

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

24 December 2015

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

Louise P Goodfellow
Town Clerk

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

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

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 17 December 2015, 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. REVISED ESTIMATES 2015/16 AND BUDGET 2016/17

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

Members are asked to consider the budget, agree the revised estimates for 2015/16 and to make a recommendation to Full Council as to the level of precept to be set for the financial year 2016/17.

8. SCHEDULE OF MEETINGS 2016/17

Members to note the schedule of meetings for the civic year 2016/17 (copy attached for the information of Members) and recommend the schedule to Full Council.

9. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to receive an oral update on the project so far from the Facilities Manager.

10. INTERNET BANKING

Members to consider a report (attached for the information of Members) from the Finance Administrator and the Responsible Finance Officer and, if appropriate, to make a recommendation to Full Council.

11. COMMUNICATIONS WORKING GROUP – WEBSITE

Members to consider a report (attached for the information of Members) from the Communications Working Group.

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON DISTRICT SCOUT COUNCIL

Members are asked to note a report from Councillor Wheatley on the District Scout Council (report attached for the information of Members) an organisation on which Councillor Wheatley represents the Town Council.

13. APPLICATIONS FOR GRANT AID

Information:	2015/2016 Grants Budget	£ 55,000.00
	Allocations this year to date	41,759.00 *
	Balance available for allocation	13,241.00
	Applications this meeting	25,800.00
	Balance unallocated if applications agreed	-12,559.00

* Allocations this year to date:

£

9 April 2015	Citizens Advice Waverley (Godalming Bureau)	28,000.00
	Godalming Museum Trust	5,000.00
	Victim Support	100.00
	Godalming Round Table	200.00
	St Johns Spring Fair	132.00
	Friends of Broadwater Park**	93.00
	The Godalming Trust**	208.00
	Godalming & District Community First Responders**	126.00
	The Cellar Café	800.00
11 June 2015	National Autistic Society	2,500.00
	Waverley Borough Council	2,000.00
	Churches Together in Godalming & District	600.00
15 October 2015	The Godalming Trust	1,000.00
	Sport Godalming	1,000.00
	Total	41,759.00

**Grant Aid in Kind

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members. Members to note that, as shown above, the value of the applications exceeds the sum available by £12,559.

The Clockhouse

£5,000 is applied for as a contribution towards the costs of a replacing the day care centre's second aged mini bus.

Members to note that on 29 October 2015 Surrey County Council allocated £27,761 from the Community Improvements Fund - Leader's Initiative to this project "subject to confirmation that the balance of funding had been raised and that the publicity of the SCC logo on the vehicle to be taken from the project costs". This sum together with the £19,227 already raised gives a total funding sum of £46,988 – the total exceeding the estimated cost by £4,988. The Town Clerk has called the applicant to ask if this application still needs to be considered but at the time of writing has not had her call returned – she will try again after the Christmas break and report orally at the meeting.

Development Football Ltd

£4,000 is applied for as a contribution towards some 9-a-side portable goals for the training and soccer camps.

Previous Grants – None

Friends of Broadwater Park

£1,800 is applied for to fund six new trees at the Broadwater Park entrance areas to soften the environmental impact of the much needed new leisure centre on the park.

Previous Grants – None but has received Grant Aid in Kind in the form of free use of Broadwater Park Community Centre.

Moss Lane School Association

£10,000 is applied for as financial assistance towards the cost of the school's playground refurbishment (in particular Phase 2).

Previous Grants – None

Waverley Hoppa Community Transport

£5,000 is applied for to assist in providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and the surrounding villages.

Previous Grants: £1,000 in 2004/5, £5,000 in 2008/9, £5,000 in 2009/10, £5,000 in 2010/11, £5,000 in 2011/12, £5,000 in 2012/13, £5,000 in 2013/14 and £5,000 in 2014/15.

14. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 18 February 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

15. ANNOUNCEMENTS

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

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

16. THE SQUARE

Members to consider a confidential oral report from the Town Clerk.

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
THE SQUARE	Town Clerk		This matter is now a standing confidential item and appears on the agenda.	N/A		
THE WILFRID NOYCE CENTRE	Town Clerk	162-13 and 273-13 (95-12, 250-12, 337-12, 90-14 & 468-13 also refer)	An update report is included on the agenda for this meeting - at that point the Facilities Manager will also report orally.	Interim Date 4/12/14 Original Contract completion date 31/10/15		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	Complete for 2014/15 with the adoption of new Financial Regulations on 15 January 2015. To be reviewed before 31 March 2016	31/03/16		
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 15 October 2015. Further reports expected at approximately six-monthly intervals. Next report due 28 April 2016	N/A		
FLOOD ALLEVIATION – formerly headed “EMERGENCY PLANNING”	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. The Godalming Flood Alleviation Steering Group plan to hold a public consultation event in the Borough Hall on Thursday 21 January 2016. The exact details of the event are yet to be finalised an expected confirmation date of 4 th January has been given by the EA, from which GTC will conduct a letter drop and publicity campaign to inform residents.	23/10/14	unknown	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015 and 2 December 2015. Report on the agenda for this meeting			
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Report received 23 July 2015 – service of all agendas by post remains but incremental approach adopted to moving towards mixed service according to Members' needs	11/06/15	23/07/15	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming & District Chamber of Commerce	Cllr Poulter	81-15	Report received 23 July 2015	23/07/15		23/07/15
SCC – Tree Wardens	Cllr Williams	81-15	Report received 3 September 2015	3/09/15		3/09/15
Godalming Museum Trust	Cllr Gordon-Smith	81-15	Report received 3 September 2015	3/09/15		3/09/15
Sport Godalming	Cllr P Martin	81-15	Report received 15 October 2015	15/10/15		15/10/15
Godalming Together CIC	Cllr A Bott	81-15	Report received 17 December 2015	15/10/15		17/12/15
Waverley Cycle Forum	Cllr Walden	81-15	Report received 17 December 2015	26/11/15		17/12/15
SSALC (formerly SCAP&TC)	Cllr Cosser	81-15	Report received 17 December 2015	26/11/15		17/12/15
District Scout Council	Cllr Wheatley	81-15	Report on the agenda for this meeting	7/01/16		
Fairtrade Steering Group	Cllr Wheatley	81-15		18/02/16		
Waverley Citizens' Advice Bureau	Cllr S Bott	81-15		18/02/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Farncombe Day Centre	Cllr Gray	81-15		24/03/16		
Godalming/Joigny Friendship Association	Cllr Bott	81-15		19/05/16		

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

Event	Date
Pancake Races	Tuesday, 9 February 2016
Town Council By-election (Central & Ockford Ward)	Thursday, 11 February 2016
Farmers' Market	Saturday, 26 March 2016
Spring Festival – Spring into Godalming	Saturday, 2 April 2016
Farmers' Market	Saturday, 30 April 2016
Rogation Sunday	Sunday, 1 May 2016
Police & Crime Commissioner's Elections	Thursday, 5 May 2016
St John's Spring Fair	Saturday, 30 April 2016 (TBC)
Annual Council/Mayor Making	Thursday, 12 May 2016
Godalming Run	Sunday, 22 May 2016
Farmers' Market	Saturday, 28 May 2016
Town Show	Saturday, 4 June 2016
Queen's 90 th Birthday	Sunday 12 June 2016
Farmers' Market	Saturday, 25 June 2016
Summer Food Festival	Saturday, 2 July 2016
Farmers' Market	Saturday, 30 July 2016
Staycation	Saturday, 6–Sunday, 14 August 2016
Farmers' Market	Saturday, 27 August 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)

7. REVISED ESTIMATES 2015/16 AND BUDGET 2016/17

Purpose of this report

This report sets out revised estimates for the current financial year and a draft budget for the financial year 2016/17. In doing so the report identifies the level of the precept for the year commencing 1 April 2016 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 2015/16 base budget and the draft base budget for 2016/17. This document is printed on green paper. Second is the 34 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 yellow paper. Members are urged to concentrate on the summary on pages 1 and 2 of those 34 pages. There are four relevant columns on each of those pages – furthest to the left are the actual expenditure figures for 2014/15. Then to the right of the narrative description comes three columns of figures – the first is the budget agreed in January 2015 as the budget for 2015/16; 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 2014/15 are shown followed by those originally agreed for the current year (with the balances brought forward restated to match the 2014/15 actuals) then a revised projection for the current year and a projection for the year 2016/17.

Wilfrid Noyce Centre Refurbishment

For the first time the budget figures include the full expenditure on the Wilfrid Noyce Centre refurbishment project (provision for debt charges was made in the original 2015/16 revenue budget). To date we have chosen to talk about the project as a capital project as distinct from the revenue budget. And, so it is. However, at this level of Local Government accounting requirements do not recognise a distinction between capital and revenue; so the revised estimates for 2015/16 incorporate the project as revenue expenditure (and the borrowing etc as income to the revenue account). This particular cost centre is shown at pages 33 & 34 of the detailed report on yellow pages. Note that a 2½% retention is shown as being spent in 2016/17 and funded from the reserve to be kept for that purpose.

Note also that the funding of the project relies upon a £20,000 donation from the Chamber of Commerce to be spread over eight years commencing in the current year. This is dealt with in the estimates by the creation of a new reserve which will (unusually) have a negative balance – it might be helpful to think of it as the project borrowing from existing reserves.

Revised Estimates 2015/16

The revised estimate figures for 2015/16 indicate an underspend of £660 which is then shown as a contribution to the revenue reserve (on the GTC Office cost centre page (page 3 of 34) £660 has been added to the contributions to provisions line under Supplies & Services heading). These revised estimates absorb considerable additional revenue expenditure on the Wilfrid Noyce Centre some of which may be repayable in due course.

Budget 2016/17

The 2016/17 draft budget yields a net budget requirement of £514,242 (being 12.5% higher than the £457,022 required in 2015/16). This translates to a 9.5% increase at Band D (because the Band D equivalent figure has risen from 8,653.9 households to 8,892.9 households). That is an increase of £5.02 per Band D property or 10p a week (a Band H household would therefore pay an extra £10.04 per year or 20p a week).

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

As previously agreed the costs of funding the additional debt charges (£24,700) associated with the Wilfrid Noyce Centre refurbishment are met by the growth in the tax base (£12,622 i.e. 239 households at £52.81), the planned decrease in the Neighbourhood Plan budget (£8,000) and the net additional income anticipated from the Wilfrid Noyce Centre (£6,220). Thus the refurbishment of the centre has been funded without a need to increase taxation.

There are however, other budgetary pressures that need to be funded and these do give rise to a requirement to increase the overall level of the budget. These are listed in the statement of variation but may be summarised as: £13,540 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); £7,700 to fund a new website; £12,000 as a provision for bad and doubtful debt and £9,450 to give a working balance to the New Initiatives Fund (which was depleted to fund the Wilfrid Noyce Centre and the Flood alleviation reserve).

Members are asked to agree the revised estimates for 2015/16 and the draft budget for 2016/17 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 £514,242 for the financial year 2015/16.

Godalming Town Council
Statement of Variation 2015/16 Budget to 2016/17 Budget

Variation between 2015/16 Base Budget and 2016/17 Base Budget

	£	
2015/16 Budget (net) i.e. Precept	457,022	
Add inflation (net)	7,851	
Less increased Customer & Client Receipts	-8,400	
Add additional running costs for WNCC (additional income inc above)	2,180	
Add Full Year Effect of Capital Financing Costs re Wilfrid Noyce	24,700	
Less planned decrease in Neighbourhood Plan Budget	-8,000	
Less reduced cost of Newsletters	-600	
Add increased contribution to JBC as consequence of higher taxbase	174	
Add estimated costs of creating new website	7,700	
Add anticipated loss of grant from WBC	1,360	
Add provision for future loss of grant from WBC	12,180	
Add provision for bad & doubtful debt	12,000	
Less provision previously made re The Square	-3,375	
Add contribution to New Initiatives Fund	9,450	
Estimated Budget Requirement 2016/17	<u>514,242</u>	
Total increase required	57,220	
% increase in cash terms	12.52%	
Tax base 2015/16 (Band D Equivalent figure)	8653.9	
Precept per Band D property 2015/16	£52.81	
Tax base 2016/17 (Band D Equivalent figure)	8892.9	
Precept per Band D property 2016/17	£57.83	9.50%

Godalming Town Council
Statement of Variation 2015/16 Budget to 2016/17 Budget

Variation between 2015/16 Base Budget and 2016/17 Base Budget

2015/16 Budget (net) i.e. Precept	£	457,022
Add inflation (net)	7,851	
Less increased Customer & Client Receipts	-8,400	
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Tax base 2016/17 (Band D Equivalent figure)	8892.9	
Precept per Band D property 2016/17	£57.83	9.50%

GTC Summary Revenue Budget

	2014/15 Actual £	2015/16 Budget £	2015/16 Revised Estimate £	2016/17 Budget £	Variation £	Notes
Employees						
219,255 Direct employee expenses		259,487	246,671	239,633	-19,854	
2,421 Indirect employee expenses		4,390	2,200	4,400	10	
Premises Related Expenditure						
14,495 Repairs, alteration & maintenance of buildings		9,000	869,058	25,649	16,649	
10,536 Energy costs		8,410	12,637	8,400	-10	
0 CRC allowances		0	0	0	0	
11,620 Rents		13,000	27,000	13,000	0	
5,358 Rates		5,500	3,956	6,010	510	
1,132 Water services		1,050	4,432	1,150	100	
2,607 Fixtures and fittings		1,000	46,321	1,000	0	
23,265 Cleaning & domestic supplies		18,500	18,430	24,300	5,800	
15,913 Grounds maintenance costs		4,620	6,300	4,500	-120	
7,994 Premises insurance		8,220	8,307	8,430	210	
12,975 Contribution to premises-related provisions		13,975	13,975	10,600	-3,375	
Transport Related Expenditure						
0 Public transport		0	610	0	0	
1,061 Car allowances		1,400	1,870	1,200	-200	
Supplies & Services						
5,468 Equipment, furniture and materials		8,100	119,541	3,500	-4,600	
110 Catering		0	1,250	200	200	
1,000 Clothes, uniform & laundry		1,000	3,094	1,200	200	
5,228 Printing, stationery & general office expenses		11,200	11,320	6,100	-5,100	
105,820 Services		86,503	136,537	65,220	-21,283	
20,300 Communications & computing		29,060	29,175	30,520	1,460	
5,636 Expenses		7,065	9,065	9,200	2,135	
59,788 Grants & Subscriptions		59,570	64,270	60,850	1,280	
53,220 Contributions to provisions		4,000	24,598	48,630	44,630	
25,786 Miscellaneous expenses		4,600	9,203	5,000	400	
Third Party Payments						
61,415 Godalming Joint Burial Committee		61,415	61,521	61,589	174	
Income						
0 Government Grants		0	-841,000	0	0	Borrowing not grant
-60,747 Other grants, reimbursements & contributions		-62,040	-62,627	-27,430	34,610	
-94,980 Customer & client receipts		-71,350	-134,274	-85,750	-14,400	
-1,309 Interest		-600	-1,200	-900	-300	
-73,343 Recharges		-50,553	-246,518	-57,159	-6,606	
442,024 Net Cost of Services		436,522	445,722	469,042	32,520	
0 Capital Financing Costs (Not inc in net cost of Services)		20,500	11,300	45,200	24,700	
442,024 Net Expenditure (Precept)		457,022	457,022	514,242	57,220	

Net Expenditure by Cost Centre

	£	£	£	£	£
329,386 GTC	360,541	346,575	404,652	44,111	0
1,575 Allotments	1,050	4,082	1,050	0	100
593 Bandstand	200	14	300	391	0
7,700 Broadwater Park Community Centre	7,821	6,134	7,430	0	2,135
28,786 Christmas Lights	39,000	39,000	39,000	0	0
11,019 Civic Expenses	13,465	19,359	15,600	2,135	0
1,243 Community Navigator	0	0	0	0	0
-400 Festivals & Markets	-400	-400	-400	0	0
3,820 Land & Property Other	4,720	2,180	4,500	-220	-8,000
13,000 Neighbourhood Plan	8,000	8,000	0	0	30
2,818 Peppercot	2,080	2,140	2,110	0	0
3,200 Staycation	3,200	3,200	3,200	0	-3,375
-5,101 The Square	-8,625	-7,800	-12,000	0	-1,870
-4,515 Town Promotion	0	0	0	0	0
48,900 Wilfrid Noyce	5,470	23,418	3,600	-1,870	0
0 Wilfrid Noyce Refurbishment	0	-180	0	0	0
442,024 Net Cost of Services	436,522	445,722	469,042	32,520	

Cost Centre: GTC Office

2014/15 Actual £		2015/16		2016/17 Budget £	Variation £
		2015/16 Budget £	Revised Estimate £		
	Employees				
137471	Direct employee expenses	160498	155873	162103	1605
16208		20833	14173	21040	207
21015		30595	28366	30900	305
10695		0	3321	0	0
1144	Indirect employee expenses	2890	2000	2700	-190
1194		1500	0	1500	0
0		0	200	200	200
	Premises Related Expenditure				
843	Repairs, alteration & maintenance of buildings	0	730	750	750
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	0	0	0
61	Cleaning & domestic supplies	0	50	50	50
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				
0	Public transport	0	0	0	0
445	Car allowances	1000	1000	1000	0
	Supplies & Services				
0	Equipment, furniture and materials	1500	500	500	-1000
0	Catering	0	200	200	200
0	Clothes, uniform & laundry	0	100	200	200
3853	Printing, stationery & general office expenses	5200	4800	5200	0

Cost Centre: GTC Office

2014/15 Actual £	2015/16		2016/17 Budget £	Variation £
	2015/16 Budget £	Revised Estimate £		
3806 Services	7000	5645	7000	0
921	3300	2000	3300	0
7720	7700	8241	8470	770
641	700	900	1000	300
2463 Communications & computing	2600	2600	2600	0
1628	4500	2500	2300	-2200
4390	5700	6700	6700	1000
0	2300	0	10000	7700
1132	0	125	0	0
3375	4600	4000	4000	-600
0 Expenses	0	0	0	0
0	0	0	0	0
0	0	0	0	0
54886 Grants & Subscriptions	55000	55000	55000	0
3395	4000	5000	5200	1200
28689 Contributions to provisions	0	6620	33630	33630
1447 Miscellaneous expenses	3000	1000	3000	0
Third Party Payments				
61415 Godalming Joint Burial Committee	61415	61521	61589	174
0 Income	0	0	0	0
-15932	-13540	-13540	-12180	1360
-1649	0	-700	0	0
-1309	-600	-1200	-900	-300
-33781	-25750	-25750	-27000	-1250
329386 Net Expenditure	360541	346575	404652	44111

Cost Centre: Allotments

2014/15 Actual £		2015/16		2016/17 Budget £	Variation £
		2015/16 Budget £	Revised Estimate £		
	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	410	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
76	Water services	100	80	100	0
0	Fixtures and fittings	0	0	0	0
592	Cleaning & domestic supplies	0	290	0	0
13366	Grounds maintenance costs	1900	4020	1900	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

Cost Centre: Allotments

2014/15 Actual £	2015/16		2016/17 Budget	Variation £
	2015/16 Budget	Revised Estimate		
0 Services	0	530	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 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	20	0	0
Third Party Payments				
0 Godalming Joint Burial Committee	0	0	0	0
0 Income	0	0	0	0
0 Government Grants	0	0	0	0
0 Other grants etc	0	0	0	0
-2131 Customer & client receipts	-1950	-2268	-1950	0
0 Interest	0	0	0	0
-11328 Recharges	0	0	0	0
1575 Net Expenditure	1050	4082	1050	0

Cost Centre: Bandstand

2014/15 Actual £		2015/16		2016/17 Budget £	Variation £
		2015/16 Budget £	Revised Estimate £		
	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				
1259	Repairs, alteration & maintenance of buildings	1000	700	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

Cost Centre: Bandstand

2014/15 Actual £	2015/16			2016/17 Budget £	Variation £
	2015/16 Budget £	Revised Estimate £	2016/17 Budget £		
0 Services	0	0	0	0	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	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Expenses	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Grants & Subscriptions	0	0	0	0	0
245	100	100	100	100	0
0 Contributions to provisions	0	0	0	0	0
70 Miscellaneous expenses	0	0	0	0	0
Third Party Payments					
0 Godalming Joint Burial Committee					0
0 Income	0	0	0	0	0
0	0	0	0	0	0
-981	-900	-786	-800	-800	100
0	0	0	0	0	0
0	0	0	0	0	0
593 Net Expenditure	200	14	300	300	100

Cost Centre: Broadwater Park Community Centre

2014/15 Actual £	2015/16		2016/17		Variation £
	2015/16	Revised	2016/17	Budget	
	£	Estimate	£	£	
	Employees				
8194 Direct employee expenses	9971	10211	10070	99	
758	1296	1016	1310	14	
276	1894	471	1910	16	
0	0	0	0	0	
0 Indirect employee expenses	0	0	0	0	
0	0	0	0	0	
	Premises Related Expenditure				
7735 Repairs, alteration & maintenance of buildings	3000	3000	3000	0	
3853 Energy costs	3300	3300	3300	0	
0 CRC allowances	0	0	0	0	
0 Rents	0	0	0	0	
1272 Rates	1300	1296	1330	30	
439 Water services	350	450	450	100	
0 Fixtures and fittings	0	0	0	0	
7517 Cleaning & domestic supplies	6900	7500	7650	750	
1432 Grounds maintenance costs	1200	1200	1200	0	
900 Premises insurance	900	900	920	20	
3000 Contribution to premises-related provisions	3000	3000	3000	0	
	Transport Related Expenditure				
0 Public transport	0	0	0	0	
0 Car allowances	0	0	0	0	
	Supplies & Services				
607 Equipment, furniture and materials	1000	500	700	-300	
0 Catering	0	0	0	0	
0 Clothes, uniform & laundry	0	0	0	0	

Cost Centre: Broadwater Park Community Centre

2014/15 Actual £	2015/16		2016/17		Variation £
	Budget £	Revised Estimate £	Budget £	Budget £	
56 Printing, stationery & general office expenses	200	100	100	100	-100
0 Services	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
56 Communications & computing	100	0	0	0	-100
511	350	350	350	350	0
281	890	600	890	890	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Expenses	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Grants & Subscriptions	0	0	0	0	0
235	170	240	250	250	80
0 Contributions to provisions					0
0 Miscellaneous expenses					0
0 Income	0	0	0	0	0
-93	0	0	0	0	0
-28028	-28000	-28000	-29000	-29000	-1000
0	0	0	0	0	0
-1301	0	0	0	0	0
7700 Net Expenditure	7821	6134	7430	7430	-391

Cost Centre: Christmas Lights

2014/15 Actual £	2015/16 Budget £	2015/16 Revised Estimate £	2016/17 Budget £	Variation £
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				
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

Cost Centre: Christmas Lights

2014/15 Actual £	2015/16			2016/17 Budget £	Variation £
	2015/16 Budget £	Revised Estimate £	2015/16 Budget £		
33226	39000	32000	34000	-5000	
Services					
0	0	0	0	0	
Professional Fees					
Audit fees					
0	0	0	0	0	
Insurance					
0	0	0	0	0	
bank charges					
0	0	0	0	0	
0	0	0	0	0	
Communications & computing					
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	
0	0	0	0	0	
Expenses					
0	0	0	0	0	
0	0	0	0	0	
Mayor's allowance					
0	0	0	0	0	
Members' expenses					
0	0	0	0	0	
0	0	0	0	0	
Grants & Subscriptions					
0	0	0	0	0	
0	0	0	0	0	
Contributions to provisions					
0	0	10200	8500	8500	
Miscellaneous expenses					
0	0	0	0	0	
0	0	0	0	0	
Third Party Payments					
0	0	0	0	0	
Godalming Joint Burial Committee					
0	0	0	0	0	
0	0	0	0	0	
Income					
0	0	0	0	0	
0	0	0	0	0	
-4440	0	-3200	-3500	-3500	
Customer & client receipts					
0	0	0	0	0	
Interest					
0	0	0	0	0	
Recharges					
0	0	0	0	0	
0	0	0	0	0	
28786	39000	39000	39000	0	
Net Expenditure					

Cost Centre: Civic Expenses

2014/15 Actual £	2015/16			2016/17 Budget £	Variation £
	2015/16 Budget £	Revised Estimate £	2016/17 Budget £		
	Employees				
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
	Premises Related Expenditure				
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	200	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
	Transport Related Expenditure				
0	0	0	0	0	0
0	0	0	0	0	0
	Supplies & Services				
0	0	1200	0	0	0
0	0	500	0	0	0
1000	1000	2994	1000	0	0
913	800	800	800	800	0

Cost Centre: Civic Expenses

2014/15 Actual £	2015/16		2016/17		Variation £
	Budget £	Revised Estimate £	Budget £	Budget £	
0 Services	20000	23500	0	0	-20000
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	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Expenses	0	0	0	0	0
5321	5865	7865	8000	2135	
315	1200	1200	1200	0	
0 Grants & Subscriptions	0	0	0	0	0
0	0	0	0	0	0
5029 Contributions to provisions	4000	4000	4000	0	
230 Miscellaneous expenses	600	1200	600	0	
Third Party Payments					
0 Godalming Joint Burial Committee	0	0	0	0	0
0 Income					
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
-1789	-20000	-24100	0	20000	
11019 Net Expenditure	13465	19359	15600	2135	

Cost Centre: Community Navigator

2014/15 Actual £		2015/16		2016/17 Budget	Variation £
		Budget	Revised Estimate		
	Employees				
16593	Direct employee expenses	24483	24480	7730	-16753
1488		3176	2019	1000	-2176
3163		4641	4641	1470	-3171
	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
	Training	0	0	0	0
	Advertising	0	0	0	0
83	Indirect employee expenses				
	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
616	Car allowances	400	800	200	-200
	Supplies & Services				
	Equipment, furniture and materials	700	400	700	0
	Catering	0	0	0	0
	Clothes,uniform & laundry	0	0	0	0
	Printing, stationery & general office expenses	0	0	0	0

Cost Centre: Community Navigator

2014/15 Actual £	2015/16 Budget	2015/16 Revised Estimate	2016/17 Budget	Variation
				£
Services	0	0	0	0
Professional Fees	0	0	0	0
Audit fees	0	0	0	0
Insurance	0	0	0	0
bank charges	0	0	0	0
postage	0	0	0	0
telephones	400	250	60	-340
computers	200	0	200	0
website	0	0	0	0
publicity advert	0	0	0	0
newsletter	0	0	0	0
Staff expenses	0	0	0	0
Mayor's allowance	0	0	0	0
Members' expenses	0	0	0	0
Grants	0	0	0	0
Subscriptions	0	0	0	0
	1000	2410	200	-800
4493 Contributions to provisions				
53 Miscellaneous expenses				
Third Party Payments				
Godalming Joint Burial Committee	0	0	0	0
Income				
	0	0	0	0
Government Grants	0	0	0	0
Other grants etc	-35000	-35000	-8750	26250
Customer & client receipts	0	0	0	0
Interest	0	0	0	0
Recharges	0	0	-2810	-2810
	0	0	0	0
1,243 Net Expenditure	0	0	0	0

Cost Centre: Festivals & Markets

2014/15 Actual £		2015/16		2016/17		Variation £
		Budget £	Revised Estimate £	Budget £	2016/17	
	Employees					
1590	Direct employee expenses	1860	1860	1860	0	0
0	Salaries	240	240	240	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	200	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	460	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	520	0	0	0
0	Car allowances	0	0	0	0	0
	Supplies & Services					
200	Equipment, furniture and materials	0	700	0	0	0
0	Catering	0	150	0	0	0
0	Clothes, uniform & laundry	0	0	0	0	0
0	Printing, stationery & general office expenses	0	620	0	0	0

Cost Centre: Festivals & Markets

2014/15 Actual £	2015/16		2016/17		Variation £
	Budget £	Revised Estimate £	Budget £		
0 Services	0	1360	0	0	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	0	0
0	0	0	0	0	0
500	0	2480	0	0	0
0	0	0	0	0	0
0 Expenses	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Grants & Subscriptions	0	0	0	0	0
268	0	430	0	0	0
4057 Contributions to provisions	0	3280	0	0	0
10393 Miscellaneous expenses	0	2000	0	0	0
Third Party Payments					
0 Godalming Joint Burial Committee	0	0	0	0	0
0 Income	0	0	0	0	0
0	0	0	0	0	0
-15883	-2500	-14700	-2500	-2500	0
0	0	0	0	0	0
-1525	0	0	0	0	0
-400 Net Expenditure	-400	-400	-400	-400	0

Cost Centre: Land & Property Other

2014/15 Actual £	2015/16 Budget £	2015/16 Revised Estimate £	2016/17 Budget £	Variation £
	Employees			
0	0	0	0	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
	Training			
0	0	0	0	0
	Advertising			
0	0	0	0	0
	Premises Related Expenditure			
683	1500	700	1500	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			
2607	1000	0	1000	0
	Fixtures and fittings			
0	0	0	0	0
	Cleaning & domestic supplies			
530	1220	480	1000	-220
	Grounds maintenance costs			
0	0	0	0	0
	Premises insurance			
0	1000	1000	1000	0
	Contribution to premises-related provisions			
	Transport Related Expenditure			
0	0	0	0	0
	Public transport			
0	0	0	0	0
	Car allowances			
	Supplies & Services			
0	0	0	0	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			

Cost Centre: Land & Property Other

	2014/15 Actual £	2015/16			Variation £
		2015/16 Budget £	Revised Estimate £	2016/17 Budget £	
0 bank charges	0	0	0	0	0
0 Communications & computing	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	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
0 Grants	0	0	0	0	0
0 Subscriptions	0	0	0	0	0
0 Contributions to provisions	0	0	0	0	0
0 Miscellaneous expenses	0	0	0	0	0
Third Party Payments					
0 Godalming Joint Burial Committee	0	0	0	0	0
Transfer Payments					
Support Services					
Depreciation & Impairment Costs					
0 Income	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	0	0	0	0	0
3820 Net Expenditure		4720	2180	4500	-220

Cost Centre: Neighbourhood Plan

2014/15 Actual £		2015/16		2016/17 Budget £	Variation £
		Budget £	Revised Estimate £		
	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				
81	Equipment, furniture and materials	2000	620	0	-2000
110	Catering	0	400	0	0
0	Clothes, uniform & laundry	0	0	0	0
386	Printing, stationery & general office expenses	5000	5000	0	-5000

Cost Centre: Neighbourhood Plan

2014/15 Actual £	2015/16 Budget £	2015/16 Revised Estimate £	2016/17 Budget £	Variation £
5145 Services	8803	3100	11450	2647
0		0		0
0		0		0
0		0		0
0	4000	4500	0	-4000
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
937	0	1380	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
10952 Contributions to provisions	0	0	0	0
802 Miscellaneous expenses	0	498	0	0
	0	0	0	0
Third Party Payments				
0 Godalming Joint Burial Committee	0	0	0	0
0 Income	0	0	0	0
0	-7000	-7498	0	7000
0	0	0	0	0
0	0	0	0	0
-5413	-4803	0	-11450	-6647
13000 Net Expenditure	8000	8000	0	-8000

Cost Centre: The Peppertop

2014/15 Actual £	2015/16			2016/17 Budget £	Variation £
	2015/16 Budget £	Revised Estimate £	2016/17 Budget £		
0 Services	0	0	0	0	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
434	470	470	470	470	0
226	250	250	250	250	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Expenses	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0 Grants & Subscriptions	0	0	0	0	0
0	0	0	0	0	0
0 Contributions to provisions	0	0	0	0	0
0 Miscellaneous expenses	0	0	0	0	0
Third Party Payments					
0 Godalming Joint Burial Committee	0	0	0	0	0
Income					
0	0	0	0	0	0
-7500	-8500	-8500	-8500	-8500	0
0	0	0	0	0	0
0	0	0	0	0	0
2818 Net Expenditure	2080	2140	2110	2110	30

Cost Centre: Town Promotion

2014/15 Actual £		2015/16		2016/17 Budget £	Variation £
		Budget £	Revised Estimate £		
	Employees				
1804	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	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
2000	Repairs, alteration & maintenance of buildings	0	8000	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	8300	0	0
0	Cleaning & domestic supplies	0	30	0	0
212	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	70	0	0
	Supplies & Services				
1564	Equipment, furniture and materials	0	210	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
20	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	4130	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0

Cost Centre: Town Promotion

2014/15 Actual £	2015/16			2016/17 Budget	Variation £
	2015/16 Budget	Revised Estimate	2016/17 Budget		
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
19	0	0	0	0	0
0	0	0	0	0	0
175	0	270	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
12791	0	0	0	0	0
Third Party Payments					
0	0	0	0	0	0
Transfer Payments					
Support Services					
Depreciation & Impairment Costs					
0	0	0	0	0	0
-7000	0	0	0	0	0
0	0	-6120	0	0	0
0	0	0	0	0	0
-16100	0	-14890	0	0	0
-4515	0	0	0	0	0

Cost Centre: Staycation

2014/15 Actual £		2015/16		2016/17 Budget £	Variation £
		2015/16 Budget £	Revised Estimate £		
	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				
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	90	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
1765	Equipment, furniture and materials	1200	0	0	-1200
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0

Cost Centre: Staycation

2014/15 Actual £		2015/16		2016/17		Variation £
		Budget £	Revised Estimate £	Budget	£	
6737	Services	0	0	0	0	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	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	2000	0
0	newsletter	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	0	0	0	0	0
0	Subscriptions	0	0	0	0	0
0	Contributions to provisions	0	0	0	0	0
0	Miscellaneous expenses	0	1110	1200	1200	1200
	Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0	0
0	Income	0	0	0	0	0
-5196	Other grants etc	0	0	0	0	0
0	Customer & client receipts	0	0	0	0	0
0	Interest	0	0	0	0	0
-2106	Recharges	0	0	0	0	0
	3200 Net Expenditure	3200	3200	3200	3200	0

Cost Centre: The Square

2014/15 Actual £	2015/16		2016/17 Budget £	Variation £
	2015/16 Budget £	Revised Estimate £		
3524 Services	0	825	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				
-6276	0	0	0	0
-12000	-6500	-6589	-6500	0
0	-12000	-12000	-12000	0
0 Interest	0	0	0	0
0 Recharges	0	0	0	0
-5101 Net Expenditure	-8625	-7800	-12000	-3375

Cost Centre: Wilfrid Noyce Centre

2014/15 Actual £	2015/16 Budget	2015/16 Revised Estimate	2016/17 Budget	Variation
		£	£	£
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
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
Training	0	0	0	0
Advertising	0	0	0	0
	0	0	0	0
Premises Related Expenditure				
1171 Repairs, alteration & maintenance of buildings	2000	5000	2000	0
5016 Energy costs	4050	4000	4000	-50
0 CRC allowances	0	0	0	0
0 Rents	0	13600	0	0
3438 Rates	3500	2000	4000	500
617 Water services	600	600	600	0
0 Fixtures and fittings	0	0	0	0
11503 Cleaning & domestic supplies	8100	6500	13000	4900
373 Grounds maintenance costs	300	600	400	100
618 Premises insurance	620	618	800	180
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				
504 Equipment, furniture and materials	800	800	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
44100 Services	0	1000	0	0
0	0	0	0	0
0	0	0	0	0
Professional Fees	0	0	0	0
Audit fees	0	0	0	0
Insurance	0	0	0	0

Cost Centre: Wilfrid Noyce Centre

2014/15 Actual £	2015/16		2016/17 Budget £	Variation £
	2015/16 Budget £	Revised Estimate £		
0	0	0	0	0
0	0	0	0	0
334	0	0	0	0
395	700	700	700	0
0	0	0	0	0
440	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
578	0	3100	0	0
181	300	400	300	0
0	0	0	2500	2500
0	0	0	0	0
Third Party Payments				
0				0
Transfer Payments				
Support Services				
Depreciation & Impairment Costs				
Income				
0	0	0	0	0
-22368	-17500	-17500	-27500	-10000
0	0	0	0	0
0	0	0	0	0
Net Expenditure				
48900	5470	23418	3600	-1870
Capital Finance Costs (Not included in net costs of Services)				
	20500	11300	45200	24700

Cost Centre: Wilfrid Noyce Centre Refurbishment

2014/15 Actual £	2015/16 Budget £	2015/16 Revised Estimate £	2016/17 Budget £	Variation £
Employees				
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
Premises Related Expenditure				
0	0	848518	15899	15899
0	0	4277	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	3302	0	0
0	0	38021	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
Transport Related Expenditure				
0	0	0	0	0
0	0	0	0	0
Supplies & Services				
0	0	114211	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

0 Services	0	53306	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 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 Staff expenses	0	0	0	0
0 Mayor's allowance	0	0	0	0
0 Members' expenses	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	1463	0	0
Third Party Payments				
0 Godalming Joint Burial Committee				0
Transfer Payments				
Support Services				
Depreciation & Impairment Costs				
Income	0	-841000	0	0
0 Government Grants	0	0	0	0
0 Other grants etc	0	-40500	0	0
0 Customer & client receipts	0	0	0	0
0 Interest	0	0	0	0
0 Recharges	0	-181778	-15899	-15899
<hr/>				
0 Net Expenditure	0	-180	0	0
<hr/>				

Godalming Town Council
Revised Estimates 2015/16 and Budget 2016/17

	Balance b/f 1 April 2014 £	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 2015 £
Movement in Reserves to March 31 2015 (Actual)							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	275,960	7,002				-25,712	<u>257,250</u>
Sub-total unallocated reserves	<u>275,960</u>						<u>257,250</u>
Earmarked Reserves							
2 Election Expenses Fund	21,137		4,000				25,137
3 Deposits held from High St Parking	2,845		260				3,105
4 Pepperpot Maintenance Fund	9,049		2,000				11,049
5 Wilfrid Noyce Maintenance Fund	4,156		2,000			-6,156	0 Tfr to WNCC Refurb
6 Hellsditch	4,963			-4,963			0 Minute Ref 114-14
7 The Square	20,250		3,375				23,625
8 Computer Maintenance/replacement	5,688						5,688
9 Other Land & Property Maintenance	2,265						2,265
10 New Initiatives Fund	36,892		27,127			-44,784	19,235
11 Farncombe Initiative	7,000						7,000
12 BWP Crinkle Crankle Wall Fund	0		1,000				1,000
13 BWP Maintenance Fund	1,000		1,000	-1,300		1,000	1,700
14 Tree Reserve for BWP	0		1,000			-1,000	0
15 Allotment Boundary	7,000		1,000	-6,365			1,635 Minute Refs 114-14 & 162-14
16 Projects	10,016					-10,016	0 Minute Ref 428-14
17 Business Boards	4,195						4,195
18 Neighbourhood Plan	2,000		10,952	-2,000			10,952
19 Enhancement of God High Street	2,847						2,847
20 Surrey Brochure	700					-700	0 Minute Ref 428-14
21 Ancestral Tourism	9,500				-9,500		0
22 Compete on the Street	1,600			-1,600			0
23 Festival Surplus	1,500		4,057	-1,500			4,057
24 Staycation (formerly HLF)	5,500						5,500
25 Christmas Lights	5,856						5,856
26 Office Redecorations	6,000		1,600				7,600
27 Bench Repairs	294						294
28 VAT Transitional relief for Comm centres	8,558						8,558
29 Wilfrid Noyce Key Deposits	80						80
30 Wilfrid Noyce Refurbishment Scheme	0					64,868	64,868
31 Godalming Coordinator	2,500					-2,500	0 Minute Ref 428-14
32 Street Furniture Seeda project	4,406						4,406
33 Community Navigator	0		4,493				4,493
34 Twinning	0		600				600
35 Mayor's Charity	0		1,302				1,302
36 Balance of Mayor's Allowance	0		429				429
37 Flood Alleviation	0					25,000	25,000 Minute Ref 428-14
Sub- total Earmarked Reserves	<u>187,797</u>						<u>252,476</u>
Balances	<u>463,757</u>	<u>7,002</u>	<u>66,195</u>	<u>-27,228</u>	<u>0</u>	<u>0</u>	<u>509,726</u>

Godalming Town Council
Revised Estimates 2015/16 and Budget 2016/17

	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 £
BUDGET 2015/16 - Projection of Reserves to March 31 2016 (Balances b/f restated to match actuals at 31/03/15)							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	257,250						257,250
Sub-total unallocated reserves	257,250						257,250
Earmarked Reserves							
2 Election Expenses Fund	25,137		4,000	-20,000			9,137
3 Deposits held from High St Parking	3,105						3,105
4 Pepperpot Maintenance Fund	11,049		2,000				13,049
5 Wilfrid Noyce Maintenance Fund	0		2,000				2,000
6 Hellsditch	0		1,000				1,000
7 The Square	23,625		3,375				27,000
8 Computer Maintenance/replacement	5,688						5,688
9 Other Land & Property Maintenance	2,265						2,265
10 New Initiatives Fund	19,235		0				19,235
11 Farncombe Initiative	7,000						7,000
12 BWP Crinkle Crankle Wall Fund	1,000		1,000				2,000
13 BWP Maintenance Fund	1,700		1,000				2,700
14 Tree Reserve for BWP	0		1,000				1,000
15 Allotment Boundary	1,635		1,000				2,635
17 Business Boards	4,195						4,195
18 Neighbourhood Plan	10,952			-4,803			6,149
19 Enhancement of God High Street	2,847						2,847
23 Festival Surplus CIC	4,057						4,057
24 Staycation	5,500						5,500
25 Christmas Lights	5,856						5,856
26 Office Redecorations	7,600		1,600				9,200
27 Bench Repairs	294						294
28 VAT Transitional relief for Comm centres	8,558						8,558
29 Wilfrid Noyce Key Deposits	80						80
30 Wilfrid Noyce Refurbishment Scheme	64,868						64,868
32 Street Furniture Seeda project	4,406						4,406
33 Community Navigator	4,493						4,493
34 Twinning	600						600
35 Mayor's Charity	1,302						1,302
36 Balance of Mayor's Allowance	429						429
37 Flood Alleviation	25,000						25,000
Sub- total Earmarked Reserves	252,476						245,648
Balances	509,726	0	17,975	-24,803	0	0	502,898

Godalming Town Council
Revised Estimates 2015/16 and Budget 2016/17

	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 £
REVISED ESTIMATES 2015/16 - Projection of Reserves to March 31 2016							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	257,250	620				-57,250	200,620 Mins 468-14 & 255-15
Sub-total unallocated reserves	257,250						200,620
Earmarked Reserves							
2 Election Expenses Fund	25,137		4,000	-23,500		-5,000	637 Min 468-14
3 Deposits held from High St Parking	3,105				-762		2,343
* Bad & Doubtful Debts	0		6,000				6,000
4 Pepperpot Maintenance Fund	11,049		2,000			-13,049	0 Mins 468-14 & 255-15
5 Wilfrid Noyce Maintenance Fund	0		2,000			-2,000	0 Min 255-15
6 Hellsditch	0		1,000			-1,000	0
7 The Square	23,625		3,375				27,000
8 Computer Maintenance/replacement	5,688					-2,000	3,688 Min 255-15
9 Other Land & Property Maintenance	2,265					14,318	16,583 Mins 468-14 & 255-15
10 New Initiatives Fund	19,235					-19,235	0 Min 468-14
11 Farncombe Initiative	7,000			-3,148		2,405	6,257 Jnl 54 & Jnl 57 Correction of 2014/15 errors
12 BWP Crinkle Crankle Wall Fund	1,000		1,000			-2,000	0 Min 255-15
13 BWP Maintenance Fund	1,700		1,000			-2,700	0 Min 255-15
14 Tree Reserve for BWP	0		1,000			-1,000	0 Min 255-15
15 Allotment Boundary	1,635		1,000			-2,635	0 Min 255-15
17 Business Boards	4,195			-4,195			0
18 Neighbourhood Plan	10,952		498				11,450
19 Enhancement of God High Street	2,847			-7,547		4,700	0
23 Festival Surplus CIC	4,057		3,280				7,337
24 Staycation	5,500					-5,165	335 Min 255-15 & Jnl 54 Correction of 2014/15 error
25 Christmas Lights	5,856		10,200			-1,240	14,816 Jnl 57 Correction of 2014/15 error
26 Office Redecorations	7,600		1,600			-9,200	0 Min 255-15
27 Bench Repairs	294					-294	0
28 VAT Transitional relief for Comm centres	8,558					-8,558	0 Min 255-15
29 Wilfrid Noyce Key Deposits	80						80
30 Wilfrid Noyce Refurbishment Scheme	64,868			-164,278		115,309	15,899 Min 255-15
*31 Wilfrid Noyce Chamber of Commerce Cont	0			-17,500			-17,500
32 Street Furniture Seeda project	4,406					-4,406	0
33 Community Navigator	4,493						4,493
34 Twinning	600			-600			0
35 Mayor's Charity	1,302				-1,302		0
36 Balance of Mayor's Allowance	429				-429		0
37 Flood Alleviation	25,000						25,000
Sub- total Earmarked Reserves	252,476						124,418
Balances	509,726	620	37,953	-220,768	-2,493	0	325,038

Godalming Town Council
Revised Estimates 2015/16 and Budget 2016/17

	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							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	200,620					1,683	202,303
Sub-total unallocated reserves							
Earmarked Reserves							
2 Election Expenses Fund	637		4,000				4,637
3 Deposits held from High St Parking	2,343						2,343
*4 Bad & Doubtful Debts	6,000		12,000				18,000
7 The Square	27,000						27,000
8 Computer Maintenance/replacement	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	6,257						6,257
18 Neighbourhood Plan	11,450			-11,450			0
23 Festival Surplus CIC	7,337						7,337
24 Staycation	335						335
25 Christmas Lights	14,816		8,500				23,316
29 Wilfrid Noyce Key Deposits	80						80
30 Wilfrid Noyce Refurbishment Scheme	15,899			-15,899			0 Final retention payment
*31 Wilfrid Noyce Chamber of Commerce Cont	-17,500		2,500				-15,000
33 Community Navigator	4,493			-2,810		-1,683	0 Project ends "management costs" to revenue reserve
34 Twinning	0						0
35 Mayor's Charity	0						0
36 Balance of Mayor's Allowance	0						0
37 Flood Alleviation	25,000						25,000
Sub- total Earmarked Reserves	124,418						151,806
Balances	325,038	0	59,230	-30,159	0	0	354,109

GODALMING TOWN COUNCIL
SCHEDULE OF MEETINGS 2016/17

MAY 2016

1	ROGATION SUNDAY (BEATING THE BOUNDS)	3.30PM	Venue to be confirmed
9	Audit (Extraordinary)	7.00PM	Council Chamber
12	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/Bor Hall ✓
19	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber
23	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot

JUNE 2016

2	Audit (Approval of Internal Audit)	7.00PM	Council Chamber
9	Planning & Environment Policy & Management (Grants)	7.00PM 7.30PM**	Council Chamber
	CIVIC SERVICE	10.30AM	United Church, Godalming
16	Joint Burial (Approval of Internal Audit)	5.00PM	Eashing Cemetery/CC
23	Full Council	7.00PM	Council Chamber
30	Planning & Environment	7.00PM	Council Chamber

JULY 2016

8	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot
21	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber

AUGUST 2016

11	Planning & Environment	7.00PM	Council Chamber
22	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot

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

SEPTEMBER 2016

1	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber
8	Joint Burial Staffing Sub	5.00PM 7.00PM	Nightingale Cemetery/CC Council Chamber
15	Full Council	7.00PM	Council Chamber
22	Planning & Environment	7.00PM	Council Chamber

OCTOBER 2016

6	Audit	7.00PM	Council Chamber
7	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot
13	Planning & Environment Policy & Management (Grants)	7.00PM 7.30PM**	Council Chamber

NOVEMBER 2016

3	Planning & Environment	7.00PM	Council Chamber
10	Joint Burial Committee	5.30PM	Council Chamber
13	REMEMBRANCE SUNDAY	10.15AM	
17	Full Council	7.00PM	Council Chamber
21	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot
24	Planning & Environment	7.00PM	Council Chamber

DECEMBER 2016

8	Mayoralty Committee	7.00PM	Town Clerk's Office
15	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.

JANUARY 2017

6	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot
12	Planning & Environment Policy & Management (Grants)	7.00PM 7.30PM**	Council Chamber
19	Full Council	7.00PM	Council Chamber

FEBRUARY 2017

2	Planning & Environment	7.00PM	Council Chamber
9	Staffing Sub	7.00PM	Council Chamber
20	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot
23	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber

MARCH 2017

16	Planning & Environment Audit	7.00PM 7.30PM**	Council Chamber
23	Joint Burial	5.30PM	Council Chamber
30	Full Council	7.00PM	Council Chamber

APRIL 2017

6	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber	
7	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot	
20	ANNUAL TOWN MEETING	8.00PM	Council Chamber	
27	Planning & Environment Full Council	7.00PM 7.30PM**	Council Chamber	
28	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 2017

8	Audit (Extraordinary)	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	Venue to be confirmed
22	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot

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

FESTIVALS:

Spring Festival (1 st Saturday in April)	2 April 2016
Town Run	22 May 2016
Summer Festival (1 st Saturday in July)	2 July 2016
Staycation (1 st complete week in August)	6-14 August 2016
Christmas Festival (Last Saturday in November)	26 November 2016

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

10. INTERNET BANKING

Current Situation

In order to pay our suppliers, the current process is:

1. GTC staff verify that the goods or services have been received, have been correctly charged and allocate a nominal code, then sign off the invoice.
2. Finance Administrator then enters invoice into General Ledger and draws up a cheque.
3. Two cheque signatories then sign the cheque after verifying the amount and payee are correct and that the expenditure is lawful (i.e. within budget). They initial the invoice and cheque stub to evidence this check has been performed.
4. Cheque is then posted out to supplier.
5. Monthly bank reconciliation is performed by Finance Administrator and signed off by the RFO (this ensures long standing uncleared cheques can be followed up).

The Finance Administrator is the only person currently who has access to the bank account via the internet. This access allows her to transfer money between accounts but she cannot make any payments. The RFO sees and signs off all bank statements, which are sent directly to her.

The bank fees charged for this are:

Monthly account fee	£5.50
Cheque fee	£0.65

Proposed Plan

We would like to start paying suppliers and staff via internet banking, wherever possible. To maintain adequate control and comply with financial regulations 6.8 and 6.9, we propose the following process:

1. GTC staff verify that the goods or services have been received, have been correctly charged and allocate a nominal code, then sign off the invoice.
2. Finance Administrator then enters invoice into General Ledger and prepares a schedule of supplier payments (see below for example).
3. Two cheque signatories sign off the schedule after verifying the amount and payee are correct and that the expenditure is lawful (i.e. within budget). They initial the invoice to evidence this check has been performed.
4. Finance Administrator uploads payment(s) into HSBC per schedule.
5. Monthly bank reconciliation is performed by Finance Administrator and signed off by the RFO. At the same time, RFO will check that payments made per the bank statement(s) agree to the schedule.

GTC SUPPLIER PAYMENT RUN						07/01/2016	
Supplier	Amount	Sort Number	Account Number	Detail	Authoriser 1	Authoriser 2	
ABC Limited	£ 740.00	40-20-31	92538059	Invoice 1161			
XYZ Company	£ 246.37	09-09-09	46278684	Invoice 98912			
Jane Doe	£ 1,275.00	30-93-49	15027368	Invoice 63/15			
Total Payment	£2,261.37						

The bank advises that we can have further user(s) who have **read only** access to the bank account. We recommend that the RFO have such access so that she can perform ad hoc checks on the account. Councillors may also wish for the Mayor or another nominated Councillor to have such access.

The bank further advises that a daily limit of between £0 and £100,000 can be set. We would advise such a limit be put in place and that it be at the level of £35,000. If payments over £35,000 need to be made, the bank advises it can do so upon the authorisation of two signatories (but in that case, writing a cheque would be timelier). The limit can be amended at any time by way of letter signed by two signatories.

We would still use cheques for payments to suppliers for whom we did not have bank account details and for payments over our daily limit. However, we would expect at least 90% of payments to be made electronically.

The bank fees charged for electronic payment are:

Monthly account fee	£5.50
Business BACS Payment	£0.35

Savings

Based on the above fee structure, and assuming a 90% conversion rate, the Council would have saved £135.00 in Bank Charges so far this year by making the transition to electronic payments. There will also be an as yet unquantified saving in postage costs as remittances will be sent electronically wherever possible.

Members are asked to agree the move to internet banking as detailed above and make the appropriate recommendation to Full Council.

11. COMMUNICATIONS WORKING GROUP – WEBSITE

The Communication Working Group has been considering the update of the current Town Council website.

The Group has looked at various other Town Council websites to get an idea of what other places have done and to compare them to our current site. It was thought that a much more contemporary look to the site including larger 'buttons' that would be more smart phone and tablet friendly would be necessary.

A working document showing subject headings with drop-down boxes of pages that would be desirable is attached for the information of Members.

The Communications Working Group has decided to approach a number of website designers with a synopsis of our website requirements but with the caveat that there should be flexibility in the design to take advantage of ideas as they are presented. After initial feedback it is anticipated that three website designers would be asked to make a presentation to the Group with a recommendation being made to this Committee.

A sum of £10,000 has been included in the 2016/17 budget considered elsewhere on this agenda to fund the new website.

HOME	DISCOVER GODALMING	GODALMING LIFE	TOWN COUNCIL	OUR SERVICES	CIVIC	CONTACT US
	<ul style="list-style-type: none"> ❖ Twinning & Friendship+ ❖ History of Godalming ❖ Town Centre Walk ❖ The Pepperpot ❖ Visitor Information Centre ❖ Getting to Godalming ❖ Town Guide 	<ul style="list-style-type: none"> ❖ Community News ❖ Find Your Ward+ ❖ Press Releases ❖ Photo Gallery ❖ ?Directory+ 	<ul style="list-style-type: none"> ❖ Agendas & Minutes ❖ Elected Representatives+ ❖ Councillors ❖ Committees ❖ Policies & Procedures/Council Governance+ ❖ History of the Council ❖ Staff ❖ Job Vacancies 	<ul style="list-style-type: none"> ❖ Allotments ❖ Grants ❖ Bandstand ❖ Cemeteries ❖ Community Centres ❖ Local Government – Who Does What ❖ Projects+ ❖ Streetscene+ ❖ Festivals & Markets+ 	<ul style="list-style-type: none"> ❖ Mayor+ ❖ Mayor's Volunteer Award ❖ Charity Events ❖ Sergeant-at-Mace ❖ Coat of Arms 	

Twinning & Friendship + Mayen/Joigny/Friendship with Georgia/Links with Moscow

Find Your Ward + Roads & Wards/Contact Your Ward Councillors

?Directory + Businesses/Organisations

Elected Representatives + Councillors/Political Makeup/Wards/Role of a Town Councillor/Elections/Contact Your Ward Councillor

Policies & Procedures/Council Governance + Publication of Information/Financial Regulations/RFO/Standing Orders/Annual Report/Freedom of Information Requests/Annual Audit/Other policy documents inc Complaints Procedure etc.

Projects + Neighbourhood Plan/Healthcheck etc

Streetscene + Noticeboards/Banners/Street Furniture

Festivals & Markets + Spring/Summer/Christmas/Staycation/?Farmers' Markets/Music in the Park

Mayor + Programme/Deputy Mayor

A-Z SERVICES COUNCIL	COMMUNITY BUILDINGS+	DO IT ONLINE+	TOWN GUIDE
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Community Centres + Broadwater Park/Wilfrid Noyce/Pepperpot/Bandstand

Do it Online + Book the Mayor/Apply for an Allotment/Book Banner Space/Book Community Centre Space

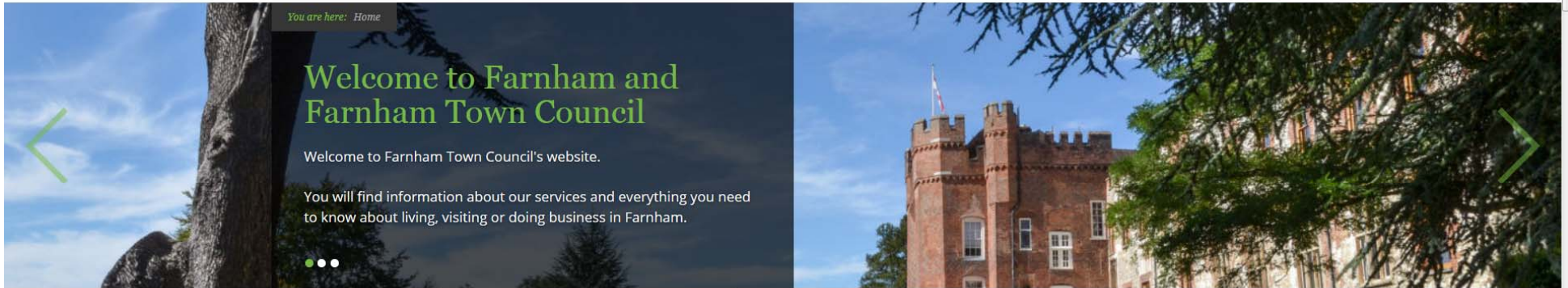
Twitter/Facebook/Flickr Icons

Contact Banner across bottom of every page as we have now



AAA
Contact Us
01252 712667 Email Us

HOME THINGS TO DO ▶ DISCOVER FARNHAM ▶ FARNHAM LIFE ▶ TOWN COUNCIL ▶ OUR SERVICES ▶ CONTACT US



- A-Z OF SERVICES
- DO IT ONLINE
- REPORT IT
- EVENTS
- NEWS
- SHOPPING
- TOWN GUIDE



Things To Do

From sport and leisure to walks, shopping and cultural experiences, Farnham has something to suit everybody.

[VIEW →](#)



Events Calendar

There is always something going on in Farnham. Find out about what's happening or tell us about your event.

[VIEW →](#)



Discover Farnham

For visitors, Farnham is a great place to explore. Discover places to visit, where to stay and how to get here.

[VIEW →](#)



COUNCILLORS CONTACT

SEARCH



- HOME
- WHAT WE DO
- COUNCILLORS
- HISTORY OF STONE
- PUBLICATIONS
- HOW TO FIND US
- USEFUL INFORMATION
- MEETINGS
- NEIGHBOURHOOD PLAN

WELCOME

Stone is an old market town in Staffordshire, England, situated about 7 miles (11 km) north of Stafford, and around 7 miles (11 km) south of the city of Stoke-on-Trent.



23 2015

December 2015						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Next events:**
- 5/1/2016
General Purposes Committee and Planning Committee
 - 12/1/2016
Estates Sub-Committee and Management Sub-Committee
 - 19/1/2016
Planning Committee, Tourism & Town Promotion Sub-Committee and Environment Sub-Committee
 - 26/1/2016
General Purposes Committee - Budget

REPORT OF THE DISTRICT SCOUT COUNCIL

The Godalming and District Scouting movement has had a very busy period since my last report in April, 2014.

The biggest event, of course, was Scoutabout at Ardingly in summer 2014, which was attended by some 3,500 scouts. All 5 of our district troops were there and had a splendid time.

The Beavers are thriving – there are now 80 of them – and it is exciting to report that a new Beaver's colony was opened at the Bury's HQ by the Town Mayor on 2nd November.

The Cubs also had another successful year. 2nd Godalming pack celebrates its 100th anniversary and the numbers generally have reached 119. Several Silver Chief scout awards were presented throughout this period. Many cubs took part in the swimming gala held at King Edwards School and five-a-side football held at Farncombe Youth Football Club.

The Scouts, now numbering 109, have also enjoyed a busy year or so. 5 of them have achieved their chief scout gold awards. Several took part in the swimming gala for the first time, which was won by Milford. Some went on an expedition weekend which included hiking from Witley Common to Garners Field, with an overnight lightweight camp, and a hike back to Milford for a BBQ. Thanks to Farncombe leaders' having been retrained, they have also been holding air rifle shooting sessions for Farncombe, Milford and Witley.

Again all five troops attended the Frantic 15 weekend in May, each providing an activity, and thoroughly enjoyed the experience, especially the fantastic hog roast.

Two of the 13 Explorer Scouts had the amazing privilege of attending the World Scout Jamboree 23 in Japan this summer, while a team completed Operation Red Flare: a night hike with incidents at various check points, competing against other Explorer scouts from SW London.

The Active Support Unit organised the Jim Short Challenge at White Beeches camp site. While this event for the cubs is always enjoyed by those who take part, sadly not all packs in the District manage to field teams. The Unit was also able to supply cover to a number of Beaver Colonies and Cub Packs who had temporary problems with insufficient appointed leaders.

At the popular camp site, White Beeches, work has continued to improve the parking area and a new gate has been welded ready for erection. Unfortunately, winter storms caused a lot of damage, but the second stage of the Woodland Improvement grant has been completed and was passed by the forestry commission. Wild life observation is still a major priority.

Unfortunately, Graham Hodgson stood down as Chairman of the Canoe Club at the AGM after serving 25 years in post, but the club was pleased to welcome Simon Beresford to that role. Improvements have been made to the Jetty during the year, with additional poles to stop boats going under the jetty. The club took the fleet, plus a few extra boats, to Scoutabout and ran a few sessions on Ardingly reservoir, with about 300 scouts and guides attending 6 sessions. Unfortunately, they were unable to help with Staycation this August, as many of the coaches were either on holiday or away at camps.

The sad news is that, after serving 6 years as District Commissioner, John Richardson will be standing down at the end of the year, but Heather Pollard has been appointed to help find a replacement. There are currently two names in the frame. Roxanna is also standing down as County Commissioner due to ill health, but Ian Newbury, the South East Regional Commissioner, will be organising a steering group to recruit her replacement. While Godalming's Town Mayor is always President of the District, Sheila Mackleworth has been made Vice President. Michael O'Sullivan has also been appointed as a Godalming District Scout Ambassador to assist the District Commissioner and District Team to develop and find creative ways to enhance Scouting in the community.

Throughout the year representatives from the District Scout movement can be seen at the Scout and Guide Carol Service, assisting at the Town's Bonfire, as well as marching through the town on Remembrance Day and at the St George's Day Parade. There would be even more of them, if only more leaders could be found.

Liz Wheatley
January 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.