

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

9 December 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, 15 DECEMBER 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 A Bott – Vice Chairman

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

Councillor Gordon-Smith
Councillor Cosser
Councillor T Martin
Councillor S Bott
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 13 October 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. COMMITTEE WORK PROGRAMME

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

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. BUDGET MONITORING

Members to consider a budget monitoring report for the first half of the current financial year. The detailed report is attached for the information of Members and is summarised below.

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
101 Head Office Costs	33,530 u/s	1,589 o/s
102 Civic Expenses	1,045 o/s	150 o/s
104 Town Promotion	670 u/s	0
105 Staycation	32 o/s	32 o/s
106 Festivals & Markets	5,416 u/s	0
108 Christmas Lights	666 o/s	0
109 Fireworks	454 o/s	1,345 o/s
110 Community Navigator	0	0
111 Neighbourhood Plan	5,351 u/s	0
201 BWP Community Centre	6,667 u/s	2,132 u/s
202 Pepperpot	1,651 u/s	1,042 u/s
203 The Square	6,469 o/s	7,719 o/s
204 Allotments	812 o/s	983 o/s
205 Wilfrid Noyce Community Centre	1,530 u/s	605 u/s
206 Bandstand	559 u/s	105 o/s
208 Land & Property Other	2,252 o/s	1,860 o/s
301 Wilfrid Noyce Refurb	12,006 o/s	3,322 o/s
TOTAL	31,638 u/s	13,326 o/s

The figures shown above pre-empt a decision required from Members at Agenda Item 9 below and can be adjusted according to Members' decision. For the first time this year an overspend is projected for the year end. This projected overspend of £13,326 is reflected in the revised estimates for 2016/17 shown in the agenda item below.

The most significant projected variances are explained by increased expenditure on professional fees (cost centre 101); a potential shortfall of income on Fireworks (cost centre 109 - to be funded from the Festivals & Markets reserve), the shortfall of rent on The Square (cost centre 203), additional expenditure on allotments (cost centre 204), additional expenditure on items in the public realm (cost centre 208 – see agenda item below) and a projected overspend on the Wilfrid Noyce Centre Phase 1 refurbishment project (cost centre 301). This last overspend is explained by the fact that the refurbishment budget included a donation of £20,000 from the Chamber of Commerce but because the Chamber receive a consideration (reduced letting charges) from their donation then VAT has been charged on that sum reducing the usable donation by £3,333.

Depending on Members' decision below £1,345 of the projected overspend would need to be funded from the Festivals & Markets reserve and £11,981 from the revenue reserve and this is reflected in the revised estimates below.

8. REVISED ESTIMATES 2016/17 AND DRAFT BUDGET 2017/18

Members to consider a report (attached for the information of Members) from the Town Clerk as Responsible Finance Officer. Members are asked to agree the revised estimates 2016/17 and draft budget 2017/18 and recommend them and a precept of £570,896 for 2017/18 to Full Council.

Members further to consider a review of the resources (staffing and finance) required to meet the Town Council's existing and future commitments and to consider setting up a working party (Standing Orders 130 and 131 refer) to undertake the review.

9. FIREWORKS

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

10. REVIEW OF STANDING ORDERS

It is good practice to review the Council's Standing Orders annually. Standing Orders were last reviewed in November 2015. Though, Members should note that it is possible to review them more than once during the year and that this review does not preclude a subsequent review. At this time an administrative review has been undertaken and a number of amendments are proposed which are detailed in the table below and shown in the text of a copy of Standing Orders attached for the information of Members.

SO Ref	Page	Amendment proposed	Reason
5	4	Replace the word "shall" with "may" in the final sentence	It is not always possible to make an audio recording and the substitution removes the imperative to do so but allows the Council to make one if it wishes.
32xiii	10	Delete the word "model" and replace the number 83 with 90 and 84 with 91	The word "model" is unnecessary and the SO cross references given are incorrect
77	20	Replace the number 41 with 42	The SO cross reference given is incorrect
115	30	Add two references to the Neighbourhood Plan Ad Hoc Advisory Group	When the NPAHAG was set up in November 2015 changes to this section of SOs were omitted
119	31	Add a reference to the NPAHAG and replace the word "two" with "four" in the fifth line	Ditto

Should Members be aware of any other incorrect cross references or changes required this would be a good time to draw them to the Committee's attention.

Members are asked to consider the amendments proposed, and any others identified in the meeting and to recommend amended Standing Orders to Full Council for adoption.

11. SCHEDULE OF MEETINGS FOR THE CIVIC YEAR 2017/18

Members to note the draft schedule of meetings for the civic year 2017/18 (copy attached for the information of Members) and recommend the schedule to Full Council.

12. REVIEW OF STAFF RELATED POLICES

On 13 October 2016 Members agreed that HR Services Partnership Ltd be asked to draw up a specification for the review of the Council's staff-related policies with a view to asking HR specialists (including HR Services Partnership Ltd) to tender for the work (Minute 322-16 refers).

A specification has been received from HR Services Partnership Ltd and is attached as a confidential document for the information of Members.

13. WEBSITE

Members are reminded that the Town Council's new website went live on 20 July 2016 and on 22 July Members were asked to give appropriate feedback about the website. Officers remain grateful for the feedback that was received at that time. However, it is an ongoing process and a shared responsibility. Attached for the information of Members is a short note reminding Members of the sort of feedback that is useful.

14. PUBLIC REALM

Members to consider a discussion paper from the Town Clerk. Paper to be tabled.

15. FARNCOMBE INITIATIVE

Members to consider a report from Councillor Cosser. Report attached for the information of Members.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARK'S COMMUNITY CENTRE MANAGEMENT COMMITTEE

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

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 12 January 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

18. ANNOUNCEMENTS

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

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. Next monitoring report on the agenda for January 2017.	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	To be completed by 31 March 2017	31/03/17		
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Report on the agenda for this meeting. Further reports expected at approximately six-monthly intervals.	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		Website item on this agenda. Awaiting external report of use of social media.	21/07/16 30/09/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	The Town Clerk will give an oral update at the meeting.	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		
CHURCH STREET ENVIRONMENTAL IMPROVEMENTS	Deputy Town Clerk	46-16	Item considered on 9 June and agreed. S106 funding approved by WBC. Orders have been placed. New bollards installed – bench delivered but fixing brackets to be crafted.	21/07/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
PUBLIC REALM (TO INCLUDE 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		
FIREWORKS	Deputy Town Clerk	173-16	Update report on the agenda for this meeting.	4/11/16		
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming/Joigny Friendship Association	Cllr A Bott	81-15	Report received 19 May 2016	19/05/16		19/05/16
Godalming/Mayen Association	Cllr Hunter	51-16	Report received 1 September 2016	09/06/16	1/09/16	1/09/16
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report received 21 July 2016.	09/06/16	21/07/16	21/07/16
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report received 21 July 2016.	21/07/16		21/07/16
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report received 1 September 2016	21/07/16	1/09/16	1/09/16
Go Godalming Association	Cllr Gordon-Smith	51-16	Report received 1 September 2016	1/09/16		1/09/16
Holloway Hill Sports Association	Cllr T Martin	51-16	Report received 13 October 2016	13/10/16		13/10/16
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report received 13 October 2016	13/10/16		13/10/16

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued:						
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report on the agenda for this meeting	15/12/16		
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report expected 12 January 2017	12/01/17		
Godalming Together CIC SALC	Cllr A Bott	51-16	Report expected 12 January 2017	12/01/17		
SCC – Tree Wardens	Cllr Cosser	51-16	Report expected 23 February 2017	23/02/17		
Sport Godalming	Cllr Williams	51-16	Report expected 6 April 2017	6/04/17		
	Cllr P Martin	51-16	Report expected 18 May 2017	18/05/17		

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

Event	Date
Mayor's Charity Event – Band Night	Saturday, 25 February 2017
Pancake Races	Tuesday, 28 February 2017
Mayor's Charity Event – Film Night	Friday, 10 March 2017
Farmers' Market	Saturday, 25 March 2017
Spring Festival – Spring into Godalming	Saturday, 1 April 2017
Farmers' Market	Saturday, 29 April 2017
St John's Spring Fair	Saturday, 29 April 2017 (TBC)
Annual Council/Mayor Making	Thursday, 11 May 2017
Godalming Run	Sunday, 14 May 2017
Town Show & Carnival	Saturday, 3 June 2017
Farmers' Market	Saturday, 24 June 2017
Summer Food Festival	Saturday, 1 July 2017
Farmers' Market	Saturday, 29 July 2017
Staycation	Saturday, 5–Sunday, 13 August 2017
Farmers' Market	Saturday, 26 August 2017
Farmers' Market	Saturday, 23 September 2017
Farmers' Market	Saturday, 28 October 2017
Godalming Fireworks (TBC)	Friday, 3 November 2017
Remembrance Sunday	Sunday, 12 November 2017
Christmas Festival & Light Switch-On	Saturday, 25 November 2017
Blessing of the Crib and Carol Service	Saturday, 9 December 2017

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
101 Head Office Costs							
5001	Transfers from Reserves	-13,000	0	13,000	0		13,000
5101	Contrib. to Premises Provision	1,600	1,600	0	1,600		0
5102	Contrib. to Other Provisions	33,630	33,630	0	33,630		0
	Head Office Costs :- Expenditure	22,230	35,230	13,000	35,230	0	13,000
4001	Salaries	109,156	108,072	-1,084	162,103		52,947
4002	Employer's NIC	7,385	14,024	6,639	21,040		13,655
4003	Employer's Superannuation	19,148	20,600	1,452	30,900		11,752
4011	Staff Training	2,243	2,380	138	2,700		458
4012	Recruitment Advertising	0	0	0	1,500		1,500
4013	Other Staff Expenses	0	100	100	200		200
4101	Repair/Alteration of Buildings	5,387	0	-5,387	0		-5,387
4102	Property Maintenance	450	496	46	750		300
4121	Rents	20	10	-10	13,000		12,981
4151	Fixtures & Fittings	55	0	-55	0		-55
4161	Cleaning	6	0	-6	50		44
4163	Domestic Supplies	11	0	-11	0		-11
4201	Public Transport	53	0	-53	0		-53
4202	Car Allowances	455	500	45	1,000		545
4203	Other Transport Costs	93	0	-93	0		-93
4301	Equipment	231	336	105	500		269
4302	Furniture	159	0	-159	0		-159
4304	Catering	143	136	-7	200		57

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4305	Clothes, Uniform & Laundry	0	200	200	200		200
4306	Printing	778	1,736	958	2,600		1,822
4307	Stationery	3,023	1,736	-1,287	2,600		-423
4308	General Office Expense	3	0	-3	0		-3
4313	Professional Fees - Other	7,186	3,500	-3,686	7,000		-186
4314	Audit Fees	2,208	1,918	-290	3,300		1,092
4315	Insurance	7,851	8,470	619	8,470		619
4321	Bank Charges	487	664	177	1,000		513
4322	Postage	979	1,300	321	2,600		1,621
4323	Telephones	814	1,536	722	2,300		1,486
4325	Computing	4,428	4,464	36	6,700		2,272
4326	Website	18,500	10,000	-8,500	10,000		-8,500
4331	Newsletter	3,000	3,000	0	4,000		1,000
4341	Grants	51,603	49,853	-1,750	55,000		3,397
4342	Subscriptions	4,595	4,030	-565	5,200		605
4343	Licensing/PRS	152	0	-152	0		-152
4401	Payments to Godalming JBC	30,761	61,589	30,829	61,589		30,829
4900	Miscellaneous Expenses	700	2,000	1,300	3,000		2,300
6000	Debt Charges - Principal	8,540	8,540	0	17,275		8,735
6001	Debt Charges - Interest	13,995	13,962	-33	27,925		13,930
	Head Office Costs :- Expenditure	304,598	325,152	20,554	454,702	0	150,104
1001	Precept	514,242	514,242	0	514,242		
1202	Grants - WBC	11,510	12,180	-670	12,180		
1303	Other customer/client receipts	540	0	540	0		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1304 Donations	1	0	1	0		
1401 Interest Received	555	450	105	900		
1501 Recharges to Godalming JBC	27,000	27,000	0	27,000		
Head Office Costs :- Income	553,847	553,872	-25	554,322		
Net Expenditure over Income	-227,020	-193,490	33,530	-64,390		
102 Civic Expenses						
5102 Contrib. to Other Provisions	4,000	4,000	0	4,000		0
Civic Expenses :- Expenditure	4,000	4,000	0	4,000	0	0
4005 Agency Staff	150	0	-150	0		-150
4301 Equipment	313	0	-313	0		-313
4302 Furniture	7	0	-7	0		-7
4303 Materials	51	30	-21	0		-51
4304 Catering	681	403	-278	0		-681
4305 Clothes, Uniform & Laundry	0	0	0	1,000		1,000
4306 Printing	0	0	0	800		800
4307 Stationery	28	0	-28	0		-28
4313 Professional Fees - Other	327	0	-327	0		-327
4332 Mayor's Expenses	2,477	2,325	-152	8,000		5,523
4333 Members' Expenses	513	800	287	1,200		687
4334 Members' Training	110	0	-110	0		-110
4900 Miscellaneous Expenses	345	400	55	600		255
Civic Expenses :- Expenditure	5,003	3,958	-1,045	11,600	0	6,597
Net Expenditure over Income	9,003	7,958	-1,045	15,600		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
104 Town Promotion						
5001 Transfers from Reserves	-7,692	0	7,692	0		7,692
Town Promotion :- Expenditure	-7,692	0	7,692	0	0	7,692
4101 Repair/Alteration of Buildings	1,455	0	-1,455	0		-1,455
4102 Property Maintenance	4,856	0	-4,856	0		-4,856
4151 Fixtures & Fittings	3,294	0	-3,294	0		-3,294
4162 Waste Removal	424	0	-424	0		-424
4203 Other Transport Costs	101	0	-101	0		-101
4301 Equipment	707	0	-707	0		-707
4302 Furniture	409	0	-409	0		-409
4327 Publicity Advertising	300	0	-300	0		-300
4900 Miscellaneous Expenses	1,271	0	-1,271	0		-1,271
Town Promotion :- Expenditure	12,817	0	-12,817	0	0	-12,817
1202 Grants - WBC	2,973	0	2,973	0		
1303 Other customer/client receipts	885	0	885	0		
1304 Donations	1,090	0	1,090	0		
1502 Other Recharges	847	0	847	0		
Town Promotion :- Income	5,795	0	5,795	0		
Net Expenditure over Income	-670	0	670	0		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
105 Staycation							
4162	Waste Removal	630	0	-630	0		-630
4203	Other Transport Costs	140	0	-140	0		-140
4301	Equipment	310	0	-310	0		-310
4313	Professional Fees - Other	180	0	-180	0		-180
4327	Publicity Advertising	2,000	2,000	0	2,000		0
4900	Miscellaneous Expenses	27	1,200	1,174	1,200		1,174
	Staycation :- Expenditure	3,287	3,200	-87	3,200	0	-87
1303	Other customer/client receipts	55	0	55	0		
	Staycation :- Income	55	0	55	0		
	Net Expenditure over Income	3,232	3,200	-32	3,200		
106 Festivals & Markets							
4001	Salaries	1,500	1,488	-12	1,860		360
4002	Employer's NIC	147	192	45	240		93
4202	Car Allowances	7	0	-7	0		-7
4203	Other Transport Costs	179	0	-179	0		-179
4301	Equipment	875	0	-875	0		-875
4303	Materials	209	0	-209	0		-209
4313	Professional Fees - Other	1,760	0	-1,760	0		-1,760
4327	Publicity Advertising	2,235	0	-2,235	0		-2,235
4343	Licensing/PRS	160	0	-160	0		-160

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4900	Miscellaneous Expenses	523	0	-523	0		-523
	Festivals & Markets :- Expenditure	7,594	1,680	-5,914	2,100	0	-5,494
1302	Rents	-116	0	-116	0		
1303	Other customer/client receipts	12,960	1,664	11,296	2,500		
1304	Donations	150	0	150	0		
	Festivals & Markets :- Income	12,994	1,664	11,330	2,500		
	Net Expenditure over Income	-5,400	16	5,416	-400		
	108 Christmas Lights						
5001	Transfers from Reserves	-3,680	0	3,680	0		3,680
5102	Contrib. to Other Provisions	0	8,500	8,500	8,500		8,500
	Christmas Lights :- Expenditure	-3,680	8,500	12,180	8,500	0	12,180
4301	Equipment	436	0	-436	0		-436
4313	Professional Fees - Other	42,410	30,000	-12,410	34,000		-8,410
	Christmas Lights :- Expenditure	42,846	30,000	-12,846	34,000	0	-8,846
1304	Donations	0	0	0	3,500		
	Christmas Lights :- Income	0	0	0	3,500		
	Net Expenditure over Income	39,166	38,500	-666	39,000		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
109 Fireworks Night						
4001 Salaries	250	0	-250	0		-250
4301 Equipment	849	0	-849	0		-849
4303 Materials	1,079	0	-1,079	0		-1,079
4313 Professional Fees - Other	7,420	0	-7,420	0		-7,420
4315 Insurance	887	0	-887	0		-887
4327 Publicity Advertising	600	0	-600	0		-600
4343 Licensing/PRS	145	0	-145	0		-145
Fireworks Night :- Expenditure	11,230	0	-11,230	0	0	-11,230
1303 Other customer/client receipts	9,892	0	9,892	0		
1304 Donations	885	0	885	0		
Fireworks Night :- Income	10,777	0	10,777	0		
Net Expenditure over Income	454	0	-454	0		
110 Community Navigator						
5102 Contrib. to Other Provisions	-3,761	-2,810	951	-2,810		951
Community Navigator :- Expenditure	-3,761	-2,810	951	-2,810	0	951
4001 Salaries	9,071	7,730	-1,341	7,730		-1,341
4002 Employer's NIC	816	1,000	184	1,000		184
4003 Employer's Superannuation	1,638	1,470	-168	1,470		-168
4202 Car Allowances	307	200	-107	200		-107

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4301 Equipment	0	700	700	700		700
4306 Printing	450	0	-450	0		-450
4323 Telephones	35	60	25	60		25
4325 Computing	105	200	95	200		95
4900 Miscellaneous Expenses	89	200	111	200		111
Community Navigator :- Expenditure	12,511	11,560	-951	11,560	0	-951
1202 Grants - WBC	8,750	8,750	0	8,750		
Community Navigator :- Income	8,750	8,750	0	8,750		
Net Expenditure over Income	0	0	0	0		
111 Neighbourhood Plan						
4121 Rents	200	0	-200	0		-200
4303 Materials	21	0	-21	0		-21
4313 Professional Fees - Other	2,094	7,971	5,877	11,450		9,356
4342 Subscriptions	195	0	-195	0		-195
4900 Miscellaneous Expenses	110	0	-110	0		-110
Neighbourhood Plan :- Expenditure	2,620	7,971	5,351	11,450	0	8,830
1502 Other Recharges	0	0	0	11,450		
Neighbourhood Plan :- Income	0	0	0	11,450		
Net Expenditure over Income	2,620	7,971	5,351	0		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
201 BWP Community Centre							
5101	Contrib. to Premises Provision	3,000	3,000	0	3,000		0
	BWP Community Centre :- Expenditure	3,000	3,000	0	3,000	0	0
4001	Salaries	6,713	6,720	7	10,070		3,357
4002	Employer's NIC	658	872	214	1,310		652
4003	Employer's Superannuation	0	1,272	1,272	1,910		1,910
4101	Repair/Alteration of Buildings	0	2,000	2,000	3,000		3,000
4102	Property Maintenance	286	0	-286	0		-286
4103	Maintenance Contracts	847	0	-847	0		-847
4111	Energy Costs	1,516	2,200	684	3,300		1,784
4131	Rates	1,307	1,330	23	1,330		23
4141	Water Services	235	225	-10	450		215
4151	Fixtures & Fittings	10	0	-10	0		-10
4161	Cleaning	3,586	5,104	1,518	7,650		4,064
4162	Waste Removal	454	0	-454	0		-454
4163	Domestic Supplies	165	0	-165	0		-165
4171	Grounds Maintenance Costs	629	800	171	1,200		571
4181	Premises Insurance	920	920	0	920		0
4301	Equipment	282	464	182	700		418
4306	Printing	0	64	64	100		100
4323	Telephones	194	232	38	350		156
4324	Broadband	140	0	-140	0		-140
4325	Computing	39	592	553	890		851

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

		Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4342	Subscriptions	0	0	0	250		250
4343	Licensing/PRS	224	0	-224	0		-224
	BWP Community Centre :- Expenditure	18,203	22,795	4,592	33,430	0	15,227
1301	Premises Hire Charges	21,412	19,336	2,076	29,000		
1303	Other customer/client receipts	0	0	0	0		
	BWP Community Centre :- Income	21,412	19,336	2,076	29,000		
	Net Expenditure over Income	-208	6,459	6,667	7,430		
	202 Pepperpot						
5101	Contrib. to Premises Provision	2,000	2,000	0	2,000		0
	Pepperpot :- Expenditure	2,000	2,000	0	2,000	0	0
4101	Repair/Alteration of Buildings	0	1,000	1,000	1,500		1,500
4102	Property Maintenance	5	0	-5	0		-5
4103	Maintenance Contracts	844	0	-844	0		-844
4111	Energy Costs	531	736	205	1,100		569
4121	Rents	1,110	0	-1,110	0		-1,110
4131	Rates	666	680	15	680		15
4161	Cleaning	1,634	2,400	766	3,600		1,966
4162	Waste Removal	216	0	-216	0		-216
4181	Premises Insurance	210	210	0	210		0
4301	Equipment	0	536	536	800		800
4303	Materials	295	0	-295	0		-295

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313 Professional Fees - Other	30	0	-30	0		-30
4323 Telephones	350	312	-38	470		120
4324 Broadband	169	0	-169	0		-169
4325 Computing	0	168	168	250		250
4343 Licensing/PRS	272	0	-272	0		-272
Pepperpot :- Expenditure	6,331	6,042	-289	8,610	0	2,279
1301 Premises Hire Charges	7,600	5,664	1,936	8,500		
1303 Other customer/client receipts	5	0	5	0		
Pepperpot :- Income	7,605	5,664	1,941	8,500		
Net Expenditure over Income	727	2,378	1,651	2,110		
203 The Square						
4181 Premises Insurance	0	6,500	6,500	6,500		6,500
4315 Insurance	7,010	0	-7,010	0		-7,010
The Square :- Expenditure	7,010	6,500	-510	6,500	0	-510
1302 Rents	2,531	9,000	-6,469	12,000		
1303 Other customer/client receipts	7,010	6,500	510	6,500		
The Square :- Income	9,541	15,500	-5,959	18,500		
Net Expenditure over Income	-2,531	-9,000	-6,469	-12,000		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
204 Allotments						
5101 Contrib. to Premises Provision	1,000	1,000	0	1,000		0
Allotments :- Expenditure	1,000	1,000	0	1,000	0	0
4141 Water Services	37	50	13	100		63
4171 Grounds Maintenance Costs	2,206	1,264	-942	1,900		-306
Allotments :- Expenditure	2,243	1,314	-929	2,000	0	-243
1302 Rents	2,067	1,950	117	1,950		
Allotments :- Income	2,067	1,950	117	1,950		
Net Expenditure over Income	1,176	364	-812	1,050		
205 Wilfrid Noyce Community Centre						
5101 Contrib. to Premises Provision	4,083	4,500	417	4,500		417
Wilfrid Noyce Community Centre :- Expenditure	4,083	4,500	417	4,500	0	417
4001 Salaries	1,263	0	-1,263	0		-1,263
4005 Agency Staff	375	0	-375	0		-375
4101 Repair/Alteration of Buildings	3,332	1,336	-1,996	2,000		-1,332
4102 Property Maintenance	453	0	-453	0		-453
4103 Maintenance Contracts	787	0	-787	0		-787
4111 Energy Costs	2,686	2,664	-22	4,000		1,314
4131 Rates	4,723	0	-4,723	4,000		-723

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4141 Water Services	761	400	-361	600		-161
4161 Cleaning	7,111	8,664	1,553	13,000		5,889
4162 Waste Removal	798	0	-798	0		-798
4163 Domestic Supplies	165	0	-165	0		-165
4171 Grounds Maintenance Costs	0	264	264	400		400
4181 Premises Insurance	1,148	800	-348	800		-348
4301 Equipment	1,587	536	-1,051	800		-787
4303 Materials	181	0	-181	0		-181
4304 Catering	750	0	-750	0		-750
4313 Professional Fees - Other	1,105	0	-1,105	0		-1,105
4323 Telephones	178	0	-178	0		-178
4324 Broadband	444	0	-444	0		-444
4325 Computing	0	464	464	700		700
4327 Publicity Advertising	31	0	-31	0		-31
4342 Subscriptions	0	0	0	300		300
4343 Licensing/PRS	145	0	-145	0		-145
Wilfrid Noyce Community Centre :- Expenditure	28,024	15,128	-12,896	26,600	0	-1,424
1301 Premises Hire Charges	30,347	18,336	12,011	27,500		
1302 Rents	-85	0	-85	0		
1304 Donations	2,083	0	2,083	0		
Wilfrid Noyce Community Centre :- Income	32,345	18,336	14,009	27,500		
Net Expenditure over Income	-238	1,292	1,530	3,600		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
206 Bandstand						
4101 Repair/Alteration of Buildings	0	664	664	1,000		1,000
4343 Licensing/PRS	320	100	-220	100		-220
Bandstand :- Expenditure	320	764	444	1,100	0	780
1301 Premises Hire Charges	668	800	-132	800		
1303 Other customer/client receipts	247	0	247	0		
Bandstand :- Income	915	800	115	800		
Net Expenditure over Income	-595	-36	559	300		
208 Land & Property - Other						
5101 Contrib. to Premises Provision	1,000	1,000	0	1,000		0
Land & Property - Other :- Expenditure	1,000	1,000	0	1,000	0	0
4101 Repair/Alteration of Buildings	0	1,000	1,000	1,500		1,500
4102 Property Maintenance	41	0	-41	0		-41
4103 Maintenance Contracts	324	0	-324	0		-324
4151 Fixtures & Fittings	2,860	0	-2,860	1,000		-1,860
4171 Grounds Maintenance Costs	311	664	353	1,000		689
4313 Professional Fees - Other	375	0	-375	0		-375
4900 Miscellaneous Expenses	5	0	-5	0		-5
Land & Property - Other :- Expenditure	3,916	1,664	-2,252	3,500	0	-416
Net Expenditure over Income	4,916	2,664	-2,252	4,500		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2016

Month No : 8

Cost Centre Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
301 Capital Project - Wilfrid Noyc						
4101 Repair/Alteration of Buildings	4,008	0	-4,008	15,899		11,891
4151 Fixtures & Fittings	993	0	-993	0		-993
4301 Equipment	5,664	0	-5,664	0		-5,664
4303 Materials	349	0	-349	0		-349
4313 Professional Fees - Other	993	0	-993	0		-993
Capital Project - Wilfrid Noyc :- Expenditure	12,006	0	-12,006	15,899	0	3,893
1502 Other Recharges	0	0	0	15,899		
Capital Project - Wilfrid Noyc :- Income	0	0	0	15,899		
Net Expenditure over Income	12,006	0	-12,006	0		
Other Expenditure	502,739	494,148	-8,591	682,671	0	179,932
Income	666,102	625,872	40,230	682,671		
Net Expenditure over Income	-163,363	-131,724	31,639	0		

8. REVISED ESTIMATES 2016/17 AND DRAFT BUDGET 2017/18

Purpose of this report

This report sets out revised estimates for the current financial year and a draft budget for the financial year 2017/18. In doing so the report identifies the level of the precept for the year commencing 1 April 2017 that this Committee may wish to recommend to Full Council. Only Full Council can legally set the precept (the sum of money that as a “minor” precepting authority the Town Council asks Waverley Borough Council, as the collecting authority, to collect from Council Tax payers on the Council’s behalf).

Attachments

Three documents are attached to this report.

First is the Statement of Variation – summarising all the movements in the budget between the 2016/17 base budget and the draft base budget for 2017/18. This document is printed on green paper.

Second is the 18-page report detailing each cost centre and its budget figures analysed subjectively (i.e. by type of expenditure: employees, premises, etc.,) this document is printed on A3 white paper. *(Note that in the document footer the page references are given as being “Page 1 of 19” etc. page 17 is not included because that page has been set up as a cost centre for devolved services and currently has no data in it.)* Members are urged to concentrate on the summary on page 1 of those 18 pages. There are four relevant columns on each of those pages – furthest to the left are the actual expenditure figures for 2015/16. Then to the right of the narrative description comes three columns of figures – the first is the budget agreed in January 2016 as the budget for 2016/17; the second is the proposed revised budget for the same year (balancing to the same precept but reallocating some budgets) and finally the proposed budget for the next financial year.

Thirdly, there are four pages printed on blue paper which are the movements in balances (i.e. the impact of the Council’s revenue budget on the Council’s reserves). The actual movements in balances for the financial year 2015/16 are shown followed by those originally agreed for the current year (with the balances brought forward restated to match the 2015/16 actuals) then a revised projection for the current year and a projection for the year 2017/18.

Revised Estimates 2016/17

The revised estimate figures for 2016/17 indicate an overspend of £13,326, of which £11,981 is then shown as a recharge to the revenue reserve (on the 101 GTC Office cost centre page (page 2 of 19) £11,981 has been added to the penultimate line - Recharges).

Budget 2016/17

The 2016/17 draft budget yields a net budget requirement of £570,896. This represents an increase of £5.20 per Band D property or 10p a week (a Band H household would therefore pay an extra £10.40 per year or 20p a week).

The Statement of Variation (green paper) details the budget pressures that cause the increased budget requirement.

Devolved Services

The main pressure to increase expenditure is the expectation that Godalming Town Council will take over services from principal authorities as those authorities' budgets become more constrained. This future-proofing of the budget is essential to maintain certain services that are uniquely important to the residents of Godalming. £52,225 has been added to the 2017/18 budget specifically to facilitate taking responsibility for Godalming Museum if negotiations with Waverley Borough Council proceed to a satisfactory conclusion. This sum includes provision to increase the Town Council's staffing establishment in order better to manage the increased range of services. However, the allocation and expending of this sum would be dependent upon a review of the resources (staffing and finance) required to meet the Town Council's existing and future commitments. Members are asked to consider undertaking such a review and to consider setting up a working party (Standing Orders 130 and 131 refer) to undertake the review.

A further £23,293 is included within the budget as provision for New Initiatives – this is a more generic fund for future-proofing the Council – of this a one-off sum of £9,783 is included to protect the Council's future budget from the anticipated loss of the grant from Waverley Borough Council (the grant is made to compensate the Town Council for the loss of income consequent upon the localisation of Council Tax benefit) and £13,510 is a further addition to the New Initiatives Fund (which was depleted to fund the Wilfrid Noyce Centre refurbishment and the Flood alleviation reserve).

Wilfrid Noyce Centre Refurbishment

The revised estimates for 2016/17 include the residual costs of Phase 1 of the refurbishment of the Wilfrid Noyce Centre. At revised estimate an overspend of £3,322 is projected, this sum is equivalent to the reduction in the £20,000 donation from the Chamber of Commerce because VAT has to be charged on the donation – reducing it to £16,667.

The projected revenue costs of Phase 2 of the refurbishment are included in the base budget as agreed at Full Council on 17 November 2016 (Minute 352-16 refers).

Action

Members are asked to agree the revised estimates for 2016/17 and the draft budget for 2017/18 and to recommend them both to Full Council for approval. Members are further asked to recommend to Full Council that it sets a precept of £570,896 for the financial year 2017/18.

Members further to consider a review of the resources (staffing and finance) required to meet the Town Council's existing and future commitments and to consider setting up a working party (Standing Orders 130 and 131 refer) to undertake the review

Godalming Town Council
Statement of Variation 2016/17 Budget to 2017/18 Budget

	£
Base Budget (net) i.e. Precept	514,242
Add inflation (net)	10,269
Less increased Customer & Client Receipts	-6,260
Less website dev costs in base budget	-8,000
Add increase in professional fees	3,000
Add anticipated loss of grant from WBC	1,727
Add adj re wrong WBC grant figure in base budget	670
Less provision for future loss of grant from WBC in base budget	-2,397
Less provision for bad & doubtful debt in base budget	-12,000
Add reduced rent re The Square (one year only)	9,000
Add Year 1 costs of Third Hall @ WNC	4,400
Add putative costs of devolved services	52,225
Increased contribution to New Initiatives Fund	4,020
Estimated Budget Requirement 2017/18	<u>570,896</u>
Total increase required	56,654
% increase in cash terms	11.02%
Tax base 2016/17 (Band D Equivalent figure)	8892.9
Precept per Band D property (Annual Baseline)	£57.83
Tax base 2017/18 (Band D Equivalent figure)	9058.0
Precept per Band D property	£63.03
Increase per Band D Property	£5.20
% Increase per Band D Property	8.99%

GTC Summary Revenue Budget

2015/16 Actual £	2016/17 Budget £	2016/17 Revised Estimate £	2017/18 Budget £	Variation 2016/17 to 2017/18 £	Notes
Employees					
246,779	239,633	235,002	236,752	-2,881	Direct employee expenses
2,084	4,400	4,600	4,700	300	Indirect employee expenses
Premises Related Expenditure					
940,179	25,649	49,778	13,900	-11,749	Repairs, alteration & maintenance of buildings
5,522	8,400	9,300	10,400	2,000	Energy costs
0	0	0	0	0	CRC allowances
26,231	13,000	14,510	13,000	0	Rents
3,282	6,010	6,696	7,310	1,300	Rates
1,017	1,150	1,450	1,500	350	Water services
29,997	1,000	7,247	1,000	0	Fixtures and fittings
17,688	24,300	25,334	26,630	2,330	Cleaning & domestic supplies
6,397	4,500	5,000	4,900	400	Grounds maintenance costs
9,902	8,430	9,288	9,570	1,140	Premises insurance
13,975	10,600	10,600	10,600	0	Contribution to premises-related provisions
Transport Related Expenditure					
1,052	0	427	0	0	Public transport
1,722	1,200	1,307	1,000	-200	Car allowances
Supplies & Services					
45,755	3,500	16,353	6,000	2,500	Equipment, furniture and materials
2,723	200	1,900	200	0	Catering
3,089	1,200	400	1,200	0	Clothes, uniform & laundry
11,170	6,100	5,950	6,100	0	Printing, stationery & general office expenses
159,831	65,220	98,434	84,018	18,798	Services
29,889	30,520	42,136	23,030	-7,490	Communications & computing
6,573	9,200	9,200	9,280	80	Expenses
58,882	60,850	62,527	61,875	1,025	Grants & Subscriptions
13,494	48,630	44,322	29,383	-19,247	Contributions to provisions
6,987	5,000	4,087	3,800	-1,200	Miscellaneous expenses
Third Party Payments					
61,521	61,589	61,589	61,589	0	Godalming Joint Burial Committee
Income					
-841,000	0	0	0	0	Government Grants
-71,696	-27,430	-30,243	-16,983	10,447	Other grants, reimbursements & contributions
-117,327	-85,750	-117,262	-109,505	-23,755	Customer & client receipts
-1,284	-900	-830	-700	200	Interest
-228,882	-57,159	-109,930	-34,348	22,811	Recharges
445,552	469,042	469,172	466,201	-2,841	Net Cost of Services
			52,225		<i>Add putative costs of devolved services</i>
11,289	45,200	45,070	52,470	7,270	Capital Financing Costs (Not inc in net cost of Services)
456,841	514,242	514,242	570,896	4,429	Net Expenditure (Precept)
Net Expenditure by Cost Centre					
£	£	£	£	£	
325,765	404,652	394,390	396,227	-8,425	GTC
4,079	1,050	2,033	1,000	-50	Allotments
-161	300	405	200	-100	Bandstand
8,120	7,430	5,298	7,984	554	Broadwater Park Community Centre
39,000	39,000	39,000	39,000	0	Christmas Lights
21,869	15,600	15,750	15,680	80	Civic Expenses
0	0	0	0	0	Community Navigator
-400	-400	-400	-400	0	Festivals & Markets
0	0	0	0	0	Fireworks
0	0	0	52,225	52,225	<i>Putative costs of devolved services</i>
1,359	4,500	6,360	4,500	0	Land & Property Other
8,000	0	0	0	0	Neighbourhood Plan
1,135	2,110	1,068	1,210	-900	Pepperpot
3,200	3,200	3,232	3,200	0	Staycation
8,530	-12,000	-4,281	-3,000	9,000	The Square
0	0	0	0	0	Town Promotion
25,236	3,600	2,995	600	-3,000	Wilfrid Noyce
-180	0	3,322	0		Wilfrid Noyce Refurbishment
445,552	469,042	469,172	518,426	49,384	Net Cost of Services

Cost Centre: 101 GTC Office

2015/16 Actual £		2016/17				
		2016/17 Budget £	Revised Estimate £	2017/18 Budget £	Variation £	
Employees						
156548	Direct employee expenses	Salaries	162103	163334	165378	3275
14287		Er's NIC	21040	14351	21500	460
27584		Er's Supn	30900	29446	31420	520
3321		Agency staff	0	0	0	0
1648	Indirect employee expenses	Training	2700	3000	3000	300
0		Advertising	1500	1500	1500	0
111		Other	200	100	200	0
Premises Related Expenditure						
1498	Repairs, alteration & maintenance of buildings		750	6000	900	150
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
11620	Rents		13000	13000	13000	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	100	0	0
23	Cleaning & domestic supplies		50	30	30	-20
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
1600	Contribution to premises-related provisions		1600	1600	1600	0
Transport Related Expenditure						
91	Public transport		0	0	0	0
791	Car allowances		1000	1000	1000	0
Supplies & Services						
1037	Equipment, furniture and materials		500	500	500	0
232	Catering		200	200	200	0
95	Clothes, uniform & laundry		200	100	200	0
4859	Printing, stationery & general office expenses		5200	5200	5200	0
0	Services	Professional Fees	7000	16000	10000	3000
1939		Audit fees	3300	3300	3300	0
7926		Insurance	8470	7851	8500	30
788		Bank charges	1000	800	900	-100
1888	Communications & computing	postage	2600	2000	2000	-600
1390		telephones	2300	1500	1500	-800
8273		computers	6700	8000	8000	1300
0		website	10000	18500	2000	-8000
125		publicity advert	0	0	0	0
4000		newsletter	4000	4000	4000	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
48000	Grants & Subscriptions	Grants	55000	55000	55000	0
4740		Subscriptions	5200	6000	6000	800
-5478	Contributions to provisions		33630	33630	23293	-10337
575	Miscellaneous expenses		3000	1500	2000	-1000
Third Party Payments						
61521	Godalming Joint Burial Committee		61589	61589	61589	0
0 Income						
-13540		Government Grants	0	0	0	0
5307		Other grants etc	-12180	-11510	-9783	2397
-1284		Customer & client receipts	0	-420	0	0
-25750		Interest	-900	-830	-700	200
		Recharges	-27000	-51981	-27000	0
325765	Net Expenditure		404652	394390	396227	-8425

Cost Centre: 102 Civic Expenses

2015/16 Actual £		2016/17			
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	Variation £
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	150	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
198	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
1201	Equipment, furniture and materials	0	500	0	0
487	Catering	0	800	0	0
2994	Clothes, uniform & laundry	1000	300	1000	0
357	Printing, stationery & general office expenses	800	200	800	0
23735	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
5644	Mayor's allowance	8000	8000	8080	80
914	Members' expenses	1200	1200	1200	0
0	Grants & Subscriptions	0	0	0	0
21	Grants	0	0	0	0
21	Subscriptions	0	0	0	0
4000	Contributions to provisions	4000	4600	4000	0
1354	Miscellaneous expenses	600	0	600	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
-19036	Recharges	0	0	0	0
21869	Net Expenditure	15600	15750	15680	80

Cost Centre: 104 Town Promotion

2015/16 Actual £		2016/17			Variation £
		2016/17 Budget £	Revised Estimate £	2017/18 Budget £	
	Employees				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
	Premises Related Expenditure				
7198	Repairs, alteration & maintenance of buildings	0	6780	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
9231	Fixtures and fittings	0	3294	0	0
6	Cleaning & domestic supplies	0	424	0	0
26	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	101	0	0
67	Car allowances	0	0	0	0
	Supplies & Services				
263	Equipment, furniture and materials	0	1316	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
53		0	0	0	0
0		0	0	0	0
270		0	300	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
15		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	1271	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Transfer Payments				
	Support Services				
	Depreciation & Impairment Costs				
0	Income	0	0	0	0
-6119		0	-2973	0	0
0		0	-1975	0	0
0		0	0	0	0
-11010		0	-8538	0	0
0	Net Expenditure	0	0	0	0

Cost Centre: 105 Staycation

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	£	
	Employees					
0	Direct employee expenses					
0	Salaries	0	0	0	0	0
0	Er's NIC	0	0	0	0	0
0	Er's Supn	0	0	0	0	0
0	Agency staff	0	0	0	0	0
0	Indirect employee expenses					
0	Training	0	0	0	0	0
0	Advertising	0	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	0	0	0	0
0	Energy costs	0	0	0	0	0
0	CRC allowances	0	0	0	0	0
0	Rents	0	0	0	0	0
0	Rates	0	0	0	0	0
0	Water services	0	0	0	0	0
0	Fixtures and fittings	0	0	0	0	0
0	Cleaning & domestic supplies	0	630	0	0	0
0	Grounds maintenance costs	0	0	0	0	0
0	Premises insurance	0	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0	0
	Transport Related Expenditure					
90	Public transport	0	140	0	0	0
0	Car allowances	0	0	0	0	0
	Supplies & Services					
0	Equipment, furniture and materials	0	310	0	0	0
0	Catering	0	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0	0
0	Services					
0	Professional Fees	0	180	0	0	0
0	Audit fees	0	0	0	0	0
0	Insurance	0	0	0	0	0
0	bank charges	0	0	0	0	0
0	Communications & computing					
0	postage	0	0	0	0	0
0	telephones	0	0	0	0	0
0	computers	0	0	0	0	0
0	website	0	0	0	0	0
2000	publicity advert	2000	2000	2000	0	0
0	newsletter	0	0	0	0	0
0	Expenses					
0	Staff expenses	0	0	0	0	0
0	Mayor's allowance	0	0	0	0	0
0	Members' expenses	0	0	0	0	0
0	Grants & Subscriptions					
0	Grants	0	0	0	0	0
0	Subscriptions	0	0	0	0	0
0	Contributions to provisions	0	0	0	0	0
1110	Miscellaneous expenses	1200	27	1200	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0	0
	Income					
0	Government Grants	0	0	0	0	0
0	Other grants etc	0	0	0	0	0
0	Customer & client receipts	0	-55	0	0	0
0	Interest	0	0	0	0	0
0	Recharges	0	0	0	0	0
3200	Net Expenditure	3200	3232	3200	0	0

Cost Centre: 106 Festivals & Markets

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	£	
	Employees					
1400	Direct employee expenses	Salaries	1860	1860	1860	0
137		Er's NIC	240	240	240	0
0		Er's Supn	0	0	0	0
0		Agency staff	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
195	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
459	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
678	Public transport		0	186	0	0
0	Car allowances		0	0	0	0
	Supplies & Services					
622	Equipment, furniture and materials		0	1084	0	0
142	Catering		0	150	0	0
0	Clothes, uniform & laundry		0	0	0	0
620	Printing, stationery & general office expenses		0	0	0	0
1654	Services	Professional Fees	0	1760	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
3080		publicity advert	0	2235	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
590		Subscriptions	0	160	0	0
185	Contributions to provisions		0	4009	0	0
1771	Miscellaneous expenses		0	1000	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee		0	0	0	0
	Income					
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-11933		Customer & client receipts	-2500	-13084	-2500	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-400	Net Expenditure		-400	-400	-400	0

Cost Centre: 108 Christmas Lights

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	£	
	Employees					
0	Direct employee expenses					
0	Salaries	0	0	0	0	0
0	Er's NIC	0	0	0	0	0
0	Er's Supn	0	0	0	0	0
0	Agency staff	0	0	0	0	0
0	Indirect employee expenses					
0	Training	0	0	0	0	0
0	Advertising	0	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	0	0	0	0
20	Energy costs	0	0	0	0	0
0	CRC allowances	0	0	0	0	0
0	Rents	0	0	0	0	0
0	Rates	0	0	0	0	0
0	Water services	0	0	0	0	0
0	Fixtures and fittings	0	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0	0
0	Grounds maintenance costs	0	0	0	0	0
0	Premises insurance	0	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0	0
	Transport Related Expenditure					
0	Public transport	0	0	0	0	0
0	Car allowances	0	0	0	0	0
	Supplies & Services					
0	Equipment, furniture and materials	0	0	0	0	0
0	Catering	0	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0	0
31559	Services	34000	45880	45880		11880
0	Professional Fees					
0	Audit fees	0	0	0	0	0
0	Insurance	0	0	0	0	0
0	bank charges	0	0	0	0	0
0	Communications & computing					
0	postage	0	0	0	0	0
0	telephones	0	0	0	0	0
0	computers	0	0	0	0	0
0	website	0	0	0	0	0
0	publicity advert	0	0	0	0	0
0	newsletter	0	0	0	0	0
0	Expenses					
0	Staff expenses	0	0	0	0	0
0	Mayor's allowance	0	0	0	0	0
0	Members' expenses	0	0	0	0	0
0	Grants & Subscriptions					
0	Grants	0	0	0	0	0
0	Subscriptions	0	0	0	0	0
10621	Contributions to provisions	8500	0	0		-8500
0	Miscellaneous expenses	0	0	0	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0	0
	Income					
0	Government Grants	0	0	0	0	0
0	Other grants etc	0	0	0	0	0
-3200	Customer & client receipts	-3500	-3200	-3200		300
0	Interest	0	0	0	0	0
0	Recharges	0	-3680	-3680		-3680
39000	Net Expenditure	39000	39000	39000		0

Cost Centre: 109 Fireworks

2015/16 Actual £		2016/17			
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	Variation £
	Employees				
0	Direct employee expenses	0	250	250	250
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	1930	2000	2000
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	7420	8000	8000
0	Professional Fees	0	0	0	0
0	Audit fees	0	890	1000	1000
0	Insurance	0	0	0	0
0	Bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	600	600	600
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	145	145	145
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	-9890	-11995	-11995
0	Interest	0	0	0	0
0	Recharges	0	-1345	0	0
0	Net Expenditure	0	0	0	0

Cost Centre: 110 Community Navigator

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	£	
	Employees					
24482	Direct employee expenses	Salaries	7730	9071	0	-7730
2260		Er's NIC	1000	816	0	-1000
4652		Er's Supn	1470	1638	0	-1470
		Agency staff	0	0	0	0
325	Indirect employee expenses	Training	0	0	0	0
		Advertising	0	0	0	0
						0
	Premises Related Expenditure					
	Repairs, alteration & maintenance of buildings		0	0	0	0
	Energy costs		0	0	0	0
	CRC allowances		0	0	0	0
	Rents		0	0	0	0
	Rates		0	0	0	0
	Water services		0	0	0	0
	Fixtures and fittings		0	0	0	0
	Cleaning & domestic supplies		0	0	0	0
	Grounds maintenance costs		0	0	0	0
	Premises insurance		0	0	0	0
	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
	Public transport		0	0	0	0
860	Car allowances		200	307	0	-200
	Supplies & Services					
19	Equipment, furniture and materials		700	0	0	-700
8	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
55	Printing, stationery & general office expenses		0	450	0	0
	Services	Professional Fees	0	0	0	0
		Audit fees	0	0	0	0
		Insurance	0	0	0	0
		bank charges	0	0	0	0
	Communications & computing	postage	0	0	0	0
207		telephones	60	35	0	-60
0		computers	200	105	0	-200
		website	0	0	0	0
		publicity advert	0	0	0	0
		newsletter	0	0	0	0
15	Expenses	Staff expenses	0	0	0	0
		Mayor's allowance	0	0	0	0
		Members' expenses	0	0	0	0
	Grants & Subscriptions	Grants	0	0	0	0
		Subscriptions	0	0	0	0
0	Contributions to provisions		0	0	0	0
2117	Miscellaneous expenses		200	89	0	-200
	Third Party Payments					
	Godalming Joint Burial Committee		0	0	0	0
	Income	Government Grants	0	0	0	0
-35000		Other grants etc	-8750	-8750	0	8750
		Customer & client receipts	0	0	0	0
		Interest	0	0	0	0
		Recharges	-2810	-3761	0	2810
	0 Net Expenditure		0	0	0	0

Cost Centre: 111 Neighbourhood Plan

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	£	
	Employees					
0	Direct employee expenses	0	0	0	0	0
0	Salaries	0	0	0	0	0
0	Er's NIC	0	0	0	0	0
0	Er's Supn	0	0	0	0	0
0	Agency staff	0	0	0	0	0
0	Indirect employee expenses	0	0	0	0	0
0	Training	0	0	0	0	0
0	Advertising	0	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	0	0	0	0
0	Energy costs	0	0	0	0	0
0	CRC allowances	0	0	0	0	0
0	Rents	0	400	0	0	0
0	Rates	0	0	0	0	0
0	Water services	0	0	0	0	0
0	Fixtures and fittings	0	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0	0
0	Grounds maintenance costs	0	0	0	0	0
0	Premises insurance	0	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0	0
	Transport Related Expenditure					
0	Public transport	0	0	0	0	0
0	Car allowances	0	0	0	0	0
	Supplies & Services					
0	Equipment, furniture and materials	0	0	0	0	0
374	Catering	0	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0	0
4957	Printing, stationery & general office expenses	0	0	0	0	0
460	Services	11450	10590	3668	-7782	
0	Professional Fees					
0	Audit fees		0	0	0	0
0	Insurance		0	0	0	0
0	bank charges		0	0	0	0
4013	Communications & computing	0	0	0	0	0
0	postage	0	0	0	0	0
0	telephones	0	0	0	0	0
0	computers	0	0	0	0	0
0	website	0	0	0	0	0
1380	publicity advert	0	0	0	0	0
0	newsletter	0	0	0	0	0
0	Expenses	0	0	0	0	0
0	Staff expenses	0	0	0	0	0
0	Mayor's allowance	0	0	0	0	0
0	Members' expenses	0	0	0	0	0
0	Grants & Subscriptions	0	0	0	0	0
108	Grants	0	0	0	0	0
4166	Contributions to provisions	0	260	0	0	0
40	Miscellaneous expenses	0	200	0	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0	0
	Income					
-7498	Government Grants	0	0	0	0	0
0	Other grants etc	0	0	0	0	0
0	Customer & client receipts	0	0	0	0	0
0	Interest	0	0	0	0	0
0	Recharges	-11450	-11450	-3668	7782	
8000	Net Expenditure	0	0	0	0	

Cost Centre: 201 Broadwater Park Community Centre

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	£	
	Employees					
10210	Direct employee expenses	Salaries	10070	10075	10170	100
998		Er's NIC	1310	991	1322	12
0		Er's Supn	1910	480	1932	22
0		Agency staff	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
	Premises Related Expenditure					
1644	Repairs, alteration & maintenance of buildings		3000	3000	3000	0
3119	Energy costs		3300	3300	3300	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
1296	Rates		1330	1307	1330	0
518	Water services		450	450	500	50
0	Fixtures and fittings		0	0	0	0
6980	Cleaning & domestic supplies		7650	7650	8000	350
1101	Grounds maintenance costs		1200	1000	1200	0
900	Premises insurance		920	920	950	30
3000	Contribution to premises-related provisions		3000	3000	3000	0
	Transport Related Expenditure					
0	Public transport		0	0	0	0
4	Car allowances		0	0	0	0
	Supplies & Services					
174	Equipment, furniture and materials		700	700	700	0
0	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
71	Printing, stationery & general office expenses		100	100	100	0
50	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
16	Communications & computing	postage	0	0	0	0
240		telephones	350	300	300	-50
803		computers	890	800	900	10
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
266		Subscriptions	250	225	280	30
0	Contributions to provisions					0
0	Miscellaneous expenses					0
0	Income	Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-23270		Customer & client receipts	-29000	-29000	-29000	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
8120	Net Expenditure		7430	5298	7984	554

Cost Centre: 202 The Pepperpot

2015/16 Actual £		2016/17				
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	Variation £	
Employees						
0	Direct employee expenses	Salaries	0	0	0	0
0		Er's NIC	0	0	0	0
0		Er's Supn	0	0	0	0
0		Agency staff	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
		Advertising	0	0	0	0
						0
Premises Related Expenditure						
2113	Repairs, alteration & maintenance of buildings		1500	1000	1500	0
860	Energy costs		1100	1000	1100	0
0	CRC allowances		0	0	0	0
0	Rents		0	1110	0	0
660	Rates		680	666	680	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
2867	Cleaning & domestic supplies		3600	3000	3600	0
324	Grounds maintenance costs		0	0	0	0
200	Premises insurance		210	210	220	10
2000	Contribution to premises-related provisions		2000	2000	2000	0
Transport Related Expenditure						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
Supplies & Services						
77	Equipment, furniture and materials		800	500	800	0
0	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
0	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
556		telephones	470	560	560	90
249		computers	250	250	250	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
249		Subscriptions	0	272	0	0
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		0	0	0	0
Third Party Payments						
0	Godalming Joint Burial Committee		0	0	0	0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-9020		Customer & client receipts	-8500	-9500	-9500	-1000
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
1135	Net Expenditure		2110	1068	1210	-900

Cost Centre: 203 The Square

2015/16 Actual £		2016/17			
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	Variation £
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
6589	Premises insurance	6500	7010	7200	700
3375	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
17155	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	Bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
-6589	Government Grants	0	0	0	0
-12000	Other grants etc	-6500	-7010	-7200	-700
0	Customer & client receipts	-12000	-4281	-3000	9000
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
8530	Net Expenditure	-12000	-4281	-3000	9000

Cost Centre: 204 Allotments

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	£ Estimate	Revised £ Budget	2017/18 £ Budget	
	Employees					
0	Direct employee expenses					0
0	Salaries	0	0	0	0	0
0	Er's NIC	0	0	0	0	0
0	Er's Supn	0	0	0	0	0
0	Agency staff	0	0	0	0	0
0	Indirect employee expenses					0
0	Training	0	0	0	0	0
0	Advertising	0	0	0	0	0
	Premises Related Expenditure					
408	Repairs, alteration & maintenance of buildings	0	0	0	0	0
0	Energy costs	0	0	0	0	0
0	CRC allowances	0	0	0	0	0
0	Rents	0	0	0	0	0
0	Rates	0	0	0	0	0
80	Water services	100	100	100	100	0
0	Fixtures and fittings	0	0	0	0	0
288	Cleaning & domestic supplies	0	0	0	0	0
4021	Grounds maintenance costs	1900	3000	2000	2000	100
0	Premises insurance	0	0	0	0	0
1000	Contribution to premises-related provisions	1000	1000	1000	1000	0
	Transport Related Expenditure					
0	Public transport	0	0	0	0	0
0	Car allowances	0	0	0	0	0
	Supplies & Services					
0	Equipment, furniture and materials	0	0	0	0	0
0	Catering	0	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0	0
530	Services					0
0	Professional Fees	0	0	0	0	0
0	Audit fees	0	0	0	0	0
0	Insurance	0	0	0	0	0
0	bank charges	0	0	0	0	0
0	Communications & computing					0
0	postage	0	0	0	0	0
0	telephones	0	0	0	0	0
0	computers	0	0	0	0	0
0	website	0	0	0	0	0
0	publicity advert	0	0	0	0	0
0	newsletter	0	0	0	0	0
0	Expenses					0
0	Staff expenses	0	0	0	0	0
0	Mayor's allowance	0	0	0	0	0
0	Members' expenses	0	0	0	0	0
0	Grants & Subscriptions					0
0	Grants	0	0	0	0	0
0	Subscriptions	0	0	0	0	0
0	Contributions to provisions	0	0	0	0	0
20	Miscellaneous expenses	0	0	0	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0	0
0	Income					
0	Government Grants	0	0	0	0	0
0	Other grants etc	0	0	0	0	0
-2268	Customer & client receipts	-1950	-2067	-2100	-2100	-150
0	Interest	0	0	0	0	0
0	Recharges	0	0	0	0	0
4079	Net Expenditure	1050	2033	1000	1000	-50

Cost Centre: 205 Wilfrid Noyce Centre

2015/16 Actual £		2016/17			
		2016/17 Budget £	Revised Estimate £	2017/18 Budget £	Variation £
Employees					
0	Direct employee expenses	0	2230	2250	2250
0	Salaries	0	0	0	0
0	Er's NIC	0	70	430	430
900	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
Premises Related Expenditure					
5769	Repairs, alteration & maintenance of buildings	2000	6000	6000	4000
1502	Energy costs	4000	5000	6000	2000
0	CRC allowances	0	0	0	0
14218	Rents	0	0	0	0
1326	Rates	4000	4723	5300	1300
419	Water services	600	900	900	300
382	Fixtures and fittings	0	0	0	0
7065	Cleaning & domestic supplies	13000	13600	15000	2000
566	Grounds maintenance costs	400	0	700	300
2213	Premises insurance	800	1148	1200	400
2000	Contribution to premises-related provisions	2000	2000	2000	0
Transport Related Expenditure					
193	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
1105	Equipment, furniture and materials	800	3500	2000	1200
1480	Catering	0	750	0	0
0	Clothes, uniform & laundry	0	0	0	0
251	Printing, stationery & general office expenses	0	0	0	0
1060	Services	0	2770	2770	2770
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
92	postage	0	0	0	0
298	telephones	0	300	300	300
0	computers	700	620	620	-80
0	website	0	0	0	0
406	publicity advert	0	31	0	0
0	newsletter	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
4210	Grants & Subscriptions	0	0	0	0
355	Grants	0	0	0	0
0	Subscriptions	300	145	350	50
0	Contributions to provisions	2500	2083	2090	-410
0	Miscellaneous expenses	0	0	0	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
-500	Government Grants	0	0	0	0
-20074	Other grants etc	0	0	0	0
0	Customer & client receipts	-27500	-42875	-47310	-19810
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
25236	Net Expenditure	3600	2995	600	-3000
11289	Capital Finance Costs (Not included in net costs of Services)	45200	45070	52470	7270

Cost Centre: 206 Bandstand

2015/16 Actual £		2016/17				Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	£	
	Employees					
0	Direct employee expenses					0
0	Salaries	0	0	0		0
0	Er's NIC	0	0	0		0
0	Er's Supn	0	0	0		0
0	Agency staff	0	0	0		0
0	Indirect employee expenses					0
0	Training	0	0	0		0
0	Advertising	0	0	0		0
	Premises Related Expenditure					
297	Repairs, alteration & maintenance of buildings	1000	1000	1000		0
0	Energy costs	0	0	0		0
0	CRC allowances	0	0	0		0
0	Rents	0	0	0		0
0	Rates	0	0	0		0
0	Water services	0	0	0		0
0	Fixtures and fittings	0	0	0		0
0	Cleaning & domestic supplies	0	0	0		0
0	Grounds maintenance costs	0	0	0		0
0	Premises insurance	0	0	0		0
0	Contribution to premises-related provisions	0	0	0		0
	Transport Related Expenditure					
0	Public transport	0	0	0		0
0	Car allowances	0	0	0		0
	Supplies & Services					
0	Equipment, furniture and materials	0	0	0		0
0	Catering	0	0	0		0
0	Clothes, uniform & laundry	0	0	0		0
0	Printing, stationery & general office expenses	0	0	0		0
0	Services					
0	Professional Fees	0	0	0		0
0	Audit fees	0	0	0		0
0	Insurance	0	0	0		0
0	bank charges	0	0	0		0
0	Communications & computing					
0	postage	0	0	0		0
0	telephones	0	0	0		0
0	computers	0	0	0		0
0	website	0	0	0		0
0	publicity advert	0	0	0		0
0	newsletter	0	0	0		0
0	Expenses					
0	Staff expenses	0	0	0		0
0	Mayor's allowance	0	0	0		0
0	Members' expenses	0	0	0		0
0	Grants & Subscriptions					
0	Grants	0	0	0		0
328	Subscriptions	100	320	100		0
0	Contributions to provisions	0	0	0		0
0	Miscellaneous expenses	0	0	0		0
	Third Party Payments					
0	Godalming Joint Burial Committee					0
0	Income					
0	Government Grants	0	0	0		0
0	Other grants etc	0	0	0		0
-786	Customer & client receipts	-800	-915	-900		-100
0	Interest	0	0	0		0
0	Recharges	0	0	0		0
-161	Net Expenditure	300	405	200		-100

Cost Centre: 207 Museum

2015/16 Actual £		2016/17			Variation £
		2016/17 Budget	Revised £ Estimate	2017/18 Budget	
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee				0
	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
0	Net Expenditure	0	0	0	0

Cost Centre: 208 Land & Property Other

2015/16 Actual £		2016/17			Variation £
		2016/17 Budget £	Revised Estimate £	2017/18 Budget £	
	Employees				
0	Direct employee expenses				0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses				0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	1500	1500	1500	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	1000	2860	1000	0
0	Cleaning & domestic supplies	0	0	0	0
359	Grounds maintenance costs	1000	1000	1000	0
0	Premises insurance	0	0	0	0
1000	Contribution to premises-related provisions	1000	1000	1000	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services				
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing				
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses				
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions				
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
1359	Net Expenditure	4500	6360	4500	0

Cost Centre: 301 Wilfrid Noyce Centre Refurbishment

2015/16		2016/17		2017/18	
Actual		2016/17	Revised	2017/18	Variation
£		Budget	£ Estimate	£ Budget	£
	Employees				
0	Direct employee expenses	Salaries	0	0	0
0		Er's NIC	0	0	0
0		Er's Supn	0	0	0
0		Agency staff	0	0	0
0	Indirect employee expenses	Training	0	0	0
0		Advertising	0	0	0
					0
	Premises Related Expenditure				
921252	Repairs, alteration & maintenance of buildings	15899	24498	0	-15899
21	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
20384	Fixtures and fittings	0	993	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
41257	Equipment, furniture and materials	0	6013	0	0
0	Catering	0		0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
72680	Services	0	993	0	0
0		Professional Fees	0	0	0
0		Audit fees	0	0	0
0		Insurance	0	0	0
295		bank charges	0	0	0
0	Communications & computing	postage	0	0	0
0		telephones	0	0	0
0		computers	0	0	0
0		website	0	0	0
550		publicity advert	0	0	0
0		newsletter	0	0	0
0	Expenses	Staff expenses	0	0	0
0		Mayor's allowance	0	0	0
0		Members' expenses	0	0	0
0	Grants & Subscriptions	Grants	0	0	0
0		Subscriptions	0	0	0
0	Contributions to provisions		0	0	0
0	Miscellaneous expenses		0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee				0
-841000	Income	Government Grants	0	0	0
-2450		Other grants etc	0	0	0
-40083		Customer & client receipts	0	0	0
0		Interest	0	0	0
-173086		Recharges	-15899	-29175	0
					15899
-180	Net Expenditure		0	3322	0

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

	Balance b/f 1 April 2015 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves £	Balance c/f 31 March 2016 £
Movement in Reserves to March 31 2015 (Actual)							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	257,250			-5,478		-57,250	194,522 <small>Min ref 468-14 & 255-15</small>
Sub-total unallocated reserves	257,250						194,522
Earmarked Reserves							
2 Election Expenses Fund	25,137		4,000	-18,436		-5,000	5,701
3 Deposits held from High St Parking	3,105		140	-822			2,423
4 Pepperpot Maintenance Fund	11,049		2,000			-13,049	0 <small>Minute Ref 255-15</small>
5 Wilfrid Noyce Maintenance Fund	0		2,000			-2,000	0 <small>Minute Ref 255-15</small>
6 Hellsditch	0		1,000			-1,000	0 <small>Minute Ref 255-15</small>
7 The Square	23,625		3,375				27,000
8 IT Reserve	5,688					-2,000	3,688 <small>Minute Ref 255-15</small>
9 Other Land & Property Maintenance	2,265					14,318	16,583 <small>Min ref 468-14 & 255-15</small>
10 New Initiatives Fund	19,235		0			-19,235	0 <small>Min ref 468-14</small>
11 Farncombe Initiative	7,000		1,165	-3,968		1,240	5,437
12 BWP Crinkle Crankle Wall Fund	1,000		1,000			-2,000	0 <small>Minute Ref 255-15</small>
13 BWP Maintenance Fund	1,700		1,000			-2,700	0 <small>Minute Ref 255-15</small>
14 Tree Reserve for BWP	0		1,000			-1,000	0 <small>Minute Ref 255-15</small>
15 Allotment Boundary	1,635		1,000			-2,635	0 <small>Minute Ref 255-15</small>
16 Business Boards	4,195						4,195
17 Neighbourhood Plan	10,952		4,166				15,118
18 Enhancement of God High Street	2,847			-7,042		4,700	505
19 Festival Surplus	4,057		185				4,242
20 Staycation	5,500			-1,165		-4,000	335 <small>Minute Ref 255-15</small>
21 Christmas Lights	5,856		10,621			-1,240	15,237
22 Office Redecorations	7,600		1,600			-9,200	0 <small>Minute Ref 255-15</small>
23 Bench Repairs	294					-294	0
24 VAT Transitional relief for Comm centres	8,558					-8,558	0 <small>Minute Ref 255-15</small>
25 Wilfrid Noyce Key Deposits	80						80
26 Wilfrid Noyce Refurbishment Scheme	64,868			-173,085		115,309	7,092 <small>Min ref 468-14 & 255-15</small>
27 Street Furniture Seeda project	4,406					-4,406	0
28 Community Navigator	4,493		2,093				6,586
29 Twinning	600			-600			0 <small>Minute Ref 99-15</small>
30 Mayor's Charity	1,302		3,017		-1,302		3,017
31 Balance of Mayor's Allowance	429				-429		0
32 Flood Alleviation	25,000			-800			24,200 <small>Minute Ref 428-14</small>
Sub- total Earmarked Reserves	252,476						141,439
Balances	509,726	0	39,362	-211,396	-1,731	0	335,961

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

	Balance b/f 1 April 2016 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves £	Balance c/f 31 March 2017 £	
BUDGET 2016/17 - Projection of Reserves to March 31 2017 (Balances b/f restated to match actuals at 31/03/16)								
Reserves								
Unallocated Reserves								
1 Revenue Reserve	194,522					1,683	196,205	
Sub-total unallocated reserves	194,522						196,205	
Earmarked Reserves								
2 Election Expenses Fund	5,701		4,000				9,701	
3 Deposits held from High St Parking	2,423						2,423	Tfr to current liabilities
* Bad & Doubtful Debts	0		12,000				12,000	
7 The Square	27,000						27,000	
8 IT Reserve	3,688						3,688	
9 Other Land & Property Maintenance	16,583		10,600				27,183	
10 New Initiatives Fund	0		21,630				21,630	
11 Farncombe Initiative	5,437						5,437	
16 Business Boards	4,195						4,195	
17 Neighbourhood Plan	15,118			-11,450			3,668	
18 Enhancement of God High Street	505						505	
19 Festival Surplus	4,242						4,242	
20 Staycation	335						335	
21 Christmas Lights	15,237		8,500				23,737	
25 Wilfrid Noyce Key Deposits	80						80	
26 Wilfrid Noyce Refurbishment Scheme	7,092			-15,899			-8,807	Final retention payment
* Wilfrid Noyce Chamber of Commerce Cont	0		2,500				2,500	
28 Community Navigator	6,586			-2,810		-1,683	2,093	Project ends "management costs" to revenue reserve
29 Twinning	0						0	
30 Mayor's Charity	3,017						3,017	
31 Balance of Mayor's Allowance	0						0	
32 Flood Alleviation	24,200						24,200	
Sub- total Earmarked Reserves	141,439						168,827	
Balances	335,961	0	59,230	-30,159	0	0	365,032	0

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

	Balance b/f 1 April 2016 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves £	Balance c/f 31 March 2017 £
REVISED ESTIMATES 2015/16 - Projection of Reserves to March 31 2016							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	194,522	180		-12,111		5,897	188,488
Sub-total unallocated reserves	194,522						188,488
Earmarked Reserves							
2 Election Expenses Fund	5,701		4,000			-5,000	4,701
* Bad & Doubtful Debts	0		12,000				12,000
7 The Square	27,000					-5,478	21,522
8 IT Reserve	3,688						3,688
9 Other Land & Property Maintenance	16,583		10,600	-5,000			22,183
10 New Initiatives Fund	0		21,630	-8,000			13,630
11 Farncombe Initiative	5,437			-3,085			2,352
16 Business Boards	4,195			-4,101		-94	0
17 Neighbourhood Plan	15,118			-11,450			3,668
18 Enhancement of God High Street	505			-505			0
19 Festival Surplus	4,242		4,009	-1,345			6,906
20 Staycation	335						335
21 Christmas Lights	15,237			-3,680			11,557
25 Wilfrid Noyce Key Deposits	80						80
26 Wilfrid Noyce Refurbishment Scheme	7,092			-29,175		22,083	0
* Wilfrid Noyce Chamber of Commerce Cont	0		2,083			-14,583	-12,500
28 Community Navigator	6,586			-3,761		-2,825	0
29 Twinning	0		600				600
30 Mayor's Charity	3,017				-3,017		0
31 Balance of Mayor's Allowance	0						0
32 Flood Alleviation	24,200						24,200
Sub- total Earmarked Reserves	139,016						114,922
Balances	333,538	180	54,922	-82,213	-3,017	0	303,410

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

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves £	Balance c/f 31 March 2018 £
Budget 2016/17 - Projection of Reserves to March 31 2017							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	188,488						188,488
Sub-total unallocated reserves	188,488						188,488
Earmarked Reserves							
2 Election Expenses Fund	4,701		4,000				8,701
7 The Square	21,522						21,522
8 Computer Maintenance/replacement	3,688						3,688
9 Other Land & Property Maintenance	22,183		10,600				32,783
10 New Initiatives Fund	13,630		23,293				36,923
11 Farncombe Initiative	2,352						2,352
17 Neighbourhood Plan	3,668			-3,668			0
19 Festival Surplus	6,906						6,906
20 Staycation	335						335
21 Christmas Lights	11,557			-3,680			7,877
25 Wilfrid Noyce Key Deposits	80						80
26 Wilfrid Noyce Refurbishment Scheme	0						0
* Wilfrid Noyce Chamber of Commerce Cont	-12,500		2,090				-10,410
29 Twinning	600						600
30 Mayor's Charity	0						0
31 Balance of Mayor's Allowance	0						0
32 Flood Alleviation	24,200						24,200
Sub- total Earmarked Reserves	102,922						135,557
Balances	291,410	0	39,983	-7,348	0	0	324,045

9. FIREWORKS

Members will be aware of the success of the Musical Fireworks Extravaganza facilitated by this Council on 4 November 2016.

Attached is a breakdown of income and expenditure for the event indicating a potential deficit of £1,345.

There are a number of issues as yet unresolved. The town's voluntary organisation's (the Rotary Clubs of Godalming, Godalming Round Table and the 41 Club) gave generously of their time and resources on the understanding that their charity funds would share in any profit made by the event. At the time of writing there are funds in the order of £1,600 generated from food and drink sales and donations which are not accounted for in the income and expenditure account attached. Approximately £800 is held by Godalming Round Table and £805 held by the Town Council.

With the addition of these funds the event would show a modest profit. However, Members are asked to consider, as a goodwill gesture, allowing these sums to go to the local charity funds of the voluntary organisations (i.e. allow the Round Table to retain the sum held by it and donate to the Rotary Clubs of Godalming the £805 held by the Town Council).

The deficit of £1,345 may then be funded in the Town Council's accounts from the surplus generated by this year's Christmas Festival and consequent upon their decision above, Members are asked to consider funding the deficit in this way.

Members are further asked to consider the future of the event and whether Godalming Town Council should facilitate a similar event in November 2017.

Godalming Musical Firework Extravaganza 2016

Statement of Income & Expenditure

Income

Sponsorship - St Johns First Aid	£0.00
Sponsorship - Surrey Ground Contractors - Transport/Driver	£128.33
Sponsorship - Vantage Point (100 Procession Torches)	£300.00
Ticket sales Eventbrite	£5,833.76
Ticket sales via GTC	£2,566.08
Sale of procession torches /glowsticks	£403.09
Donations	£25.00
Total Income	£9,256.26

Expenditure

Fireworks	£5,416.67
Safety barriers/generator	£367.00
Labour (set up/clear down)	£660.00
PA System	£500.00
SIA (security staff)	£250.00
Advertising	£600.00
Hire of marquee	£180.00
Headtorches	£69.74
Waste disposal	£0.00
Hire of Radios	£187.50
Additional insurance premium	£886.95
Temporary Event Notice	£21.00
Transport (Surrey Ground Contractors)	£128.33
Licence to use Crown Court car park	£145.00
First Aid (St Johns)	£0.00
Glow sticks (240)	£262.50
Wax procession torches (500)	£621.75
Coloured wrist bands	£195.00
Miscellaneous	£109.82
Total Expenditure	£10,601.26
Excess of Expenditure over Income (deficit)	£1,345.00



GODALMING TOWN COUNCIL

STANDING ORDERS

**Adopted by Full Council on
19 November 2015**

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Section One: Meetings

Mandatory for Full Council meetings	●
Mandatory for committee meetings	●
Mandatory for sub-committee meetings	●

1. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. ●**
2. **When calculating the three clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count. ●●**
3. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. ●●**
4. After Apologies for Absence have been given the person presiding may for a period of up to fifteen minutes in total permit members of the public present at the meeting, and on the electoral roll of Godalming Town Council; or a young person under 18 whose parent or guardian is on the electoral roll; or with business premises in the town (evidenced by a business rates bill); or user of the Town Council's premises; to do one of the following:
 - a) make a statement; or
 - b) ask a question relating only to the business of the Council or relevant Committee (as applicable); or
 - c) present a petition (of at least ten signatures);provided that:
 - i. at least two clear working days' notice of the matter shall have been given to the Town Clerk in writing providing details of the subject matter and of the resident and if relevant the rest of the question. The Town Clerk shall be satisfied that it is a proper matter to be brought before the Council or Committee;

- ii. the Town Clerk shall put a written copy of any question before the members present at the meeting;
 - iii. the person presiding at the meeting may, at their discretion, defer the presentation of the statement, question or petition until the appropriate point in the agenda is reached;
 - iv. no more than four members of the public shall be permitted to speak on any one subject;
 - v. the member of the public shall identify himself/herself before speaking at the meeting;
 - vi. all matters shall be addressed to the Chairman and the time allowed for making a statement or asking a question shall not exceed four minutes;
 - vii. the person presiding may allow councillors to ask questions of the member of the public to clarify what is being said.
 - viii. all responses to statements, questions or petitions shall be given by the person presiding at the meeting without debate, save that the person presiding may direct that a response be referred to an employee for a written or oral response.
5. Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted but no-one present at the meeting may give an oral report or commentary during the meeting. The filming, recording or photographing or other reporting of children and vulnerable adults shall only take place with the consent of a responsible adult¹. At the start of a meeting the Chairman will remind everyone in attendance and who will be participating in the meeting that they may be filmed, recorded, photographed or otherwise reported about. The Council shall **may** make and keep its own audio recording of proceedings for the purpose of clarifying any perceived misinterpretation or published misinformation concerning the conduct or decisions of the council. Any such recording shall be kept securely and destroyed after two years. ● ●
6. **In accordance with Standing Order 3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.** ● ●
7. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in the Chairman's absence be done by, to or before the Vice-Chairman (if any).** ●

¹ In the case of a vulnerable adult a responsible adult is a medical professional, the individual's carer or legal guardian; in the case of a child it is the individual's parent, legal guardian or teacher.

8. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.** ●
9. **Subject to Standing Order 18 below, all questions at a meeting shall be decided by a majority of the councillors present and voting thereon.** ●●●
10. **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not the Chairman gave on original vote. (See also Standing Orders 27 and 28 below.)** ●●●
11. **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. ●
12. **The minutes of a meeting shall record the names of councillors present and absent.** ●●●
13. A councillor shall submit apologies for absence to the Town Clerk prior to a meeting.
14. During a prolonged period of absence a meeting may be asked to approve, by a resolution, a councillor's reason for absence, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
15. **The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting.** ●●●
16. **An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a councillor at a meeting shall be recorded in the minutes** as will whether or not that councillor left the meeting when matters that they held interests in were being considered. ●●●
17. **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present (that is seven councillors) and in no case shall the quorum of a meeting be less than three.** ●
18. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall

be transacted at a following meeting. ●●●

19. Meetings shall not exceed a period of three hours or by resolution of the meeting three hours and thirty minutes.

Section Two: Ordinary Council meetings

See also Section One above

20. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
21. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
22. **If no other time is fixed, the annual meeting of the Council shall take place at 6.30pm.**
23. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
24. **The election of the Town Mayor and Deputy Town Mayor shall be the first business completed at the annual meeting of the Council.**
25. **The Town Mayor (as Chairman of the Council), unless the individual has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a new Town Mayor is elected at the next annual meeting of the Council.**
26. **The Deputy Town Mayor (as Vice-Chairman of the Council), unless the individual has resigned or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
27. **In an election year, if the current Town Mayor has not been re-elected as a member of the Council, that Town Mayor shall nonetheless preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
28. **In an election year, if the current Town Mayor has been re-elected as a member of the Council, that Town Mayor shall preside at the meeting until a new Town Mayor has been elected. The current Town Mayor may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**

29. Following the election of the Town Mayor/Chairman of the Council and Deputy Town Mayor/Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.
- i. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - ii. Receipt of nominations to existing committees.
 - iii. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - iv. Review and adoption of appropriate Standing Orders and Financial Regulations.
 - v. In a year of elections, review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee.
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. In a year of elections, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.
 - viii. Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead, if not already set.

Section Three: Proper Officer

30. The Council's Proper Officer shall be either (i) the Town Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

31. Where under the Local Government Act 1972 or any other enactment, or statutory instrument or regulation made under authority of such Act or instrument any function is required to be carried out by the Proper Officer then for the purposes of the following functions under the Local Government Act 1972 viz:

Section 115(2)	Receipt of money due from other officers
Section 146(1)	Declaration and certificates with regard to investments
Section 228(3)	Accounts

the Proper Officer shall be the Responsible Finance Officer.

32. The Council's Proper Officer shall do the following:

- i. **Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least three clear days before the meeting.**
- ii. **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- iii. Subject to Standing Orders 34-38 below, include in the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming the withdrawal of it.
- iv. **Convene a meeting of Full Council for the election of a Town Mayor, occasioned by a casual vacancy in that office, in accordance with Standing Order 32 i above.**
- v. Make available for inspection the minutes of meetings.
- vi. **Receive and retain copies of byelaws made by other local authorities.**

- vii. **Receive and retain declarations of acceptance of office from councillors.**
 - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - ix. Keep proper records required before and after meetings;
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 - xiii. Arrange for legal deeds to be sealed using the Council's common seal and witnessed (**See also model Standing Orders 83 90 and 84 91.**)
 - xiv. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
 - xv. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.
33. The Responsible Finance Officer shall do the following:
- i. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.

Section Four: Motions requiring written notice

34. In accordance with Standing Order 32 iii above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least nine clear days before the next meeting.
35. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 34 above, correct obvious grammatical or typographical errors in the wording of the motion.
36. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 34 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least four clear days before the meeting.
37. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
38. Having consulted the Chairman or councillors pursuant to Standing Order 37 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
39. Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
40. Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
41. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

Section Five: Motions not requiring written notice

42. Motions in respect of the following matters may be moved without written notice:

- i. To appoint a person to preside at a meeting.
- ii. To approve the accuracy of the minutes of the previous meeting.
- iii. To correct an inaccuracy in the minutes of the previous meeting.
- iv. To dispose of business, if any, remaining from the last meeting.
- v. To alter the order of business on the agenda for reasons of urgency or expedience.
- vi. To proceed to the next business on the agenda.
- vii. To close or adjourn debate.
- viii. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- ix. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
- x. To receive nominations to a committee or sub-committee.
- xi. To dissolve a committee or sub-committee.
- xii. To note the minutes of a meeting of a committee or sub-committee.
- xiii. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- xiv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xv. To authorise legal deeds to be sealed by the Council's common seal and witnessed.

(See Standing Orders 90 and 91 below.)

- xvi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xvii. To extend the time limit for speeches.
- xviii. To exclude the press and public for all or part of a meeting.
- xix. To silence or exclude from the meeting a councillor or a member of the public for disorderly conduct.
- xx. To give the consent of the Council if such consent is required by Standing Orders.
- xxi. To suspend any Standing Order except those which are mandatory by law.**
- xxii. To adjourn the meeting.

- xxiii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxiv. To answer questions from councillors.
43. If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

Section Six: Rules of debate

44. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
45. Subject to Standing Orders 34-38 above, a motion shall not be considered unless it has been proposed and seconded.
46. Subject to Standing Order 32 iii above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
47. A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
48. A councillor may move amendments to their own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
49. Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.

The amendment shall not negate the motion.
50. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
51. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
52. Subject to Standing Order 51 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
53. Pursuant to Standing Order 51 above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
54. If an amendment is not carried, other amendments shall be moved in the order directed

by the Chairman.

55. If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
56. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding two minutes.
57. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
58. Subject to Standing Orders 55 and 56 above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
59. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the Standing Order which that councillor considers has been breached or specify the irregularity in the meeting which concerns the councillor.
60. A point of order shall be decided by the Chairman and the Chairman's decision shall be final.
61. With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
62. Subject to Standing Order 58 above, when a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for that person to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;

- viii. to adjourn the meeting;
 - ix. to suspend any Standing Order, except those which are mandatory.
63. In respect of Standing Order 62 iv above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

Section Seven: Code of Conduct

64. All councillors shall observe the Code of Conduct adopted by the Council.
65. All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
66. Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which that councillor has a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which he had the interest.
67. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
68. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
69. A dispensation request shall confirm:
 - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought
70. Subject to standing orders 67 and 68 above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
71. **A dispensation may be granted in accordance with standing order 68 above if having regard to all relevant circumstances the following applies:**
 - i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **Granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **It is otherwise appropriate to grant a dispensation**

72. **Upon notification by the district or unitary council that a councillor has breached the Council's Code of Conduct, the council shall consider what, if any, action to take against that councillor. Such action excludes disqualification or suspension from office**

Section Eight: Questions

73. A councillor may seek an answer to a question concerning any business of the Council provided two clear days' notice of the question has been given to the Proper Officer.
74. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
75. Every question shall be put and answered without discussion.

Section Nine: Minutes

76. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
77. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 41 ~~42~~iii above.
78. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
79. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, that Chairman shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but that view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”
80. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

Section Ten: Disorderly conduct

81. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
82. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
83. If a resolution made under Standing Order 82 above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

Section Eleven: Rescission of previous resolutions

84. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 16 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

85. When a special motion or any other motion moved pursuant to Standing Order 84 above has been disposed of, no similar motion may be moved within a further 6 months. This Standing Order and Standing Order 84 shall apply mutatis mutandis to the proceedings of Committees.

Section Twelve: Voting on appointments

86. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

Section Thirteen: Expenditure

87. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
88. **The Council's Financial Regulations shall be reviewed once a year.**
89. **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

Section Fourteen: Execution and sealing of legal deeds

See also Standing Order 42 xv above

90. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

91. **In accordance with a resolution made under Standing Order 90 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Town Mayor (or in the Town Mayor's absence the Deputy Town Mayor) and another member of the Council. Both the Town Mayor (or Deputy Town Mayor) and the member shall sign the deed as witnesses.**

Section Fifteen: Committees

See also Standing Orders 1-19 above

92. For the conduct of day to day business of the Council there shall be established four standing committees to be known as the:

- Policy & Management Committee
- Planning & Environment Committee
- Mayoralty Committee
- Audit Committee

93. There shall also be established a sub-committee of the Policy & Management Committee to be known as the:

- Staffing Sub-Committee

94. Each standing committee may appoint ad hoc advisory committees as they see fit.

95. The terms of reference of the standing committees and sub-committee shall be as follows:

Policy & Management Committee

96. Purpose of the Policy & Management Committee

To address and, where appropriate, formulate policy, other than that determined by the Planning & Environment Committee, for consideration by the Council; to manage the Council's financial and other assets as delegated by the Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business.

97. Functions of the Policy & Management Committee

- i. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them;
- ii. To maintain an overview of Council initiatives and report to the Council on their impact and effectiveness;
- iii. To make recommendations to the Council on constitutional issues;
- iv. To ensure the Council is adequately resourced to achieve its aims;

- v. To prepare annual budgets reflecting the Council's agreed strategy and priorities, putting these forward for the Council's approval and recommend a precept to the Full Council;
- vi. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and to scrutinising expenditure against budgets through the year;
- vii. To appoint the auditors of the accounts;
- viii. To consider the audited accounts and report on them to the Council;
- ix. To make recommendations to the Council on charges for the use of Council properties; and on other fees and charges;
- x. To decide on applications for grants made by local organisations;
- xi. To oversee the Council's banking and investment arrangements and keep investment policy under review;
- xii. To ensure the proper management of the properties and amenities owned, controlled or provided by the Council;
- xiii. To develop strategy on media relations, and to formulate policy on public participation;
- xiv. In consultation with the Town Clerk, to agree principles for the Management of Committee business;
- xv. To recommend appointment to outside bodies;
- xvi. To act as a channel for communications with external organisations;
- xvii. To prepare the Council's report presented at the Annual Town Meeting; and
- xviii. To oversee the maintenance and development of the Council's website.

Staffing Sub-Committee

98. Purpose of the Staffing Sub-Committee

To consider all matters relating to the appointment and management of Council staff and make recommendations to the Policy & Management Committee.

99. Functions of the Staffing Sub-Committee

- i. On behalf of the Policy & Management Committee to oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment and management of the Town Clerk;

- ii. To consider the remuneration, superannuation and terms of service of Council staff and make recommendations thereon to the Policy & Management Committee;
- iii. To ensure that the Council has in place good staffing policies including Harassment, Equal Opportunities, Disciplinary, Grievance, Health & Safety; and
- iv. To ensure there are appropriate arrangements for staff development and training and performance monitoring and appraisal.

Planning & Environment Committee

100. Purpose of the Planning & Environment Committee

To discharge the Council's functions relating to the local environment and infrastructure.

101. Functions of the Planning & Environment Committee

- i. To formulate, for the Council's consideration, policy towards the natural and built environment and principles to guide the Council's consideration of specific issues and proposals;
- ii. To consider and comment on policy proposals and initiatives by the Government or other authorities which have implications for the Town's environment, highways and amenities;
- iii. To consider and comment on all applications for planning permission and other matters within the terms of the Town and Country Planning Acts and related legislation;
- iv. On behalf of the Council, to take all action that the Council can lawfully take in relation to such matters.

Mayoralty Committee

102. Purpose of the Mayoralty Committee

To consider and make recommendations to the Full Council on the selection and appointment of the Town Mayor and Deputy Town Mayor

103. Functions of the Mayoralty Committee

- i. To recommend to the Full Council a policy for the appointment of Town Mayor and Deputy Town Mayor and to keep it under review;
- ii. To nominate a Town Mayor and Deputy Town Mayor each year for approval by

- the Council;
- iii. To consider and determine in consultation with the Town Mayor all matters relating to the Council's civic and ceremonial functions, and events; and
 - iv. To recommend to Full Council an allowance for the Town Mayor.

Audit Committee

104. Purpose of the Audit Committee

To provide assurance of the adequacy of the risk management framework and the associated control environment, and to oversee the financial reporting process.

105. Functions of the Audit Committee

- i. To consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- ii. To review annually the effectiveness of internal audit;
- iii. To receive all reports from the internal auditor; and
- iv. To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit

Accountability of Committees

106. The Standing Committees shall be accountable to the Council and shall report to each meeting of the Council except for the Statutory Annual Meeting. The Staffing Sub-Committee shall be accountable to the Policy & Management Committee.

Composition of Committees

107. The Policy & Management Committee shall comprise 19 councillors. The Town Mayor shall not be a member of the Policy & Management Committee.
108. The Staffing Sub-Committee shall comprise five councillors of whom one will be the Chairman of the Policy & Management Committee.
109. Meetings of the Staffing Sub-Committee shall be called by the Chairman of the Sub-Committee as required; the Town Clerk shall be responsible for Clerking the Sub-Committee.
110. The Planning & Environment Committee shall comprise 19 councillors. The Town Mayor

shall not be a member of the Planning & Environment Committee.

111. The Mayoralty Committee shall comprise six councillors of which at least three (if that is possible) shall have served as Town Mayor.
112. Meetings of the Mayoralty Committee shall be called by the Town Clerk as required; the Town Clerk shall be responsible for Clerking the Committee.
113. The Audit Committee shall comprise five councillors, one of whom shall be a Godalming Town Council member of the Godalming Joint Burial Committee.
114. Meetings of the Audit Committee shall be called by the Chairman of the Committee as required; the Responsible Finance Officer shall be responsible for Clerking the Committee.

Substitutes

115. Substitutes may be used when councillors are unable to attend meetings of the Mayoralty Committee or Staffing Sub-Committee or Audit Committee or **Neighbourhood Plan Ad Hoc Advisory Group**. Such substitutes may be called for any Committee meeting up to 4.00 pm on the day of the meeting.
116. Substitutes shall be of the same political group as that of the councillor being substituted.
117. The maximum number of substitutes permitted per Committee shall be as follows:

Staffing Sub-Committee	3
Audit Committee	3
Mayoralty Committee	3
Neighbourhood Plan Ad Hoc Advisory Group	3

(substitutes for the Mayoralty Committee must be qualified in accordance with Standing Order 111).

Frequency of Committee Meetings

118. As far as practicable the Planning & Environment Committee will meet approximately every three weeks and the Policy & Management Committee will meet approximately every six weeks. The Staffing Sub-Committee, Audit Committee, ~~and the~~ Mayoralty Committee **and the Neighbourhood Plan Ad Hoc Advisory Group** will meet as and when required.

Appointment of Committee Members

119. At least four weeks before the first business meeting of the Council after 1 May each year, the Town Clerk shall invite every councillor to state his/her preference for service on the Staffing Sub-Committee, Audit Committee, ~~and/or~~ the Mayoralty Committee and/or **and the Neighbourhood Plan Ad Hoc Advisory Group**. The Town Clerk shall also determine the number of places on those ~~two~~ four Committees which are to be filled by the members of each political group represented on the Council, ensuring, as far as possible, that the allocation of places reflects the balance of political representation on the Council as a whole.
120. The Council shall then appoint councillors to Committees at its first business meeting, having regard both to the preferences expressed by members and the provisions of Standing Order 119.

Term of Office of Standing Committees

121. The Council will determine the term of office of members of Standing Committees. In the absence of any decision, by the Council, to the contrary committee members will hold office until:
- i. They resign, collectively or individually and their successors are appointed; or
 - ii. A review of committee places by the Council; or
 - iii. Resignation as a member or members of the Council; or
 - iv. The first business meeting of the next Local Government Year. In an election year they shall retire when the Council is dissolved for the election.

Election of Chairmen and Vice-Chairmen

122. Each Standing Committee and Sub-Committee shall elect a Chairman and Vice-Chairman from among their number at meetings convened for this purpose or during the annual meeting of the Council at which the members of Standing Committees are appointed.

123. The term of office of Committee Chairmen and Vice-Chairmen shall be the same as that of their Committee. Chairmen and Vice-Chairmen may be re-elected for second and subsequent terms of office.

Procedure at Standing Committees

124. Agendas and any supporting papers, reports and minutes of all standing committees and sub-committees shall be circulated to all councillors at the same time as they are circulated to members of committees with the exception of confidential papers, reports and minutes of the Staffing Sub-Committee, which shall only be circulated to members of the relevant committee/sub-committee.
125. Any councillor, having given notice to the Chairman and the Town Clerk may attend any meeting of any Standing Committee and may address that meeting on an agenda item with the leave of the person in the chair for that meeting.
126. The provisions of Standing Orders 1 to 19 shall apply mutatis mutandis to all Committee proceedings provided that where, at any Committee, any resolution is carried by a majority of less than two votes, then immediately after the vote is taken it shall be open to any councillor present to propose that the motion shall be referred to the Town Council in the form of a recommendation for adoption at its next meeting. If such a proposition is supported by not less than one third of the councillor present at the meeting then the motion to which it relates shall be treated as a recommendation instead of a decision taken under delegated powers.
127. Standing Committees may, at their discretion, invite up to two individuals who are not members, including those who are not councillors, to take part in their discussions on particular subjects for periods up to one year. Such individuals may receive the Committee papers which relate to their subject; but may not attend for any business declared to be confidential by the Committee and may not vote on any Committee decisions, the period of such an individual's participation may be extended beyond one year.
128. Every Standing Committee may delegate to the Town Clerk, powers to exercise any of their functions in case of urgency or for other special reasons. The Town Clerk, if exercising such a power, must inform the Committee Chairman (or in his/her absence the Vice Chairman) before exercising the power and shall report on the matter to the next meeting of the Committee.

Godalming Joint Burial Committee

129. At the first business meeting of the Council following an election, six councillors shall be elected as the Council's representatives on the Godalming Joint Burial Committee to serve for the ensuing four-year term. The Joint Burial Committee is formed with Busbridge Parish Council who elect two Parish councillors to serve on the Committee.

Working Parties

130. Every Standing Committee may appoint one or more Working Parties for purposes, which shall be specified in terms of reference by the Standing Committee. The Committee shall also prescribe the time limit, not exceeding one-year, within which the Working Party must complete its work. A Working Party shall be disbanded as soon as it has completed the tasks given to it.
131. Each Working Party will provide a regular update to appointing Standing Committee, that update shall form a standing item on the agenda of that Committee. Otherwise the procedure of the Working Party may be informal.

Ad hoc Advisory Committees

132. Every Standing Committee may appoint one or more ad hoc advisory committees for purposes, which shall be specified in terms of reference by the Standing Committee.
133. The Standing Committee will determine the membership of the advisory committee noting that all the members of an advisory committee may be non-councillors.
134. The provisions of Standing Orders 1 to 19 shall apply mutatis mutandis to all advisory committee proceedings (but only in so far as those provisions can apply to non-councillors). Non-councillor members of an advisory committee are not bound by the Code of Conduct but are expected to declare pecuniary and non-pecuniary interests at meetings of the advisory committee as though they were bound by the Code.
135. Agendas and any supporting papers, reports and minutes of an advisory committees shall be circulated to all members of that advisory committee. Reports and minutes of an advisory committee will be circulated to all councillors at the same time as they are circulated to members of the committee and will be received on the next agenda of the parent Committee.

Section Sixteen Extraordinary meetings

See also Section One above

136. **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
137. **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
138. The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
139. If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

Section Seventeen: Financial Matters

140. All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
141. The Responsible Finance Officer shall report a summary of payments made to each ordinary meeting of the Policy & Management Committee. The vouchers supporting those payments shall be tabled at each such meeting for inspection. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.
142. **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
143. Any committee desiring to incur expenditure shall give the Responsible Finance Officer a written estimate of the expenditure recommended for the coming year no later than December.
144. The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer, which shall include detailed arrangements in respect of the following:
- i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 - v. procurement policies (subject to Standing Order 141 below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
145. **Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in Standing Order 142 below.**

146. Subject to additional requirements in the Financial Regulations of the Council the formal tender process shall comprise, as a minimum, the following steps:
- i. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - v. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - vi. tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee.
147. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
148. **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

Section Eighteen: Canvassing of and recommendations by Councillors

149. Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
150. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
151. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

Section Nineteen: Inspection of documents, confidential or sensitive Information & unauthorised activities

152. Subject to Standing Orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.
153. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest
154. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
155. A councillor in breach of the provisions of Standing Order 149 above may be removed from a committee or a sub-committee by a resolution of the Council
156. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

Section Twenty: Matters affecting Council staff

157. If a meeting considers any matter personal to a Council employee, it shall not be considered until the body meeting has decided whether or not the press and public shall be excluded pursuant to Standing Order 3 above.
158. Subject to the Council's policy regarding absences from work, the Council's most senior employee present shall notify the Chairman of the Policy & Management Committee or, in the absence of that Chairman, the Chairman of the Staffing Sub-Committee if any absence is likely to occasion the closing of the Town Council's offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Sub-Committee.
159. The Chairman of the Staffing Sub-Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Sub-Committee, shall conduct an annual appraisal of the Town Clerk in accordance with the Council's Appraisal Scheme. Other staff appraisals shall be conducted by the Town Clerk or Deputy Town Clerk in accordance with the Appraisal Scheme.
160. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Staffing Sub-Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-Committee.
161. Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice-Chairman of the Staffing Sub-Committee this shall be communicated to the Chairman of the Policy & Management Committee and the Chairman of the Policy & Management Committee shall determine whether the matter shall be reported back and progressed by resolution of the Staffing Sub-Committee or by resolution of the Policy & Management Committee.
162. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

163. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
164. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
165. Only the Town Clerk or the Chairman of the Staffing Sub-Committee or, in the absence of the Chairman, the Vice-Chairman of the Staffing Sub-Committee shall have access to employee records referred to in Standing Orders 159 and 160 above if so justified.
166. Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 159 and 160 above shall be provided only to the Town Clerk or the Chairman of the Staffing Sub-Committee.

Section Twenty-one: Freedom of Information Act

167. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
168. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Policy & Management Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 32 x above.

Section Twenty-two: Relations with the press/media

169. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
170. In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

Section Twenty-four: Standing Orders generally

171. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
172. A motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.
173. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor upon delivery of that councillor's declaration of acceptance of office.
174. The Chairman's decision as to the application of Standing Orders at meetings shall be final.
175. A councillor's failure to observe Standing Orders more than three times in one meeting may result in that councillor being excluded from the meeting in accordance with Standing Orders.

GODALMING TOWN COUNCIL
SCHEDULE OF MEETINGS 2017/18

MAY 2017

8	Audit	7.00PM	Council Chamber
11	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/Bor Hall ✓
18	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber
21	ROGATION SUNDAY (BEATING THE BOUNDS)	3.30PM	St John's Farncombe (TBC)
22	Neighbourhood Plan Ad-Hoc Advisory	6.00PM	Pepperpot

JUNE 2017

8	Planning & Environment Staffing Sub	7.00PM 7.30PM**	Council Chamber
??	CIVIC SERVICE	10.30AM	TBA
15	Joint Burial (Approval of Internal Audit)	5.00PM	Nightingale Cemetery/CC
29	Planning & Environment Policy & Management (Grants)	7.00PM 7.30PM**	Council Chamber

JULY 2017

17	Neighbourhood Plan Ad-Hoc Advisory	6.00PM	Pepperpot
20	Planning & Environment	7.00PM	Council Chamber
27	Full Council	7.00PM	Council Chamber

AUGUST 2017

17	Planning & Environment Staffing Sub	7.00PM 7.30PM**	Council Chamber
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** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

SEPTEMBER 2017

7	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber
14	Joint Burial	5.15PM	Eashing Cemetery/CC
18	Neighbourhood Plan Ad-Hoc Advisory	6.00PM	Pepperpot
21	Full Council	7.00PM	Council Chamber
28	Planning & Environment Audit	7.00PM 7.30PM**	Council Chamber

OCTOBER 2017

19	Planning & Environment Policy & Management (Grants)	7.00PM 7.30PM**	Council Chamber
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NOVEMBER 2017

9	Joint Burial (Budget) Planning & Environment	5.30PM 7.00PM**	Council Chamber
12	REMEMBRANCE SUNDAY	10.15AM	
20	Neighbourhood Plan Ad-Hoc Advisory	6.00PM	Pepperpot
23	Full Council	7.00PM	Council Chamber
30	Planning & Environment Policy & Management (Budget)	7.00PM 7.30PM**	Council Chamber

DECEMBER 2017

7	Mayoralty	7.00PM	Town Clerk's Office
21	Planning & Environment Staffing Sub	7.00PM 7.30PM**	Council Chamber

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

JANUARY 2018

11	Planning & Environment Policy & Management (Grants)	7.00PM 7.30PM**	Council Chamber
18	Full Council (Precept)	7.00PM	Council Chamber
22	Neighbourhood Plan Ad-Hoc Advisory	6.00PM	Pepperpot

FEBRUARY 2018

1	Planning & Environment Staffing Sub	7.00PM 7.30PM**	Council Chamber
22	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber

MARCH 2018

15	Planning & Environment Audit (Review System of Internal Control)	7.00PM 7.30PM**	Council Chamber
19	Neighbourhood Plan Ad-Hoc Advisory	6.00PM	Pepperpot
22	Joint Burial Full Council	5.30PM 7.00PM**	Council Chamber

APRIL 2018

5	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber	
19	ANNUAL TOWN MEETING	8.00PM	Council Chamber	
26	Planning & Environment	7.00PM	Council Chamber	
27	MAYORALTY RECEPTION & DINNER	7.15PM	Wilfrid Noyce Centre	✓

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

MAY 2018

3	Audit	7.00PM	Council Chamber
6	ROGATION SUNDAY (BEATING THE BOUNDS)	3.30PM	St Marks (TBC)
10	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/Bor Hall
17	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

FESTIVALS:

Spring Festival (1st Saturday in April)
 Summer Festival (1st Saturday in July)
 Staycation (1st complete week in August)
 Christmas Festival (Last Saturday in November)

Event	Date
Pancake Races	Tuesday, 28 February 2017
Farmers' Market	Saturday, 25 March 2017
Spring Festival – Spring into Godalming	Saturday, 1 April 2017
Farmers' Market	Saturday, 29 April 2017
St John's Spring Fair	Saturday, 29 April 2017 (TBC)
Annual Council/Mayor Making	Thursday, 11 May 2017
Godalming Run	Sunday, 14 May 2017
Rogation Sunday	Sunday, 21 May 2017
Farmers' Market	Saturday, 27 May 2017
Town Show	Saturday, 3 June 2017
Farmers' Market	Saturday, 24 June 2017
Summer Food Festival	Saturday, 1 July 2017
Farmers' Market	Saturday, 29 July 2017
Staycation	Saturday, 5–Sunday, 13 August 2017
Farmers' Market	Saturday, 26 August 2017
Farmers' Market	Saturday, 23 September 2017
Farmers' Market	Saturday, 28 October 2017
Remembrance Sunday	Sunday, 12 November 2017
Christmas Festival & Light Switch-On	Saturday, 25 November 2017
Blessing of Crib & Carol Service	Saturday, 9 December 2017 (TBC)

** Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

13. WEBSITE

HOW TO GIVE FEEDBACK ABOUT NEW WEBSITE

Please check out the Town Council's website www.godalming-tc.gov.uk we need as much feedback as possible.

Please test and click and let us know anything that you find that doesn't seem quite right.

Please put your comments in writing (by e-mail is fine) – there is no guarantee we can remember and deal with an oral comment particularly if we get lots of them.

We will log and work through all written comments but not necessarily solve them at the same time – if you raise more than one issue you may find one issue dealt with quickly and another is delayed (some things are easier to do than others!) We will give feedback on how we propose to deal with your comments within five working days of receiving them.

What we need to know

In order of priority:

WHAT IS ALREADY THERE – CONTENT

- Factual inaccuracy
- Proof reading errors (grammar, punctuation & spelling)
- Broken links or links that go somewhere that is not where it should go

WHAT IS ALREADY THERE – DESIGN

- Images – appropriate for the page/subject
- Headings – clear?
- Information arranged logically
- Navigable

WHAT IS NOT THERE

- What else should the website include?

Farncombe Initiative – Progress Report

Background

1. The Committee, at its meeting on 17 October 2013, agreed to support an initiative designed to engage with people, businesses and groups in the Farncombe/Binscombe area to gather community views and to help identify key improvements sought for the area. The Committee subsequently received a report from me setting out the key issues raised at a public meeting in the area and informing the Committee that a small group of local people had volunteered to come together and look at how these issues might be addressed and taken forward. I have subsequently provided written and oral reports to the Committee on the progress of the Initiative. This report reminds members of achievements to date and describes progress since the last meeting.

Resources

2. The principal resource available to the Initiative is the energy being supplied by local residents who have become involved with the Initiative through their attendance at meetings to discuss priorities and projects, the work they do to research and produces reports on a range of local needs (e.g. on where we might place extra public seating in the community) and the time they give to litter picks, planting bulbs etc. Finance to secure the improvements identified by the community as priorities is available as a result of a £14,000 fund which comprises £7,000 granted by the Town Council and £7,000 from my County Councillor local allocation. The other key resource available to the Initiative is the support provided by Town Council staff, especially the projects officer, in providing admin and project support. Currently £2321 of the £14,000 fund remains available.

Achievements

4. Main achievements to date can be summarised:-

- Provision of improved and additional litter bins.
- Resurfacing of pavements in Farncombe centre

- Clearance and planting of unsightly amenity area
- Planting of spring bulbs around the area
- Erection of a village sign
- Area litter picks
- Securing and running three staycation events in Farncombe
- Two Farncombe Aquathons organised.
- Christmas lights provision and annual switch on event
- Provision of public seat at site prioritised by local people
- Provision of tree and planter in Farncombe Street.
- Successfully campaigning to persuade Waverley to reopen public toilet provision in Farncombe.
- Providing general public information about the Initiative and how to get involved.

5. Projects currently being worked on for delivery in the near future include:-

- A blue Plaque to commemorate Jack Philips
- Further public seat provision to be considered.
- Working with South West Trains on a range of issues around the station, following a very successful first meeting.
- Further public meeting planned to seek more community input and engagement
- Developing plans for improvement of shopping parades in Binscombe.
- Meeting arranged with local business community to seek to engage them in the Initiative

6. The great strength of the Initiative is that its energy and direction is supplied by local people wanting to invest their time in a direct and practical way in improving their own community. There are on occasions frustrations at the perceived lack of progress in delivering some of the projects but overall there is an increasing understanding of what is needed to get things done and a sense of satisfaction in what has been achieved.

Steve Cosser

December 2016

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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