | <u>78,972</u>      |
| <b>Donations and gifts</b>                   |                            |                          |                    |                    |
| Unrestricted funds:                          |                            |                          |                    |                    |
| Donations and Gifts                          |                            |                          | 10,031             | 20,609             |
| Friends Fundraising                          |                            |                          | 6,552              | 1,709              |
|                                              |                            |                          | <u>16,583</u>      | <u>22,318</u>      |
| <b>Grants receivable for core activities</b> |                            |                          |                    |                    |
| Unrestricted funds:                          |                            |                          |                    |                    |
| Grants                                       |                            |                          | 56,133             | 52,654             |
|                                              |                            |                          | <u>56,133</u>      | <u>52,654</u>      |
| Restricted funds:                            |                            |                          |                    |                    |
| Grants                                       |                            |                          | 16,008             | 4,000              |
|                                              |                            |                          | <u>16,008</u>      | <u>4,000</u>       |

### 3 Investment income

|                     | 2015<br>£    | 2014<br>£    |
|---------------------|--------------|--------------|
| Rental income       | 4,361        | 3,587        |
| Interest receivable | 452          | 807          |
|                     | <u>4,813</u> | <u>4,394</u> |

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

### 4 Incoming resources from charitable activities

|                          | 2015<br>£     | 2014<br>£     |
|--------------------------|---------------|---------------|
| Day Centre - General     | 11,673        | 12,047        |
| Day Centre - Catering    | 40,241        | 41,315        |
| Transportation - Minibus | 11,147        | 10,145        |
|                          | <u>63,061</u> | <u>63,507</u> |

### 5 Other incoming resources

|              | 2015<br>£    | 2014<br>£    |
|--------------|--------------|--------------|
| Other income | <u>1,173</u> | <u>2,034</u> |

### 6 Total resources expended

|                                            | Staff costs<br>£ | Depreciation<br>£ | Other costs<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|--------------------------------------------|------------------|-------------------|------------------|--------------------|--------------------|
| <b>Costs of generating funds</b>           |                  |                   |                  |                    |                    |
| Costs of generating donations and legacies | -                | -                 | 285              | 285                | 275                |
| <b>Charitable activities</b>               |                  |                   |                  |                    |                    |
| <u>Day Centre - General</u>                |                  |                   |                  |                    |                    |
| Activities undertaken directly             | 58,015           | 104               | 19,268           | 77,387             | 75,239             |
| <u>Day Centre - Catering</u>               |                  |                   |                  |                    |                    |
| Activities undertaken directly             | 18,934           | 969               | 19,341           | 39,244             | 42,612             |
| <u>Transportation - Minibus</u>            |                  |                   |                  |                    |                    |
| Activities undertaken directly             | 14,271           | -                 | 9,641            | 23,912             | 23,520             |
|                                            | <u>91,220</u>    | <u>1,073</u>      | <u>48,250</u>    | <u>140,543</u>     | <u>141,371</u>     |
| <b>Governance costs</b>                    | 7,354            | -                 | 850              | 8,204              | 6,184              |
|                                            | <u>98,574</u>    | <u>1,073</u>      | <u>49,385</u>    | <u>149,032</u>     | <u>147,830</u>     |

Governance costs includes payments to the Independent Examiners of £850 (2014: £950).

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

| 7 | Activities undertaken directly                             | 2015          | 2014          |
|---|------------------------------------------------------------|---------------|---------------|
|   |                                                            | £             | £             |
|   | Other costs relating to Day Centre - General comprise:     |               |               |
|   | Recruitment                                                | 938           | 482           |
|   | Hairdressing and Baths                                     | -             | 614           |
|   | Insurance                                                  | 1,637         | 1,619         |
|   | Printing, Stationery and Telephone                         | 1,713         | 1,181         |
|   | Miscellaneous                                              | 1,530         | 2,128         |
|   | Repairs and Renewals                                       | 1,282         | 171           |
|   | Cleaning Materials                                         | 1,878         | 1,707         |
|   | Lounge Refurbishment                                       | -             | 7,431         |
|   | IT Costs                                                   | 1,258         | 1,252         |
|   | Premises Service Fee                                       | 185           | 1,300         |
|   | Training                                                   | 1,369         | 1,372         |
|   | Social Activities                                          | 5,792         | 1,958         |
|   | Payroll costs                                              | 435           | -             |
|   | Hairdressing and Baths - Restricted                        | 1,251         | -             |
|   | Lounge Refurbishment - Restricted                          | -             | 5,000         |
|   |                                                            | <u>19,268</u> | <u>26,215</u> |
|   | Other costs relating to Day Centre - Catering comprise:    |               |               |
|   | Catering Purchases                                         | 19,341        | 21,758        |
|   |                                                            | <u>19,341</u> | <u>21,758</u> |
|   | Other costs relating to Transportation - Minibus comprise: |               |               |
|   | Minibus Other Costs                                        | 891           | (666)         |
|   | Minibus Lease                                              | -             | 2,581         |
|   | Minibus Costs Other - Restricted fund                      | 1,833         | 3,881         |
|   | Minibus Lease - Restricted fund                            | 6,917         | 4,000         |
|   |                                                            | <u>9,641</u>  | <u>9,796</u>  |
| 8 | Governance costs                                           | 2015          | 2014          |
|   |                                                            | £             | £             |
|   | Other governance costs comprise:                           |               |               |
|   | Independent Examiner's Fee                                 | 850           | 950           |
|   |                                                            | <u>850</u>    | <u>950</u>    |

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

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### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, or were reimbursed expenses.

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

|                         | 2015<br>Number | 2014<br>Number |
|-------------------------|----------------|----------------|
| Total staff             | 12             | 11             |
|                         | <u>12</u>      | <u>11</u>      |
|                         |                |                |
| <b>Employment costs</b> | <b>2015</b>    | <b>2014</b>    |
|                         | £              | £              |
| Wages and salaries      | 96,380         | 86,791         |
| Social security costs   | 2,194          | -              |
|                         | <u>98,574</u>  | <u>86,791</u>  |

The twelve staff are comprised of two full time and ten part time posts.

There were no employees whose annual remuneration was £60,000 or more.

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

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|           |                              |  |                                                         |
|-----------|------------------------------|--|---------------------------------------------------------|
| <b>11</b> | <b>Tangible fixed assets</b> |  | <b>Fixtures,<br/>fittings &amp;<br/>equipment<br/>£</b> |
|           | <b>Cost</b>                  |  |                                                         |
|           | At 1 April 2014              |  | 22,974                                                  |
|           | Additions                    |  | 6,608                                                   |
|           | Disposals                    |  | (18,562)                                                |
|           | <b>At 31 March 2015</b>      |  | <b>11,020</b>                                           |
|           | <b>Depreciation</b>          |  |                                                         |
|           | At 1 April 2014              |  | 21,914                                                  |
|           | On disposals                 |  | (18,562)                                                |
|           | Charge for the year          |  | 1,073                                                   |
|           | <b>At 31 March 2015</b>      |  | <b>4,425</b>                                            |
|           | <b>Net book value</b>        |  |                                                         |
|           | <b>At 31 March 2015</b>      |  | <b>6,595</b>                                            |
|           | At 31 March 2014             |  | 1,060                                                   |

### 12 Stocks

Some stocks of consumable items, particularly catering stock are held at any point in time, stock levels are carefully monitored and are not considered to regularly exceed £1,000. As stocks are of a relatively low and consistent value, of a perishable nature and continually replenished the Trustees consider it appropriate to include the cost of items as they are purchased rather than carrying a stock figure in the balance sheet.

|           |                                |              |             |
|-----------|--------------------------------|--------------|-------------|
| <b>13</b> | <b>Debtors</b>                 | <b>2015</b>  | <b>2014</b> |
|           |                                | £            | £           |
|           | Prepayments and accrued income | <u>1,702</u> | <u>869</u>  |

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

| 14 Creditors: amounts falling due within one year | 2015<br>£     | 2014<br>£     |
|---------------------------------------------------|---------------|---------------|
| Trade creditors                                   | 1,139         | 1,991         |
| Taxes and social security costs                   | 1,161         | 661           |
| Accruals                                          | 1,010         | 2,250         |
| Deferred income                                   | 8,250         | 6,000         |
|                                                   | <u>11,560</u> | <u>10,902</u> |

### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                           | Balance at 1<br>April 2014<br>£ | Movement in funds          |                            | Balance at 31<br>March 2015<br>£ |
|---------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
|                           |                                 | Incoming<br>resources<br>£ | Resources<br>expended<br>£ |                                  |
| Minibus costs             | -                               | 8,750                      | (8,750)                    | -                                |
| Surviving winter campaign | -                               | 1,251                      | (1,251)                    | -                                |
| Freezers and Fridges      | -                               | 3,500                      | (540)                      | 2,960                            |
| Elsley Trust              | -                               | 2,507                      | -                          | 2,507                            |
|                           | <u>-</u>                        | <u>16,008</u>              | <u>(10,541)</u>            | <u>5,467</u>                     |

### 16 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£     |
|----------------------------------------------------|----------------------------|--------------------------|----------------|
| Fund balances at 31 March 2015 are represented by: |                            |                          |                |
| Tangible fixed assets                              | 3,635                      | 2,960                    | 6,595          |
| Current assets                                     | 103,823                    | 2,507                    | 106,330        |
| Creditors: amounts falling due within one year     | (11,560)                   | -                        | (11,560)       |
|                                                    | <u>95,898</u>              | <u>5,467</u>             | <u>101,365</u> |

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2015

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### 17 Commitments under operating leases

At 31 March 2015 the company had annual commitments under non-cancellable operating leases as follows:

|                            | 2015         | 2014         |
|----------------------------|--------------|--------------|
|                            | £            | £            |
| Expiry date:               |              |              |
| Between two and five years | <u>6,917</u> | <u>6,581</u> |

Private & Confidential

## Age Concern Farncombe

Budget - Year Ended 31 March 2017

|                                                                                | 2016-17         |
|--------------------------------------------------------------------------------|-----------------|
| <b>Income</b>                                                                  |                 |
| Grants                                                                         |                 |
| Waverley Borough Council                                                       | 54,000          |
| Voluntary Grants Panel (morning/afternoon care assistant)                      | 12,812          |
| Community Foundation for Surrey (Minibus)                                      | 13,000          |
| Garden Redesign - CFS                                                          | 3,862           |
| - Waverley Borough Council                                                     | 4,000           |
| Kitchen Project - Surrey Community Improvement Fund                            | 30,000          |
| - Waverley Borough Council                                                     | 20,000          |
|                                                                                | <hr/>           |
|                                                                                | 137,674         |
| Gifts & Donations - Unrestricted                                               | 7,000           |
| Client contributions to core services (catering, minibus fees, bathing)        | 60,700          |
| Income from fundraising/ social activities (raffles, sales, outings etc.)      | 6,735           |
| Income from hire of premises (including chiropody, hairdressing, general hire) | 12,166          |
| Miscellaneous Income                                                           | 1,526           |
|                                                                                | <hr/>           |
| <b>Total Income</b>                                                            | <b>225,800</b>  |
| <i>of which kitchen and garden projects</i>                                    | <i>57,862</i>   |
| <b>Total Income excluding kitchen and garden projects</b>                      | <b>167,938</b>  |
| <b>Expenditure</b>                                                             |                 |
| Total Overheads                                                                | 168,025         |
| Project Costs                                                                  |                 |
| - Hairdressers Refurbishment*                                                  | 5,300           |
| - Garden Redesign                                                              | 9,062           |
| - Kitchen Refurbishment                                                        | 57,216          |
|                                                                                | <hr/>           |
| <b>Total Expenditure</b>                                                       | <b>239,603</b>  |
| <i>of which kitchen, garden and hairdresser projects</i>                       | <i>71,578</i>   |
| <b>Total Expenditure excluding kitchen, garden and hairdresser projects</b>    | <b>168,025</b>  |
| <b>Net Incoming/(Outgoing) Resources</b>                                       | <b>(13,803)</b> |
| <b>Net Incoming/(Outgoing) Resources excluding projects</b>                    | <b>(87)</b>     |

\* Grants and donations for this project date were raised in 2014 and 2015.





**Waverley Borough Council**  
Council Offices, The Burys,  
Godalming, Surrey  
GU7 1HR  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

Godalming Town Council  
Bridge Street  
Godalming  
Surrey  
GU7 1HT

Jane Todd  
Community Partnerships Officer  
**Communities**  
E-mail: [jane.todd@waverley.gov.uk](mailto:jane.todd@waverley.gov.uk)  
Direct line: 01483 523067  
Calls may be recorded for training or monitoring  
Date: 19 May 2016

Dear Sir/Madam

### **Farncombe Day Centre – New Kitchen**

I am writing to confirm that the Council has worked in partnership with Age Concern Farncombe for many years and currently supports the delivery of its core services through a three year Service Level Agreement.

I understand Age Concern Farncombe has submitted an application to the Town Council for funding towards a new commercial kitchen. I am pleased to confirm that the Council permits Age Concern Farncombe to proceed with this project.

The Day Centre has operated from a Council owned building at St John's Street, Farncombe, since the mid 1980s without a formal occupancy arrangement with the Council. We are currently working with the Day Centre to draw up a formal lease to occupy the building, under which they will be responsible for all repairs and maintenance of the internal fixtures and fittings, including the kitchen. We currently see no foreseeable reason that the day centre will not continue to operate long-term from this building.

The Day Centre has developed the project to install the new kitchen itself, is sourcing and raising the funds and will be responsible for the procurement process and delivery of the project.

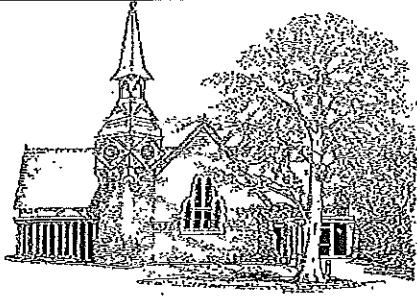
If you have any further questions about the Council's commitment to this excellent project, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read "Jane Todd".

Jane Todd  
Community Partnerships Officer





*Age Concern Farncombe*

Farncombe Day Centre

St Johns Street, Farncombe

Godalming, Surrey GU7 3EH

Tel: 01483 426685

Email: [farncombedaycentre@btinternet.com](mailto:farncombedaycentre@btinternet.com)

Website: <http://home2.btconnect.com/farncombedaycentre.org.uk>

Registered charity No 801089

## FARNCOMBE DAY CENTRE

# Refurbishment of Kitchen and Servery

---

## Request for Quotation

Version 4

11<sup>th</sup> December 2015

## **1. Background**

The Farncombe Day Centre intends to undertake the refurbishment of its kitchen and servery areas. These are used to prepare and serve meals and snacks to the customers of the centre. The current facilities date from the 1980s and need updating. It is hoped that both the servery and kitchen can be updated as a single combined project, but, if this is not feasible for either financial or practical reasons, then the kitchen refurbishment will be the first priority.

This document sets out the requirements to be met by contractors undertaking the refurbishment, both in terms of equipment and services to be provided and also the overall nature of the project.

## **2. Kitchen Refurbishment**

The required layout for the refurbished kitchen is shown in Figure 1. The items to be supplied by the contractor are listed in Table 1. The contractor proposals must specify the make, model and guarantee period of the equipment being offered to meet each requirement.

In addition to the equipment list in Table 1, the contractor shall include supply and installation of the following:

- Replacement flooring of type Altro Walkway 20 or similar, colour to be agreed before commencement of contract.
- Acrylic type splashback/wall cladding on all walls.

## **3. Servery Refurbishment**

The required layout for the refurbished servery area is shown in Figure 2. The items to be supplied by the contractor are listed in Table 2. The contractor proposals must specify the make, model and guarantee period of the equipment being offered to meet each requirement.

In addition to the equipment list in Table 2, the contractor shall include supply and installation of the following:

- Acrylic type splashback/wall cladding along the areas marked A, B & C in Figure 2.

## **4. General Requirements**

- The contractor shall supply a firm fixed quotation for the following:
  - The total cost including supply of the equipment, any necessary building works (including services) and installation for the refurbishment of the kitchen;
  - The total cost including supply of the equipment, any necessary building works (including services) and installation for the refurbishment of the servery area;
  - Any reduction in the overall cost of the total project if both of the above items are contracted together.
- All quotations shall be inclusive of value added tax at the rate at the time of quotation.
- The contractor shall give duration of validity or expiry date for their quotation.
- During the progress of the project, any changes to specification shall be considered to be at zero cost unless otherwise agreed in writing.
- Authority to approve changes to the specification on behalf of the Day Centre will be notified to the contractor on commencement.

- The contractor will be responsible for liaison with all relevant authorities and for obtaining any necessary statutory permissions and approval and for supplying documentary proof of such approval on completion.
- The contractor shall propose a payment plan. Any such plan must include a retention of a minimum of 5% of the total contracted price for a period of 3 months after completion, to be paid subject to agreement and implementation of a snagging plan. The plan should also demonstrate that at any point in the project, the amount due to be paid shall not exceed the value of equipment delivered and work performed to date.
- Any non-compliance with this specification shall be clearly highlighted in the contractor's quotation. Unless so specified, the contractor's offer will be assumed to fully meet this specification.
- Any non-compliance offered as a potential savings measure shall clearly identify the associated savings being offered.
- The contractor is invited to provide, as an option, a quotation for on-going servicing of the supplier equipment.

## **5. Planning and Timescales**

The Day Centre is keen to minimise any disruptions to its provision of services to its customer or periods of closure. The contract shall provide a programme of work showing the overall duration and periods when the Centre as a whole will need to be closed (for example due to work on services or access requirements) and the specific period(s) when the servery area and/or kitchen will not be usable.

There is a possibility that kitchen facilities may be available elsewhere, allowing meals to be prepared off-site and brought in if the kitchen is unavailable but the servery area and the remainder of the Centre still usable. The contractor should identify whether this will be feasible and, if so, what is the resulting reduction in the period when the Centre is unavailable to its customers.

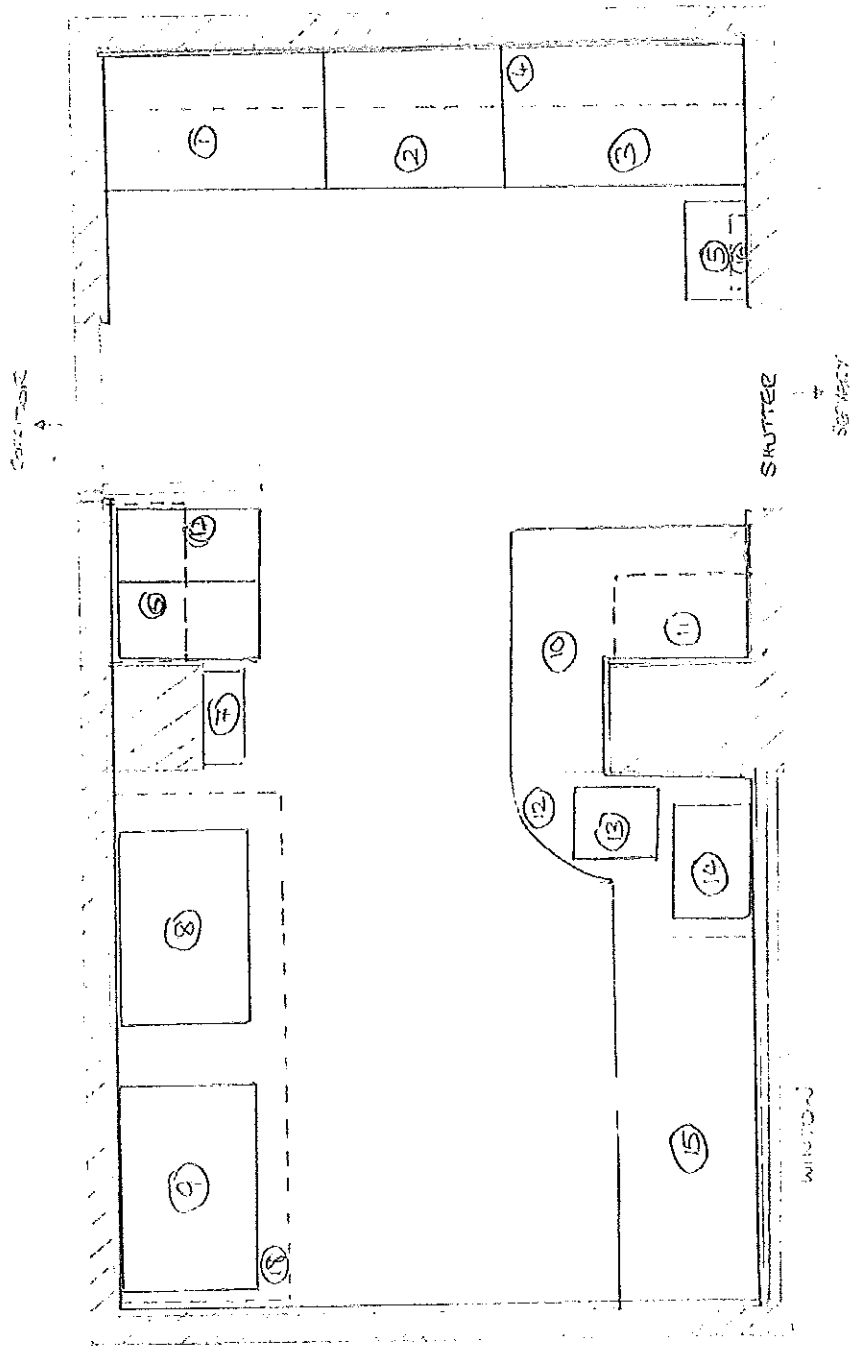
The contractor should make a proposal for a penalty arrangement in the event of the proposed timescales overrunning.

Please note that the Centre will be retaining the existing safety systems (fire, smoke, CO2, etc.). If these will need to be disabled at any point, for example due to electrical works, this needs to be shown on the plan.

## **6. Certification and References**

The contractor should list its membership of any relevant trade bodies or other certification scheme.

The contractor must supply details of at least two reference sites than are available for representatives of the Day Centre to visit.



NOT TO SCALE  
 Figure 1 - FDC Kitchen

Figure 1 - Kitchen Layout

**Table 1 – Kitchen Equipment**

| Item on Plan | Description                                                                                                                           |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1            | Sink with drainer and pot rack                                                                                                        |
| 2            | Existing dishwasher on new stand with storage for trays underneath                                                                    |
| 3            | Pre-rinse sink                                                                                                                        |
| 4            | Wall cupboards above sinks and dishwasher                                                                                             |
| 5            | Hand Wash Sink, wall mounted                                                                                                          |
| 6            | Dual waste bins on wheels/castors                                                                                                     |
| 7            | Insect killer (at high level)                                                                                                         |
| 8            | Range cooker with minimum of 6 burners and 2 ovens                                                                                    |
| 9            | Combination over/steamer. Gas or electric powered. Any associated water treatment equipment required for the steamer must be included |
| 10           | New worktop                                                                                                                           |
| 11           | Existing microwave on new shelf                                                                                                       |
| 12           | New worktop                                                                                                                           |
| 13           | Prep sink                                                                                                                             |
| 14           | Vegetable peeler with plumbing to cold water feed and drains. Please quote for both re-use of existing unit and/or new unit           |
| 15           | New worktop (with existing mixer unit on top) and shelving underneath                                                                 |
| 16           | Paper towel and soap dispensers mounter above sink                                                                                    |
| 17           | Wall cupboard above waste bins                                                                                                        |
| 18           | Ventilation cowling and equipment, including venting to outside above window                                                          |

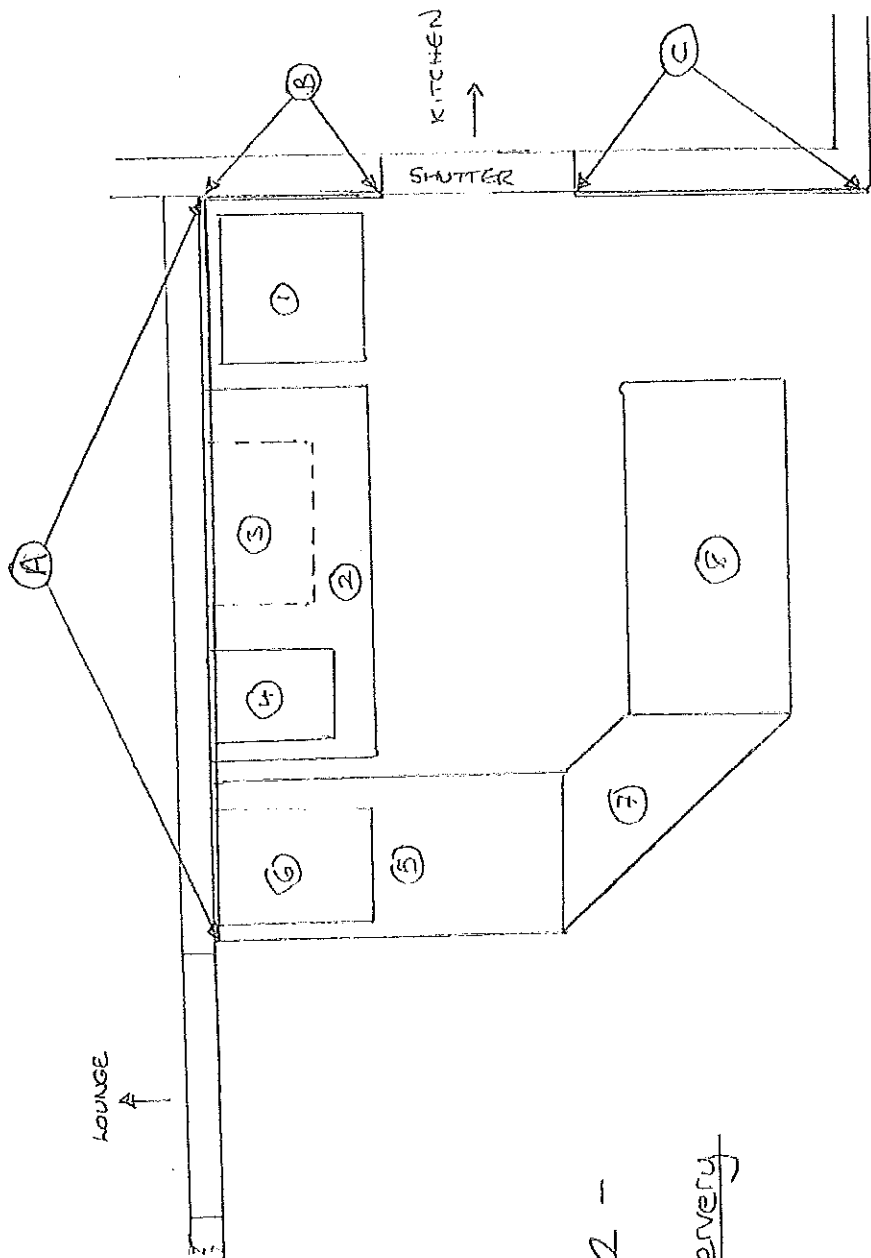


Figure 2 -  
FDC Servery

Figure 2 - Servery Area Layout

**Table 2 – Servery Area Equipment**

| Item on Plan | Description                                   |
|--------------|-----------------------------------------------|
| 1            | Existing upright fridge                       |
| 2            | New worktop with storage cupboards underneath |
| 3            | Existing microwave on new shelf               |
| 4            | Water boiler                                  |
| 5            | Worktop with storage cupboards underneath     |
| 6            | Chilled display cabinet                       |
| 7            | Worktop                                       |
| 8            | Hot plate and hot cupboard serving unit       |



# **KITCHEN REFURBISHMENT SUB-COMMITTEE**

## **Procurement Process**

### **1. Overview**

This document describes the procurement process being adopted by Farncombe Day Centre in respect of the refurbishment of its kitchen and servery area.

In view of the substantial amount of money involved, a formal multi-stage process has been employed, as described in the sections below. The process is being managed by a sub-committee consisting of members of both the Executive Committee and the Centre staff. The Executive Committee maintains oversight and receives reports on the progress of the project at its monthly meetings. It also remains the overall responsibility for any final decisions and approving the recommendations of the sub-committee.

### **2. Stage 1 – Initial Bids**

The first stage of the project involved the identification of possible suppliers, who were then invited into the Day Centre and given a tour and briefing on the requirements and then invited to quote for the work.

Three companies responded to this invitation and submitted formal quotations:

- Caterplan
- Nelsons and 24/7 (combined bid)
- Hopkins

An analysis of the responses was carried out. It was decided that none of the submissions was sufficiently compliant or robust enough to make any decision at that stage.

### **3. Stage 2 – Production of Formal Specification**

In order to facilitate better responses from the potential suppliers and to allow objective assessment of their responses, a detailed formal specification was produced. This covered both the technical requirements and the associated proposed commercial terms.

After extensive review by the sub-committee the specification was finalised at Version 4.

#### **4. Stage 3 – Request for Quotations against Formal Specification and Meetings**

Once completed, the formal specification was issued to all of the bidders from Stage 1 and an amended quotation requested from them. In parallel with their preparation for the quote, all three were invited to attend a meeting at the Centre with the sub-committee. The purpose of this meeting was both to allow the bidders to seek clarification and to be questioned on their plans, expertise, etc. by the members of the sub-committee.

Meetings were held with both Caterplan and Nelsons and 24/7 (combined bid) and both submitted revised quotations. Hopkins did not respond to the request for the meeting and have not submitted a new quotation.

#### **5. Stage 4 – Analysis of Bids**

In the absence of any response from Hopkins, the sub-committee proposed that they be ruled out from further consideration and this decision was approved by the Executive Committee.

The remaining two bids were then subjected to a detailed analysis and comparison. The analysis included price, compliance with the technical and commercial requirements and identification of any additional features of the proposed solutions.

This analysis has been issued at draft status and is under review by the sub-committee.

## **6. Stage 5 – Selection of Preferred Contractor and Final Negotiations**

Once complete, the analysis of bids will lead to the identification of the preferred contractor and this proposed decision will be submitted to the Executive Committee for agreement.

Following this, it is planned that discussions are started with the preferred contract to resolve any outstanding issues and to agree the exact technical and commercial basis for a contract. Subject to the availability of funds, the preferred contractor would be offered a contract based on their quotation plus the relevant agreed amendments and other terms and conditions.

NOTE: Farncombe Day Centre has provided details of the kitchen refurbishment quote which has not be reproduced for Councillors, but will be available at the meeting.

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

RECEIVED  
13 MAY 2016

1. Name of Voluntary Organisation: **Citizens Advice Waverley**
2. Contact Name, Address and Telephone Number

**Phil Davies, Chief Executive,  
Citizens Advice Waverley, 36 Bridge Street  
Godalming, Surrey GU7 1HP**

**01483 869599 / 07816 453698**

3. Details of Organisation; is it

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| a) A Charity?                       | <b>Yes</b>                            |
| b) A Trust?                         |                                       |
| c) A Private Limited Company?       | <b>Yes</b>                            |
| d) Affiliated to any National Body? | <b>Yes, member of Citizens Advice</b> |
| e) Any other official registration? |                                       |

4. What are the aims and objectives of the Organisation?

**Our aim: To provide local people the advice they need to overcome their problems and To campaign on the big issues that affect their lives**

**Our principles: To provide everyone with free and easy access to independent, confidential and impartial advice on their rights and responsibilities To value diversity, promote equality and challenge discrimination**

**Our values: To provide high quality, inclusive services that focus on local people's needs  
Use research and campaigning to challenge disadvantage and barriers to social inclusion  
Provide sound governance through a Trustee Board working with integrity and transparency  
Recognise the value of our staff and volunteers and develop their full potential  
Participate in County and national Citizens Advice work  
Build positive working relationships with key local organisations  
Minimise our environmental impact**

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

**£600 from partial subletting of the premises to Pensionwise service**

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

**Citizens Advice Waverley has more than 140 volunteers in various roles, including more than 125 volunteer advisers. We employ 17 part-time managers and admin support staff (8.1fte) to maintain, plan and develop an organisational infrastructure that will properly support our volunteers. Our operations are overseen by eight volunteer trustees.**

**As well as our Godalming advice centre, we also have advice centres in Cranleigh, Farnham and Haslemere.**

**Between April 2015 and the end of March 2016 we helped over 5,600 clients with over 17,000 different issues. More than 2,200 of these used our Godalming advice centre.**

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.

**See attached report.**

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

**Provision of a locally available, independent, high quality advice service for Godalming residents.**

|            |                                                   |                   |
|------------|---------------------------------------------------|-------------------|
| b) Specify | Total Estimated Cost                              | <b>£80,000</b>    |
|            | - Amount already available                        | £0                |
|            | - Amount expected to be available at commencement | <b>£20,000</b>    |
|            | - Dates scheduled to commence and finish          | <b>Continuous</b> |

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

| <b>Body</b>                     | <b>Amount Applied For</b> | <b>Amount Received</b>                              |
|---------------------------------|---------------------------|-----------------------------------------------------|
| <b>Waverley Borough Council</b> | <b>£20,000</b>            | <b>Agreed (as part of 3 year funding agreement)</b> |

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

- a) Amount           **£30,000**
- b) Whether you have received a previous grant from the Town Council
  - Amount       **£28,000**
  - Date          **2015-16**
  - Project       **As above**

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

**Our project will benefit the people of Godalming, and contribute to achieving Godalming Town Council's aims, by:**

- **increasing incomes in Godalming through helping local people to access their full financial entitlements - money that will be spent in Godalming – and thereby helping to improve social inclusion;**
- **reducing the number of Godalming children living in poverty through maximising family incomes and improving young parents' ability to manage their own finances;**
- **reducing anxiety, stress, depression and its associated ill-health effects through helping Godalming people to resolve issues relating to low income, debt, employment, housing and relationship problems;**
- **reducing homelessness and improving housing conditions in Godalming through helping resolve disputes between landlords and tenants and helping clients to manage housing debt and access grants for housing repairs;**
- **reducing indebtedness to local authorities by helping people apply for their full financial entitlements;**
- **helping Godalming people to access redress where they have experienced discrimination, unfair dismissal or received faulty goods and services;**
- **reducing the number of Godalming people entering the court system, and so incurring further debt, by negotiating with creditors;**
- **providing access to our services to the widest possible number of Godalming people by 'phone, drop-in, self-help through a kiosk and our website, appointments and via outreach; and**
- **contributing to the Godalming community planning process by using data collected in the course of our work.**

**Through using volunteers to deliver our service we also:**

- **enable a wide range of Godalming people, including those recovering from physical and mental health problems, to participate in a voluntary group and activity;**
- **more effectively meet the needs of Godalming people experiencing social and economic difficulties; and**
- **ensure there is equality of access and opportunity for Godalming residents.**

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

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

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

## Report to Godalming Town Council on the activities and impact of Citizens Advice Waverley's Godalming Advice Centre (2015/16)

### Background

1. Our volunteers at Godalming's Citizens Advice Centre have been helping local people since 1978, providing free, confidential and impartial information, advice and support to Godalming residents and those in surrounding villages.
2. In 2006 it joined together with Cranleigh, Farnham and Haslemere to form Citizens Advice Waverley. As well as using our face-to-face advice service, open between 10:00 -16:00 each weekday, Godalming residents can call our telephone helpline, manned by volunteers from all four of our Advice Centres, or email us through our website ([www.waverleycab.org.uk](http://www.waverleycab.org.uk)).

### How we helped Alison

**The Problem:** Following a routine procedure by a newly-qualified dentist, Alison\* was left in constant pain. Her dentist referred her to a specialist endodontist, who he claimed could resolve the problem, but Alison could not afford their treatment.

**Our Intervention:** We explained to Alison her rights in this case, and helped her to draft a formal complaint to the Dental Practice, asking them to accept liability and fund the corrective treatment.

**The Outcome:** Following receipt of the letter the Dental Practice accepted full liability for their mistake. This enabled Alison to pay for the full corrective treatment.

\*name changed



### Serving the Godalming community

3. Godalming is the busiest of the four offices that form Citizens Advice Waverley.
4. Between April 2015-March 2016 its more than 50 volunteers helped over 2,200 local people (around 10% of the Godalming population). They also helped Godalming people to secure over £350,000 of previously unclaimed financial entitlements, as well as helping 57 of them to manage over £570,000 of debt. We acted as intermediaries for more than 10 successful Debt Relief Orders, with a total value of over £100,000.



5. 35% of the issues we dealt with last year at our Godalming Advice Centre related to claiming financial entitlements, 12% to managing debt, 12% to housing and 8% to employment issues.

### **Outreach and preventative services**

6. As part of our commitment to ensuring that our services are accessible and relevant to all sectors of the local community we also offer an outreach service at Loseley Fields Children's Centre and a limited home visiting service for people with mobility problems.

7. Additionally a number of our volunteers are trained to provide financial guidance and budgeting training to financially vulnerable people, including advice on getting the best value energy contracts. This helps people to learn the skills and gain the confidence they

need to make financial decisions and to minimize their risk of getting into debt.

#### **How we helped Jean**

**The Problem:** Jean\* had been sleeping on friends' sofas for 5 years following a difficult divorce. Even though she was a British citizen she had trouble claiming her financial entitlements because she was born abroad.

**Our Intervention:** With our help Jean was able to receive State Pension for the first time. Together with back-dated Pension Credit this finally gave her enough money to rent her own accommodation.

**The Outcome:** Jean eventually a room of her own where she finally felt safe and warm, with enough money to pay for food.

\*name changed



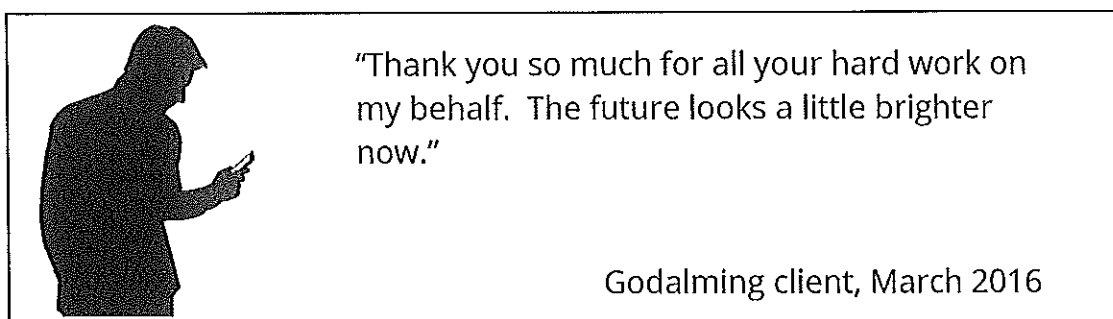
### **Impact**

8. Our work is not limited to improving our clients' financial situations. It also contributes to reducing their stress and improving their confidence in dealing with their own problems. In our most recent survey over 70% of our clients said that our intervention had improved their confidence in managing their problems and more than 75% said that it had impacted positively on their peace of mind. 20% believed that it had improved their health. Almost all said that they would use our service again.

### **Volunteering in Godalming**

9. Citizens Advice Waverley is almost entirely dependent on its volunteers for delivering advice to clients. Volunteers are recruited, trained and deployed locally.

10. There are currently more than 20 fully trained advisers at our Godalming Advice Centre, providing a total of nearly 6,500 volunteer hours each year, estimated to be worth well over £100,000. In addition our Godalming Advice Centre offers volunteering opportunities to local people to work as receptionists, administrators and to get involved in our work campaigning for social justice.
11. The most recent survey of our Godalming volunteers found that:
  - 92% believed that volunteering has taught them a lot and had enjoyed the team spirit
  - 83% considered our Godalming Advice Centre to be a supportive and professional place to work and found their work rewarding, and
  - 74% were proud to work there, felt valued and would recommend it to their friends.



### **Local fundraising**

15. As in previous years in 2015-16 we also arranged a number of local fundraising events and appeals for support with specific projects. These raised more than £14,000 over the year.
16. Since 1 April 2016 we have already raised over £12,000 towards our annual target of £20,000. A proportion of these proceeds will go towards the running costs of the Godalming Advice Centre.

### **Projects**

17. During 2015-16 we were also involved in running a number of independently financed projects across the borough, designed to improve the services that we provide to our clients.

These include:

- supporting Surrey County Council's Local Assistance Scheme that provides emergency financial assistance for 134 local people
- reporting client experiences of locally delivered health and social services to Healthwatch Surrey, the independent watchdog monitoring these services

- helping address fuel poverty through providing advice on energy efficiency and facilitating switching of suppliers
  - piloting the provision of advice at local GP surgeries, including at the Mill Practice in Godalming.
18. In addition in 2015-16 we led a Big Lottery funded project designed to improve partnership working between advice agencies in Waverley. We used this project to develop a local partnership of over 30 such agencies, with a dedicated, client-facing advice website ([getadviceinwaverley.org.uk](http://getadviceinwaverley.org.uk)) that links people to locally-available support on a wide range of issues.
19. Our Godalming Advice Centre is also the most used outreach for the St. Mark's foodbank, handing out around 400 food parcels each year to local people in need.

### **Summary**

20. Our Godalming Advice Centre is here to help local people by providing them with the information, advice and help they need to manage their problems. We are grateful for the continuing support from Godalming Town Council for this vital work.

**Citizens Advice Waverley – May 2016**

# Our annual report and accounts 2014/15

**citizens  
advice**

**Waverley**

**Helping people  
find a way  
forward**

## Our aims

- To provide local people the advice they need to overcome their problems and
- To campaign on the big issues that affect their lives

## Our principles

- To provide everyone with free and easy access to independent, confidential and impartial advice on their rights and responsibilities
- To value diversity, promote equality and challenge discrimination

## Our values

- To provide high-quality, inclusive services that focus on local people's needs, particularly the vulnerable, disenfranchised and socially excluded
- Use research and campaigning to challenge disadvantage and barriers to social inclusion
- Provide sound governance through a Trustee Board working with integrity and transparency
- Recognise the value of our staff and volunteers and develop their full potential
- Participate in County and national Citizens Advice work
- Build positive working relationships with key local organisations
- Minimise our environmental impact.

Citizens Advice Waverley  
36 Bridge Street  
Godalming  
Surrey GU7 1HP

Tel: 03448 487 969  
[waverleycab.org.uk](http://waverleycab.org.uk)

Company number: 4823693  
Charity number: 1098859

# Foreword from the Chair

I am very grateful for the continued generous support that has been provided to me by my colleagues on the Trustee Board, the paid staff team and our many volunteers. Their work has a positive impact on the lives of countless local people.

We celebrated 75 years as a service in 2014/15 and our success is down to us constantly improving to meet our clients' needs.

We are all conscious of the implications of the Welfare reform agenda which is expected to continue over the next 5 years and possibly beyond. These changes still have a long way to go where only a small part of the changes have been rolled out in Waverley.

We have seen continued high level of demand for our services from local people who have ever more complex needs usually with several issues. We are currently finding it very difficult to meet the level of demand for advice from our clients, as we are seen as the key, if not only, organisation that is able to support them fully in the Borough. The links between our client's physical health and their financial and emotional issues which we deal with are increasingly clear.

In common with many other Citizens Advice across the country we see an increasing need for the support we offer for several years to come. The changing regulations themselves only increase the workload on all of our advisors as they have to adapt and learn.

All of our Local Authorities and the local community itself, the key sources of our funding, have continued to be very supportive in a difficult period for the economy and their own finances. We are very pleased to have renewed our Service Level Agreement with Waverley Borough Council for the 3 years to March 2018.

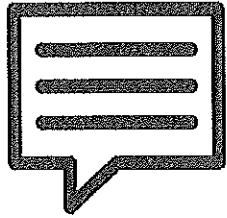
It is good that we were granted an 8% increase in our grant, but we also need to recognise that this effectively had to cover inflation in our costs over a 6 year period. The only way we can balance the books whilst continuing to provide the same level of service is to further increase our efforts to develop other sources of income to cross subsidise our core service.

Finally I would like to thank Dr Chris Tibbott, who retired from our Trustee Board after six years of valuable support. His incisive contributions will be missed.



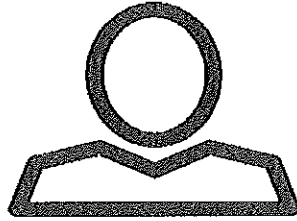
Paul Rees

# Our year at a glance



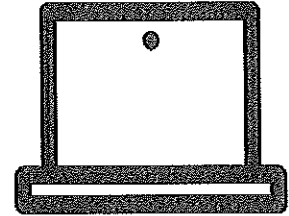
**19,000**

advice issues  
handled



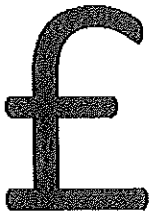
**6,000**

people advised



**10,000**

visits to our  
website



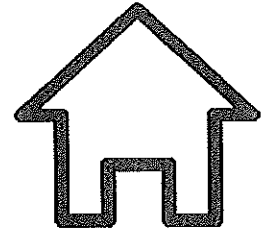
**1.6 million**

gained for clients



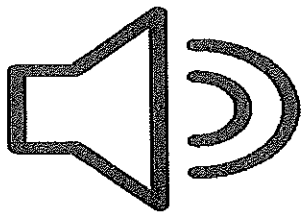
**3.1 million**

client debt managed



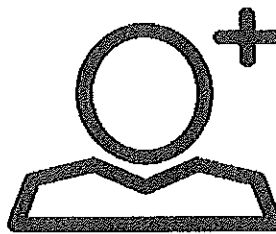
**258**

families prevented  
from losing their  
homes



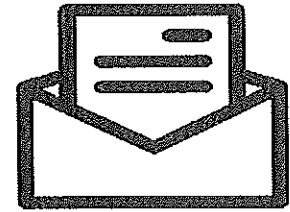
**95%**

clients would  
recommend us



**140**

volunteers  
working across  
seven sites



**90%**

clients happy  
with our service

# Overview from the Chief Executive

This report cannot cover the whole scope of our work. But I hope it gives a flavour of what we do, how we do it and the strong values that underpin it all. As we approach our tenth year as an organisation we remain as determined as ever to find new and better ways of helping people in Waverley to solve their problems and find their way forward.

This year we have been busier than ever but know that there are still more people who would benefit from our help. Evidence from elsewhere in the country also shows that the local introduction of Universal Credit early next year will inevitably generate more demand for our support as people adjust to its new processes and reduced payments. We must continually strive to make our services as simple as possible for them to access.

Steps we took this year to keep pace with this ever-growing need included:

- joining Adviceline in May 2014, a virtual call-centre that allows different Citizens Advice offices to pool their resources to extend their operating hours and improve their call answer rates
- building a network of partner organisations that will work together to develop, build and manage a new "Get Advice in Waverley" website

- working with Guildford Citizens Advice to pilot the provision of advice in GP surgeries and
- reaching out to the isolated local communities, including the Gypsy and Traveller Community.

It is good therefore that against this background an inspection carried out by Citizens Advice's independent national auditors in July 2014 found that our advice services and business processes continued to be sound and high quality. I thank our volunteers and paid staff for making all of this happen.

I believe that the changes we have introduced this year, and those we have planned, will help to ensure that we never have to turn our back on someone in need.



Phil Davies



# Contents

## **Trustees' report**

|                                   |    |
|-----------------------------------|----|
| Foreword from the Chair           | 3  |
| Our year at a glance              | 4  |
| Overview from the Chief Executive | 5  |
| About us                          | 7  |
| Key achievements                  | 8  |
| In focus                          | 10 |

## **Strategic Report**

|                      |    |
|----------------------|----|
| Plans for the future | 13 |
| Our organisation     | 15 |
| Financial review     | 18 |

## **Financial statements**

|                                                                              |    |
|------------------------------------------------------------------------------|----|
| Independent Examiner's Report to the<br>Trustees of Citizens Advice Waverley | 20 |
| Statement of financial activities                                            | 21 |
| Balance sheet                                                                | 22 |
| Notes to the Financial Statements                                            | 23 |

|                             |    |
|-----------------------------|----|
| Thank you to our supporters | 29 |
|-----------------------------|----|

# About us

## Who we are

Citizens Advice Waverley is a local charity that helps people to solve their problems and find ways forward. It is run by volunteers, supported by a small team of paid staff.

## What we do

### Solving problems, changing lives:

- by giving people free, confidential, high-quality, impartial information and advice. We do this on the phone, by email and at our offices in Cranleigh, Farnham, Godalming and Haslemere,
- using our influence to ensure that local people don't suffer from lack of knowledge or inability to express their needs,
- working with Surrey County Council to deliver Local Assistance Scheme (LAS) payments to local people facing severe financial crisis,
- delivering money-management training to people at risk of financial exclusion and
- providing locally-based advice services in Waverley's most deprived areas as well as a home-visiting services for older or disabled people who can't get into our offices.

## How we benefit everyone

### Reducing social exclusion

- by securing £1.6 million in unclaimed financial entitlements for 608 people,
- helping people to manage £3.15 million of debt and
- helping with 19,000 different issues.

### Supporting working people

- by resolving employment related issues for 807 people.

### Saving taxpayers money

- by preventing 258 local families from losing them homes.

### Improving people's lives

- by highlighting 250 examples of poor or ineffective policy or services,
- providing volunteer opportunities for more than 140 local people and
- resolving consumer related issues for 406 people.

### Enhancing mental and physical wellbeing

- 78% of people who used our services reported a positive difference to their peace of mind
- 70% reported greater self confidence
- 20% reported a positive impact on their health

**"Their work is outstanding. I have seen it transform people's lives."**



Denise Le Gal  
Waverley Councillor

# Key achievements

We have made big changes over the last few years to the way we operate. They have been rapid and wide-ranging. Some have taken time to embed fully.

Against this backdrop, an independent audit by Citizens Advice's national organisation in July 2014 confirmed that our advice services and administration remain of high quality. This is a tribute to all our volunteers and staff.

This year we developed further new ways of meeting people's current and future advice needs.

## **Improving access to phone advice**

In May 2014 we joined together with three other Citizens Advice offices in Surrey (Reigate, Dorking and Leatherhead) to form a virtual call centre ("Adviceline"). Pooling our resources in this way means local people can now reach an adviser by phone more quickly, and at more times. This saves many of them the trouble of coming into one of our offices.

We also took part in the national pilot to compare locally-run Adviceline services with nationally managed ones. Our involvement in this pilot helped us to extend and develop the Adviceline service within Surrey and to demonstrate the effectiveness of locally-run services. The findings from this pilot will be used by Citizens Advice nationally to develop a stronger telephone service across the country.

## **Making things fairer**

A vital part of our work is to identify common issues that adversely affect people's lives and take action to deal with them. All of this work is underpinned by robust research, which this year we focussed primarily on Welfare Reform, Health and Social Care and Housing and Homelessness.

We also received basic funding from our national Citizens Advice organisation to run a new project. This "Letting with Confidence" project will identify, and try to overcome, some of the obstacles that people receiving Housing Benefit face in finding rented properties. As part of this project we are asking private landlords how we might improve their confidence in letting their properties to Housing Benefit recipients. This is particularly important given the shortage of social housing in Waverley.

We remain committed to continuing with this and other Research and Campaigns projects in the coming years. We will also be looking at ways of assuring the continuing quality of the evidence we collect about the problems people bring to us.

## **Building partnerships**

We continued to manage a two-year, Big Lottery-funded project to improve access to advice for local people. In its second year we focussed on building and consolidating working links with a number of other partner organisations. This included:

- setting up a network of over 30 partner organisations that will build and support a new "Get Advice in Waverley" website. This will provide local people with better and easier access to specialist support across a wide range of issues. It will also enable network partners to more easily refer clients to other local sources of help
- working with Guildford Citizens Advice to pilot the provision of advice in GP surgeries
- delivering training sessions on common issues to over 350 volunteers and paid staff from local partner organisations.

### **Local fundraising**

Our volunteer fundraising team raised nearly £40,000 this year in donations, ticket sales and sponsorship. They organised, ran and supported more than ten different fundraising events. These included ever-popular quiz nights, music concerts, bridge lunches, sponsored bike rides and a charity Golf Day at Farnham Golf Club.

We were also selected by Councillor Liz Wheatley as her chosen charity during her year as Mayor of Waverley, where she raised over £6,300 for us. We are very grateful to her for her continuing support.

### **Developing websites with other Citizens Advice**

We helped nine separate Citizens Advice offices in Surrey to redesign and refresh their websites. This followed positive feedback from people who have visited our own website on its design, content and ease of use.

As well as providing us with additional income, this work enabled us to work with

Citizens Advice Surrey (the overarching consortium for Citizens Advice in Surrey) to develop a single unified image for the Citizens Advice service across the County that promotes its quality and professionalism.

### **Assuring high quality services**

As part of their normal three-yearly cycle, in July 2014 independent auditors from Citizens Advice's national audit team looked at all of our advice services, business processes and governance arrangements. Their report confirmed that these were sound and high quality. Their report also provided guidance on areas we could focus on for future development.

We have used these detailed findings to draw up a long-term plan that will ensure that we continue to deliver the high-quality advice services people need.

**"Visit to Citizens Advice office a joy. So much enthusiasm and skill."**

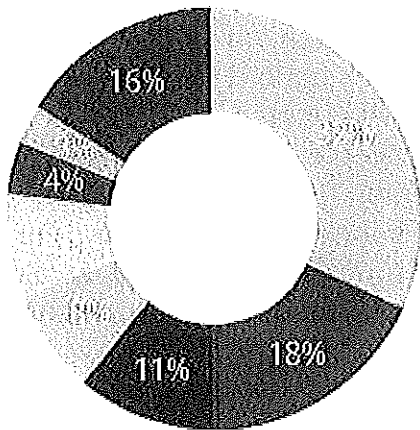


David Munro  
Surrey and Waverley Councillor

# In focus

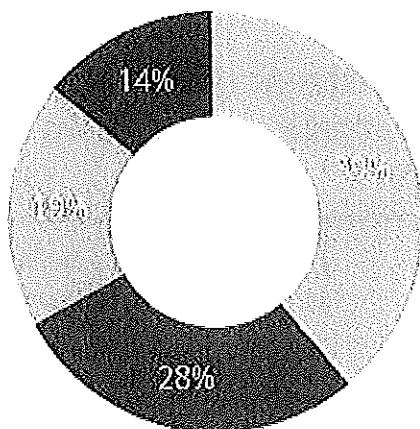
Our service provides free, independent and confidential information and advice. We provide advice to everyone on any topic.

## Issues handled



- Benefits
- Debt
- Housing
- Relationship
- Employment
- Legal
- Consumer
- Other

## Distribution of clients

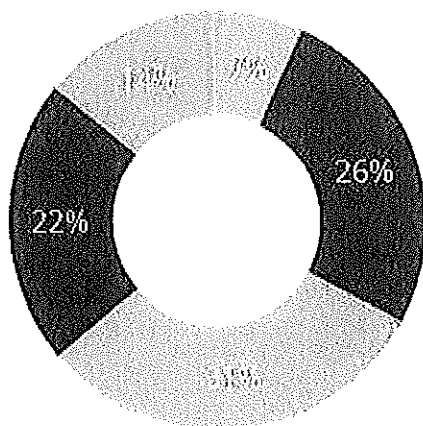


- Godalming
- Farnham
- Haslemere
- Cranleigh

**"Your services are life changing and your advisers are professional, supportive and caring."**

Client, March 2015

## Age profile of clients



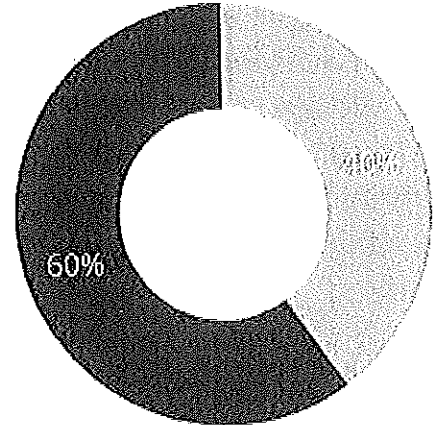
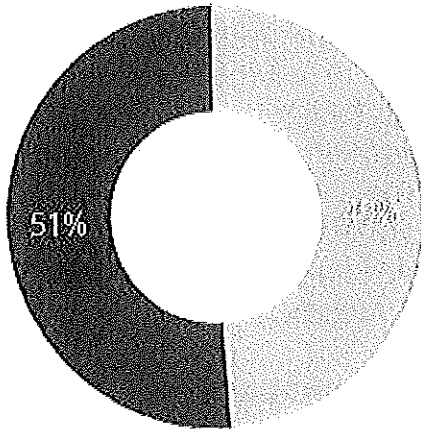
- 0-24
- 25-39
- 40-54
- 55-69
- 70+

# In focus

## Waverley Community

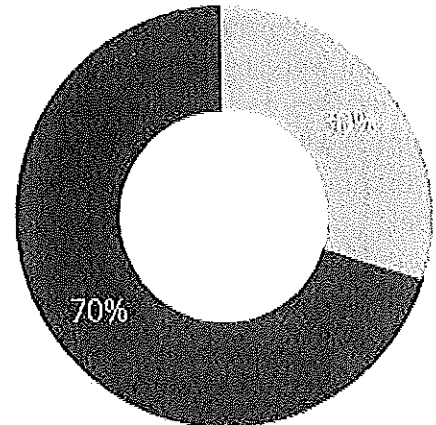
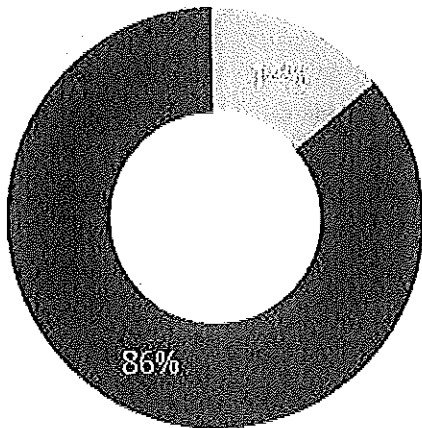
## Our Clients

### Gender



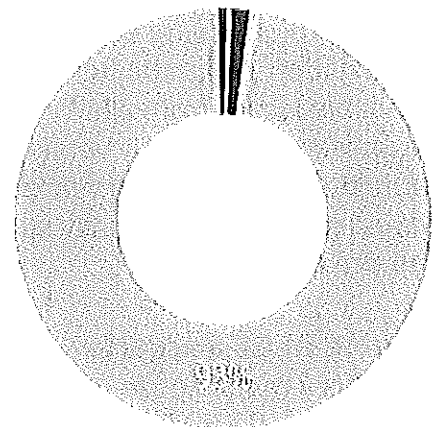
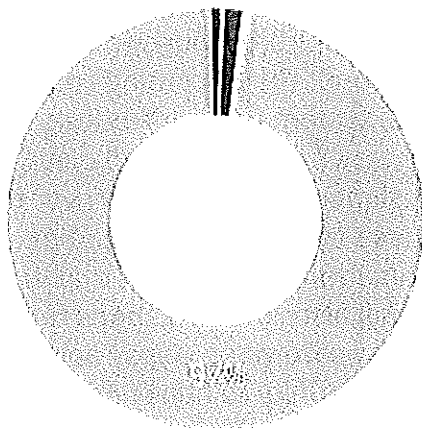
- Male
- Female

### Disabled



- Disabled
- Not Disabled

### Ethnicity



- Asian
- Asian British
- Black/Black British
- Mixed
- White

# Plans for the future

More and more people search online for the help they need to solve their problems. To remain relevant to as many people as possible therefore the services we offer must reflect this. We also need to use the new opportunities that changing technology offers to deliver the best possible value for money for our funders.

## **Getting advice online**

In mid-October 2015 we will join other Citizens Advice offices in Surrey in trialling the national delivery of advice by email and webchat. This will be done by offering guidance to visitors to Citizens Advice's national website on how to get the exact information and support they need. This support will be available from 09:00 to 17:00 hours from Monday to Friday each week.

## **More ways for people to get help**

As part of our Advice Service Transition Fund (ASTF) funded project, we have brought together over 30 organisations to run a new "Get Advice in Waverley" website. Using intuitive, subject-based search technology, this website will provide users with quick and easy access to information about the full range of support available locally from all of its partner organisations. An early version was launched in August this year to test user experience before formally launching the full site in Autumn 2015.

## **Advice in GP surgeries**

Stress is a major cause of illness in this country. There is clear evidence that

people who get the advice they need to address their non-clinical problems are less likely to seek medical help.

This year as part of our ASTF project we will continue to work with Guildford Citizens Advice to test the effectiveness of different ways (online, by phone and face-to-face) of providing advice within GP surgeries. The findings from these pilots will be used to develop a business case for support for the long-term provision of advice at GP surgeries.

## **Reducing our phone bills**

To continue to deliver the best possible value for money for our funders we need to adopt new technologies where they are cheaper and more effective. As part of our ASTF project this year we will move our telephone systems over to Voice Over Internet Protocol (VOIP) technology. As well as reducing our phone bills this will improve communications between our four offices and enable us to offer more effective outreach services at sites across the borough. We will also offer other local charities and businesses the opportunity to share these benefits.

## **Reaching out**

Under our ASTF project we are working with Surrey County Council and the Gypsy and Traveller support groups to raise awareness about the upcoming changes to the benefits system being introduced as part of Welfare Reform. We will distribute leaflets designed specifically to cover this issue in these communities, including information about the support that we can offer. We will also run workshops for representatives from the Gypsy and Traveller Community to talk specifically about the introduction of Universal Credit

early next year.


### **Delivering training**

As part of our ASTF project we are continuing to develop a programme of courses covering issues of common value to a range of advice and support organisations across Waverley, which will be delivered in Autumn 2015. These will feature key themes such as Universal Credit and debt management, as well as management improvement courses. Around 350 training places will be available.

### **Developing new websites**

Following the success of our work developing websites with other Citizens Advice offices in Surrey, this year we will additionally be developing websites for three Citizens Advice offices in Berkshire. Once completed these new websites will bring to 14 the number of new websites we have helped to develop over the last two years (including that for the new 'Get Advice in Waverley' partnership).

**"We are confident that the website will raise our profile across Surrey for clients and stakeholders."**



Norma Corkish  
Chair of Citizens Advice Surrey



# Our organisation

Citizens Advice Waverley comprises more than 140 trained and highly-skilled volunteers providing a range of advice services to local people. They freely donate more than 58,500 hours of their time each year. This is estimated to be worth more than £750,000. Their work is supported, monitored and quality assured by a small team of paid staff.

## Who we work with

We work with a range of other voluntary organisations, both locally and nationally, to provide people with the help they need.

We are also a member of Citizens Advice (the operating name of the National Association of Citizens Advice Bureaux). Citizens Advice provides us with a range of support, including for local fundraising, specialist information services, and research to use in our campaigning work. It also provides a range of infrastructure services to support the smooth running of our business.

We have a three-year Service Level Agreement with Waverley Borough Council that establishes our working relationship with them and similar contractual arrangements with other funders.

## Our Governance and Management

Our Trustee Board sets our vision and strategic direction. It is currently made up of nine individuals (see page 15) who are trustees under charity law and directors of the charitable company. This Board meets at least four times each year.

The Trustee Board delegates some of its responsibilities to its committees, see chart overleaf. Terms of reference and membership for each of these committees are published on our intranet site. Each of these committees includes at least one Trustee Board member who reports to the full Board.

Our Chief Executive, working with our management team, is responsible for delivering the Board's vision and for the day to day operation of the organisation. See chart overleaf.

## Legal and administrative details

Citizens Advice Waverley is a company limited by guarantee, with a Memorandum and Articles of Association adopted on 27 March 2006. We are also a charity registered with the Charity Commission and licenced by the Financial Conduct Authority.

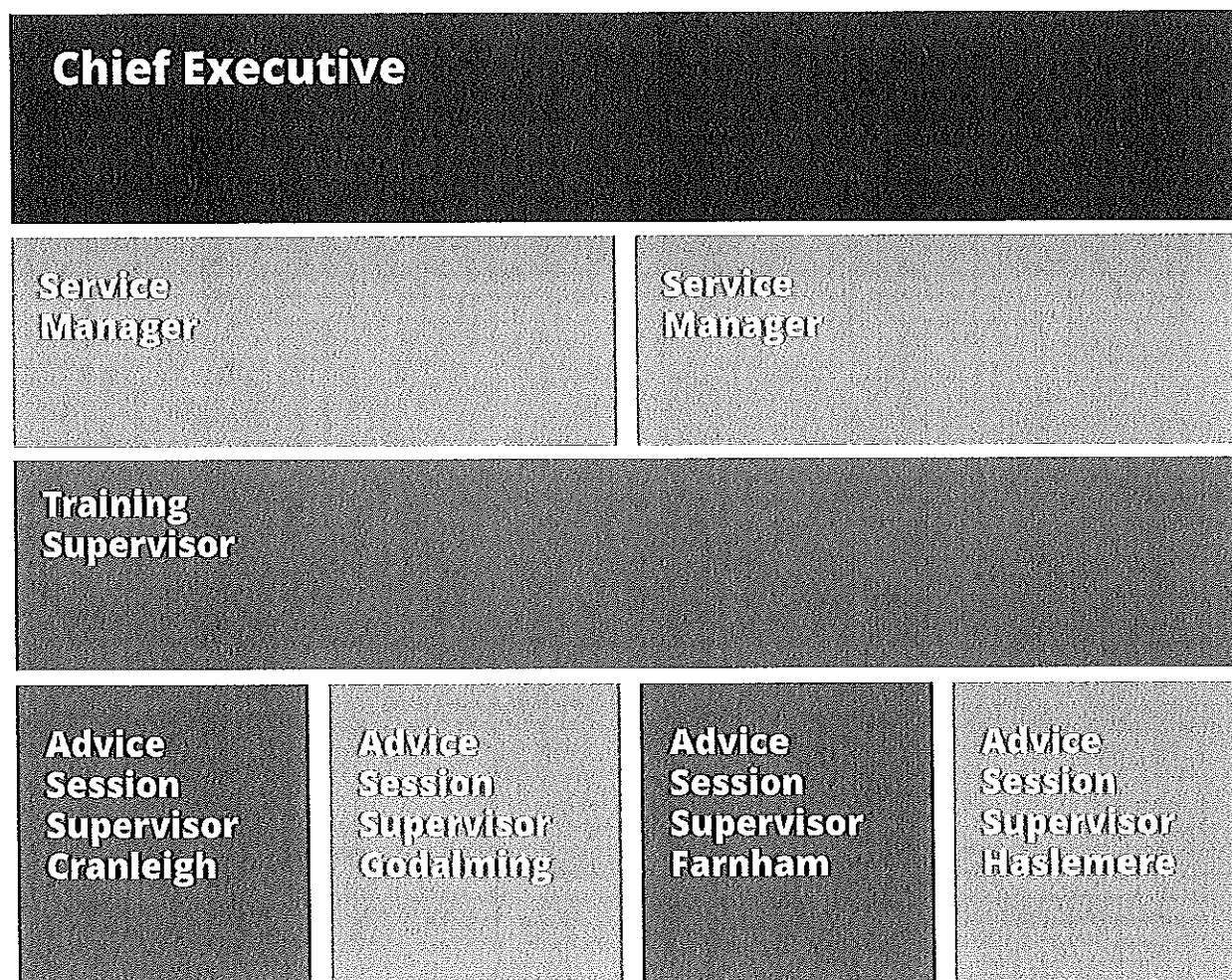
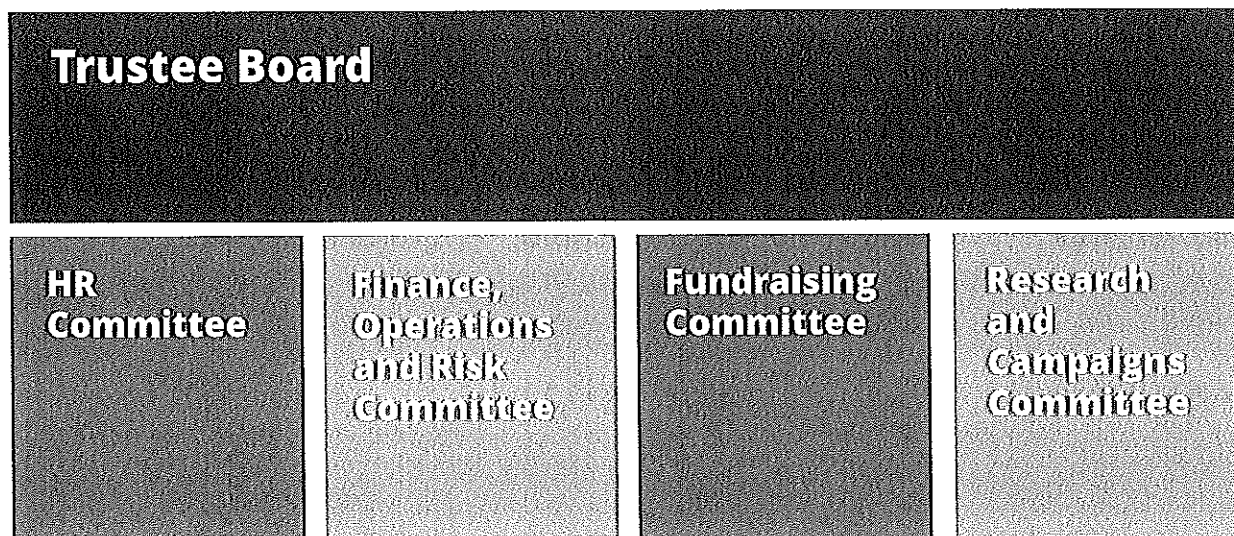
Our charitable aim is defined as to "promote any charitable purpose for the benefit of the community in Waverley and the surrounding area by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress."

We are governed by Directors, who are also the Charity Trustees for the purposes of Charity law. Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

## Our Trustee Board

| Trustees          | Role              | Date Appointed | Date Reappointed | Date Resigned |
|-------------------|-------------------|----------------|------------------|---------------|
| Paul Rees         | Chair             | 19.10.12       |                  |               |
| Michael Taylor    | Treasurer         | 27.10.10       | 14.11.13         |               |
| Stuart Spencer    | Company Secretary | 27.03.06       | 19.10.12         |               |
| Angela Wainwright |                   | 14.11.13       |                  |               |
| Wendy Lockwood    |                   | 14.11.13       |                  | 30.07.15      |
| Andy Briscoe      |                   | 14.11.13       |                  |               |
| Dr Chris Tibbott  |                   | 31.10.08       | 28.10.11         | 07.11.14      |
| Jo Reynolds       |                   | 31.10.08       | 07.11.14         |               |
| Christopher Smith |                   | 14.11.13       |                  | 30.04.15      |
| Larry Westland    |                   | 09.10.09       | 19.10.12         |               |
| Craig Evans       |                   | 14.11.13       |                  |               |

# Our organisation



# Financial Review

## General

The attached accounts show the financial results for the year. In summary, we incurred an operating deficit of £778. This outturn was slightly better than the deficit we had budgeted. Total funds increased by £53,865 (see chart on p18). The main reason for this was that we received more funds for our restricted projects. These are being spent during the current year.

## Funds and Reserves

It is the Trustees' view that the balance on our Unrestricted Funds should be equivalent to three months' operating expenditure. At 31 March 2015, unrestricted funds were above this target. The Trustees have been prudent in their capital investment over the last few years due to the climate of financial uncertainty. The Trustees now intend to use money from the Advice Services Transition Fund project to invest further in our telephony and IT systems to ensure that they are able to handle the growing complexity of our clients' needs. The Trustees also recognise a need for continued investment in the involvement of both our volunteers and our paid staff.

## Funding

The Trustees are grateful to all our local councils for their continuing financial support.

In addition to the funding from our local councils, we also receive funding from various county wide organisations. These include training grants from Community Foundation for Surrey and Surrey Welfare Rights Unit. Other funds including a grant from the Big Lottery under its Advice Services Transition Fund are received for specific projects and details are shown in the accounts. We are very grateful to all of these donors and to the many individuals who have made donations and supported our community fundraising.

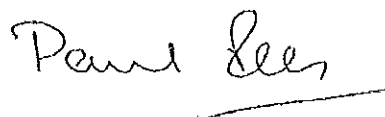
## Trustees' Responsibilities in respect of these Accounts

Company law requires Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company at the year-end and of the net incoming resources of the charitable company for the year then ending. In preparing these financial statements, Trustees are required to:

- select suitable accounting policies;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare financial statements on a going-concern basis unless it is inappropriate to assume that the company will continue on that basis.

Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on 6 October 2015 and signed on their behalf:

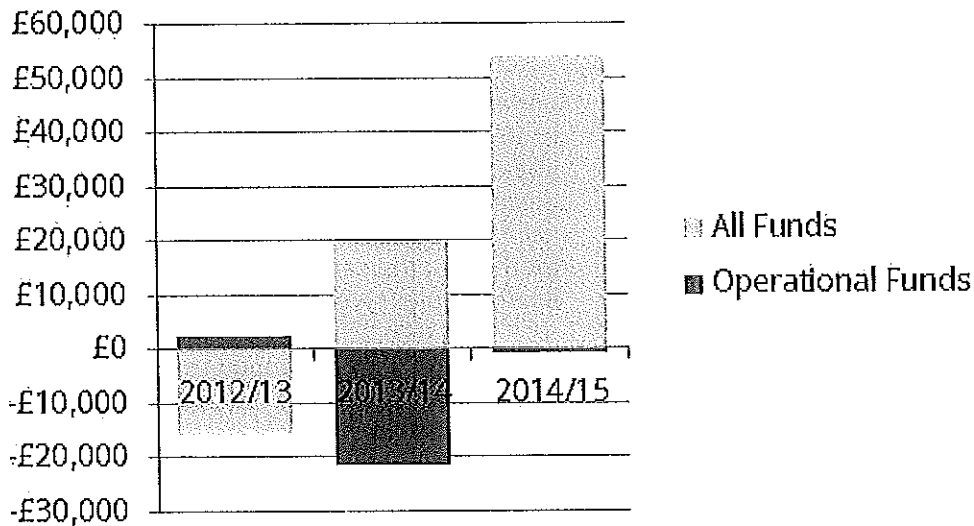


Paul Rees - Chair

Date: 6 October 2015

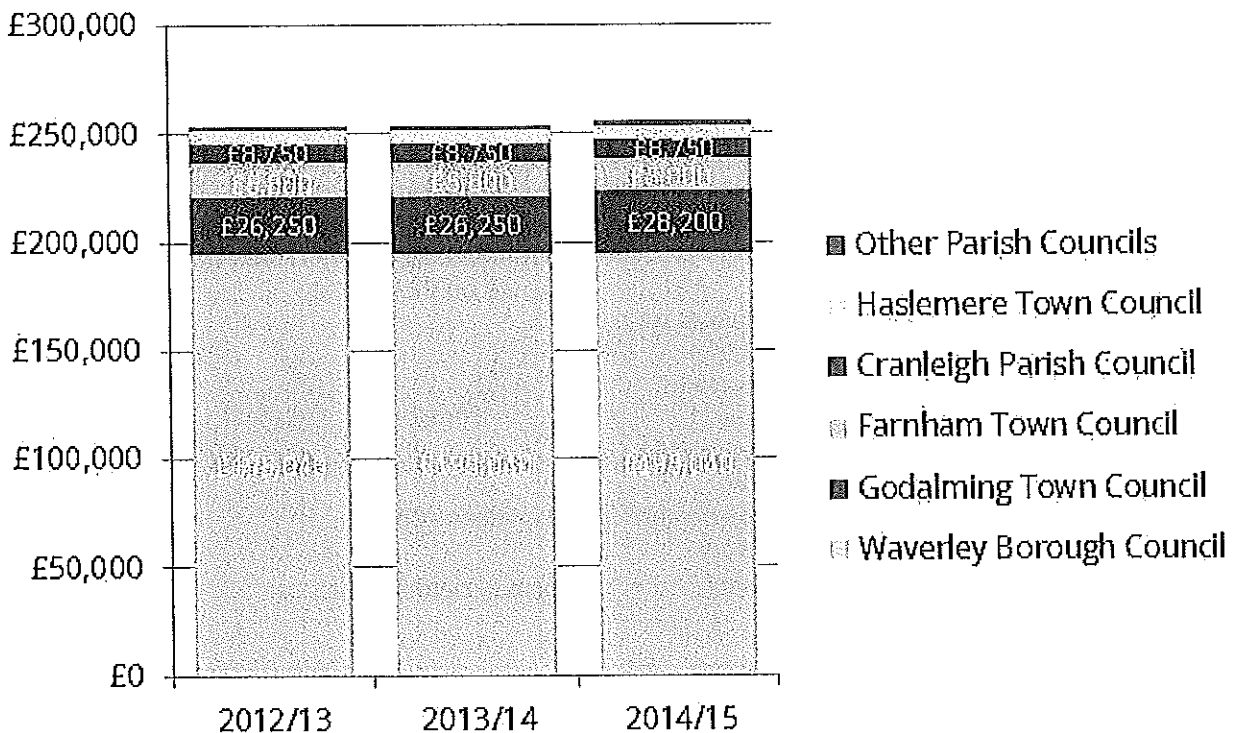
# Net movement in funds

The chart below shows that operating funds fell by £778, but total funds rose by £53,865. This is because we received more funding for restricted projects, which will be spent during 2015/16.



# Local Authority grants

The chart below outlines the grants made by Waverley Borough Council (WBC) and our towns and parishes. The WBC grant has a three-year term (ending April 2015) and has been reviewed with the intention of renewing this for a further three years.



# Independent Examiner's Report to the Trustees of Citizens Advice Waverley

I report on the accounts of the company for the year ended 31 March 2015 set out on pages 20 to 27.

## Respective responsibilities of Trustees and examiner

The charity's Trustees (who are also the directors for the purposes of company law) 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 required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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 Commission (under section 145 (5) (b) of the 2011 Act); and
- state whether particular matters have come to my attention.

## Basis of the independent examiner's statement

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 seeking 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.

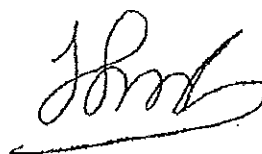
## Independent examiner's statement

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 Sections 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.



J Brooks FCCA  
PPK Accountants  
Sandhurst House  
297 Yorktown Road  
Sandhurst  
Berkshire  
GU47 0QA

Date: 6 October 2015

# Statement of financial activities

Statement of financial activities for the year ending 31 March 2015

|                                             | Notes | Restricted<br>Funds | Designated<br>Funds | Unrestricted<br>Funds | Total<br>2015  | Total<br>2014  |
|---------------------------------------------|-------|---------------------|---------------------|-----------------------|----------------|----------------|
|                                             |       | £                   | £                   | £                     | £              | £              |
| <b>INCOMING RESOURCES</b>                   |       |                     |                     |                       |                |                |
| Income resources from charitable activities |       |                     |                     |                       |                |                |
| Voluntary Income                            | 3     | 173,688             | 0                   | 325,740               | 499,428        | 390,490        |
| Investment income                           | 3     | 0                   | 0                   | 1,505                 | 1,505          | 416            |
| Income from charitable activity             | 3     | 0                   | 0                   | 14,245                | 14,245         | 15,150         |
| <b>TOTAL INCOMING RESOURCES</b>             |       | <b>173,688</b>      | <b>0</b>            | <b>341,490</b>        | <b>515,178</b> | <b>406,056</b> |
| <b>RESOURCES EXPENDED</b>                   |       |                     |                     |                       |                |                |
| Charitable activities                       | 4     | 121,838             | 4,987               | 332,512               | 459,337        | 383,745        |
| Governance                                  | 4     | 0                   | 0                   | 1,976                 | 1,976          | 2,943          |
| <b>TOTAL RESOURCES EXPENDED</b>             |       | <b>121,838</b>      | <b>4,987</b>        | <b>334,488</b>        | <b>461,313</b> | <b>386,688</b> |
| <b>NET MOVEMENT IN FUNDS</b>                |       | <b>51,850</b>       | <b>-4,987</b>       | <b>7,002</b>          | <b>53,865</b>  | <b>19,368</b>  |
| Transfers                                   |       | 2,794               | 2,321               | -5,115                | 0              | 0              |
| <b>NET MOVEMENT AFTER TRANSFERS</b>         |       | <b>54,644</b>       | <b>-2,666</b>       | <b>1,887</b>          | <b>53,865</b>  | <b>19,368</b>  |
| <b>TOTAL FUNDS AT 1 APRIL 2014</b>          |       | <b>48,928</b>       | <b>13,892</b>       | <b>101,313</b>        | <b>164,133</b> | <b>144,765</b> |
| <b>TOTAL FUNDS AT 31 MARCH 2015</b>         |       | <b>103,572</b>      | <b>11,226</b>       | <b>103,200</b>        | <b>217,998</b> | <b>164,133</b> |



# Balance Sheet

Balance sheet as at 31 March 2015

|                                       | Notes | Restricted Funds | Designated Funds | Unrestricted Funds | Total   | Total   |
|---------------------------------------|-------|------------------|------------------|--------------------|---------|---------|
|                                       |       | £                | £                | £                  | 2015    | 2014    |
|                                       |       | £                | £                | £                  | £       | £       |
| <b>FIXED ASSETS</b>                   |       |                  |                  |                    |         |         |
| Tangible assets                       | 6     | 2,002            | 11,224           | 0                  | 13,226  | 17,188  |
| Investments                           | 7     | 0                | 0                | 50,903             | 50,903  | 0       |
| <b>CURRENT ASSETS</b>                 |       |                  |                  |                    |         |         |
| Debtors                               | 8     | 0                | 0                | 13,563             | 13,563  | 2,293   |
| Cash at bank and in hand              |       | 101,570          | 0                | 86,783             | 188,353 | 190,798 |
|                                       |       | 101,570          | 0                | 100,346            | 201,916 | 193,091 |
| Creditors falling due within one year | 8     | 0                | 0                | -48,047            | -48,047 | -46,146 |
| <b>NET CURRENT ASSETS</b>             |       | 101,570          | 0                | 52,299             | 153,869 | 146,945 |
| <b>NET ASSETS</b>                     |       | 103,572          | 11,224           | 103,202            | 217,998 | 164,133 |
| <b>FUNDS</b>                          |       |                  |                  |                    |         |         |
| Restricted                            | 9     |                  |                  |                    | 103,572 | 48,928  |
| Designated                            |       |                  |                  |                    | 11,224  | 13,982  |
| Unrestricted                          |       |                  |                  |                    | 103,202 | 101,313 |
| <b>TOTAL FUNDS</b>                    |       |                  |                  |                    | 217,998 | 164,133 |

The charitable company is entitled to exemption from audit under section 479A of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or

deficit for each financial year in accordance with the requirements of Sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 6 October 2015 and were signed on their behalf by:

*Paul Rees*

Paul Rees, Chair of Trustees  
Date: 6 October 2015



# Notes to the Financial Statements

Notes to the financial statement for the year ending 31 March 2015.

## 1. Share Capital and members' liability

The charitable company is limited by guarantee and does not have a share capital. In the event of the charitable company being wound up every member, whilst he or she is a member, or within one year after he or she ceases to be a member, undertakes to contribute to the assets of the company such amount as may be required not exceeding one pound.

## 2. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

### (a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities"

### (b) Income Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### (c) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes with the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### (d) Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

### (e) Fixed Assets

Individual fixed assets costing more than £400 are capitalised at cost.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset on a straight line basis over its expected useful life.

- Leasehold improvements - 10% p.a.
- Office equipment - 33.33% p.a.

Assets taken over from Farnham and Godalming Citizens Advice Offices at 1 April 2006 have been included in the accounts at their original cost less

accumulated depreciation.

**(f) Leases**

Where the company enters into leases that entail taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a 'finance lease'. There were no finance leases in force during the year. All other leases are treated as 'operating leases' and the rental charges are charged to the income and expenditure account as they are incurred.

**(g) Intangible Income**

The company enjoys considerable support of volunteers in all areas of its activities and no monetary value is placed on this benefit in these accounts.

**(h) Taxation**

The charity is exempt from Corporation Tax on its charitable activities.

# Notes to the financial statements

## 3. Incoming Resources

|                                          | Restricted Funds | Unrestricted Funds | Total   | Total   |
|------------------------------------------|------------------|--------------------|---------|---------|
|                                          | £                | £                  | 2015    | 2014    |
|                                          | £                | £                  | £       | £       |
| Local Authority Grants                   | 0                | 256,200            | 256,200 | 253,300 |
| Donations, Fundraising and Cost Recovery | 0                | 69,540             | 69,540  | 33,380  |
| Other Ordinary Income                    | 0                | 0                  | 0       | 240     |
| Voluntary Income                         | 0                | 325,740            | 325,740 | 286,920 |
| Investment Income                        | 0                | 1,505              | 1,505   | 416     |
| Income from Charitable Activity          | 173,688          | 14,245             | 187,933 | 118,720 |
| Total Incoming Resources                 | 173,688          | 341,490            | 515,178 | 406,056 |

## 4. Resources Expended

|                          | Restricted Funds | Designated Funds | Unrestricted Funds | Total   | Total   |
|--------------------------|------------------|------------------|--------------------|---------|---------|
|                          | £                | £                | £                  | 2015    | 2014    |
|                          | £                | £                | £                  | £       | £       |
| Salaries (Note 10)       | 96,301           | 0                | 192,615            | 288,916 | 209,939 |
| Premises (Note 11)       | 0                | 0                | 88,780             | 88,780  | 95,050  |
| Telephone                | 0                | 0                | 9,643              | 9,643   | 10,407  |
| Travel and Parking       | 0                | 0                | 20,605             | 20,605  | 19,732  |
| Training Costs           | 2,278            | 0                | 3,117              | 5,395   | 3,634   |
| Office Running Costs     | 104              | 0                | 16,654             | 16,758  | 14,995  |
| Office/Sundries          | 21,329           | 0                | 1,098              | 22,427  | 22,399  |
| Depreciation             | 1,826            | 4,987            | 0                  | 6,813   | 7,589   |
| Charitable Activities    | 121,838          | 4,987            | 332,512            | 459,337 | 383,745 |
| Governance               | 0                | 0                | 1,976              | 1,976   | 2,943   |
| Total Resources Expended | 121,838          | 4,987            | 334,448            | 461,313 | 386,688 |

# Notes to the financial statements

## 5. Operating Surplus

|  | Total<br>2015 | Total<br>2014 |
|--|---------------|---------------|
|  | £             | £             |

The operating surplus is stated after charging:

|                            |       |       |
|----------------------------|-------|-------|
| Independent Examiner's Fee | 1,200 | 1,200 |
| Depreciation               | 6,813 | 7,588 |

## 6. Tangible Fixed Assets

|                       | Leasehold<br>Buildings<br>Haslemere<br>£ | Leasehold<br>Improvements<br>Godalming<br>£ | IT<br>Office<br>Equipment<br>£ | Office<br>Equipment<br>and Furniture<br>£ | Total<br>£ |
|-----------------------|------------------------------------------|---------------------------------------------|--------------------------------|-------------------------------------------|------------|
| <b>Cost</b>           |                                          |                                             |                                |                                           |            |
| As at 1 April 2014    | 34,310                                   | 17,469                                      | 26,634                         | 42,887                                    | 121,300    |
| Additions             | 0                                        | 0                                           | 2,850                          | 0                                         | 2,850      |
| As at 31 March 2015   | 34,310                                   | 17,469                                      | 29,484                         | 42,887                                    | 124,150    |
| <b>Depreciation</b>   |                                          |                                             |                                |                                           |            |
| As at 1 April 2014    | 34,310                                   | 6,987                                       | 22,959                         | 39,856                                    | 104,112    |
| Charge for the year   | 0                                        | 1,747                                       | 4,113                          | 952                                       | 6,812      |
| As at 31 March 2015   | 34,310                                   | 8,734                                       | 27,072                         | 40,808                                    | 110,924    |
| <b>Net Book Value</b> |                                          |                                             |                                |                                           |            |
| As at 31 March 2015   | 0                                        | 8,735                                       | 2,412                          | 2,079                                     | 13,226     |
| As at 31 March 2014   | 0                                        | 10,482                                      | 3,675                          | 3,031                                     | 17,188     |

## 7. Investments

During the year, the company made an initial investment of £50,000 in units of the Schroder Multi-Asset Fund for charities £9.03 of dividends were invested in further units.

# Notes to the financial statements

## 8. Debtors and Creditors

|                   | Unrestricted<br>Funds | Total<br>2015 | Total<br>2014 |
|-------------------|-----------------------|---------------|---------------|
|                   | £                     | £             | £             |
| <b>Debtors</b>    |                       |               |               |
| Sundry Debtors    | 5,585                 | 5,585         | 0             |
| Prepayments       | 7,978                 | 7,978         | 2,293         |
|                   | 13,563                | 13,563        | 2,293         |
| <b>Creditors</b>  |                       |               |               |
| Accruals          | 46,805                | 46,805        | 44,271        |
| Income in Advance | 1,242                 | 1,242         | 1,875         |
|                   | 48,047                | 48,047        | 46,146        |

## 9. Restricted Funds

|                                 | Balance<br>as at<br>1 April 2014 | Income<br>Resources | Expenditure<br>in the<br>period | Balance<br>as at<br>31 March 2015 |
|---------------------------------|----------------------------------|---------------------|---------------------------------|-----------------------------------|
|                                 | £                                | £                   | £                               | £                                 |
| Farnham Over 60 Home Visits     | 108                              | 3,570               | 3,678                           | 0                                 |
| District Outreach Project       | 6,221                            | 1,340               | 1,005                           | 6,556                             |
| Other Projects                  | 0                                | 33,774              | 33,202                          | 572                               |
| Advice Services Transition Fund | 30,669                           | 124,799             | 78,117                          | 77,351                            |
| Financial Literacy Project      | 13,240                           | 1,500               | 1,460                           | 13,280                            |
| Healthwatch Surrey              | -1,310                           | 11,499              | 4,376                           | 5,813                             |
| <b>Total Restricted Funds</b>   | <b>48,928</b>                    | <b>176,482</b>      | <b>121,838</b>                  | <b>103,572</b>                    |

# Notes to the financial statements

## Farnham over 60s Home visits

Funding for this post has been partly funded from monies provided by a grant from Age UK Waverley and Microtech Ltd.

## Advice Services Transition fund

This project is a two year project financed by a grant from The Big Lottery Fund.

## Financial Literacy Project

This project has been jointly funded by a number of local charities and the Big Lottery Fund.

## Healthwatch and Local Assistance

These projects have been funded by grants from Surrey County Council as part of a project managed by Citizens Advice Surrey.

## 10. Salary Costs

During the year Citizens Advice Waverley employed twenty two paid staff (9.7 FTE). Of these five (2.9 FTE) were employed on restricted fund projects. There were no highly paid staff. An analysis is provided below.

The company does not operate a pension scheme. Employees are given a contribution towards a pension, calculated at 6% of their salary, on completion of 6 months' service, backdated to the commencement of their employment.

No Trustee received any remuneration in either

### Analysis of salaries

|                                         | Total<br>2015<br>£ | Total<br>2014<br>£ |
|-----------------------------------------|--------------------|--------------------|
| Central Staff                           | 64,914             | 64,652             |
| Office Operations                       | 127,701            | 109,406            |
| Staff Cost from Unrestricted Funds      | 192,615            | 174,058            |
| Office Operations from Restricted Funds | 96,301             | 35,881             |
|                                         | 288,916            | 209,939            |

2014/15 or 2013/14. Reimbursed expenses totalled £185 (£235 in 2013/14).

## 11. Operating Lease Commitments

As at 31 March 2015, the company had annual commitments under non-cancellable operating leases as set out below:

### Cranleigh

The office in Village Way, Cranleigh is leased from Cranleigh Parish Council for 30 years from 25 March 2011. This is provided to us rent free by the Parish Council. A figure of £8,750, the open market rental value of the premises, is included in premises costs and in local authority grants.

### Farnham

The office in South Street, Farnham is leased from Waverley Borough Council for 3 years starting from 28 April 2015, for £14,600 per annum.

### Godalming

The office in Bridge Street, Godalming is leased from Waverley Borough Council for 10 years from 10 January 2011, for £20,000 per annum.

### Haslemere

The office in Well Lane, Haslemere is leased from a private landlord for a term of 5 years from 15 June 2014, for £15,000 per annum.

# Thank you to our supporters

## Local Authority

Waverley Borough Council  
Surrey County Council

## Town Councils

Farnham Town Council  
Godalming Town Council  
Haslemere Town Council

## Parish Councils

Busbridge Parish Council  
Chiddingfold Parish Council  
Cranleigh Parish Council  
Dunsfold Parish Council  
Ellens Green Mission Hall Fund  
Elstead Parish Council  
Ewhurst Parish Council  
Fernhurst Parish Council  
Grayshott Parish Council  
Hambledon Parish Council  
Lurgashall Parish Council  
Lynchmere Parish Council  
Northchapel Parish Council  
Thursley Parochial Church Council  
Witley Parish Council

## Other Organisations

Age UK Waverley  
Ahmadiyya Muslim Association  
Big Lottery Fund  
Bull's Head Public House  
Community Foundation for Surrey  
Cranleigh Lions  
Farnham Institute  
Farnham Hedgehogs  
Farnham Lions  
Farnham Rotary Club  
Farnham Round Table

Frith Hill Residents Association  
Gatwick Airport Community Trust  
Godalming Lions  
Godalming Round Table  
Godalming Rotary  
Godalming United Church  
Godalming Woolsack Rotary  
Grayshott Gold Society  
Haslemere Macular Society  
Haslemere Challice Trust  
Henry Smith Charity  
Inner Wheel of Farnham  
Inner Wheel of Godalming  
John Beanes Charity  
John Lewis Partnership  
Microtech  
Milford Probus Club  
Opportunities Project  
Surrey Community Action  
Surrey Welfare Rights Unit  
Travers Cox Charity

## Special Thanks

To our volunteer fundraising team:  
Nina Howells  
Doug Smit  
John Moxon  
Larry Westland CBE  
Steve Fulton

and to Councillor Liz Wheatley for selecting us as her chosen charity.

Thanks also to the many individuals and local businesses who have helped us this year by supporting, sponsoring and attending our fundraising events.







Citizens Advice Waverley, 36 Bridge Street,  
Godalming, Surrey GU7 1HP

Tel: 03448 487969

Company number: 4823693

Charity number: 1098859

**waverleycab.org.uk**

**The Companies Acts 1985 and 1989**

**Company Limited by Guarantee and not having a Share Capital**

**Memorandum of Association of:**

**Citizens Advice Waverley**

**48236933**

**1. Name**

The name of the company is **Citizens Advice Waverley** ("the Charity").

**2. Registered Office**

The Registered Office of the Charity will be situated in England and Wales.

**3. Objects**

The Charity's objects are to promote any charitable purpose for the benefit of the community in Borough of Waverley and the surrounding area ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

#### **4. Powers**

To promote its objects but not for any other purpose the Charity will have the following powers:

- 4.1 Power to establish and provide Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
- 4.2 Power to obtain, collect and receive money and funds by way of contribution, donations, legacies, grants and any other lawful method. It can also accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Charity does not carry out any substantial and permanent trading activities for the purpose of raising funds and shall conform to any relevant requirements of the law.
- 4.3 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 4.4 Power to sell, lease or dispose of all or part of the Charity's property but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 4.5 Power to borrow money and to give security for loans but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 4.6 Power to employ such staff (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for

the payment of pensions and superannuation for staff and their dependants.

- 4.7 Power to recruit such volunteer workers (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects.
- 4.8 Power to work with other charities, voluntary bodies and statutory authorities that have the same or similar purposes as the Charity and exchange information and advice with them.
- 4.9 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 4.10 Power to appoint and constitute such advisory committees as the Trustee Board may think fit.
- 4.11 Power to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets and other documents, audio and video tapes and discs, computer discs, films and any other instructional matter.
- 4.12 Power to arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.
- 4.13 Power to promote, encourage or undertake organised research and experimental work and make available the results of such research.

- 4.14 Power to join any other charitable institution and to become responsible for the assets, liabilities and contracts of any such institution or transfer the assets, liabilities and contracts of the Charity to such institution.
- 4.15 Power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.
- 4.16 Power to insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 4.17 Power to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Charity; and
- 4.18 Power to do all such other lawful things which promote or help to promote the objects.

## **5. Limitation of Private Benefits**

- 5.1 Subject to the provisions of sub-clauses 5.2. & 5.3, the income and property of the Charity shall be applied solely towards the promotion of its objects set out in this Memorandum. No part shall be paid or transferred directly or indirectly to members of the Charity for any services given to the Charity with the exception of reasonable travelling and other out of pocket expenses properly incurred in carrying out the duties of any member or officer of the Charity.
- 5.2 No member of the Trustee Board and no connected person shall acquire any interest in property belonging to the Charity (otherwise than as a Trustee for the Charity) or receive

remuneration or be interested in any way (otherwise than as a member of the Trustee Board) in any contract entered into by the Charity

provided this does not exclude:

- a. the payment of reasonable out of pocket expenses incurred on behalf of the Charity;
- b. the payment of fees or the giving of other benefits to any company of which a Trustee is also a member holding not more than 1/100th part of the capital;
- c. interest at a reasonable rate on money lent to the Charity;
- d. a reasonable rent or hiring fee for property let or hired to the Charity; or
- e. reasonable and proper premiums in respect of indemnity insurance effected in accordance with clause 4.17 of this Memorandum.

(For the purpose of this sub-clause "connected person" means the spouse, child, parent, grandparent, grandchild, brother, sister or other person in a relationship with a Trustee Board member which may reasonably be regarded as equivalent to such a relationship or any company or business controlled or managed by a Trustee).

- 5.3 Any member of the Trustee Board, who is nominated by a member organisation or who is in any way connected to a member organisation or body giving funds to or contracting with the Charity, is first and foremost a member of the Trustee Board and therefore must represent the interests of the Charity when acting as a Trustee even if this conflicts with the policies of the organisation or body by which s/he is nominated or to which s/he is connected.

## **6. Limited Liability**

- 6.1 The liability of the members is limited.
- 6.2 Every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1, to the Charity's assets if it should be wound up while they are a member or within one year after they cease to be a member:-
- a. for the payment of the Charity's debts and liabilities contracted before they ceased to be a member;

- b. for the costs, charges and expenses of winding up; and
- c. for the adjustment among themselves of the rights of persons who have contributed to the Charity's assets.

## **7. Amendment**

- 7.1 The Memorandum and Articles of Association of the Charity may be amended in accordance with the Companies Act 1985 and the Charities Act 1993 (or any statutory re-enactment or modification of these Acts) provided that no amendment shall be made which is inconsistent with the written policies of Citizens Advice.

## **8. Dissolution**

- 8.1 If any property remains after the Charity has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among members of the Charity. It shall instead be given or transferred to some other charitable institution or institutions having similar objects to those of the Charity and which prohibit the distribution of its or their income and property among its or their members to an extent at least as great as Clause 5 of this Memorandum imposes upon the Charity. The institution or institutions which are to benefit shall be chosen by the members of the Charity at or before the time of winding up or dissolution. A copy of the statement of accounts, or account and statement for the final accounting period of the Charity must be sent to the Charity Commission.

## **9. Definitions**

Words and phrases which are defined in the Articles of Association of the Charity have the same meaning when used in this Memorandum unless the context requires otherwise.

We, the subscribers to this Memorandum, wish to be formed into a company in accordance with this Memorandum.

**Signatures, Names and Addresses of Subscribers**

---

Guarantee

1. Signature:

Name: £1

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:

2. Signature:

Name: £1

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:



3. Signature:

Name: £1

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:

4. Signature:

Name: £1

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:

## **Articles**

### **The Companies Acts 1985 and 1989 Company Limited by Guarantee and not having a Share Capital**

#### **Articles of Association of:**

..... **Citizens Advice Bureau**

Interpretation

Membership

General Meetings

Trustee Board

General

### **Interpretation**

1. In these Articles and the Memorandum of Association the following terms shall have the following meanings:-

| <b>Term</b>  | <b>Meaning</b>                                                                                                                                                                                                                                                        |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Act"        | the Companies Act 1985 including any statutory modification or re-enactment for the time being in force                                                                                                                                                               |
| "address"    | in relation to electronic communications includes any number or address used for the purpose of such communication                                                                                                                                                    |
| "Articles"   | these Articles of Association of the Charity                                                                                                                                                                                                                          |
| "clear days" | in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect and for the avoidance of doubt clear days include weekends and public holidays |

|                            |                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------|
| "Charity"                  | [ Citizens Advice Bureau ]                                                                              |
| "electronic communication" | has the meaning ascribed to it in the Electronic Communications Act 2000                                |
| "electronic signature"     | has the meaning ascribed to it in the Electronic Communications Act 2000                                |
| "in writing"               | means written, printed or transmitted writing including by electronic communication                     |
| "Memorandum"               | the Memorandum of Association of the Charity                                                            |
| "Citizens Advice"          | National Association of Citizens Advice Bureaux (company no. 1436945 and registered charity no. 279057) |
| "Office"                   | the Registered Office of the Charity                                                                    |
| "Secretary"                | the company secretary of the Charity                                                                    |
| "signed"                   | includes electronic signatures                                                                          |
| "Trustee and Trustees"     | the director and directors as defined in the Act                                                        |

2. Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Act, but excluding any statutory modification of it not in force when the Articles became binding on the Charity.

### **Membership**

3. In addition to the subscribers to the Memorandum the Charity may admit into membership:
  - a. individuals (over the age of 18 years) who are interested in furthering the work of the Charity and who are not paid or volunteer workers of the Charity; and
  - b. any body corporate or unincorporated association which is interested in furthering the Charity's work and is admitted to membership in accordance with Article 5 (any such body being called in these Articles a "member organisation").

4. The Trustee Board may establish criteria for membership and make regulations governing the admission of members.
5. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Charity; and may appoint someone else (an alternate) to attend any meeting of the Charity if the appointed representative is unable to attend.
6. Each member organisation shall notify the Secretary of the name of the representative appointed by it and of any alternate. If the representative or alternate resigns or otherwise leaves the member organisation, he or she shall immediately cease to be the representative of the member organisation.
7. The Trustee Board can vote, with good reason, to end the membership of any individual or member organisation. The individual or member organisation can appeal against this, by making representations to the Trustee Board (and may be accompanied by one other person for this purpose) before a final decision is made.
8. The Charity shall maintain a Register of Members in which shall be recorded the name and address of every member and the representative of every member organisation, and the dates on which they became and ceased to be a member or representative.
9. Membership cannot be transferred to anyone else and ceases automatically if the member fails to attend two successive Annual General Meetings in person, by its appointed representative (if a member organisation) or by proxy without notifying to the Secretary his or her intention to remain a member.
10. No person or organisation may be admitted as a member of the Charity unless their application for membership has been approved by the Trustee Board.

## **General Meetings**

Annual General Meeting

Other General Meetings

Length of notice

Contents of notice

Service of notice

Public notice

Proceedings at General Meetings

Votes of members

Proxies

### **Annual General Meeting**

11. The Charity shall hold an Annual General Meeting within 18 months of incorporation and afterwards once in each calendar year. Not more than 15 months shall pass between the date of one Annual General Meeting and the next. It shall be held at such time and place as the Trustees shall think suitable.

### **Other General Meetings**

12. The Trustees may call a General Meeting at any time. The Trustees shall call a General Meeting on receiving a requisition to that effect, signed by at least 10% of the members having the right to attend and vote at General Meetings. If the Trustees do not call a General Meeting having received such a requisition, the requisitionists may call a General Meeting in accordance with the Act.

### **Length of Notice**

13. Unless Article 14 applies, an Annual General Meeting and a General Meeting called to pass a special resolution or a resolution appointing a person as a Trustee shall be called by at least 21 clear days' written notice and any other General Meeting shall be called by at least 14 clear days' written notice.
14. A General Meeting may be called by shorter notice if it is so agreed:-
  - a. in the case of an Annual General Meeting, by all the members entitled to attend and vote at that meeting; and
  - b. in the case of any other General Meeting, by at least 95% of the members entitled to attend and vote at that meeting.

## **Contents of Notice**

15. Every notice calling a General Meeting shall specify the place, day and time of the meeting, the address of the Registered Office of the Charity and the general nature of the business to be transacted. In the case of an Annual General Meeting, the notice shall in addition specify the meeting as such. If a special resolution is to be proposed, the notice shall contain a statement to that effect. If these Articles permit the appointment of proxies, the notices shall inform members of their right to do so, be accompanied by suitable proxy forms, and state where and by when such forms must be delivered.

## **Service of Notice**

16. Notice of General Meetings shall be given to every member and to the Trustees, Citizens Advice, any President, Patron or honorary officer and to the auditors of the Charity.

## **Public Notice**

17. At least seven clear days' public notice of every Annual General Meeting shall be given by announcing it in a local newspaper and by placing a clearly visible notice in each bureau or other place of work operated by the Charity and/or in a prominent place in the local area.
18. Anyone over the age of 18 who lives or works in the Charity's area of benefit, or who is interested in furthering the work of the Charity, may attend and (with the consent of the Chair) speak at the Annual General Meeting but only members of the Charity shall be entitled to vote.

## **Proceedings at General Meetings (including Annual General Meetings)**

19. No business shall be transacted at any meeting unless a quorum is present. Ten persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation or a proxy thereof or ten percent of the total membership, whichever is the greater, shall be a quorum.
20. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the

meeting the members present in person or by proxy shall be a quorum.

21. A representative from Citizens Advice shall be invited to attend General Meetings of the Charity and shall have the right to speak but not to vote at such meetings.
22. The President, or the Chair of the Trustee Board, in that order, shall be the Chair of each General Meeting. In their absence, the Vice Chair of the Trustee Board (if any) shall take the Chair, and if none is in attendance the persons present, before any other business is transacted, shall appoint a Chair of the meeting.
23. The Chair of the meeting may, with the consent of a 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 an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
24. A resolution put to the vote of a meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:-
  - a. by the Chair; or
  - b. by at least two members or proxies thereof having the right to vote at the meeting.
25. Unless a poll is duly demanded a declaration by the Chair 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 minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
26. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the Chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

27. A poll shall be taken as the Chair directs and he or she may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
28. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.
29. A poll demanded on the election of the Chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the Chair directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
30. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case, at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
31. The proceedings at any meeting or on the taking of any poll shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting.

### **Votes of members**

32. Every member present in person or by proxy shall have one vote.
33. No member may vote on any matter in which he or she is personally interested, pecuniarily or otherwise, or debate on such a matter without in either case the permission of the majority of the members present in person at the meeting, such permission to be given or withheld without discussion.
34. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall



be referred to the Chair whose decision shall be final and binding.

35. A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity at the Office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

**Proxies**

36. A proxy shall be in writing, executed by the appointing member (and if that member is a corporation it shall be signed by one director and the company secretary of such company or by two of its directors) and shall be in the following form (or in form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve):-

"..... Citizens Advice Bureau

I/We,

Of,

being a member/members of the above named Charity hereby appoint \_\_\_\_\_, of

\_\_\_\_\_, or failing him/her,

\_\_\_\_\_, of \_\_\_\_\_, as my/our proxy to vote in my/our name(s) and on my/our behalf at the Annual/Extraordinary General Meeting of the Charity to be held on [date], and at any adjournment thereof.

Signed on [date]".

37. Where it is desired to afford members an opportunity of instructing the proxy how he or she shall act a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve):-

"..... Citizens Advice Bureau

I/We, \_\_\_\_\_, of \_\_\_\_\_,  
being a member/members of the above named Charity,  
hereby appoint \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, as my/our proxy to vote in my/our  
name(s) and on my/our behalf at the Annual/Extraordinary  
General Meeting of the Charity to be held on [date], and at  
any adjournment thereof.

This form is to be used in respect of the resolutions  
mentioned below as follows:

Resolution No. 1 \*for \*against

Resolution No. 2 \*for \*against

Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as he or she  
thinks fit or abstain from voting.

Signed on [date]".

38. The instrument appointing a proxy and any authority under  
which it is executed or a copy of such authority certified  
notarially or in some other way approved by the Trustees  
may:-
- 38.1 be deposited at the Office or at such other place within the  
United Kingdom as is specified in the notice convening the  
meeting or in any instrument of proxy sent out by the Charity  
in relation to the meeting at least 48 hours before the time for  
holding the meeting or adjourned meeting at which the  
person named in the instrument proposes to vote; or
- 38.2 in the case of a poll taken more than 48 hours after it is  
demanded, be deposited as aforesaid after the poll has been  
demanded at least 24 hours before the time appointed for the  
taking of the poll; or
- 38.3 where the poll is not taken forthwith but is taken not more  
than 48 hours after it was demanded, be delivered at the  
meeting at which the poll was demanded to the chair or to the  
Secretary or to any Trustee;
- and an instrument of proxy which is not deposited or  
delivered in a manner so permitted shall be invalid.
39. A proxy for a member who is entered on the register of  
members as being a representative of an unincorporated

association or body may be appointed either by the member or by the unincorporated association or body.

40. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity at the Office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

## **Trustee Board**

### Trustees

#### Powers of trustees

#### Regulations

#### Delegation of trustees' powers

#### Appointment and retirement of trustees

#### Disqualification and removal of trustees

#### Expenses of trustees

### Officers

#### Proceedings of trustees

#### Conflicts of interest

## **Trustees**

41. The first Trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act. Future Trustees shall be appointed as provided subsequently in these Articles.
42. The maximum number of Trustees shall be fifteen and the minimum shall be three, being either:

- a. elected at the Annual General Meeting (there being no more than ten such elected trustees in total), and who shall hold office from the conclusion of that meeting

**or:-**

- b. nominated by member organisations

**or:-**

- c. co-opted by the Trustee Board

providing that on appointment the total number of co-opted and nominated Trustees does not exceed one third of the total number of Trustees.

43. Each appointment of a co-opted or nominated Trustee shall be made at an ordinary meeting of the Trustee Board and shall take effect immediately unless the appointment is to fill a place which has not yet been vacated in which case the appointment shall run from the date when the post becomes vacant.
44. Other than at the first three Annual General Meetings following incorporation, all elected Trustees shall retire from office at the third Annual General Meeting following the Annual General Meeting at which they were elected but may be re-elected.
45. All nominated or co-opted Trustees shall retire from office at the third Annual General Meeting following the ordinary meeting of the Trustee Board at which they were appointed but may then be elected or re-appointed.
46. At each of the first three Annual General Meetings following incorporation one third of the originally elected Trustees shall retire in rotation but may be re-elected.
47. At the ordinary meeting of the Trustee Board immediately preceding the Annual General Meeting, the Trustee Board shall (if applicable):
  - review member organisations; and
  - consider:
    - a. any application for representation on the Trustee Board from any member organisation;

- b. any proposal from a Trustee to offer representation on the Trustee Board to any member organisation.

Any proposal from a Trustee to offer representation to a member organisation can be voted on. If this motion is passed by a majority of at least two-thirds of the Trustees present, the Trustee Board shall decide how long the organisation can be represented for (providing the period of representation does not exceed that specified in Article 45) and invite it to nominate a representative.

### **Powers of trustees**

48. Subject to the provisions of the Act, the Memorandum and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Memorandum or Articles shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.

### **Regulations**

49. The Trustees shall have power from time to time to make, repeal or alter regulations as to the management of the Charity and its affairs, as to the duties of any officers or employees of the Charity, as to the conduct of business by the Trustees or any committee or at any General Meeting and as to any of the matters within the powers or under the control of the Trustees provided that such regulations shall not be inconsistent with the Memorandum or the Articles.

### **Delegation of trustees' powers**

50. The Trustees may appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.
51. The Trustees may delegate any of their functions and duties to any committee of individuals comprising at least two Trustees or the implementation of any of their resolutions and day-to-day management of the affairs of the Charity to any person or committee in accordance with the conditions set out in the Articles.

### **Delegations to committees**

52. In the case of delegation of functions and duties to committees:
- 52.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (although the resolution may allow the committee to make co-options up to a specified number);
  - 52.2 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees;
  - 52.3 all delegations under this Article shall be revocable at any time;
  - 52.4 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit; and
  - 52.5 no committee shall incur expenditure on behalf of the Charity except in accordance with a budget which has been approved by the Trustees.
53. The meetings and proceedings of any committee shall be governed by the provisions of the Articles regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any regulations made by the Trustees.

#### **Delegations of day-to-day management powers**

54. In the case of delegation of the day-to-day management of the Charity to a chief executive or other manager or managers:
- 54.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
  - 54.2 the Trustees shall provide the manager with a description of his or her role and the extent of his or her authority; and
  - 54.3 the manager shall report regularly to the Trustees on the activities undertaken in managing the Charity and provide them regularly with management accounts sufficient to explain the financial position of the Charity.

## **Appointment and retirement of trustees**

55. No person shall be elected or re-elected as a Trustee at any General Meeting unless at least fourteen but not more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for election or re-election stating the particulars which would, if he or she were so elected or re-elected, be required to be included in the Charity's Register of Trustees together with notice executed by that person of his or her willingness to be elected or re-elected.
56. At least seven but not more than twenty-eight clear days before the date appointed for holding a General Meeting notice shall be given to all who are entitled to receive notice of the meeting of any person in respect of whom notice has been duly given to the Charity of the intention to propose him or her at the meeting for election or re-election as a Trustee. The notice shall give the particulars of that person which would, if he or she were so elected or re-elected, be required to be included in the Charity's Register of Trustees.
57. The Trustee Board may make regulations concerning the election of Trustees such that it shall not be necessary to vote separately on the election of each Trustee but instead the Trustees may be elected by ballot.
58. Subject to the above Articles, a Trustee who retires at an Annual General Meeting may, if willing to act, be re-elected. If he or she is not re-elected, he or she shall retain office until the meeting elects someone in his or her place, or if it does not do so, until the end of the meeting.
59. No person may be appointed as a Trustee:
  - a. under the age of 18 years; or
  - b. if he or she is a paid or volunteer worker at any bureau operated by the Charity;
  - c. unless he or she is a member (or duly appointed representative of a member organisation) of the Charity; or
  - d. in circumstances such that, had he or she already been a Trustee, he or she would have been disqualified from acting under the provisions of these Articles.

60. The Trustees may appoint a person who is willing to act as a co-opted Trustee, provided that the appointment does not cause the number of Trustees to exceed any number fixed by or in accordance with the Articles as the maximum number of Trustees.
61. The remaining members of the Trustee Board may appoint a person willing to act to fill a casual vacancy in the office of an elected member of the Trustee Board until the next Annual General Meeting. A casual vacancy in the office of a representative member may be filled by the organisation that s/he represented (provided that such person is acceptable to the Trustee Board).

### **Disqualification and removal of trustees**

62. The office of a Trustee shall be vacated if he or she:
  - a. is disqualified from acting as a member of the Trustee Board by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
  - b. becomes incapable by reason of mental disorder, illness or injury of managing and carrying out her/his own affairs;
  - c. is absent without the permission of the Trustee Board from three consecutive meetings and the Trustee Board resolve that her/his office be vacated;
  - d. notifies to the Trustee Board a wish to resign by giving at least one month's notice in writing to the Secretary stating the date on which the resignation is to take effect (but only if at least three members of the Trustee Board will remain in office when the notice of resignation is to take effect);
  - e. ceases to be a member or duly appointed representative of a member organisation of the Charity.

### **Expenses of trustees**

63. The Trustees may be paid all reasonable travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or General Meetings of the Charity or otherwise in connection with the discharge of their duties.



## **Officers**

64. At the first meeting following the Annual General Meeting, the Trustee Board shall elect from its number a Chair and Treasurer and may elect one of its number to be Vice Chair. If the Chair is absent from any meeting, the Vice Chair (if any) shall preside. Otherwise the members present shall, before any other business is done, choose one of their number to preside at the meeting.
65. A person shall not hold office as Chair, Vice Chair or Treasurer for more than six consecutive years. After the end of this period, two further years must pass before any former Chair, Vice Chair or Treasurer shall be eligible for re-election to the office previously held.
66. The Trustee Board may appoint and remove a President and any such other patrons and honorary officers as it may think appropriate from time to time. All such positions shall be non-voting and unpaid and such persons shall not be Trustees.
67. The Trustee Board may appoint such other paid officers or staff as it considers necessary. The Trustee Board shall appoint and fix the remuneration of such staff as may be necessary to conduct the business of any bureau operated by the Charity. No such person (except the Secretary if not a Trustee) shall be paid or volunteer workers who work at any bureau operated by the Charity. Except for the Secretary (who may be a Trustee) such persons shall not be Trustees and will have no right to vote at meetings.

## **Proceedings of trustees**

68. Subject to the provisions of the Articles, the Trustees may regulate their proceedings as they think fit.
69. A representative from Citizens Advice shall be invited to attend all meetings of the Trustee Board and its sub-committees. Such representative shall have the right to speak but shall not have the right to vote at meetings.
70. The Charity's Senior Bureau Manager shall be entitled to attend all meetings of the Trustee Board and shall have the right to speak but shall not have the right to vote. The Trustee Board may require any such person to withdraw from the meeting.
71. A representative from among the Charity's paid staff and a representative from among the Charity's volunteer workers

shall be entitled to attend all meetings of the Trustee Board, and shall have the right to speak but shall not have the right to vote. The Trustee Board may require any such person to withdraw from the meeting.

72. The Trustee Board shall hold at least four meetings in each year. A meeting of the Trustee Board may be called at any time by the Chair or by any three Trustees upon at least seven clear days' notice being given to the other Trustees and to Citizens Advice. A meeting of the Trustee Board may be called by shorter notice if the circumstances require a meeting to be convened urgently. The notice shall specify the date, time and place of the meeting and any special matters to be discussed.
73. The quorum for Trustee Board meetings shall be at least one third of the members of the Trustee Board, or three members of the Trustee Board, whichever number is greater.
74. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall have a second or casting vote.
75. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number but, if and so long as the number of Trustees is less than the number fixed as a quorum, the Trustees may act for the purpose of increasing the number of Trustees to that number or of summoning a General Meeting of the Charity but for no other purpose.
76. All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.
77. A resolution in writing signed by all the Trustees or committee members entitled to vote upon the matter shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held and may consist of several documents in the like form each signed by one or more Trustees or (as the case may be) committee members. The date of a written

resolution shall be the date on which the last person entitled to vote signs.

78. A meeting of the Trustees may be held either in person or by suitable alternative means agreed between the Trustees in which all participants may communicate simultaneously with all other participants.

### **Conflicts of interest**

79. Whenever a Trustee or committee member has a personal interest in a matter to be discussed at a meeting, and whenever such a person has an interest in another organisation whose interests are reasonably likely to conflict with those of the Charity in relation to a matter to be discussed at a meeting, he or she must:

- 79.1 declare an interest before discussion begins on the matter;
- 79.2 withdraw from that part of the meeting unless expressly invited by the Chair to remain;
- 79.3 in the case of personal interests not be counted in the quorum for that part of the meeting;
- 79.4 in the case of personal interests withdraw during the vote and have no vote on the matter.

### **General**

Citizens Advice

Bank accounts

Secretary

Minutes

Accounts and reports

Annual return

Annual report

Accounts

Notices

Indemnity

the statutory books and accounting records of the Charity may be inspected by the members but subject thereto the statutory books and accounting records shall be open to inspection by the members during usual business hours.

### **Annual Return**

86. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Return which must be sent to the Charity Commission.

### **Annual Report**

87. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report which must be sent to the Charity Commission.

### **Accounts**

88. The Trustee Board shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
- a. the keeping of accounting records for the Charity;
  - b. the preparation of annual statements of account for the Charity;
  - c. the auditing or independent examination of the statements of account of the Charity;
  - d. the transmission of the statements of account of the Charity to the Charity Commission.

### **Notices**

89. Any notice to be given to or by any person pursuant to the Articles shall be in writing except that a notice calling a meeting of the Trustees need not be in writing if a written notice would not be practical because circumstances require a meeting to be convened urgently.
90. The Charity may give any notice to a member either personally, by fax to a number provided for that purpose, by electronic communication to an address provided for that purpose or by sending it by post in a prepaid envelope addressed to the member at his or her registered address or by leaving it at that address.



91. A member present at any meeting of the Charity shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
92. Proof that an envelope containing a notice was properly addressed, prepaid and posted or that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to have been received 48 hours after the envelope containing it was posted or in the case of a fax or an electronic communication at the expiration of 48 hours after the time it was transmitted.

### **Indemnity**

93. Subject to the provisions of the Act but without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee or other officer of the Charity shall be indemnified out of the assets of the Charity against all costs charges expenses or liabilities incurred by him or her:
  - (a) in defending any civil or criminal proceedings in which judgment is given in his or her favour or in which he or she is acquitted; and
  - (b) in connection with any application in which relief from liability is granted to him or her by the court

where such proceedings or application arise as a result of any actual or alleged negligence, default, breach of duty or breach of trust in relation to the Charity.

### **Trustees' indemnity insurance**

94. The Trustees shall have power to resolve pursuant to clause 4.17 of the Memorandum to effect trustees' indemnity insurance, despite their interest in such policy.

### **Winding-up**

95. The provisions of clauses 6 and 8 of the Memorandum of Association relating to the winding-up or dissolution of the

Charity shall have effect and be observed as if the same were repeated in the Articles.

**Names, Addresses and Signatures of Subscribers**

Signature:

Name:

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:

Signature:

Name:

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:



Signature:

Name:

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:

Signature:

Name:

Address:

Date:

WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:

## CITIZENS ADVICE WAVERLEY

|                                       |                                  |                   |                   | TRUSTEE BOARD PAPER                                                                  |
|---------------------------------------|----------------------------------|-------------------|-------------------|--------------------------------------------------------------------------------------|
| Draft 2016-2017 Budget                |                                  | 2015-2016         | 2016-2017         | TB                                                                                   |
|                                       |                                  |                   |                   | Notes                                                                                |
| <b>INCOME</b>                         |                                  |                   |                   |                                                                                      |
| 4001 - Waverley Borough Council       |                                  | 210,000.00        | 210,000.00        | 2nd year of 3 year SLA agreement                                                     |
| 4002 - Farnham Town Council           |                                  | 15,360.00         | 15,360.00         | 3rd year of 3 year agreement                                                         |
| 4003 - Godalming Town Council         |                                  | 26,000.00         | 28,000.00         | Assumed as last year                                                                 |
| 4004 - Haslemere Town Council         |                                  | 10,000.00         | 10,000.00         | 2nd year of 3 year agreement                                                         |
| 4005 - Cranleigh Parish Council       |                                  | 8,750.00          | 8,750.00          | To be reviewed against current market value                                          |
| 4006 - Parish Councils                |                                  | 2,500.00          | 2,500.00          | Assumed as last year                                                                 |
|                                       | <b>GRANTS</b>                    | <b>272,610.00</b> | <b>274,610.00</b> |                                                                                      |
| 4102 - Unrestricted Funds             |                                  | 26,930.00         | 19,000.00         | £6K H/W, £4K LAS, £6K EBDx, Em/web £3K                                               |
| 4103 - Training Grants                |                                  | 14,500.00         | 5,000.00          | -                                                                                    |
|                                       | <b>PROJECT FUNDING</b>           | <b>41,430.00</b>  | <b>24,000.00</b>  |                                                                                      |
| 4201 - General Donations              |                                  | 10,000.00         | 10,000.00         | Assumed as last year                                                                 |
| 4202 - Client Donations               |                                  | 1,200.00          | 2,000.00          | Assumed as last year                                                                 |
| 4203 - Gift Aid                       |                                  | 2,000.00          | 2,000.00          | Based on 2015/16 donations                                                           |
| 4400 - Fund Raising Events            |                                  | 10,000.00         | 20,000.00         | Agreed Fundraising Group target                                                      |
|                                       | <b>DONATIONS AND FUNDRAISING</b> | <b>23,200.00</b>  | <b>34,000.00</b>  |                                                                                      |
| 4601 - Rents                          |                                  | 5,000.00          | 3,000.00          | £2.4k Cranfold Jobseekers, £600 Pensionwise                                          |
| 4602 - Other Service Income           |                                  | 500.00            | 300.00            | DROs etc.                                                                            |
| 4800 - Other income                   |                                  | 1,000.00          | 2,000.00          | Investment of funds                                                                  |
|                                       |                                  | 6,500.00          | 5,300.00          |                                                                                      |
|                                       | <b>TOTAL INCOME</b>              | <b>349,740.00</b> | <b>337,910.00</b> |                                                                                      |
| <b>EXPENSES</b>                       |                                  |                   |                   |                                                                                      |
| 7000 - Governance                     |                                  | 2,000.00          | 2,000.00          |                                                                                      |
| 7101 - Salaries                       |                                  | 190,913.00        | 208,500.00        | Needs to be raised in light of ASS Additional                                        |
| 7103 - Travel                         |                                  | 12,000.00         | 12,000.00         | Assumed as last year                                                                 |
| 7104 - Parking                        |                                  | 8,000.00          | 9,000.00          | Reflects increased charges                                                           |
|                                       | <b>SALARIES</b>                  | <b>210,913.00</b> | <b>229,500.00</b> |                                                                                      |
| 7200 - Recruitment & Training         |                                  | 4,000.00          | 4,000.00          |                                                                                      |
|                                       | <b>PEOPLE COSTS</b>              | <b>214,913.00</b> | <b>233,500.00</b> |                                                                                      |
| 7301 - Rent & Service Charges         |                                  | 63,000.00         | 63,000.00         | Farnham £15k, Godalming £20k, Cranleigh £8.75k, £15k Haslemere, plus office cleaning |
| 7302 - Insurances                     |                                  | 3,000.00          | 3,500.00          | reflects new 80+ insurance liability                                                 |
| 7303 - Repairs & Maintenance          |                                  | 10,000.00         | 10,000.00         | includes £4k IT maintenance                                                          |
| 7320 - Utilities                      |                                  | 11,000.00         | 8,000.00          | Based on last year's costs                                                           |
|                                       | <b>PREMISES COSTS</b>            | <b>87,000.00</b>  | <b>84,500.00</b>  |                                                                                      |
| 7400 - Communications                 |                                  | 11,000.00         | 7,000.00          | Reflects VOIP reduced call costs                                                     |
| 7500 - Membership & Info Services     |                                  | 15,000.00         | 15,000.00         | Assumes no change                                                                    |
| 7600 - Office Consumables             |                                  | 6,000.00          | 5,000.00          | Based on last year's cost                                                            |
| 7900 - Other Expenses                 |                                  | 1,000.00          | 1,000.00          | Assumes no change                                                                    |
|                                       | <b>OFFICE AND OTHER</b>          | <b>33,000.00</b>  | <b>28,000.00</b>  |                                                                                      |
| 7950 - Fundraising Expenses           |                                  | 0.00              | 0.00              |                                                                                      |
|                                       | <b>TOTAL EXPENSES</b>            | <b>336,913.00</b> | <b>348,000.00</b> |                                                                                      |
|                                       | <b>NET INCOME</b>                | <b>6,827.00</b>   | <b>-10,090.00</b> |                                                                                      |
| 7750 - Depreciation                   |                                  | -5300.00          | -5000.00          |                                                                                      |
| Surplus/deficit on unrestricted funds |                                  | 1,527.00          | -15,090.00        |                                                                                      |

**GODALMING TOWN COUNCIL**  
**Application for Grant Aid**

1. Name of Voluntary Organisation Guildford & Godalming Croquet Club (located at Broadwater)
2. Contact Name, Address and Telephone Number Jennifer Fugeman, Secretary GGCC, Sattenham Coach House, Rake Lane, Milford GU8 5AB. Telephone: 01483 429319
3. Details of Organisation; is it
  - a) A Charity?
  - b) A Trust?
  - c) A Private Limited Company?
  - d) Affiliated to any National Body? A voluntary sports club affiliated to the Croquet Association, the national governing body for croquet.
  - e) Any other official registration?
4. What are the aims and objectives of the Organisation?
  - To promote participation in playing croquet within our community by providing the facilities for and encouragement to everyone who might be interested.
  - To foster both social and competitive play equally and offer coaching opportunities
  - To encourage all individuals, young or old, male or female, able-bodied or those less able, to play croquet
  - To have membership open to all, keeping fees as low as possible to make it affordable
  - To provide a friendly environment which encourages people to play croquet so getting out, taking exercise and socialising noting this is especially important for the older population.
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.

Number of members: 52.

Annual subscriptions: Single £100; Joint £170; Country Single £60; Country Joint £102; Associate (beginner in first year) Single £50; Associate Joint £85; Student/Junior £35.

We have a current membership of 52; however, approximately 190 people play at the club on a regular basis comprising members, players from other club teams, and individual tournament players. A further 110 take part on an occasional basis comprising members of voluntary organisations for whom we run croquet days, visitors attending open days and also occasional guests.
7. Please enclose the following information as applicable to your Organisation:
  - a) Constitution ✓
  - 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.

**Activities and projects 2014-2015**

In 2014 the club had to move off two of our four lawns and lay down two new ones to replace them. Having brought these into play in 2015 our priority was to erect rabbit proof-fencing round the entire perimeter to protect the lawns from damage. The fencing was completed in 2015 to a professional standard by members under the direction of a member with fencing experience. The fencing has had the added benefit of providing the club with a strong sense of identity.

## Development programme 2016

Having secured our lawns, a development programme was established to improve the club's facilities. A survey of our members had identified the lack of a clubhouse with toilet facilities adjacent to the croquet lawns as a major issue. Furthermore feedback from some potential members who did not join the club cited 'lack of facilities' as the reason. Embarrassingly it is also a matter of comment from visiting players.

All our members are active players. 80% of the club's membership is of retirement age and 8% are over 80. We promote the sport to all ages including a younger demographic; however, it has a particular appeal for older people being a year round outdoor sport which requires skill rather than strength, is not impact bearing, promotes flexibility and balance and is a game which people can continue to play for many years socially and competitively. A clubhouse with toilet facilities is especially important given the age profile of members. It will overcome the current need to ferry players and guests to the nearest facilities and enable simple refreshments to be offered.

The development programme is designed not only to provide the essential facilities to meet the needs of current members, visiting players and guests but also to enable the club to double the membership. Our four lawns can easily support a membership of 100 and our aim is to grow the membership to this level by 2020 and by doing so increase participation in the sport.

## Project implementation 2016

Our development programme has been divided into two phases:

- Phase 1 was to erect a clubhouse structure and this is nearing completion
- Phase 2 is to fit out the clubhouse with a mini kitchen area, wheelchair accessible toilet, and connect to both water and sewers.

Phase 2 is the remaining major step, including as it does the provision of a wheelchair accessible toilet. We are now raising funds and seeking funding for Phase 2.

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

Phase 2 - To fit out the clubhouse with a mini kitchen area, a wheelchair accessible toilet, and connect to both water and sewers.

|            |                                                 |                                                   |
|------------|-------------------------------------------------|---------------------------------------------------|
| b) Specify | Total Estimated Cost                            | £ 14,930                                          |
|            | Amount already available                        | £ 6,177                                           |
|            | Amount expected to be available at commencement | Funding needs to be secured prior to commencement |
|            | Dates scheduled to commence and finish          | Summer 2016 End of 2016                           |

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

Phase 1 was supported by grants from the Croquet Association and Surrey County Playing Fields

Phase 2 financial assistance:

| Body                                        | Amount Applied For | Amount Received          |
|---------------------------------------------|--------------------|--------------------------|
| Cranleigh & District Lions Charitable Trust | £750               | Awaiting outcome         |
| South East Croquet Federation               | £500               | Awarded awaiting payment |

Guildford Borough Council has been asked for assistance in the form of a fee reduction for an easement.

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

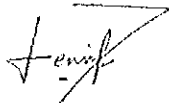
Amount £1,000  
Date July 2016  
Project Phase 2

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

- An improved sporting facility with essential facilities will provide a wider group of people with the opportunity to participate in playing croquet within our community; the lack of such facilities currently makes it difficult for many people, especially older ones, to take part.
- The new facilities will be regularly used as the club is open every day throughout the year and they will be of direct benefit to all who come to play or watch croquet. Members living or working in the Farncombe and Godalming area form the largest section of our membership.
- We will be in a position to offer the use of our club to a range of local voluntary organisations. We host one or two but several others have been deterred until now by the lack of facilities. Increased access will benefit local people giving them the opportunity to try something new in a friendly and social environment and gain some outdoor low impact exercise at the same time.
- The facilities will enable our club to hold more taster sessions to encourage local people to take up the sport and become more active not only during the summer months but all year round. Our Godalming Staycation taster days have proved popular and demonstrated that there is a demand for more and longer sessions. To date the constraint has been our poor facilities.
- With lawns and facilities that meet the requirements of the Croquet Association we will have the ability to host prestigious events for them. Positive media coverage of these will benefit Godalming and its local businesses. Our development programme has resulted in the Croquet Association advising us that we will be used as a venue for some of the national events they run and we have a provisional allocation for 2018.

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

Signed



Date 14 May 2016

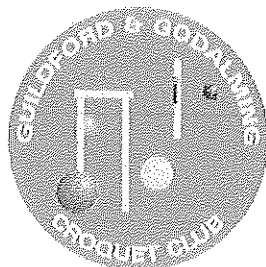
Capacity in which signed Secretary, Guildford & Godalming Croquet Club

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

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

Please state who the cheque should be made payable to should your application be successful

Guildford & Godalming Croquet Club



## Guildford & Godalming Croquet Club

RECEIVED  
17 MAY 2016

The Secretary  
Sattenham Coach House  
Rake Lane  
Milford  
Surrey  
GU8 5AB

14 May 2016

Ms Louise Goodfellow  
The Town Clerk  
Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HR

Dear Ms Goodfellow

### Application for Grant Aid

Please find enclosed an application for grant aid from Guildford and Godalming Croquet Club. The application is in respect of our project to fit out our new clubhouse with a mini kitchen area, a wheelchair accessible toilet, and make connections to both water and sewers.

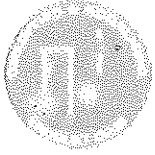
We request that our application be considered at the Policy & Management Committee meeting to be held on 9 June 2016. Copies of our constitution, accounts for the last financial year, budget for 2016 and our annual report are enclosed as requested. Electronic copies of all documents have been sent by email to assist with the distribution of papers.

Should you require any further information or have any queries then please contact me.

Yours sincerely

Jennifer Fugeman  
Secretary Guildford & Godalming Croquet Club  
[jf@croquet@tiscali.co.uk](mailto:jf@croquet@tiscali.co.uk)  
01483 429319

enc



# Guildford and Godalming Croquet Club Constitution

## 1 Title and Status

- 1.1 The Club shall be called Guildford and Godalming Croquet Club, hereafter to be referred to as 'the Club'.
- 1.2 The Club shall be a section of Broadwater Sports Club Limited.
- 1.3 The Club shall be affiliated to the South East Croquet Federation and shall be a Member Club of the Croquet Association.

## 2 Objects

- 2.1 To promote community participation in healthy recreation by fostering and promoting the sport of croquet at a social level and in any or all of its accepted variants (eg Association Croquet, Golf Croquet, etc.).
- 2.2 To encourage those members desirous of so doing to engage in competition at local, regional, national and international levels.

## 3 Membership

- 3.1 Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription. Such proportion of that subscription as may be agreed from time to time between the two parties shall be paid to Broadwater Sports Club Limited as a membership fee for Broadwater Sports Club Limited.

- 3.2 There shall be 6 classes of membership available:

- Full member
- Country member (as defined from time to time by the committee)
- Student member (over 18 on 1 April of the relevant year but in full time education)
- Junior member (under 18 on 1 April of the relevant year)
- Associate member (a person in his/her first season of learning to play/playing croquet)
- Non-playing member

- 3.3 Subscription rates shall be determined from time to time by the Club. Different subscriptions shall apply as follows:

- Full member
- Joint members (two full members living at the same address)
- Country member
- Student member
- Junior member
- Associate member
- Non-playing member

## 4 Officers

The Officers of the Club shall normally be as follows:

Chairperson )  
Secretary ) - Executive Officers  
Treasurer )

Honorary President Non-executive Officer (but who is not debarred from also holding one of the executive roles)

## 5 Election of Officers

- 5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the members of the Club.
- 5.2 All Officers are elected for a period of one year at a time, but are eligible for re-election in subsequent years, with no specified maximum term of office.
- 5.3 If at the Annual General Meeting there is no member able and willing to serve in any one of the three Executive Officer roles then with the agreement of the Annual General Meeting the post may be left vacant; but no more than one such position should be left vacant at any one time. The functions of the vacant role will be fulfilled by the elected officers until the next Annual General Meeting, or the co-option of a member to the role or a Special General Meeting is called to consider the vacancy.

## 6 General Committee

The affairs of the Club shall be controlled by a General Committee comprising the Executive Officers of the Club and four other members elected from, and by, the members of the Club. The General Committee shall meet at agreed intervals and not less than three times per year. It may appoint sub-committees.

The duties of the General Committee shall be:

- To control the affairs of the Club on behalf of the members.
- To establish, when necessary, sub-committees or working groups comprising Club members to undertake specific tasks. Such sub-committees and working groups shall be given precise terms of reference to guide their work, and a fixed duration.
- To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by members and should be reported to each Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: any one of the Chairperson, Treasurer and Secretary.
- To co-opt additional members of the Committee as the Committee feels this is necessary. They shall hold office until the next AGM.
- To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson or Committee Member chairing the meeting shall be entitled to an additional casting vote.

## 7 General Meetings

7.1 The Annual General Meeting of the Club shall be held not later than the end of February each year. 21 clear days notice of the meeting shall be given to members by circulating a copy of the notice to all members (normally in electronic form but exceptionally, on request by an individual member, in hard copy). Notice of the meeting may also be posted on the Club notice board or website. Members must advise the Secretary (electronically or in hard copy) of any business to be moved at the Annual General Meeting at least 14 days before the meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than 7 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:

- Confirm the minutes of the previous Annual General Meeting and any other General Meetings
- Receive the accounts from the Treasurer
- Receive the annual report of the Chairperson or General Committee
- Elect the Officers of the Club (i.e. President, Chairperson, Secretary, Treasurer and one other General Committee Member)
- Transact such other business received in writing by the Secretary from members 14 days prior to the meeting and included on the agenda
- Conduct such other business, except business for which a Special General Meeting is required (e.g. expulsion, dissolution), as by common consent of the meeting the Chairperson at his/her discretion admits.

7.3 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations may be made only by a member and must be seconded by another member. In the absence of nominations prior to the meeting, nominations may be taken from the floor. All nominations shall have the consent of the nominee.

7.4 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than one third of the members of the Club. At least 21 days notice of the meeting shall be given. The business to be considered at the meeting is to be specified in the notice convening the meeting.



7.5 At all General Meetings the chair will be taken by the Chairperson or, in his/her absence, by a deputy appointed by the Chairperson or by members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote; alternatively at his/her discretion he/she may direct a written poll of all members.

7.7 A quorum for a General Meeting shall be one third of the members and Officers of the Club including at least 2 from the Chairperson, Secretary and Treasurer.

7.8 Each member of the Club shall be entitled to one vote on each separate issue at General Meetings.

## **8 Maintenance of Records**

8.1 Personal data relating to members will be held both electronically and in hard copy.

8.2 By joining the Club, members thereby agree to their name, address, contact details and handicap details being published in the form of address and contact lists (electronic or hard copy) and circulated to all members of the Club.

8.3 Members' names and croquet handicaps may be published on the web site and passed to other croquet clubs and the Croquet Association.

8.4 Since the Club is a section of Broadwater Sports Club Limited, personal data may also be held by Broadwater Sports Club Limited.

## **9 Termination of Membership**

9.1 A member may withdraw from membership of the Club by giving 7 clear days' notice to the Club in writing.

9.2 A member who has not paid the appropriate subscription by the end of July in any given year shall be deemed to have withdrawn from the Club.

9.3 If, in the opinion of the members of the committee, a member of the Club is considered to have behaved in such a way as to bring the Club and/or Broadwater Sports Club Limited into disrepute or cause substantial prejudice to the Club and/or Broadwater Sports Club Limited, then the committee shall inform the Board of Broadwater Sports Club Limited. Broadwater Sports Club Limited may then consider taking action against the member in accordance with clause 30.1 of its Articles of Association.

## **10 Alterations to the Constitution**

10.1 Any proposed alterations to the Club Constitution may be considered only at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a member of the Club and seconded by another member.

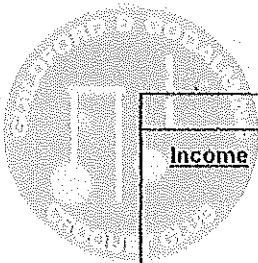
10.2 Such alterations shall be passed if supported by not less than two thirds of those members present at the meeting and voting, assuming that a quorum has been achieved. An abstention shall be recorded but shall not count as a vote.

## **11 Dissolution**

11.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

11.2 If, at that Special General Meeting, the resolution is carried by at least two thirds of the members present at the meeting and voting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club, discharge all debts and liabilities of the Club. Any assets of the club that remain following this will become the property of The Croquet Association. An abstention shall be recorded but shall not count as a vote.

9 June 2015



| Year ended 31 December 2015             |               |                |                   | 2014              |
|-----------------------------------------|---------------|----------------|-------------------|-------------------|
| <b>Income</b>                           |               |                |                   |                   |
| <b>Subscriptions:</b>                   | <b>Fee</b>    | <b>% to CA</b> | <b>£</b>          | <b>£</b>          |
| Subscriptions                           | 4,022.00      |                | 4,022.00          | 3,624.00          |
| Lawn fees                               | 930.00        |                | 930.00            | 940.00            |
| Affiliation fee                         | -             | (386.40)       | (386.40)          | (349.80)          |
|                                         |               |                | <u>4,565.60</u>   | <u>4,214.20</u>   |
| <b>Events:</b>                          | <b>Fee</b>    | <b>% to CA</b> |                   |                   |
| Open Challenge Cup                      | 120.00        | (22.50)        | 97.50             | 146.25            |
| GC Handicap                             | 160.00        | (40.00)        | 120.00            | 90.00             |
| Frank Rendell Trophy                    | 240.00        | (66.25)        | 173.75            | 97.50             |
| GC B-Level                              | 150.00        | (40.00)        | 110.00            | 90.00             |
| Unreconciled on Levy report             |               |                | -                 | -                 |
|                                         |               |                | <u>501.25</u>     | <u>423.75</u>     |
| <b>Other Income:</b>                    | <b>Income</b> | <b>Expense</b> |                   |                   |
| Internal competitions                   | 476.00        | (16.89)        | 459.11            | 337.50            |
| Corporate events                        | 392.00        |                | 392.00            | 335.00            |
| Miscellaneous                           | 148.55        |                | 148.55            | -                 |
| Sport England Grant                     |               |                | -                 | 279.02            |
| Fundraising                             | 3,950.68      | (1,764.22)     | 2,186.46          | 1,885.51          |
|                                         |               |                | <u>3,186.12</u>   | <u>2,837.03</u>   |
| <b>Total Income</b>                     |               |                | <u>8,252.97</u>   | <u>7,474.98</u>   |
| <b>Expenditure</b>                      |               |                |                   |                   |
| <b>Match Expenses:</b>                  |               |                |                   |                   |
| Handicap Fee                            |               | (199.00)       |                   | (194.00)          |
| Murphy Shield                           |               | (24.00)        |                   | (24.00)           |
| Longman fee                             |               | (35.00)        |                   | (35.00)           |
| SECF Fee                                |               | (90.00)        |                   | (73.00)           |
|                                         |               |                | <u>(348.00)</u>   | <u>(326.00)</u>   |
| <b>Other Expenditure:</b>               |               |                |                   |                   |
| Tournament prizes                       |               | (20.00)        |                   | (30.00)           |
| Interclub expenses                      |               | (63.17)        |                   | (15.05)           |
| Sport Guildford and Godalming           |               | (40.00)        |                   | (10.00)           |
| Miscellaneous                           |               | (41.19)        |                   | (90.12)           |
| Repairs and Renewals                    |               | (35.55)        |                   | (115.35)          |
| Lawn Improvement                        |               | (1,045.12)     |                   | (1,921.71)        |
| Mowing                                  |               | (1,420.00)     |                   | (1,515.00)        |
| Lawn Maintenance                        |               | (998.16)       |                   | 375.30            |
| Equipment purchase                      |               | (787.28)       |                   | (850.00)          |
|                                         |               |                | <u>(4,450.47)</u> | <u>(4,171.93)</u> |
| Development: Grants (Lawn construction) | 0.00          |                | -                 | (2,090.00)        |
| Topdressing                             |               |                |                   |                   |
| Clubhouse running costs                 |               |                |                   |                   |
| Contribution to Broadwater costs        |               |                | -                 | -                 |
| <b>Total Expenditure</b>                |               |                | <u>(4,798.47)</u> | <u>(6,587.93)</u> |
| <b>Net Income less Expenditure</b>      |               |                | <u>3,454.50</u>   | <u>887.05</u>     |
| <b>Bank Balance</b>                     |               |                | 5,534.66          | 2,038.06          |

| <b>Grants and Fundraising</b> |            |                    |
|-------------------------------|------------|--------------------|
| Grants                        | 6,692.00   |                    |
| Local giving                  | 5,908.19   |                    |
|                               |            | <u>12,600.19</u>   |
| Purchase of Container         | (1,562.98) |                    |
| Creation of lawns             | (6,940.00) |                    |
| Fence                         | (1,692.22) |                    |
| John Deere Mower              | (850.00)   |                    |
|                               |            | <u>(11,045.20)</u> |
| <b>Current position</b>       |            | <u>1,554.99</u>    |

M. Choudhury AIA

## GGCC Budget 2016 - to year ending 31 December 2016

|                                          |          |
|------------------------------------------|----------|
| <b>Recurring Income</b>                  |          |
| <b>Subscriptions:</b>                    | £        |
| Subscriptions                            | 4,700    |
| Lawn fees                                | 940      |
| CA Affiliation fee                       | (447)    |
|                                          | 5,194    |
| <b>Events:</b>                           |          |
| Open Challenge Cup                       | 108      |
| GC Handicap PJ's Pot                     | 144      |
| Frank Rendell Trophy                     | 216      |
| GC CARA Cup                              | 144      |
| GC B-Level MARE Cup                      | 144      |
|                                          | 756      |
| Other income:                            |          |
| Internal competitions                    | 426      |
| Corporate events                         | 344      |
|                                          | 770      |
| Total Income                             | 6,720    |
| <b>Recurring Expenditure</b>             |          |
| <b>Match Expenses:</b>                   |          |
| Handicap Fee                             | (200)    |
| Murphy Shield                            | (24)     |
| Longman fee                              | (35)     |
| SECF Fee                                 | (90)     |
|                                          | (349)    |
| <b>Other Expenditure:</b>                |          |
| Tournament prizes                        | (100)    |
| Interclub expenses                       | (100)    |
| Sport associations                       | (40)     |
| Miscellaneous                            | (135)    |
| Repairs and Renewals                     | (100)    |
| Lawns                                    | (2,000)  |
| Mowing                                   | (1,500)  |
|                                          | (3,975)  |
| Contribution to Broadwater costs         | (750)    |
| Total Expenditure                        | (5,074)  |
| <b>Net Income less Expenditure</b>       | 1,645    |
| <b>Development and Non-Recurring</b>     |          |
| <b>Income</b>                            |          |
| Miscellaneous and Donations              | 14,800   |
| Grants                                   | 8,050    |
| Fundraising                              | 800      |
|                                          | 23,650   |
| <b>Expenditure</b>                       |          |
| Clubhouse                                | (13,300) |
| Disposing of old huts, Portaloo          | (600)    |
| Fitting out the Clubhouse                | (1,780)  |
| Sewer connection and related costs       | (13,150) |
| Clubhouse running costs                  | (1,000)  |
|                                          | (29,830) |
| <b>Net Development and Non-recurring</b> | (6,180)  |
| <b>Total Income less Expenditure</b>     | (4,535)  |
| <b>Bank Balance</b>                      | 1,000    |

## **Guildford & Godalming Croquet Club Annual Report for 2015**

### **1 Introduction**

The year has been a significant one for the club with:

- the emergence of a real sense of club identity resulting from fencing off and securing the croquet area
- a striking increase in the involvement of members in the development and running of the club by signing up to volunteer
- the generosity of members whose donations have enabled the development of the lawns and fencing to be undertaken and which, in addition, have provided some funds towards the purchase of a clubhouse.

In 2015 we had an ambitious programme, the priorities being:

- to produce two new quality lawns and bring them into play during the season
- to fence off the new club area from the rugby pitches and replace the rabbit-proof fencing round the perimeter
- to integrate the former bowling green with lawns 2-4 by removing the beech hedge between it and lawn 2
- to pursue the acquisition of a clubhouse and associated facilities by establishing and prioritising requirements, identifying a supplier, seeking the necessary permissions, establishing costs and raising funds
- to finalise the Memorandum of Understanding with Broadwater Sports Club Ltd.

Reviewing the past year the club has achieved much of what we set out to do. In respect of lawns, fencing and hedge removal this is largely due to Arthur Lindley who planned and led on lawns and fencing, and to Stephen Mulliner, Tony Mrozinski, Peter Gill and the grounds team who tackled the hedge removal. None of it would however have been achieved without those members who, in addition to their membership of regular working groups, volunteered again and again for the one-off major task groups putting in a great deal of effort to carry out the heavy physical work involved. A thank you is also due to all those who made the work possible by making direct donations or signing up to donate through the LocalGiving matched funding programmes.

We now have the direction to the lawns indicated by a new sign provided by BSCL and club name installed at the entrance to the wooded area thanks to Arthur Lindley. The position regarding erecting a separate sign at the main entrance on the Portsmouth Road is being pursued.

With regard to the clubhouse the requirements have been established, a phased approach adopted and, after an initial setback, a local supplier has been identified. The first phase of the project has been costed and a planning application was submitted on 16 February 2016.

On the last point of the above 2015 programme, the final version of the Memorandum of Understanding has been lodged with BSCL.

Notwithstanding the demands on their time and muscles, members continued to play croquet both socially and competitively. Club days have been well supported, the lawn booking system has been actively used and internal competitions in the main have been well subscribed and for the second year running it is pleasing to see different names appearing on the trophies. There is an enthusiasm for competitive croquet reflected in the number of entries for internal competitions, the growing number of team competitions the club has entered and the increasing number of members who are entering tournaments at other clubs.

### **2 Membership, Recruitment and Coaching**

The number of members grew steadily through the year to reach the level prior to the period of uncertainty over the club's location. Recruitment is no longer confined to the summer season as people become aware that the club plays croquet throughout the year. Word of mouth, our website and another successful taster day run as part of Godalming Staycation were the main recruitment channels. The Club benefitted from the wide advertisement given to the Staycation day on the web, in local journals and by members. Feedback from those who just dropped in to the club or who came to the taster day was again very positive with the warm reception received from members being frequently cited; this is one of our greatest assets.

Coaches for both association and golf croquet are in place. However, there have been only a few requests for coaching. Some individual help has been given but no formal coaching sessions have been held. In spite of the willingness of coaches to give their time there seems to be a slight reluctance on the part of members to encroach on their time and goodwill.

### 3 Croquet

#### 3.1 Open Tournaments

Four tournaments were held in 2015. The level of entries was excellent: the golf croquet tournaments were fully subscribed, the B-Level association had one vacant place and the Advanced Open association attracted seven players.

Results of the tournaments were:

##### Association

The Guildford & Godalming Open Challenge Cup (Advanced) – Jose Riva (London)  
Frank Rendall Trophy (B-level) – Nigel Hames-Keward (Nottingham)

##### Golf

PJ's Pot (Handicap) – Ian Norris (Phyllis Court)  
MARE Cup (B-level; part of CA B-level series) - Peter Dowd (Northampton)

#### 3.2 Team Competitions

The Club entered teams in Croquet Association (CA) and South East Croquet Federation (SECF) competitions as usual; however, no friendly matches were arranged as the calendar was rather full.

Although the membership increased in 2015 slightly fewer members, 18 compared to 22 last year, played for Club teams. Lunches were once again provided in the converted bowls shed or outside when fine and access to a toilet in the main clubhouse was available for all matches.

Results were:

##### CA Competitions:

Longman Cup (AC) – round 1 beat Ramsgate 6:1; round 2 knocked out by Reigate 2:5  
Murphy Shield (GC) – round 1 beat Hurlingham 6:1; round 2 knocked out by Phyllis Court 3:4.

##### SECF Competitions

Association U League – won 3 matches and lost 1; placed 5<sup>th</sup> out of 14  
Golf Handicap Team A – won all 4 matches; placed 3<sup>rd</sup> out of 14  
Golf Handicap Team B – won 1, tied 1, lost 1, ceded a walkover; placed equal 9<sup>th</sup> out of 14  
Golf Level Play League – won 2, lost 1 and given a walkover; placed 2<sup>nd</sup> out of 6  
Association Team Doubles – placed 2<sup>nd</sup> out of 7  
Golf Team Singles - placed 5<sup>th</sup> out of 19  
Golf Team Doubles – placed 16<sup>th</sup> out of 19

#### 3.3 Internal Competitions

The established programme of internal competitions was well supported and ran smoothly; all competitions being completed in time for the awards presentation. Excluding entries for the two 2015-16 Winter Leagues there were 111 entries from 32 members across 8 competitions. Many members entered 3 or 4 of the competitions and 3 enthusiasts each entered 7.

Results were:

Association One-ball Charity Qualifier - Stephen Stuart-Matthews  
Association Handicap Knockout – Gillian Noble-Jones  
Pat's Plate – Mark Godfrey-James  
EARS (golf handicap singles) – Ian Fugeman  
JAWS (golf handicap doubles) – Anne Buckingham & Hilary Bird  
Winter League 2014-15 (golf handicap) – Amanda Bentley  
Summer League 2015 (golf handicap) – Hilary Bird  
One-day combined One-ball and Association Competition (March 2015) - Mike Thompson

Handicap and level play golf croquet Winter Leagues 2015-16 - in progress

#### 3.4 Individual Members

### *Association Croquet*

Stephen Mulliner: Stephen made his 36<sup>th</sup> appearance in the President's Cup, represented GB in the Solomon Trophy in North Carolina, and won the Austrian AC Championship.

Barry Gould and Ian Fugeman competed in the All England AC Handicap Area Finals with Ian Fugeman qualifying for the national finals at Chester.

### *Golf Croquet*

Stephen Mulliner: came 3<sup>rd</sup> in the GC World Championship in New Zealand; won the Surbiton Open, European Championship, Spanish Open, and Musk's Cup.

Andrea Huxley and Chris Heath qualified for the B Level GC national finals at Hunstanton. Andrea Huxley and Chris Heath also each won one of the Surbiton one-day GC level play tournaments.

Mike Huxley was also successful at Surbiton winning two one-day GC level play tournaments: July and September.

Ann Little, Gillian Noble-Jones, John Gosden and Mike Thompson competed in the All England GC Handicap area finals.

### *Qualifications*

Mike Huxley qualified as a GC Referee

## **4 Committee, volunteering and working groups**

Following the AGM a special general meeting was held in June to amend the constitution and create three additional members on the general committee.

This year saw the establishment of working groups to supplement the existing informal groups which were already in place for running internal and external competitions and stewarding at events. The aim of the new groups was to involve the wider membership in the day to day activities of running their club and relieve the pressure on the 'old faithfuls'. Members responded to the request for help and volunteered variously for: lawn and grass maintenance; grounds maintenance, publicity and recruitment, machinery maintenance, catering for matches, coaching, croquet equipment, and buildings upkeep. With the exception of the croquet equipment maintenance and buildings upkeep groups, the latter being in abeyance pending acquiring a clubhouse, all the groups were active. The contribution of these groups has enabled the Club to achieve a great deal in 2015. A buildings upkeep group will be formed for the new clubhouse, the croquet equipment team will be re-formed and all members will be asked to select the activities with which they would like to help in 2016.

## **5 Social Events and Hosted Events**

Social events were once again well supported by both new and longer-standing members. The sixth Croquet by Candlelight was held in June and provided an ideal opportunity to try out the new lawns which had been brought into play a few days earlier. Comments on the quality of the lawns and the buffet supper were equally favourable. In October Mike and Andrea Huxley's house was once again the venue for our end of season social and awards evening and we'd like to thank them for organising this event. For the final social occasion of the year, Christmas Lunch, we returned after a break of a couple of years to the Inn on the Lake. Members took the opportunity not only to catch up with each other's news, but also to raise their glasses and send their best wishes to those who were not able to attend.

In August the Club held an open day as part of the Godalming Staycation programme. Visitors were able to play several free taster games alongside experienced members and were also offered the opportunity to return on club days for free follow on sessions. Refreshments generously provided by members were enjoyed by all.

This year the Club also hosted two events for other organisations. The first, a new event, was a croquet morning organised for 18 members of the National Women's Register. Later in the season we welcomed the Townswomen's Guild whose one-day croquet competition and picnic lunch has been a regular event for many years. Each year the number of players increases and this year 18 teams competed for their impressive trophy.

## **6 Plans for the 2016 croquet season**

## **6.1 Open Tournaments**

In 2015 we accepted the invitation to be included in the roll-out of the CA's new on-line entry system. This system has the advantage of being able to take immediate payment on our behalf without charges being incurred. We therefore withdrew our own on-line entry system and provided a link on our website to the CA system. This has proved popular with our own members, our Tournament Secretary and with visiting players.

The dates of open tournaments for the 2016 season have already been published in the CA fixtures list. We are holding two association weekend tournaments and with the addition of a new golf tournament will be holding three golf one-day tournaments:

G & G Open Challenge Cup, Advanced Association - 7-8 May 2016  
Frank Rendall Trophy, B-Level Advanced Association - 16-17 July 2016  
PJ's Pot, Golf Croquet Handicap Tournament - 18 June 2016  
The MARE Cup, Golf Croquet B-Level Tournament - 6 August 2016 (part of the CA B-level national series)  
The CARA Cup, Golf Croquet A/B-level Tournament - 3 September 2016

## **6.2 Team Competitions**

The committee proposes that the Club enters:

Longman Cup (AC) - one team  
Murphy Shield (GC) - one team  
SECF U League (AC) - one team  
SECF Golf Handicap League – two teams (subject to sufficient interest)  
SECF Golf Level Play League - one team  
SECF Association Team Doubles (21-22 May) – one team  
SECF Golf Team Singles and Doubles (7 August) - one/two teams (subject to sufficient interest)  
SECF Golf Croquet Southern Challenge Division 1 or 2 (2-3 July or 9-10 July) - a new competition for our Club

## **6.3 Internal Competitions**

The committee proposes that the established internal competitions as set out in 3.3 above be held in 2016.

## **7 To Conclude**

In 2015 our focus has been on: developing quality lawns; exploiting the opportunities provided by the new lease to realise our vision for the Club by defining the croquet area and developing it to meet our needs; involving as many members as possible in all aspects of the club; continuing to fundraise to support the development programme. Looking forward we are hopeful that we will have a modest wooden clubhouse in the coming year for the enjoyment of members and visiting players and that in the longer term this will enable the club to be selected as a venue for some of the CA fixtures. Financing the acquisition and equipping of a clubhouse will be the priority. We will be seeking grants but the indications are that the project will in the main have to be funded by members. It is timely to thank members once again for the donations they have already made to the development programme and to express the hope that further help will be forthcoming.

Finally, a further acknowledgement to all those members who have volunteered their time and energy both in responding to one-off task forces and equally importantly to the on-going day to day activities. As a membership club we are reliant on volunteers to maintain our lawns, equipment and storage facilities and to run our competitions, teams and events. The continued contribution of members' time and skills will be vital to the success of the Club in the coming year.

GGCC

RECEIVED  
25 MAY 2016

## GODALMING TOWN COUNCIL Application for Grant Aid

### 1. Name of Voluntary Organisation

Roots for the Future

### 2. Contact Name, Address and Telephone Number

Francesca Fryer

8 Mead Cottages, Catteshall Rd, Godalming GU7 3DP

[francescafryer@gmail.com](mailto:francescafryer@gmail.com)

07531 676512

### 3. Details of Organisation

Roots for the Future is registered as a Community Interest Company, Limited by Guarantee

### 4. What are the aims and objectives of the Organisation?

We aim to engage communities in and around Godalming in tree planting workshops to help tackle our local climate challenges. We hold workshops for all ages and have a particular focus on children and youth. We aim to get children actively involved in enjoying the outdoors and the environment and learning about preserving and enhancing the natural beauty of their surroundings. We hope through learning about the benefits of trees that we can inspire the next generation to find environmental solutions to climate change.

We have three core objectives:

1. To engage and inspire the community, in particular children and youth, to participate in environmental activities that make positive changes to their local environment.
2. To work with the government on reaching and increasing their aim to plant 11 million trees by 2020.
3. To work with local authorities on the implementation of Sustainable Development Goal 13 on taking urgent action to combat climate change and its impacts.

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

n/a

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

We don't have a large membership. The only members are the five people on the board of directors.

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

#### a) Constitution or aims

As a Community Interest Company we have an Articles of Association, attached.

#### b) Copy of accounts (these will not be required for a new organisation)

n/a

#### c) Copy of budget for current financial year



Attached. There are two tabs, one budget for financial year 2016-17 and one for the breakdown of costs of our request of funds to the Town Council.

- d) Copy of last annual report to members (this will not be required for a new organisation)  
n/a

**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.**

We started working on setting up Roots for the Future in February. The idea came from central government's plan to plant 11 million trees over the course of this parliament and my international and local experience of the effects of our changing climate. The first couple of months consisted of meetings with stakeholders such as Surrey County Council staff, councillors and the Forestry Commission, and research and planning.

In April we held a pilot workshop with a group of local Brownies, their siblings and parents. Led by an outdoor learning professional, we held the workshop in the woods at Birtley House Estate and planted 45 saplings. The workshop endeavoured to make the afternoon a fun outdoor experience where participants could become more informed about nature, trees and climate related issues.

The workshop was featured in the Surrey Advertiser:

<http://www.getsurrey.co.uk/news/surrey-news/roots-future-tree-planting-scheme-11305220>

The purpose of the pilot was to test the workshop in a relaxed and informal environment, to be able to create PR materials from photographs and video footage, and to learn how to improve it from feedback sheets completed by children and adults who participated. With this information we are now planning workshops to start up again in the autumn when the tree planting season starts again and we plan to plant with community groups, in schools, with youth groups, with communities in areas of social deprivation, and with businesses as part of CSR activities.

One of the key lessons from our pilot workshop was how much potential our workshops have for contributing to community cohesion. The group was mixed with participants from a number of different backgrounds. Once the children and adults started planting, any barriers there were broke down and everyone got their hands dirty and visibly enjoyed working together to plant the trees. It was also quite moving at times. Participants were given the opportunity to dedicate the trees they were planting to anyone they care about. Many wrote dedications to loved ones who had passed away.

Trees provide a number of social benefits - they make areas more beautiful and studies show they cut crime. Nature close to home and school increases a child's resilience to stressful situations, and positively affects attention and cognitive function. Tree planting is not only great for offsetting carbon emissions, but trees are fantastic at flood mitigation because water sinks into the soil under trees at 67 times the rate it sinks into the soil under grass. We believe small local activity in every community is one of the roots to combatting the global issue of climate change.

**9.**

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

We would like to hold tree planting workshops in two areas in Godalming. We would like to work with the Northbourne Action Group and plant tree saplings with families and children living there. Similarly we would like to plant a glade of trees with the communities living at Ockford Ridge and Aaron's Hill.

We would like our workshops to reach communities that might not ordinarily get involved in outdoor or environmental activities such as tree planting. We would like to help communities make the areas they live in more beautiful and more appealing to spend time outdoors. According to Natural England, the government's conservation advisor, children who live close to green spaces are less likely to experience an increase in body mass index over time, and older people live longer in areas with more green space. In addition their research showed that those who visit the outdoors every day, take part in gardening, or are members of voluntary environmental organisations have higher feelings of happiness and well-being.

We would like to engage the communities, through their community representatives, in an afternoon of planting a glade of trees in their areas. We would also like to give the Councillors of the Wards in these areas an opportunity to join in and work with their constituents in a relaxed and informal space. Participants will be shown how to plant the trees and how to make sure the trees thrives. They will also be given the responsibility to make sure that those saplings are protected from any potential damage, either natural or human-caused. Participants will be able to dedicate their tree to someone they care about and therefore they can feel a sense of ownership of that tree.

**b) Specify**

**- Total Estimated Cost**

£1015 (NB this estimated cost is based on planting 50 saplings with each group. If the Town Council decided it would be better to plant semi-established trees, the cost will increase.)

**- Amount already available**

n/a

We don't have any funds for these two activities however Councillor Steve Cosser agreed to assist Roots for the Future with set up costs from his Councillor Allocation funds with a grant of £1000.

**- Amount expected to be available at commencement**

£1015

**- Dates scheduled to commence and finish**

We would like to hold these workshops on Saturdays in early November 2016. The planting season starts in the autumn and ends in the spring.

**10. Are you applying for or have you already received other financial assistance for this project?**

**Please provide details:**

We are not applying for funds for these two activities from any other funding body, however as stated above, Councillor Steve Cosser agreed to help Roots for the Future with set up costs from his Councillor Allocation funds with a grant of £1000.

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

We are looking for financial assistance from the Town Council for the full cost of the project to hold workshops with Northbourne residents and Ockford Ridge and Aaron's Hill residents.

**a) Amount**

£1015 (NB this estimated cost is based on planting 50 saplings with each group. If it decided it would be better to plant semi established trees, the cost will increase.)

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

n/a

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

- Increased well-being of those taking part
- Increased social cohesion within the community
- Steps towards increased beautification of the areas
- Outcomes of education and skills in planting for the participants
- Increased appreciation and respect for the outdoors and nature
- Creating an opportunity for Ward Councillors to work informally with their constituents
- Climate change awareness raising
- Helping local government reach sustainability targets
- Give support to Northbourne Action Group and community representatives in Ockford Ridge and Aaron's Hill

**Please state who the cheque should be made payable to should your application be successful**  
Roots for the Future

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

Signed **Francesca Fryer**

Date **24/05/2016**

Capacity in which signed **Managing Director**

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HR. **NB I am sending this application electronically as agreed with Rita Tong on the phone 24/05/2016**

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

## Roots for the Future

Godalming Town Council Application for Grant Aid

For the cost of two tree planting workshops  
for residents of Northbourne and Ockford Ridge and Aaron's Hill

| <u>Item</u>      | <u>Description</u>               | <u>Cost</u> |
|------------------|----------------------------------|-------------|
| Tools            | 6 adult size spades              | 100         |
| Saplings         | 80 x £1.25 (40 per workshop)     | 125         |
| Insurance        | public liability                 | 25          |
| Tree Tags        |                                  | 20          |
| Workshop leaders | 2 days delivery one day planning | 670         |
| Transport        |                                  | 50          |
| Tree manuals     | for after-plant care             | 25          |
| <u>Total</u>     |                                  | <u>1015</u> |

The Companies Act 2006

Community Interest Company Limited by Guarantee

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**Articles of Association<sup>1</sup>**

**of**

**Roots for the Future CIC**

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(CIC Limited by Guarantee, Schedule 1, Small Membership)

**The Companies Act 2006  
Community Interest Company Limited by Guarantee**

**INDEX TO THE ARTICLES**

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| INTERPRETATION.....                                                   | 1  |
| 1. <b>Defined Terms</b> .....                                         | 1  |
| 2. <b>Community Interest Company</b> .....                            | 1  |
| 3. <b>Asset Lock</b> .....                                            | 1  |
| 4. <b>Not for profit</b> .....                                        | 2  |
| OBJECTS, POWERS AND LIMITATION OF LIABILITY .....                     | 2  |
| 5. <b>Objects</b> .....                                               | 2  |
| 6. <b>Powers</b> .....                                                | 2  |
| 7. <b>Liability of members</b> .....                                  | 2  |
| DIRECTORS .....                                                       | 2  |
| DIRECTORS' POWERS AND RESPONSIBILITIES .....                          | 2  |
| 8. <b>Directors' general authority</b> .....                          | 2  |
| 9. <b>Members' reserve power</b> .....                                | 3  |
| 10. <b>Chair</b> .....                                                | 3  |
| 11. <b>Directors may delegate</b> .....                               | 3  |
| DECISION-MAKING BY DIRECTORS .....                                    | 3  |
| 12. <b>Directors to take decisions collectively</b> .....             | 3  |
| 13. <b>Calling a Directors' meeting</b> .....                         | 3  |
| 14. <b>Participation in Directors' meetings</b> .....                 | 4  |
| 15. <b>Quorum for Directors' meetings</b> .....                       | 4  |
| 16. <b>Chairing of Directors' meetings</b> .....                      | 5  |
| 17. <b>Decision-making at meetings</b> .....                          | 5  |
| 18. <b>Decisions without a meeting</b> .....                          | 5  |
| 19. <b>Conflicts of interest</b> .....                                | 5  |
| 20. <b>Directors' power to authorise a conflict of interest</b> ..... | 6  |
| 21. <b>Register of Directors' interests</b> .....                     | 6  |
| APPOINTMENT AND RETIREMENT OF DIRECTORS .....                         | 7  |
| 22. <b>Methods of appointing Directors</b> .....                      | 7  |
| 23. <b>Termination of Director's appointment</b> .....                | 7  |
| 24. <b>Directors' remuneration</b> .....                              | 7  |
| 25. <b>Directors' expenses</b> .....                                  | 8  |
| MEMBERS .....                                                         | 8  |
| BECOMING AND CEASING TO BE A MEMBER.....                              | 8  |
| 26. <b>Becoming a member</b> .....                                    | 8  |
| 27. <b>Termination of membership</b> .....                            | 8  |
| DECISION MAKING BY MEMBERS .....                                      | 9  |
| 28. <b>Members' meetings</b> .....                                    | 9  |
| 29. <b>Written resolutions</b> .....                                  | 9  |
| ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS .....                   | 10 |
| 30. <b>Means of communication to be used</b> .....                    | 10 |
| 31. <b>Irregularities</b> .....                                       | 10 |
| 32. <b>Minutes</b> .....                                              | 10 |
| 33. <b>Records and accounts</b> .....                                 | 11 |
| 34. <b>Indemnity</b> .....                                            | 11 |
| 35. <b>Insurance</b> .....                                            | 12 |

|                                             |           |
|---------------------------------------------|-----------|
| <b>36. Exclusion of model articles.....</b> | <b>12</b> |
| <b>SCHEDULE.....</b>                        | <b>13</b> |

**The Companies Act 2006**

**Articles of Association**

**of**

**Roots for the Future CIC**

**INTERPRETATION**

**1. Defined Terms**

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

**1.2 COMMUNITY INTEREST COMPANY AND ASSET LOCK**

**2. Community Interest Company**

2.1 The Company is to be a community interest company.

**3. Asset Lock<sup>2</sup>**

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

- (a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and
- (b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: Perennial, Gardeners' Royal Benevolent Society

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body



is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent. )

Charity Registration Number (if applicable): 1155156

Company Registration Number (if applicable): 8828584

Registered Office: 115-117 Kingston Road, Leatherhead, Surrey, KT22 7SU

#### **4. Not for profit**

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

### **OBJECTS, POWERS AND LIMITATION OF LIABILITY**

#### **5. Objects<sup>3</sup>**

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) engage communities in tree planting activities, improving their local environments whilst providing education on ways to tackle climate change on a local level.

#### **6. Powers**

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

#### **7. Liability of members<sup>4</sup>**

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES<sup>5</sup>**

#### **8. Directors' general authority**

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

**9. Members' reserve power**

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

**10. Chair**

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

**11. Directors may delegate<sup>6</sup>**

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:
- 11.1.1 to such person or committee;
  - 11.1.2 by such means (including by power of attorney);
  - 11.1.3 to such an extent;
  - 11.1.4 in relation to such matters or territories; and
  - 11.1.5 on such terms and conditions;
- as they think fit.
- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

**DECISION-MAKING BY DIRECTORS**

**12. Directors to take decisions collectively<sup>7</sup>**

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

**13. Calling a Directors' meeting**

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

13.3 Notice of Directors' meetings must be given to each Director.

13.4 Every notice calling a Directors' meeting must specify:

13.4.1 the place, day and time of the meeting; and

13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.5 Notice of Directors' meetings need not be in Writing.

13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

#### **14. Participation in Directors' meetings**

14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:

14.1.1 the meeting has been called and takes place in accordance with the Articles; and

14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.<sup>8</sup>

14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

#### **15. Quorum for Directors' meetings<sup>9</sup>**

15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].

15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:

15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

**16. Chairing of Directors' meetings**

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

**17. Decision-making at meetings<sup>10</sup>**

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.<sup>11</sup>

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

**18. Decisions without a meeting<sup>12</sup>**

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

**19. Conflicts of interest<sup>13</sup>**

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

- 19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.
- 19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
  - 19.3.2 not be counted in the quorum for that part of the meeting; and
  - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

## **20. Directors' power to authorise a conflict of interest**

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
  - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
  - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

## **21. Register of Directors' interests**

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in

a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

## **APPOINTMENT AND RETIREMENT OF DIRECTORS<sup>14</sup>**

### **22. Methods of appointing Directors**

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

### **23. Termination of Director's appointment<sup>15</sup>**

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

### **24. Directors' remuneration<sup>16</sup>**

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
  - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and

- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

## **25. Directors' expenses**

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

## **MEMBERS<sup>17</sup>**

### **BECOMING AND CEASING TO BE A MEMBER<sup>18</sup>**

## **26. Becoming a member<sup>19</sup>**

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

## **27. Termination of membership<sup>20</sup>**

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

- 27.2.1 the member dies or ceases to exist;
- 27.2.2 otherwise in accordance with the Articles; or
- 27.2.3 a member ceases to be a Director.

## **DECISION MAKING BY MEMBERS**

### **28. Members' meetings<sup>21</sup>**

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.<sup>22</sup>
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.<sup>23</sup>
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

### **29. Written resolutions**

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
  - 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
  - 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.



- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

#### **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

##### **30. Means of communication to be used**

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

##### **31. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

##### **32. Minutes**

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:

- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and
- 32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

- 32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

### **33. Records and accounts<sup>24</sup>**

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

- 33.1 annual reports;
- 33.2 annual returns; and
- 33.3 annual statements of account.
- 33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

### **34. Indemnity**

- 34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:
  - (a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;
  - (b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and
  - (c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

### **35. Insurance**

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

### **36. Exclusion of model articles**

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

**SCHEDULE**  
**INTERPRETATION**

**Defined terms**

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

| <u>Term</u>                 | Meaning                                                                                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 "Address"               | includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;                                                                                                  |
| 1.2 "Articles"              | the Company's articles of association;                                                                                                                                                                     |
| 1.3 "asset-locked body"     | means (i) a community interest company, a charity <sup>25</sup> or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those; |
| 1.4 "bankruptcy"            | includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;                                          |
| 1.5 "Chair"                 | has the meaning given in Article 10;                                                                                                                                                                       |
| 1.6 "Circulation Date"      | in relation to a written resolution, has the meaning given to it in the Companies Acts;                                                                                                                    |
| 1.7 "Clear Days"            | in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;                    |
| 1.8 "community"             | is to be construed in accordance with accordance with Section 35(5) of the Company's (Audit Investigations and Community Enterprise) Act 2004;                                                             |
| 1.9 "Companies Acts"        | means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;                                                                                      |
| 1.10 "Company"              | [ ] [Community Interest Company/C.I.C.];                                                                                                                                                                   |
| 1.11 "Conflict of Interest" | any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company; |

|      |                                                     |                                                                                                                                                                                                                                                                                                                                |
|------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.12 | <b>“Director”</b>                                   | a director of the Company, and includes any person occupying the position of director, by whatever name called;                                                                                                                                                                                                                |
| 1.13 | <b>“Document”</b>                                   | includes, unless otherwise indicated, any document sent or supplied in Electronic Form;                                                                                                                                                                                                                                        |
| 1.14 | <b>“Electronic Form” and “Electronic Means”</b>     | have the meanings respectively given to them in Section 1168 of the Companies Act 2006;                                                                                                                                                                                                                                        |
| 1.15 | <b>“Hard Copy Form”</b>                             | has the meaning given to it in the Companies Act 2006;                                                                                                                                                                                                                                                                         |
| 1.16 | <b>“Memorandum”</b>                                 | the Company’s memorandum of association;                                                                                                                                                                                                                                                                                       |
| 1.17 | <b>“participate”</b>                                | in relation to a Directors’ meeting, has the meaning given in Article 14;                                                                                                                                                                                                                                                      |
| 1.18 | <b>“Permitted Industrial and Provident Society”</b> | an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006; |
| 1.19 | <b>“the Regulator”</b>                              | means the Regulator of Community Interest Companies;                                                                                                                                                                                                                                                                           |
| 1.20 | <b>“Secretary”</b>                                  | the secretary of the Company (if any);                                                                                                                                                                                                                                                                                         |
| 1.21 | <b>“specified”</b>                                  | means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;                                                                                                                                                                                                                |
| 1.22 | <b>“subsidiary”</b>                                 | has the meaning given in section 1159 of the Companies Act 2006;                                                                                                                                                                                                                                                               |
| 1.23 | <b>“transfer”</b>                                   | includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and                                                                                                                                                      |
| 1.24 | <b>“Writing”</b>                                    | the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.                                                                                                                                 |

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

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<sup>1</sup> On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

<sup>2</sup> See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

<sup>3</sup> On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

<sup>4</sup> On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

<sup>5</sup> Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

<sup>6</sup> Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

<sup>7</sup> Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

<sup>8</sup> Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

<sup>9</sup> The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

<sup>10</sup> Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

<sup>11</sup> You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

<sup>12</sup> Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

<sup>13</sup> The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

<sup>14</sup> Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

<sup>15</sup> The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

<sup>16</sup> See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

<sup>17</sup> See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

<sup>18</sup> There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

<sup>19</sup> Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application

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form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: <http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.) Article 26.3 provides that the Directors are also members of the company.

<sup>20</sup> Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

<sup>21</sup> The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

<sup>22</sup> Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

<sup>23</sup> Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

<sup>24</sup> See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.) On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

<sup>25</sup> Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.



GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation

<sup>①</sup> The Soldier's Charity and Princess of Wales  
(Army Benevolent Fund) <sup>②</sup> Royal Regiment  
Museum Fund

2. Contact Name, Address and Telephone Number

Colonel (Retired) Patrick Crowley, Chief Executive, South East  
Reserve Force & Cadets Association, Seely House, Shoe Lane,

3. Details of Organisation; is it

Abbeclot, Hampshire, GU11 2HJ  
(01252 357601)

- a) A Charity? - 2 x charities
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation?

- ① Supporting soldiers and their families
- ② Supporting the heritage of the local regiment of the South-East.

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.

- ① Large organisation (thousands)
- ② Small organisation (100s)

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

- a) Constitution or aims <sup>①</sup> at www.soldierscharity.org → All details available.
- 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) <sup>②</sup> Museum details attached

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.

This is a unique event for these 2  
organisations, which are charities, supported by  
the South-East Reserve Force and Cadets  
Association and Surrey University. The event  
will:

- a. Provide a fun footballing event for General/GrantAidAppForm09  
civilian and military teams, including youth and adults.
- b. Commemorate the sacrifices made in the SE at the Battle of
- c. Raise money for 2 nationwide charities. The Home

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

Support to 1 July 2016 Commemorative event for the Battle of the Somme.

b) Specify

|                                                   |             |
|---------------------------------------------------|-------------|
| - Total Estimated Cost                            | £ 6,000     |
| - Amount already available                        | £ 2,000     |
| - Amount expected to be available at commencement | £ 6,000     |
| - Dates scheduled to commence and finish          | 1 July 2016 |

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 |
|--------------------------|--------------------|-----------------|
| Surrey County Council    | £1,000             | £1,000          |
| Hampshire County Council | £1,000             | TBC             |

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

a) Amount £ 500 (Five hundred pounds)

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

- Amount £
- Date
- Project

NIL / N/A

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

Over 20 footballing teams from mainly Surrey and Hampshire, civilian and military, including youth will have a great day commemorating the sacrifices made at the Battle of the Somme in 1916.

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

Signed PWA Date 30 March 2016

Capacity in which signed Event Organizer

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.

Please state who the cheque should be made payable to should your application be successful

'PWRC and Queen's Museum Fund'

A/c Title 'PWRC Museum'  
A/c No 10486955  
Sort Code 161926

(Proceeds are split between the 2 charities)



South East Reserve Forces' and Cadets' Association

RECEIVED  
- 4 APR 2016

SERFCA Seely House, Shoe Lane, Aldershot, Hampshire. GU11 2HJ Tel: 01252 357603 Fax: 01252 357620 Web: [www.serfca.org](http://www.serfca.org)

Colonel (Retd) P T Crowley (Patrick)  
Chief Executive  
[ce-se@rfca.org.uk](mailto:ce-se@rfca.org.uk)

SE.CE.0312

Louise P Goodfellow MA CPFA  
Town Clerk  
Godalming Town Council  
Municipal Offices  
Bridge Street  
Godalming  
SURREY  
GU7 1BH

\ April 2016

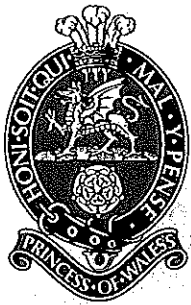
*Dear Louise,*

Thank you very much for the opportunity to apply for funds to support the unique Somme Commemoration event at Guildford on 1 July 2016. In essence the day will allow for:

- Citizens of Godalming to participate in and support a unique football event which includes military and civilian teams, young and old, cadet, youth and families.
- Commemorate the sacrifices made in the South East of England in the Battle of the Somme exactly one hundred years ago on the day.
- Raise money for 2 worthy charities; The Soldiers' Charity and The Princess of Wales's and Queen's Museum Fund (The local Regiment).

I have filled in the attached forms as best I can, though some paragraphs were not relevant, and hope that we can gain your financial support.

*Yours faithfully,  
Patrick*



Charity Number 277008

PWRR AND QUEENS  
MUSEUM FUND

ABF

THE SOLDIERS'

CHARITY

Charity Number 1146420

ABF THE SOLDIERS'  
CHARITY

# Over The Top

To commemorate the  
centenary of the Battle of the Somme

**Football Tournament | 20 Teams**

Military & Civilian | Male & Female | Adults & Youth

**\*\*\* FREE ADMISSION \*\*\***

Friday 1st July 2016

Time: 10:00 - 16:00

Surrey Sports Park,

Guildford GU2 7AD



**SE RFCA**

South East Reserve Forces' and Cadets' Association

Come to support & remember the sacrifice made by local men 100 years ago



## THE SOMME FOOTBALL 1916-2016

The Somme Football is a unique object – an exact replica of footballs that were kicked ‘over the top’ by Captain Billie Nevill and members of 8th Battalion the East Surrey Regiment at the start of the Battle of the Somme on 1 July 1916. Two original footballs existed up until the fire that gutted Clandon House, near Guildford, in April 2015. The only one surviving is at the Princess of Wales’s Royal Regiment Museum at Dover Castle.



### So What?

**A unique football event occurs on 1 July 2016 at Surrey Sports Park, Guildford.** It will commemorate the centenary of the Battle of the Somme; 20,000 British soldiers were killed on that first day. One hundred years later, there will be 20 teams, military and civilian, male and female, adults and youth, playing each other and remembering the sacrifices made by local men from the south east of England. The event is being organised by the local Regiment (The Princess of Wales’s Royal Regiment), the Army Benevolent Fund and the South East Reserve Forces’ and Cadets’ Association in cooperation with Surrey University. Both military and civilian teams will be taking part.



Apart from commemoration and games of football, the aim is to raise money for Regimental heritage (60%) and Army benevolence (40%). If you would like to help sponsor the event and contribute, please donate to ‘PWRR & Queen’s Museum Fund’ (A/C Title PWRR Museum, A/C No 10486955, Sort Code 161926).

## THE FOOTBALL

The Somme football is an exact replica of one of the balls used at the Battle, made in the same traditional manner by *Replica Warehouse*, a Cheshire-based firm. It is made from special leather and is hand-stitched.

Captain Billie Nevill commanded B Company of 8th Battalion, The East Surrey Regiment, hence the 'B' on the ball. The '6' represents Number 6 Platoon within his Company. B Company was the left assaulting company within the Battalion's attack on 1 July 1916.

Captain Nevill is reported as buying some footballs while on leave in England and, at one stage, one of the footballs had written on it 'The Great European Cup – The Final – East Surreys v. Bavarians. Kick-off at Zero'. Another one had 'NO REFEREE' written on it.

At 0727 hours, Captain Nevill climbed out of the trenches and kicked the ball forward. Another ball-kicker was Private Fursey of 6 Platoon. Unfortunately, while the balls helped encourage the East Surrey soldiers to attack and gain their initial objectives, Captain Nevill was killed on the barbed wire in No-Man's Land. The 8th East Surreys lost 446 men, killed, wounded, missing and prisoners, mainly in the first ten minutes of Battle.

Billie Nevill (14 July 1894 – 1 July 1916), shown below sitting in the middle of the group on a chair, was educated at Dover College, where he was Head Boy and very successful at sports. He attended Jesus College, Cambridge University, but his education was cut short by the First World War. He was commissioned into the East Yorkshire Regiment, but transferred to the East Surrey Regiment.



**If you would like to help sponsor the event and contribute,** please donate to 'PWRR & Queen's Museum Fund' (A/C Title PWRR Museum, A/C No 10486955, Sort Code 161926.

FOR MEDIA OUTLETS – ‘Over the Top’



**‘OVER THE TOP’ - REMEMBER THE BATTLE OF THE SOMME AND WATCH FOOTBALL AT SURREY SPORTS PARK, GUILDFORD, 1 JULY 2016**

A unique football event occurs on 1 July 2016 at Surrey Sports Park, Guildford. It will commemorate the centenary of the Battle of the Somme; 20,000 British soldiers were killed on that first day. One British Army unit, 8<sup>th</sup> Battalion The East Surrey Regiment, kicked footballs ‘over the top’ to encourage the troops to advance. One hundred years later, there will be 20 teams, military and civilian, male and female, adults and youth, playing each other and remembering the sacrifices made by local men from the south east of England. The event is being organised by the local Regiment (The Princess of Wales’s Royal Regiment), the Army Benevolent Fund and the South East Reserve Forces’ and Cadets’ Association. Civilian teams taking part include Aldershot Football Club, Guildford City, Chelsea, Southampton, Surrey Fire Brigade and Hampshire Police and military teams from Headley Court Rehabilitation Centre, Pirbright, Aldershot, Cyprus and Germany.

Shahid Azeem, prominent entrepreneur, Chairman of Aldershot FC and an enthusiast for football in the community comments, ‘It is vitally important that the town of Aldershot, as home of the British Army, commemorates the sacrifices made by our troops. Football is our national sport and a huge part of military life and, as we saw in last year’s Game of Truce, played at our EBB Stadium, the game also played a major role in the First World War. This will be a fantastic event, as well as very poignant, and Aldershot Town are delighted to remember our fallen heroes by competing in their honour’. The Chief Executive of the South East Reserve Forces’ and Cadets’ Association and Deputy Colonel of the Local Regiment, Colonel (Retired) Patrick Crowley comments, ‘We plan to commemorate the sacrifices made through the means of football fun and a commemorative ceremony. We also hope to raise some money for local Regimental benevolence and the Army’s Soldiers’ Charity’.

Come and join us at this fantastic and unique event! The football runs from 10 o’clock in the morning to the final, due mid-afternoon. There will also be refreshments available and various stands to visit.

Point of Contact for further information: Fred Hughes [se-comms@rfca.org.uk](mailto:se-comms@rfca.org.uk)

**THE PRINCESS OF WALES'S ROYAL REGIMENT  
AND QUEEN'S REGIMENT  
MUSEUM MAINTENANCE FUND  
FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2014**



**THE PRINCESS OF WALES'S ROYAL REGIMENT  
AND QUEEN'S REGIMENT**

**MUSEUM MAINTENANCE FUND**

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|                                   | <b>Index</b> |
|-----------------------------------|--------------|
| Report of the Trustees            | 1 to 4       |
| Independent Examiner's Report     | 5            |
| Statement of Financial Activities | 6            |
| Balance Sheet                     | 7            |
| Notes to the Financial Statements | 8 to 12      |

MUSEUM MAINTENANCE FUND

REPORT OF THE TRUSTEES  
YEAR ENDED 31 DECEMBER 2014

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Registered Charity Number 277008

**1 Structure, Governance & Management**

- a) The Charity is regulated by a declaration of Trust dated 27 October 1978.
- b) The Charity is governed by a body of seven Trustees, two Ex Officio and two Nominated Members. Their details are shown below.
- c) The Trustees are provided with recent publications from The Charity Commission to inform them of any changes and their according responsibilities.

**Ex Officio Trustees**

| <b>Name</b>            | <b>Address</b>                                           | <b>Occupation</b>             |
|------------------------|----------------------------------------------------------|-------------------------------|
| Colonel W R Harber OBE | RHQ PWRR<br>HM Tower of London<br>London<br>EC3N 4AB     | Regimental Secretary<br>PWRR  |
| Mr H R Thomas MBE      | AHQ PWRR<br>Leros Barracks<br>Canterbury<br>Kent CT1 1HR | Curator<br>(appointed Oct 14) |
| Major S R Bream QGM    | AHQ PWRR<br>Leros Barracks<br>Canterbury<br>Kent CT1 1HR | Curator<br>(retired Mar 14)   |

**Nominated Managing Trustees and Date Tenure Expires**

|                                         |                                                                   |                                     |
|-----------------------------------------|-------------------------------------------------------------------|-------------------------------------|
| Colonel M P Rayner<br>(31.12.15)        | 13 Kings Drive<br>Eastbourne<br>East Sussex<br>BN21 2NX           | Chairman                            |
| Colonel D J C Dickins MBE<br>(31.12.15) | 63 Upper Grosvenor Road<br>Tunbridge Wells<br>Kent TN 1 2DZ       | Retired Army Officer                |
| Major J C Rogerson<br>(31.12.15)        | Langton House<br>5 Knackington Road<br>Canterbury<br>Kent CT1 1NU | Retired Army Officer                |
| Mrs S Prichard<br>(31.12.15)            | 5 The Old Gymnasium<br>Halliday Drive<br>Deal<br>Kent CT14 7AX    | Curator Victoria &<br>Albert Museum |
| Major D Bradley<br>(31.12.15)           | Selson Farmhouse<br>Eastry<br>Kent CT13 0EF                       | Farmer                              |
| Sir Timothy Chessells<br>(31.12.15)     | Coach House Cottage<br>North Street<br>Mayfield<br>TN20 6AN       | Company Director                    |
| Major D Pollard BA<br>(31.12.15)        | Fir Tree Lodge<br>Blackdown Avenue<br>Pyrford<br>Woking GU22 8QH  | Retired                             |

MUSEUM MAINTENANCE FUND

REPORT OF THE TRUSTEES  
YEAR ENDED 31 DECEMBER 2014

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**Nominated Members (Not Managing Trustees - No Voting Rights)**

|                       |                                                              |                    |
|-----------------------|--------------------------------------------------------------|--------------------|
| Captain T N McDermott | 36 Springwell Road<br>Tonbridge<br>Kent TN29 2LN             | Solicitor          |
| Mr J Iveson           | Dover Town Museum<br>Market Square<br>Dover<br>Kent CT16 1PB | Curatorial Advisor |

**2 Address of Charity**

RHQ PWRR  
HM Tower of London  
London  
EC3N 4AB

**3 Independent Examiner**

D G Cochrane-Dyet FCA  
MHA MacIntyre Hudson  
Chartered Accountants  
31 St George's Place  
Canterbury  
Kent CT1 1XD

**4 Bankers**

The Royal Bank of Scotland Plc  
Holts Farnborough Branch  
Victoria Road  
Farnborough GU14 7NR

**5 Investment Advisors**

Barclays Wealth  
1 Churchill Place  
London  
E14 5HP

**6 Hon. Legal Advisor**

T N McDermott Esq

**7 Secretary to the Trustees**

Colonel W R Harber OBE

None of the Trustees have received any remuneration or other benefits from the Charity, none are disqualified from holding office. The Trustees meet a minimum of twice per annum.

**8 Objectives & Activities**

a) **Object of the Charity**

To uphold the traditions of the Regiment and perpetuate its deeds.

b) **Activities of the Charity**

The Museums continue to provide high quality exhibitions and research service to the general public and the Army.

MUSEUM MAINTENANCE FUND

REPORT OF THE TRUSTEES  
YEAR ENDED 31 DECEMBER 2014

---

9 Achievements & Performance

PWRR and Queens Museum

Trustees meetings were held on the 6 May 14 and 29 October 2014 and both were well attended. The Museum has been open throughout the period in accordance with English Heritage (EH) opening times. Visitor numbers have remained at around 173K (footfall until Oct 14 was 168,409). We experienced a further winter of reduced opening by EH which allowed us to conduct numerous maintenance and deep cleaning tasks. Generally there have been no changes to the layout of the Museum, but time, effort and expenses has been incurred diligently throughout the year to maintain the 'experience' at the extremely high standard expected. EH are more than happy with our efforts. During the reporting period we have supported and assisted the Folkestone Step Short WW1 memorial arch project which took place in Aug 14. We have loaned weapons, equipment, clothing and other incidental items to local museums and we have also loaned a WW1 trench football to the National Football Museum Manchester. A Virtual Museum Committee has been formed and a company has been appointed to formulate the website. These items have been taken forward to develop both an increase in the 'footfall' and interest in the Museum and the Regiment. The Regimental Heritage Committee which has recently been formed provides a forum for detailed consideration and discussion of all aspects of Regimental heritage so that best practice and new opportunities can be identified. It will provide advice and recommendations to the Museum Trustees and the Regimental Council, ensuring that a broad consideration of Regimental heritage is in place. As such it is a working group to the Museum Trustees, Regimental Trustees and Regimental Council.

Surrey Infantry Museum

For the first time the Musuem opened for weekends in January and February which has helped the visitor numbers to increase to over 33,000 up to the end of September and this, together with the renewed interest in WW1 with the centenary of the start of the war, has created an enormous demand for information. Our display featuring the 1914 database that the volunteers have been working on for nearly two years, where we have identified over 3,500 names of soldiers who served in that year, has created enormous interest. We have created a travelling display that has been most successful with visits to several events around Surrey including a day at Redhill library where over 300 school children came to listen to our presentation on soldiering in WW1 with several more booking to come. By the end of the year 15 talks will have been carried out to a variety of groups around the country.

We have loaned out several items with regard to WW1 to the Kingston Museum, Guildford Cathedral, the National Trust, Surrey University and several local villages for their WW1 Commemorations. Medals are continuing to be donated with ex Capt/RSM Ron Wildgoose's medals being donated to our collection, along with eight other groups mainly from WW1.

10 Financial review

a) **Reserves Policy**

The Trustees have considered the requirement of the SORP 2005 and have concluded that for the Museum to be maintained indefinitely there is a need for its funds to be invested in order to maximise growth to cover the future costs. This policy is currently in place and reviewed annually.

b) **Review of the Financial Position**

The Trustees consider the financial position to be satisfactory and the monies invested on the advice of the investment advisors to be well managed.

MUSEUM MAINTENANCE FUND

REPORT OF THE TRUSTEES  
YEAR ENDED 31 DECEMBER 2014

---

11 Outline of Future Plans and Commitments

PWRR and Queens Museum

English Heritage (EH) has opted once again to adopt a period of reduced opening over the winter months Nov 14 to Apr 15. Plans for this period are, like last year, to conduct a myriad of maintenance and cleaning tasks throughout the Museum. Tasks this year will once again include Portable Appliance Testing (PAT) and the deep cleaning of all sealed display cabinets, additionally the collection is to be completely reviewed and checked for any environmental damage. We plan to continue to engage with the Dover Museum and Arts Group and attend their regular meetings. We will carry on with our support to the WW1 Commemorations throughout the coming year and for the next 2 years as the nation as a whole carries on the Commemorations of this event. We have already loaned weapons, equipment, clothing and other incidental items to local museums. It is hoped that by direct action from the newly appointed curator that more up to date acquisitions will be forthcoming from current Regimental sources in the form of donations. With this in mind an increase in the requirement to obtain storage boxes and preservation wrapping will be required to ensure the collection is correctly stored and reduce the need to have stored items unduly handled. There is an ambition to improve the entrance and exit area to take full advantage of the facilities that have been installed, and to make better use of the display in the exit area to bring it up to date with the Regiment in its new presence within the Army.

Surrey Infantry Museum

The Museum is now due to complete the necessary paperwork to renew its Museum Accreditation with Arts Council, this needs to be completed by January 2015. With the success of our Outreach Service we are continuing to visit schools and other institutions to engage with children and inform them of life in the early 1900's and like in the army.

12 Public Benefit

The Trustees are conscious that the use of charitable funds should have an element of benefit to the public. The Trust provides public benefit by educating the public about the activities and history of the British Army. The Trust also provides free information and advice to students of military history and to those researching their Army ancestries.

Having obtained full accreditation in 2007 the Museum has to complete the biannual paperwork necessary to retain the standard set by the Arts Council so we will be busy updating our paperwork procedures.

Approved by the Board of Trustees on the..... and signed on their behalf by:-

.....  
Colonel W R Harber OBE

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF "THE PRINCESS OF WALES'S ROYAL REGIMENT AND QUEEN'S REGIMENT, MUSEUM MAINTENANCE FUND"**

---

I report on the accounts of the charity for the year ended 31 December 2014 which are set out on pages 6 to 12.

**Respective responsibilities of trustees and examiner**

The Charity's trustees 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.

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 Commission under section 145(5)(b) of the 2011 Act; and
- \* state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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 seeking 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 Acthave 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.

.....  
**D G Cochrane-Dyet FCA**  
**MHA MacIntyre Hudson**  
**Chartered Accountants**  
**31 St George's Place**  
**Canterbury**  
**Kent CT1 1XD**

Date .....

MUSEUM MAINTENANCE FUND

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2014

|                                                                             | Notes | PWRR & Queens<br>Museum | Surrey Infantry<br>Museum<br>(Designated fund) | Total<br>2014  | Total<br>2013  |
|-----------------------------------------------------------------------------|-------|-------------------------|------------------------------------------------|----------------|----------------|
|                                                                             |       | £                       | £                                              | £              | £              |
| <b>Incoming resources</b>                                                   |       |                         |                                                |                |                |
| <b>Incoming resources from generated funds:</b>                             |       |                         |                                                |                |                |
| <i>Voluntary income:</i>                                                    |       |                         |                                                |                |                |
| Donations                                                                   |       | 4,063                   | 2,482                                          | 6,545          | 6,408          |
| Telephone Bill Refund                                                       |       | 500                     | -                                              | 500            | -              |
| Grant - PWRR Benevolent                                                     |       | -                       | -                                              | -              | 22,488         |
| Grant - QRS Charities                                                       |       | -                       | 786                                            | 786            | 800            |
| Grant - Surrey Museums                                                      |       | -                       | 330                                            | 330            | -              |
| Grant - 5 Queens OMA                                                        |       | -                       | -                                              | -              | 380            |
| English Heritage                                                            |       | 10,000                  | -                                              | 10,000         | 10,000         |
| Investment income                                                           | 2     | 3,937                   | 11,329                                         | 15,266         | 11,421         |
| <b>Incoming resources from charitable activities:</b>                       |       |                         |                                                |                |                |
| Friends of The Museum                                                       |       | 430                     | 4,725                                          | 5,155          | 4,814          |
| Museum Shop Sales                                                           |       | -                       | 2,078                                          | 2,078          | 1,998          |
| Lecture Fees                                                                |       | -                       | 590                                            | 590            | -              |
| <b>Total incoming resources</b>                                             |       | <b>18,930</b>           | <b>22,320</b>                                  | <b>41,250</b>  | <b>58,309</b>  |
| <b>Resources expended</b>                                                   |       |                         |                                                |                |                |
| Costs of generating funds:                                                  |       |                         |                                                |                |                |
| Investment Management Fees                                                  |       | 220                     | 634                                            | 854            | 55             |
| Charitable activities                                                       | 3     | 15,015                  | 29,333                                         | 44,348         | 49,192         |
| Governance costs                                                            | 4     | 801                     | 941                                            | 1,742          | 1,864          |
| <b>Total resources expended</b>                                             |       | <b>16,036</b>           | <b>30,908</b>                                  | <b>46,944</b>  | <b>51,111</b>  |
| <b>Net incoming/(outgoing)<br/>resources before transfers</b>               |       | <b>2,894</b>            | <b>(8,588)</b>                                 | <b>(5,694)</b> | <b>7,198</b>   |
| Transfers between funds                                                     |       | -                       | -                                              | -              | -              |
| <b>Net incoming/(outgoing) resources</b>                                    |       | <b>2,894</b>            | <b>(8,588)</b>                                 | <b>(5,694)</b> | <b>7,198</b>   |
| Realised gains on investments                                               | 7     | 349                     | 1,004                                          | 1,353          | 10,414         |
| <b>Net incoming/(outgoing) resources<br/>including gains on investments</b> |       | <b>3,243</b>            | <b>(7,584)</b>                                 | <b>(4,341)</b> | <b>17,612</b>  |
| Unrealised losses on investments                                            | 7     | (312)                   | (897)                                          | (1,209)        | 20,657         |
| <b>Net movement in funds</b>                                                |       | <b>2,931</b>            | <b>(8,481)</b>                                 | <b>(5,550)</b> | <b>38,269</b>  |
| <b>Reconciliation of funds</b>                                              |       |                         |                                                |                |                |
| Total funds brought forward                                                 |       | 126,052                 | 395,581                                        | 521,633        | 483,364        |
| <b>Totals funds carried forward</b>                                         |       | <b>128,983</b>          | <b>387,100</b>                                 | <b>516,083</b> | <b>521,633</b> |

MUSEUM MAINTENANCE FUND

BALANCE SHEET  
AS AT 31 DECEMBER 2014

|                                                           | Notes | £             | 2014<br>£      | £             | 2013<br>£      |
|-----------------------------------------------------------|-------|---------------|----------------|---------------|----------------|
| <b>Fixed assets</b>                                       |       |               |                |               |                |
| Tangible assets                                           | 5     |               | 23,725         |               | 29,666         |
| Investments                                               | 7     |               | 436,144        |               | 436,854        |
|                                                           |       |               | <u>459,869</u> |               | <u>466,520</u> |
| <b>Current assets</b>                                     |       |               |                |               |                |
| Stock                                                     | 8     | 2,532         |                | 2,865         |                |
| Debtors                                                   | 9     | 14,863        |                | 16,861        |                |
| Deposit Accounts                                          |       | 34,630        |                | 31,049        |                |
| Current Accounts                                          |       | 6,000         |                | 6,000         |                |
| Petty Cash                                                |       | 1             |                | 95            |                |
|                                                           |       | <u>58,026</u> |                | <u>56,870</u> |                |
| <b>Creditors: Amounts falling due within<br/>one year</b> |       |               |                |               |                |
|                                                           | 10    | <u>1,812</u>  |                | <u>1,757</u>  |                |
| <b>Net current assets</b>                                 |       |               | <u>56,214</u>  |               | <u>55,113</u>  |
| <b>Net assets</b>                                         |       |               | <u>516,083</u> |               | <u>521,633</u> |
| <b>Funds</b>                                              |       |               |                |               |                |
| PWRR and Queen's Regiment Museum<br>Fund (General)        | 12    |               | 128,983        |               | 126,052        |
| Surrey Infantry Museum Fund<br>(Designated)               | 13    |               | 387,100        |               | 395,581        |
| <b>Total funds</b>                                        | 11    |               | <u>516,083</u> |               | <u>521,633</u> |

Approved by the Board of Trustees on the ..... and signed on their behalf by:

..... Chairman  
Colonel MP Rayner

..... Resource Manager  
Mr J Reynolds



MUSEUM MAINTENANCE FUND

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

---

1 ACCOUNTING POLICIES

a) Accounting Convention

The financial statements are prepared under the historical cost convention as modified by the inclusion of investments at market value and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005).

b) Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. A number of the members of Friends of Surrey Museum have paid in advance for future years membership. This income has been deferred and will be released to the SOFA for the period to which the membership relates. All other membership income is recognised on a received basis, and is treated as due for the year in which it is received irrespective of when in that year the money is received.

Investment income is accounted for in the period in which the charity is entitled to receipt. HMRC repayments of tax deducted on interest received is accounted for in the period in which it relates.

No amounts are included in the financial statements for services donated by volunteers.

c) Resources Expended

Expenditure is included on an accruals basis and includes VAT where appropriate.

Costs of generating funds comprise those costs directly attributable to managing the investment portfolio and raising investment income.

Charitable expenditure comprises costs incurred by the Charity in delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and includes the independent examiners' fee and costs linked to the management of the Charity.

d) Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

e) Heritage Assets

The Charity owns a collection of Historical Military items. The collection has been acquired by donations received since the Charity came into existence. The Trustees consider that owing to the incomparable nature of the collection, any valuation would be both unreliable and also an onerous cost, compared with the additional benefits derived by the Charity and users of the accounts. As a result, no value is reported for these assets in the Charity's balance sheet.

f) Stock

Stock consists of purchased goods for resale. Stocks are valued at the lower of cost and net realisable value.

MUSEUM MAINTENANCE FUND

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

1 Accounting Policies (contd)

g) Fund Accounting

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

Designated funds - these are funds set aside by the Trustees out of unrestricted general funds for specific purposes.

h) Tangible Fixed Assets and Depreciation

Tangible assets costing more than £500 are capitalised and included at cost. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less the residual value on a straight line basis over the expected useful economic lives as follows:

|                              |         |
|------------------------------|---------|
| Museum fixtures and fittings | 10%     |
| Museum equipment             | 33 1/3% |

| 2 Investment income and interest          | PWRR & Queens Museum | Surrey Infantry Museum | 2014 Total    | 2013 Total    |
|-------------------------------------------|----------------------|------------------------|---------------|---------------|
|                                           | £                    | £                      | £             | £             |
| Dividends from Equity Trust Investments   | 3,086                | 8,886                  | 11,972        | 6,408         |
| Dividends from Fixed Interest Investments | 838                  | 2,415                  | 3,253         | 4,937         |
| Deposit account interest                  | 13                   | 28                     | 41            | 76            |
|                                           | <u>3,937</u>         | <u>11,329</u>          | <u>15,266</u> | <u>11,421</u> |
| 3 Charitable activities                   | PWRR & Queens Museum | Surrey Infantry Museum | 2014 Total    | 2013 Total    |
|                                           | £                    | £                      | £             | £             |
| <b>Direct costs:</b>                      |                      |                        |               |               |
| Staff Salaries                            | -                    | 5,952                  | 5,952         | 4,525         |
| Employers Nat Ins Costs                   | -                    | 99                     | 99            | -             |
| Travel and Subsistence                    | 9,005                | 901                    | 9,906         | 9,782         |
| Insurance                                 | 2,662                | 3,638                  | 6,300         | 5,074         |
| Exhibition Exhibits, Materials and Upkeep | 562                  | 1,530                  | 2,092         | 1,859         |
| Leaflet Printing and Advertising          | 1,493                | -                      | 1,493         | -             |
| Books and Membership Fees                 | 126                  | 238                    | 364           | 337           |
| Friends of the Museum                     | -                    | 3,337                  | 3,337         | 2,836         |
| Donations                                 | -                    | -                      | -             | 16            |
| Depreciation                              | -                    | 6,565                  | 6,565         | 16,871        |
| Lightbox Agreement                        | -                    | 1,985                  | 1,985         | 1,985         |
| Shop Stock Purchases (Adjusted for Stock) | -                    | 1,426                  | 1,426         | 1,546         |
| Recruiting Costs                          | -                    | 700                    | 700           | -             |
| Presentation Costs                        | -                    | 140                    | 140           | -             |
| <b>Support Costs:</b>                     |                      |                        |               |               |
| Telephone, Postage and Office Requisites  | 1,167                | 2,822                  | 3,989         | 4,361         |
|                                           | <u>15,015</u>        | <u>29,333</u>          | <u>44,348</u> | <u>49,912</u> |

MUSEUM MAINTENANCE FUND

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

| 4 Governance Costs        | PWRR & Queens<br>Museum | Surrey Infantry<br>Museum | 2014<br>Total | 2013<br>Total |
|---------------------------|-------------------------|---------------------------|---------------|---------------|
|                           | £                       | £                         | £             | £             |
| Independent Examiner Fees | 772                     | 776                       | 1,548         | 1,506         |
| Trustees Meeting Expenses | 29                      | 165                       | 194           | 358           |
|                           | <u>801</u>              | <u>941</u>                | <u>1,742</u>  | <u>1,864</u>  |

The Trustees received no remuneration or expenses from the Charity during the year. No Trustees are disqualified from holding office.

The salary of both the Museum Managers for the period 1 January to 31 December 2014 were funded by the Ministry of Defence. However the Manager of the Surrey Infantry Museum salary was enhanced by £4,575 from Museum funds due to assuming additional responsibilities. These payments were agreed by the Trustees.

Due to the change in MOD policy the Surrey Infantry Museum Manager would no longer be MOD funded from 1 January 2015. The current Museum Manager left his position on 31 December 2014. A new member of staff was therefore employed in December 2014 to conduct handover duties at a cost of £1,377 for the month.

| 5 Tangible fixed assets<br>(fixtures, fittings and equipment) | PWRR & Queens<br>Museum | Surrey Infantry<br>Museum | Total          |
|---------------------------------------------------------------|-------------------------|---------------------------|----------------|
|                                                               | £                       | £                         | £              |
| <b>Cost</b>                                                   |                         |                           |                |
| As at 1 January 2014                                          | 42,671                  | 397,816                   | 440,487        |
| Additions                                                     | -                       | 624                       | 624            |
| As at 31 December 2014                                        | <u>42,671</u>           | <u>398,440</u>            | <u>441,111</u> |
| <b>Depreciation</b>                                           |                         |                           |                |
| As at 1 January 2014                                          | 42,671                  | 368,150                   | 410,821        |
| Charge for year                                               | -                       | 6,565                     | 6,565          |
| As at 31 December 2014                                        | <u>42,671</u>           | <u>374,715</u>            | <u>417,386</u> |
| <b>Net book value</b>                                         |                         |                           |                |
| As at 31 December 2014                                        | <u>-</u>                | <u>23,725</u>             | <u>23,725</u>  |
| As at 31 December 2013                                        | <u>-</u>                | <u>29,666</u>             | <u>29,666</u>  |

6 Heritage Assets

The charity is the repository of thousands of items, the majority of which have been donated over many years both by individuals and regimental units that have closed.

The Charity aims to maintain the condition of the collection. The cost of any such work is not capitalised in the balance sheet. The Trustees estimate that the value is potentially in excess of £1.8million.

A curatorial register of assets is maintained by each Museum.

MUSEUM MAINTENANCE FUND

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

| 7 Investments                                                                   | 2014           | 2013           |
|---------------------------------------------------------------------------------|----------------|----------------|
|                                                                                 | £              | £              |
| Market value at 1 January 2014                                                  | 436,854        | 382,546        |
| Acquisition at cost                                                             | 480,618        | 88,246         |
| Sale proceeds                                                                   | (448,813)      | (86,916)       |
| Movement in deposit account                                                     | (32,659)       | 21,907         |
| Realised gain in year                                                           | 1,353          | 10,414         |
| (Loss)/Gain on revaluation in the year                                          | (1,209)        | 20,657         |
| Market value at 31 December 2014                                                | <u>436,144</u> | <u>436,854</u> |
| Historical cost at 31 December 2014                                             | <u>437,353</u> | <u>411,904</u> |
| Investments are represent by:                                                   |                |                |
| UK listed investments:                                                          |                |                |
| Fixed Interest Securities                                                       | -              | 128,413        |
| Index Linked Securities                                                         | -              | 18,848         |
| Equity Trust Investments                                                        | 435,504        | 248,300        |
| Hedge Funds                                                                     | -              | 7,995          |
| Deposit accounts                                                                | <u>640</u>     | <u>33,298</u>  |
|                                                                                 | <u>436,144</u> | <u>436,854</u> |
| The following investments represent more than 5% of the total investment value. |                |                |
|                                                                                 | 2014           | 2013           |
| 72,200                                                                          | -              | 27,104         |
| 2,035                                                                           | -              | 26,777         |
| 17,000                                                                          | -              | 36,878         |
| 5,200                                                                           | -              | 34,684         |
| 20,000                                                                          | -              | 35,140         |
| 4,550                                                                           | -              | 31,495         |
| 422,000                                                                         | 435,504        | -              |
|                                                                                 | <u>435,504</u> | <u>-</u>       |
| 8 Stock                                                                         | 2014           | 2013           |
|                                                                                 | £              | £              |
| Surrey Museum Shop Stock                                                        | <u>2,532</u>   | <u>2,865</u>   |
|                                                                                 | <u>2,532</u>   | <u>2,865</u>   |
| 9 Debtors                                                                       | 2014           | 2013           |
|                                                                                 | £              | £              |
| Penny Press Float                                                               | 300            | 300            |
| Shop Float                                                                      | 30             | 30             |
| Misc                                                                            | -              | 12             |
| Accrued Income                                                                  | 421            | 403            |
| Prepayments                                                                     | <u>14,112</u>  | <u>16,116</u>  |
|                                                                                 | <u>14,863</u>  | <u>16,861</u>  |

Prepayments include £13,895 (2013: £15,879) of expenditure relating to an advance payment of services which expire in 2021. This expenditure will be released in equal instalments over the coming years at a rate of £1,985 per year.

MUSEUM MAINTENANCE FUND

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

|                                                          |                                                   |                                                    |                    |                             |
|----------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|--------------------|-----------------------------|
| <b>10 Creditors: amounts falling due within one year</b> |                                                   | <b>2014</b>                                        | <b>2013</b>        |                             |
|                                                          |                                                   | £                                                  | £                  |                             |
| Sundry Creditors                                         |                                                   | -                                                  | 8                  |                             |
| Accruals                                                 |                                                   | 1,812                                              | 1,749              |                             |
|                                                          |                                                   | <u>1,812</u>                                       | <u>1,757</u>       |                             |
| <b>11 Analysis of net assets between funds</b>           | <b>PWRR &amp; Queens<br/>Museum<br/>(General)</b> | <b>Surrey Infantry<br/>Museum<br/>(Designated)</b> | <b>Total</b>       |                             |
|                                                          | £                                                 | £                                                  | £                  |                             |
| Tangible Assets                                          | -                                                 | 23,725                                             | 23,725             |                             |
| Investments                                              | 111,753                                           | 324,391                                            | 436,144            |                             |
| Stocks                                                   | -                                                 | 2,532                                              | 2,532              |                             |
| Debtors                                                  | 482                                               | 14,381                                             | 14,863             |                             |
| Cash at bank and in hand                                 | 17,664                                            | 22,967                                             | 40,631             |                             |
| Creditors                                                | (916)                                             | (896)                                              | (1,812)            |                             |
|                                                          | <u>128,983</u>                                    | <u>387,100</u>                                     | <u>516,083</u>     |                             |
| <b>12 General Unrestricted Funds</b>                     |                                                   | <b>2014</b>                                        | <b>2013</b>        |                             |
|                                                          |                                                   | £                                                  | £                  |                             |
| At 1 January 2014                                        |                                                   | 126,052                                            | 95,024             |                             |
| Net Resources Incoming / (Expended)                      |                                                   | 2,931                                              | 31,028             |                             |
| At 31 December 2014                                      |                                                   | <u>128,983</u>                                     | <u>126,052</u>     |                             |
| <b>13 Designated Funds</b>                               | <b>1 January<br/>2014</b>                         | <b>Income</b>                                      | <b>Expenditure</b> | <b>31 December<br/>2014</b> |
|                                                          | £                                                 | £                                                  | £                  | £                           |
| Surrey Infantry Museum Fund                              | <u>395,581</u>                                    | <u>23,324</u>                                      | <u>31,805</u>      | <u>387,100</u>              |

Responsibility for the Surrey Infantry Museum was transferred to the PWRR on 1 July 2011. The Trustees agreed at the time that the Surrey Infantry Museum should be shown as a Designated Fund within the PWRR Museum Maintenance Fund. The reason for this decision was that the Trustees still wanted to review the performance of each Museum separately.

## GODALMING TOWN COUNCIL

### Application for Grant Aid

1. Name of Voluntary Organisation - The Cellar Café
2. Contact Name, Address and Telephone Number – Mrs Jacky Beale, 1 Mary Vale, Godalming, Surrey GU71SW
3. Details of Organisation - Charity no. 277631
4. What are the aims and objectives of the Organisation?

Established in 1979, The Cellar is a café open to everyone in the area, but with the principle objective of providing an affordable and friendly meeting place for vulnerable and disadvantaged people in the community. We cater particularly for the needs of those with mental health problems, learning difficulties, and the isolated, vulnerable, or emotionally stressed. At The Cellar people can meet socially and if necessary we have staff available to ensure that someone can listen and advise. We have close contact with other groups such as Social Services, Rethink (Surrey Mental Health Centre), the Meath Epilepsy Trust, the CAB, and local medical practices and churches. Prices of food and drink are kept low, to provide affordable food, and emergency food parcels and occasional help with accommodation and clothing are available.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity?

Yes. The Cellar Café is open 6 days a week, providing drinks, light meals and cakes. It is run by 3 part-time staff and several volunteers. Because prices are kept low the café runs at a loss. Funds are raised through donations from individuals, churches and local community groups, grants from charities and fundraising events. The budget is monitored tightly, as obtaining sufficient funds is not easy.

6. Please state size of membership and annual subscription levels of Organisation. n/a

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.

The day-to-day running of the café continues and is detailed above. In August 2015 a very successful day trip to Bognor Regis was organised for families and individuals, funded by a Godalming Town Council grant and donations. The upper room is be offered to counsellors free of charge so that they can provide affordable low-cost or free counselling, and is also used for private discussion and meetings of groups such as the Milford branch of Cruse. Social fundraising events in 2015 included a Summer musical evening, a "Taste of India " meal, entertainment and auction of promises at Clock Barn Hall, and the making and selling of Christmas wreaths. A large musical evening at a private house and gardens is planned for July 2016. The manager of The Cellar also sells icecream, drinks and snacks at the Godalming Bandstand concerts throughout the year.

At Christmas 51 Christmas food and gift parcels and 17 Christmas parcels for teenagers, and Christmas extras for patients Farnham Road hospital and Busbridge Halfway House were distributed to individuals and families in need.

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

For one or two trips (depending on numbers) by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out , including a simple meal such as fish and chips and icecream.

b) Specify - Total Estimated Cost: £875

- Amount already available: £50

- Amount expected to be available at commencement: £875

- Dates scheduled to commence and finish: August 2016

10. Are you applying for or have you already received other financial assistance for this project?

No other grants have been applied specifically for the day trips, but there is a collecting box at The Cellar for donations to the day trips.

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

a) £825

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

£800 in June 2015 for Cellar day trips (Also grants 2004 – 2014 for Cellar holiday and trips)

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

The day trips provide a social experience for individuals and families which they would not otherwise be able to afford. The sense of belonging to The Cellar "family" is strengthened, and for many it is an opportunity for those who may be socially isolated to mix with others in an atmosphere of acceptance, and for friendships to be fostered. People gain self-esteem and a feeling of security which can allow them to participate with more confidence in the Godalming community. Families living under stress are able to relax and enjoy each other's company.

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

Signed

Date

Capacity in which signed: Trustee

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

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

Please state who the cheque should be made payable to should your application be successful: Cheques should be made payable to The Cellar Café .

**Warehouse Christian Trust**  
Report and Financial Statements  
Year ended: 31 December 2015

Charity no: 277631



| <b>Contents</b>                                | <b>Page</b> |
|------------------------------------------------|-------------|
| Legal and Administrative Information           | 1           |
| Report of the Trustees                         | 2           |
| Report of the Independent Examiner             | 3           |
| Statement of Financial Activities              | 4           |
| Balance Sheet                                  | 5           |
| Notes Forming Part of the Financial Statements | 6-8         |

**Reference and Administration Information**

**Chairman:** Dr C Jagger

**Trustees:** J Beale  
R Bennett  
K Benny  
L Brown  
R Brown  
S Crowther  
G Gammell  
S Godwin  
D Hart (appointed 1 August 2015)  
V Hicks  
V Hinde  
J Hindley  
S Marshall  
K Powell  
P Powell

**Address:** 42 High Street  
Godalming  
GU7 1DY

**Registered Charity number:** 277631

**Independent examiner:** A J Bennewith  
FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

**Report of the Trustees for the Year ended 31 December 2015**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2015. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

**Reference and Administration**

Legal and reference information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's governing document, and the Statement of Recommended Practice - Accounting and Reporting by Charities.

**Structure, Governance and Management**

- The charity is controlled by the trustees.
- The trustees consider that there are sufficient reserves. Any possible risks have been considered and taken into account in future budgets.
- All trustees are appointed when necessary and are given sufficient training on appointment.

**Reserves policy and risk management**

The Warehouse Christian Trust's operations are divided into two separate arms: The Cellar and Skillway.

With regard to The Cellar during the year the trustees continued to try and maximise income from as many different sources as possible and as a result of these efforts an increased small surplus of income over expenditure was achieved. Out of the monies held in the bank £5,000 is kept on deposit to meet any future contingent liabilities.

Skillway continues with its pioneering work regarding the education of young people. This arm of the Trust aims to carry reserves equivalent to approximately two terms running costs, which is felt essential to ensure the continuity of the service for the young people who attend.

**Objectives and Activities**

The short and long term objectives are for the Cellar to remain a focal point of serving presence and love, with an openness to receive all those who are lonely or distressed, and for Skillway to provide apprenticeship-style training for young people up to school leaving age in a variety of manual skills, together with exceptional pastoral support.

The charity is aware of its dependency on the goodwill and support of a large number of volunteers and thanks all those who have helped during the year.

Both the Cellar and Skillway are grateful to the local Churches for their support and to the many altruistic individual benefactors, several of whom make regular monthly contributions gift-aided. This predictable income is most welcomed and very gratefully received.

The Cellar would like to gratefully acknowledge the tremendous support in the form of grants from: Community Foundation for Surrey who administered grants from Bishop of Guildford Community Fund, Dora Fedoruk Memorial Fund and Thomas Trust, and also to Henry Smith Charity, Waverley Voluntary Partnership, Erica Leonard Trust, Godalming Town Council, Godalming Golo Lottery, Waitrose Community Matters, Ashgate Publishing Charity committee and Godalming Probus, without which The Cellar would not be able to function as it does. Thanks are also due to those who have supported fundraising events by providing venues; in particular Richard Grey for Italian musical evening at Elstead, and Isabel and Kevin Mason for the use of Clock Barn Hall for the Taste of India Auction of Promises. The generosity of individuals and businesses which made these events successful is also much appreciated. In addition The Cellar is very grateful for the help that volunteers give in running the café and providing cakes and soup, all of which is essential for the café to function.

Skillway would also like to express its sincere thanks to all those in the decision making process leading to donations received from Godalming Lions Club, Parsons Brinckerhoff, Godalming Inner Wheel, Surrey County Council, The Three Lions Pub in Meadrow, Milford Probus, Community Foundation for Surrey, and Ashgate Publishing. We also are grateful to have received the proceeds of a Godalming Choral Society Concert and a very successful Auction of Promises promoted by the Cellar and Skillway together.

The David Williamson Trust and the Dan Eley Foundation have again made donations to support students so that they may benefit from at least one year at Skillway. We are immensely grateful to them and offer our thanks on behalf of the students who have benefited.

We sincerely acknowledge the support of individual Trustees and the many Volunteer Tutors who give so freely of their time and expertise, often in quite challenging circumstances.

**Achievements and Performance**

The charity fulfilled its obligation during the year and continued to provide a high standard of professional service to the local community and beyond.

**Financial Review**

The Cellar benefited from the efforts made to increase income from various sources and the situation will continue to be closely monitored to ensure, as far as possible, that the costs of running the café etc can be covered.

In preparing the 2014 accounts a decision was taken to accrue £11,469 which were donations promised to Skillway but not received until mid-February 2015. In so doing, a more significant deficit has appeared in these 2015 accounts. The net deficit would have been £2,140 which is more representative of the year's performance. Skillway is reviewing its opportunities for funding applications, has appointed a volunteer grant-writer, and is potentially widening the remit in training offered so that it may maximise the income stream.

**Plans for Future Periods**

The charity intends to continue to carry out the objectives for the foreseeable future. There are sufficient reserves to allow this to be done and the trustees do not see any reason why the charity would not be able to fulfil its role.

On behalf of the trustees;

R Brown

Date: 13 April 2016

**Report of the Independent Examiner**

I report on the accounts of the charity for the year to 31 December 2015 which are set out on pages 4 to 8.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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) and that an independent examination is required.

It is my responsibility to:

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

**Basis of the 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 to comply with the accounting requirements of the 2011 Acthave 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.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
A J Bennewith & Co  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

Date: 19 April 2016

**Statement of Financial Activities**  
**for the Year Ended 31 December 2015**

|                                          | <u>Notes</u> | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2015<br>£ | Total<br>Funds<br>2014<br>£ |
|------------------------------------------|--------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources:</b>               |              |                            |                          |                             |                             |
| Voluntary income:                        |              |                            |                          |                             |                             |
| Grants and donations                     |              | 68,107                     | -                        | 68,107                      | 91,139                      |
| Fundraising                              |              | 8,905                      | -                        | 8,905                       | -                           |
| Social outreach income                   |              | 2,850                      | -                        | 2,850                       | 4,762                       |
| Tax refunded                             |              | 5,559                      | -                        | 5,559                       | 3,827                       |
| Activities for generating funds:         |              |                            |                          |                             |                             |
| Cellar takings                           |              | 25,000                     | -                        | 25,000                      | 25,771                      |
| Skillway school fees                     |              | 40,063                     | -                        | 40,063                      | 35,737                      |
| Investment activity:                     |              |                            |                          |                             |                             |
| Interest received                        |              | 42                         | -                        | 42                          | 29                          |
| <b>Total incoming resources</b>          |              | <u>150,526</u>             | <u>-</u>                 | <u>150,526</u>              | <u>161,265</u>              |
| <b>Resources expended:</b>               |              |                            |                          |                             |                             |
| Charitable activity:                     |              |                            |                          |                             |                             |
| Cellar expenditure                       | 2            | 71,529                     | -                        | 71,529                      | 67,953                      |
| Skillway expenditure                     | 3            | 90,234                     | -                        | 90,234                      | 94,459                      |
| Governance activity:                     |              |                            |                          |                             |                             |
| Accountancy                              |              | 1,540                      | -                        | 1,540                       | 1,320                       |
| <b>Total resources expended</b>          |              | <u>163,302</u>             | <u>-</u>                 | <u>163,302</u>              | <u>163,732</u>              |
| <b>Net incoming/(outgoing) resources</b> |              | (12,776)                   | -                        | (12,776)                    | (2,467)                     |
| <b>Total funds brought forward</b>       |              | 62,585                     | -                        | 62,585                      | 65,052                      |
| <b>Total funds carried forward</b>       |              | <u>£ 49,809</u>            | <u>£ -</u>               | <u>£ 49,809</u>             | <u>£ 62,585</u>             |

**Balance Sheet as at 31 December 2015**

|                                                       | <u>Notes</u> | 2015<br>£       | 2014<br>£       |
|-------------------------------------------------------|--------------|-----------------|-----------------|
| <b>Fixed assets</b>                                   | 4            | 4,689           | 3,812           |
| <b>Current assets:</b>                                |              |                 |                 |
| Stock                                                 |              | 300             | 281             |
| Debtors and prepayments                               | 7            | -               | 11,469          |
| Cash at bank and in hand                              |              | <u>46,392</u>   | <u>48,595</u>   |
|                                                       |              | 46,692          | 60,345          |
| <b>Creditors: amounts falling due within one year</b> | 8            | <u>1,560</u>    | <u>1,560</u>    |
|                                                       |              | 45,132          | 58,785          |
|                                                       |              | <u>£ 49,821</u> | <u>£ 62,597</u> |
| <b>Represented by:</b>                                |              |                 |                 |
| Unrestricted general fund                             | 5            | 49,809          | 62,585          |
| Restricted funds                                      | 5            | <u>-</u>        | <u>-</u>        |
|                                                       |              | 49,809          | 62,585          |
| Trustees' deposits                                    |              | 12              | 12              |
|                                                       |              | <u>£ 49,821</u> | <u>£ 62,597</u> |

On behalf of the trustees:



R Brown

Date: 13 April 2016

**Notes Forming Part of the Financial Statements  
for the Year Ended 31 December 2015**

**1 Principal accounting policies****a. Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)' and the Charities Act 2011.

**b. Incoming resources**

Voluntary income is received in cash by way of donations and is included in full in the statement of financial activities as soon as it is received. Tax reclaimable in respect of gifts and donations is included in the same period as the underlying donations to which it relates.

**c. Resources expended**

Items of expenditure are included in the Statement of Financial Activities on an accruals basis.

**d. Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: equipment: 25% on reducing balance, workshop: 20% on reducing balance.

**e. Taxation**

The charity is exempt from tax on its charitable activities.

**2 The Cellar**

|                              | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2015<br>£ | Total<br>Funds<br>2014<br>£ |
|------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources</b>    |                            |                          |                             |                             |
| Sales                        | 25,000                     | -                        | 25,000                      | 25,771                      |
| Donations received           | 32,401                     | -                        | 32,401                      | 35,542                      |
| Fundraising                  | 8,905                      | -                        | 8,905                       | -                           |
| Social outreach income       | 2,850                      | -                        | 2,850                       | 4,762                       |
| Tax refunded                 | 3,983                      | -                        | 3,983                       | 2,626                       |
| Interest received            | 3                          | -                        | 3                           | 2                           |
|                              | <u>73,142</u>              | <u>-</u>                 | <u>73,142</u>               | <u>68,703</u>               |
| <b>Resources expended</b>    |                            |                          |                             |                             |
| Cost of sales                |                            |                          |                             |                             |
| Opening stock                | 281                        | -                        | 281                         | 280                         |
| Purchases                    | 17,804                     | -                        | 17,804                      | 17,300                      |
| Closing stock                | (300)                      | -                        | (300)                       | -                           |
|                              | <u>17,785</u>              | <u>-</u>                 | <u>17,785</u>               | <u>17,299</u>               |
| Light and heat               | 1,477                      | -                        | 1,477                       | 1,303                       |
| Legal and professional fees  | -                          | -                        | -                           | 923                         |
| License fees                 | 422                        | -                        | 422                         | 265                         |
| Rent, rates and insurance    | 15,289                     | -                        | 15,289                      | 14,990                      |
| Shop items and equipment     | 2,242                      | -                        | 2,242                       | 881                         |
| Telephone, post & stationery | 930                        | -                        | 930                         | 1,222                       |
| Travel & subsistence         | 156                        | -                        | 156                         | 94                          |
| Wages                        | 25,630                     | -                        | 25,630                      | 25,139                      |
| Social outreach expenditure  | 4,643                      | -                        | 4,643                       | 3,758                       |
| Property maintenance         | 2,335                      | -                        | 2,335                       | 1,803                       |
| Equipment depreciation       | 166                        | -                        | 166                         | 276                         |
| Sundry expenses              | 454                        | -                        | 454                         | -                           |
|                              | <u>71,529</u>              | <u>-</u>                 | <u>71,529</u>               | <u>67,953</u>               |
| Share of governance costs    | 780                        | -                        | 780                         | 660                         |
| <b>Net surplus/(deficit)</b> | <b>£833</b>                | <b>-</b>                 | <b>£833</b>                 | <b>£90</b>                  |

| 3 | <u>Skillway</u>                 | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2015<br>£ | Total<br>Funds<br>2014<br>£ |                |
|---|---------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|----------------|
|   | <b>Incoming resources</b>       |                            |                          |                             |                             |                |
|   | Grants and donations            | 35,706                     | -                        | 35,706                      | 55,597                      |                |
|   | School fees                     | 40,063                     | -                        | 40,063                      | 35,737                      |                |
|   | Tax refunded                    | 1,576                      | -                        | 1,576                       | 1,201                       |                |
|   | Interest received               | 39                         | -                        | 39                          | 27                          |                |
|   | <b>Total incoming resources</b> | <u>77,384</u>              | <u>-</u>                 | <u>77,384</u>               | <u>92,562</u>               |                |
|   | <b>Resources expended</b>       |                            |                          |                             |                             |                |
|   | Advertising and publicity       | 102                        | -                        | 102                         | 434                         |                |
|   | Bank charges                    | 122                        | -                        | 122                         | 146                         |                |
|   | Heat and light                  | 893                        | -                        | 893                         | 1,500                       |                |
|   | Insurance                       | 1,579                      | -                        | 1,579                       | 1,533                       |                |
|   | Office expenses                 | 978                        | -                        | 978                         | 1,326                       |                |
|   | Rent and rates                  | 5,826                      | -                        | 5,826                       | 4,688                       |                |
|   | Sundry expenditure              | -                          | -                        | -                           | 9                           |                |
|   | Telephone                       | 451                        | -                        | 451                         | 484                         |                |
|   | Training                        | 600                        | -                        | 600                         | -                           |                |
|   | Travel                          | 1,007                      | -                        | 1,007                       | 987                         |                |
|   | Wages                           | 72,755                     | -                        | 72,755                      | 74,406                      |                |
|   | Workshop depreciation           | 596                        | -                        | 596                         | -                           |                |
|   | Mezzanine depreciation          | 190                        | -                        | 190                         | -                           |                |
|   | Go Karts depreciation           | 220                        | -                        | 220                         | 745                         |                |
|   | Workshop materials and tools    | 4,915                      | -                        | 4,915                       | 8,201                       |                |
|   | <b>Total Skillway expenses</b>  | <u>90,234</u>              | <u>-</u>                 | <u>90,234</u>               | <u>94,459</u>               |                |
|   | Share of governance costs       | 760                        | -                        | 760                         | 660                         |                |
|   | <b>Net surplus/(deficit)</b>    | <u>£(13,609)</u>           | <u>-</u>                 | <u>£(13,609)</u>            | <u>£(2,557)</u>             |                |
| 4 | <u>Fixed assets</u>             | Equipment<br>£             | Workshop<br>£            | Mezzanine<br>£              | Go Karts<br>£               | Total<br>£     |
|   | <b>Cost</b>                     |                            |                          |                             |                             |                |
|   | At 1 January 2015               | 20,995                     | 29,792                   | -                           | -                           | 50,787         |
|   | Additions                       | -                          | -                        | 950                         | 1,100                       | 2,050          |
|   | At 31 December 2015             | <u>20,995</u>              | <u>29,792</u>            | <u>950</u>                  | <u>1,100</u>                | <u>52,837</u>  |
|   | <b>Depreciation</b>             |                            |                          |                             |                             |                |
|   | At 1 January 2015               | 20,166                     | 26,810                   | -                           | -                           | 46,976         |
|   | Charge for year                 | 166                        | 596                      | 190                         | 220                         | 1,172          |
|   | At 31 December 2015             | <u>20,332</u>              | <u>27,406</u>            | <u>190</u>                  | <u>220</u>                  | <u>48,148</u>  |
|   | <b>Net book values</b>          |                            |                          |                             |                             |                |
|   | At 31 December 2015             | <u>£ 663</u>               | <u>£ 2,386</u>           | <u>£ 760</u>                | <u>£ 880</u>                | <u>£ 4,689</u> |
|   | At 31 December 2014             | <u>£ 829</u>               | <u>£ 2,982</u>           | <u>£ -</u>                  | <u>£ -</u>                  | <u>£ 3,811</u> |



**5 Funds**

|                     | Unrestricted<br>Funds<br>£ | Restricted Funds:<br>Cellar<br>£ | Skillway<br>£ | Total<br>£     |
|---------------------|----------------------------|----------------------------------|---------------|----------------|
| At 1 January 2015   | 62,585                     | -                                | -             | 62,585         |
| Incoming resources  | 150,526                    | -                                | -             | 150,526        |
| Resources expended  | (163,302)                  | -                                | -             | (163,302)      |
| At 31 December 2015 | <u>£49,809</u>             | <u>-</u>                         | <u>-</u>      | <u>£49,809</u> |

Restricted funds held by Skillway relate to donations in respect of sponsorship for specific pupils to receive training.

**6 Related parties**

The charity is controlled by the trustees.

During the year £600 (2014: £600) was paid to one of the trustees, Ray Brown, for services unrelated to his role as a trustee.

**7 Debtors and prepayments**

|                | 2015<br>£  | 2014<br>£       |
|----------------|------------|-----------------|
| Accrued income | <u>£ -</u> | <u>£ 11,469</u> |

**8 Creditors and accruals**

|                     | 2015<br>£      | 2014<br>£      |
|---------------------|----------------|----------------|
| Accountancy accrual | <u>£ 1,560</u> | <u>£ 1,560</u> |

**The Cellar**  
Statement of Financial Activities  
& Balance Sheet

Year ended: 31 December 2015

| <b>Contents</b>                    | <b>Page</b> |
|------------------------------------|-------------|
| Report of the Independent Examiner | 1           |
| Statement of Financial Activities  | 2           |
| Balance Sheet                      | 3           |

**Report of the Independent Examiner**

The figures in these accounts for The Cellar are taken from the accounts for the Warehouse Christian Trust (registered charity number 277631). I have reported on the accounts for the Warehouse Christian Trust for the year ended 31 December 2015, and am therefore able to report on the figures set out on pages 2 and 3 of these accounts.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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) and that an independent examination is required.

It is my responsibility to:

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

**Basis of the 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 to comply with the accounting requirements of the 2011 Acthave 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.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
A J Bennewith & Co  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

Date: 19 April 2016

**Statement of Financial Activities**  
**for the Year Ended 31 December 2015**

|                                          | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2015<br>£ | Total<br>Funds<br>2014<br>£ |
|------------------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources</b>                |                            |                          |                             |                             |
| <u>Voluntary income</u>                  |                            |                          |                             |                             |
| Donations received                       | 32,401                     | -                        | 32,401                      | 35,542                      |
| Fundraising                              | 8,905                      | -                        | 8,905                       | -                           |
| Social outreach income                   | 2,850                      | -                        | 2,850                       | 4,762                       |
| Tax refunded                             | 3,983                      | -                        | 3,983                       | 2,626                       |
| <u>Activities for generating funds</u>   |                            |                          |                             |                             |
| Cellar income                            | 25,000                     | -                        | 25,000                      | 25,771                      |
| <u>Investment activity</u>               |                            |                          |                             |                             |
| Interest received                        | 3                          | -                        | 3                           | 2                           |
| <b>Total incoming resources</b>          | <u>73,142</u>              | <u>-</u>                 | <u>73,142</u>               | <u>68,703</u>               |
| <b>Resources expended</b>                |                            |                          |                             |                             |
| <u>Charitable activity</u>               |                            |                          |                             |                             |
| Sundry expenses                          | 454                        | -                        | 454                         | -                           |
| Social Outreach expenditure              | 4,643                      | -                        | 4,643                       | 3,758                       |
| Cellar expenditure                       | 64,096                     | -                        | 64,096                      | 62,392                      |
| Property maintenance                     | 2,335                      | -                        | 2,335                       | 1,803                       |
| <u>Governance activity</u>               |                            |                          |                             |                             |
| Accountancy                              | 780                        | -                        | 780                         | 660                         |
| <b>Total resources expended</b>          | <u>72,309</u>              | <u>-</u>                 | <u>72,309</u>               | <u>68,613</u>               |
| <b>Net incoming/(outgoing) resources</b> | 833                        | -                        | 833                         | 90                          |
| <b>Total funds brought forward</b>       | 8,819                      | -                        | 8,819                       | 8,729                       |
| <b>Total funds carried forward</b>       | <u>£ 9,652</u>             | <u>£ -</u>               | <u>£ 9,652</u>              | <u>£ 8,819</u>              |

**Balance Sheet as at 31 December 2015**

|                                                           | 2015<br>£      | 2014<br>£      |
|-----------------------------------------------------------|----------------|----------------|
| <b>Fixed assets</b>                                       | 663            | 830            |
| <b>Current assets:</b>                                    |                |                |
| Stock                                                     | 300            | 281            |
| Cash at bank and in hand                                  | <u>9,481</u>   | <u>8,500</u>   |
|                                                           | 9,781          | 8,781          |
| <b>Creditors: amounts falling due<br/>within one year</b> | <u>780</u>     | <u>780</u>     |
|                                                           | 9,001          | 8,001          |
|                                                           | <u>£ 9,664</u> | <u>£ 8,831</u> |
| <b>Represented by:</b>                                    |                |                |
| Unrestricted general fund                                 | 9,652          | 8,819          |
| Restricted funds                                          | -              | -              |
| Trustees' deposits                                        | 12             | 12             |
|                                                           | <u>£ 9,664</u> | <u>£ 8,831</u> |

On behalf of the trustees:



R. Brown

Date: 13 April 2016

**Skillway**  
Statement of Financial Activities  
& Balance Sheet

Year ended: 31 December 2015

| <b>Contents</b>                    | <b>Page</b> |
|------------------------------------|-------------|
| Report of the Independent Examiner | 1           |
| Statement of Financial Activities  | 2           |
| Balance Sheet                      | 3           |



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**Report of the Independent Examiner**

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**Respective responsibilities of trustees and examiner**

The charity's trustees 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) and that an independent examination is required.

It is my responsibility to:

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

**Basis of the 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 to comply with the accounting requirements of the 2011 Acthave 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.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
A J Bennewith & Co  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

Date: 19 April 2016

**Statement of Financial Activities**  
**for the Year Ended 31 December 2015**

|                                          | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>2015<br>£ | Total<br>Funds<br>2014<br>£ |
|------------------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>Incoming resources</b>                |                            |                          |                             |                             |
| Donations received                       | 35,706                     | -                        | 35,706                      | 55,597                      |
| Tax refunded                             | 1,576                      | -                        | 1,576                       | 1,201                       |
| School fees                              | 40,063                     | -                        | 40,063                      | 35,737                      |
| Interest received                        | 39                         | -                        | 39                          | 27                          |
| <b>Total Incoming resources</b>          | <u>77,384</u>              | <u>-</u>                 | <u>77,384</u>               | <u>92,562</u>               |
| <b>Resources expended</b>                |                            |                          |                             |                             |
| Advertising and publicity                | 102                        | -                        | 102                         | 434                         |
| Insurance                                | 1,579                      | -                        | 1,579                       | 1,533                       |
| Office expenses                          | 978                        | -                        | 978                         | 1,326                       |
| Heat and light                           | 893                        | -                        | 893                         | 1,500                       |
| Rent and rates                           | 5,826                      | -                        | 5,826                       | 4,688                       |
| Telephone                                | 451                        | -                        | 451                         | 484                         |
| Training                                 | 600                        | -                        | 600                         | -                           |
| Travel                                   | 1,007                      | -                        | 1,007                       | 987                         |
| Wages                                    | 72,755                     | -                        | 72,755                      | 74,406                      |
| Workshop materials and tools             | 4,915                      | -                        | 4,915                       | 8,201                       |
| Sundry expenses                          | -                          | -                        | -                           | 9                           |
| Accountancy                              | 760                        | -                        | 760                         | 660                         |
| Depreciation charge                      | 1,006                      | -                        | 1,006                       | 745                         |
| Bank charges                             | 122                        | -                        | 122                         | 146                         |
|                                          | <u>90,994</u>              | <u>-</u>                 | <u>90,994</u>               | <u>95,119</u>               |
| <b>Net incoming/(outgoing) resources</b> | (13,609)                   | -                        | (13,609)                    | (2,557)                     |
| <b>Total funds brought forward</b>       | 53,766                     | -                        | 53,766                      | 56,323                      |
| <b>Total funds carried forward</b>       | <u>£ 40,157</u>            | <u>£ -</u>               | <u>£ 40,157</u>             | <u>£ 53,766</u>             |

**Balance Sheet as at 31 December 2015**

|                                                           | 2015<br>£       | 2014<br>£       |
|-----------------------------------------------------------|-----------------|-----------------|
| <b>Fixed assets</b>                                       | 4,026           | 2,982           |
| <b>Current assets:</b>                                    |                 |                 |
| Cash at bank and in hand                                  | 36,911          | 40,095          |
| Debtors and prepayments                                   | -               | 11,469          |
|                                                           | <u>36,911</u>   | <u>51,564</u>   |
| <b>Creditors: amounts falling due<br/>within one year</b> | <u>780</u>      | <u>780</u>      |
|                                                           | 36,131          | 50,784          |
|                                                           | <u>£ 40,157</u> | <u>£ 53,766</u> |
| <b>Represented by:</b>                                    |                 |                 |
| Unrestricted general fund                                 | 40,157          | 53,766          |
| Restricted funds                                          | -               | -               |
|                                                           | <u>£ 40,157</u> | <u>£ 53,766</u> |

On behalf of the trustees:



R Brown

Date: 13 April 2016

| Cellar Budget                               |         | at     |        |        |        |        |        |           |            |           |           |        |           |        |           |
|---------------------------------------------|---------|--------|--------|--------|--------|--------|--------|-----------|------------|-----------|-----------|--------|-----------|--------|-----------|
|                                             |         | 2011   | 2012   | 2013   | 2014   | 2015   | 2016   | Jan-Mar   | April-June | July-Sept | Oct-Dec   |        |           |        |           |
|                                             | Actual  | ACTUAL | ACTUAL | ACTUAL | Budget | Actual | Budget | Actual    | Estimated  | Actual    | Estimated | Actual | Estimated | Actual | variation |
| <b>INCOME</b>                               |         |        |        |        |        |        |        |           |            |           |           |        |           |        |           |
| Cellar Sales                                | 17,749  | 21,655 | 22,742 | 25,771 | 25,000 | 25,000 | 25,000 | 4,000.00  | 8,000.00   | 0.00      | 9,000.00  | 0.00   | 4,000.00  | 0.00   |           |
| Donations                                   | 42,525  | 41,841 | 43,927 | 37,106 | 42,000 | 39,702 | 40,000 | 12,000.00 | 15,000.00  | 0.00      | 8,000.00  | 0.00   | 5,000.00  | 0.00   |           |
| Social Action                               | 6,114   | 6,726  | 4,080  | 4,762  | 5,000  | 2,850  | 3,000  | 0.00      | 1,000.00   | 0.00      | 500.00    | 0.00   | 1,500.00  | 0.00   |           |
| Fundraising                                 |         |        |        |        | 8,905  | 6,000  |        |           | 2,000.00   | 0.00      | 3,000.00  | 0.00   | 1,000.00  | 0.00   |           |
| Skillway (WCT shared donations) & transfers | -7,490  | -3,029 | -4,221 | -3,209 | 0      | -7,301 | 0      | 0.00      | 0.00       | 0.00      | 0.00      | 0.00   | 0.00      | 0.00   |           |
| <b>Sub total</b>                            | 58,898  | 66,994 | 66,528 | 64,430 | 72,000 | 69,156 | 74,000 | 16,000.00 | 26,000.00  | 0.00      | 20,500.00 | 0.00   | 11,500.00 | 0.00   |           |
| Dep a/c & Gift Aid                          | 5,209   | 5,519  | 3,927  | 4,000  | 3,983  | 3,000  |        |           |            | 0.00      | 3,000.00  | 0.00   |           | 0.00   |           |
| <b>Total</b>                                | 58,898  | 72,203 | 72,047 | 68,357 | 76,000 | 73,139 | 77,000 | 16,000.00 | 26,000.00  | 0.00      | 23,500.00 | 0.00   | 11,500.00 | 0.00   |           |
| <b>EXPENDITURE</b>                          |         |        |        |        |        |        |        |           |            |           |           |        |           |        |           |
| Wages                                       | 29,686  | 29,637 | 25,497 | 25,948 | 26,550 | 26,390 | 27,000 | 6,750.00  | 6,750.00   | 0.00      | 6,250.00  | 0.00   | 7,250.00  | 0.00   |           |
| Costs of Sales                              | 10,178  | 11,228 | 17,455 | 17,301 | 18,500 | 17,804 | 19,000 | 4,000.00  | 4,750.00   | 0.00      | 6,250.00  | 0.00   | 4,000.00  | 0.00   |           |
| Rent & Rates/insurance                      | 13,189  | 13,987 | 13,607 | 14,990 | 16,500 | 15,289 | 16,500 | 3,500.00  | 4,000.00   | 0.00      | 4,000.00  | 0.00   | 5,000.00  | 0.00   |           |
| Light & Heat                                | 1,082   | 1,652  | 1,684  | 1,308  | 1,800  | 1,477  | 1,700  | 750.00    | 750.00     | 0.00      | 200.00    | 0.00   | 500.00    | 0.00   |           |
| Property Maintenance                        | 5,060   | 2,417  | 2,183  | 1,904  | 2,200  | 2,335  | 2,500  | 600.00    | 800.00     | 0.00      | 800.00    | 0.00   | 550.00    | 0.00   |           |
| Equipment                                   | 690     | 2,396  | 1,161  | 891    | 1,000  | 2,242  | 2,500  | 800.00    | 600.00     | 0.00      | 800.00    | 0.00   | 300.00    | 0.00   |           |
| Fees, licences, audit, sundry               | 2,293   | 1,008  | 2,475  | 2,186  | 2,500  | 1,647  | 2,000  | 500.00    | 1,000.00   | 0.00      | 100.00    | 0.00   | 400.00    | 0.00   |           |
| Telephone & post                            | 570     | 812    | 779    | 650    | 800    | 910    | 1,000  | 200.00    | 200.00     | 0.00      | 350.00    | 0.00   | 150.00    | 0.00   |           |
| Stationery                                  | 674     | 586    | 512    | 572    | 600    | 158    | 300    | 50.00     | 100.00     | 0.00      | 50.00     | 0.00   | 100.00    | 0.00   |           |
| Travel                                      | 38      | 11     | 246    | 4      | 50     | 76     | 50     | 20.00     | 10.00      | 0.00      | 10.00     | 0.00   | 10.00     | 0.00   |           |
| Social Action                               | 7,524   | 6,963  | 4,301  | 3,758  | 5,000  | 4,643  | 4,000  | 300.00    | 400.00     | 0.00      | 1,000.00  | 0.00   | 2,300.00  | 0.00   |           |
| Depreciation                                | 655     | 0      | 0      | 0      | 0      | 0      | 0      |           |            |           |           |        |           |        |           |
| <b>Total</b>                                | 71,639  | 70,587 | 70,050 | 68,797 | 75,500 | 72,972 | 76,550 | 17,470.00 | 18,960.00  | 0.00      | 19,810.00 | 0.00   | 20,310.00 | 0.00   |           |
| <b>Surplus/(Deficit)</b>                    | -12,741 | 1,616  | 1,987  | -440   | 500    | 167    | 450    | -1,470.00 | 7,040.00   | 0.00      | 3,690.00  | 0.00   | -8,810.00 | 0.00   |           |

### The Cellar's Constitutional Objects

- To provide a safe and relaxed café within which to serve the needs of the local populace and visitors to Godalming
- To provide a warm welcome and to serve food and non-alcoholic beverages at affordable prices
- To give customers time and space to share any problems or difficulties with Cellar staff or volunteers and to treat the information with respect and due confidentiality
- To welcome all comers irrespective of age, gender, ethnicity, means and orientation and to be socially inclusive without prejudice
- To be especially alert to the needs of the poor, the mentally ill, the marginalised and those suffering from special needs and offering pastoral support as deemed appropriate
- To offer a safe haven for all comers especially young people and children and to promote healthy and non-addictive life style and behaviour
- To act as a servant community to the local churches, doctors surgeries, and other caring agencies, providing an ecumenical 'family' united and acting as a referral point for those in need

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

1. Name of Voluntary Organisation Waverley Borough Council
2. Contact Name, Address and Telephone Number Sally Seymour  
The Bury's, Godalming, Surrey GU7 1HR. 01483 523512
- 

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? Local Authority

4. What are the aims and objectives of the Organisation?

In accordance with Waverley's Corporate Plan our priority specific to this event is Community Wellbeing. As a leisure department our aim is to deliver a wide range of services including events for the local community.

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

No

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6. Please state size of membership and annual subscription levels of Organisation. n/a

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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.

Specific projects/events we have delivered/planned include Surrey Youth Games, Sport Relief, Xplorer orienteering trail, Skate events, holiday activities.

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

Waverley Borough Council in partnership with a professional skate company are delivering a FREE fun day whereby young people (all levels and abilities) aged 7-18yrs can participate in a morning workshop of skating/bmx and scootering and learning tips from the pros. This will be followed by an afternoon of practicing skills and applying them in an all inclusive competition. Professional riders will organise and judge the three disciplines by age and ability. The day will end with prize giving.

b) Specify

|                                                   |         |
|---------------------------------------------------|---------|
| - Total Estimated Cost                            | £ 1910  |
| - Amount already available                        | £ 1000  |
| - Amount expected to be available at commencement | £ 1910  |
| - Dates scheduled to commence and finish          | 12/8/16 |

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 |
|---------------------------|--------------------|-----------------|
| Places for People Leisure | £1000              | £1000           |

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

a) Amount £300

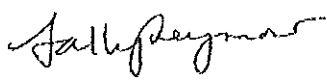
b) Whether you have received a previous grant from the Town Council - No

- Amount £
- Date
- Project

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

Our aim is to successfully engage with young people by utilising the local skatepark at Aaron's Hill for a community event. To meet this aim, the event will be run during the summer holiday Staycation when young people often need diversionary activities to keep them occupied. By having an organised event, it will be fun for the local youngsters and is a great way to engage and enthuse them to utilise their local facilities whilst encouraging healthy lifestyles and positive past times. Young people are been given a place to go and will have something to do. By having a community event we hope to engage youngsters at Ockford Ridge and in turn, contribute to the reduction of anti-social behaviour. Funding received from partners will enable us to employ the services of a specialised skate company with professional riders, thereby adding credibility to our event and offering the young people role models to aspire to.

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

Signed  Date 27 May 2016

Capacity in which signed Leisure Development 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.

Please state who the cheque should be made payable to should your application be successful

\_\_\_\_\_  
Waverley Borough Council



## Haslemere Skatepark Fun Day 2016

| ITEM                     | Income      | Budget Expenditure |
|--------------------------|-------------|--------------------|
| King Ramps               |             | 1000               |
| Poster/flyers (+ design) |             | 280                |
| TENs                     |             | 85                 |
| First aid cover          |             | 295                |
| Portaloo                 |             | 100                |
| Wristbands               |             | 150                |
| Haslemere Town Council   |             |                    |
| pfp                      | 1000        |                    |
| <b>TOTAL COST</b>        | <b>1910</b> | <b>1910</b>        |
| <b>- FUNDING</b>         | <b>1000</b> | <b>1000</b>        |
| <b>To find</b>           | <b>910</b>  |                    |

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

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

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

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

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

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

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

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

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