

GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 13 JANUARY 2022 at 7.30pm or at the conclusion of the preceding Policy & Management Committee, whichever is later.

DATED this 7th day of January 2022.

Andy Jeffery
Clerk to the Town Council

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

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

The meeting will be preceded by prayer with the Revd Simon Taylor officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 23 September 2021.

2. APOLOGIES

TO RECEIVE apologies for absence.

3. 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.

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

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

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

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

5. QUESTIONS BY MEMBERS

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

6. RECEIPT OF OFFICIAL ANNOUNCEMENTS

Members to note receipt of official acknowledgement from WBC regarding this Council's request for a Community Governance review (Min No 374-21 refers).

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Environment & Planning Committee

The Environment & Planning Committee makes no recommendations for consideration by Full Council.

Policy & Management Committee

Review of Policy Documents – Item for Decision

Recommendation: Full Council to resolve to accept the recommendations of the Policy & Management Committee to re-adopt the documents listed below:

Members of the Policy & Management Committee reviewed the documents listed below and resolved to recommend their re-adoption by Full Council of the documents listed below.

- Exercise of Employer Discretions
- GDPR – Removable Media Policy
- GDPR – Subject Access Policy
- GDPR – Privacy Notice – General
- GDPR – Privacy Notice – Staff & Councillors
- GDPR – Document Retention Policy
- GDPR – Information Data Protection Policy

Documents to be re-adopted are published at: <https://godalming-tc.gov.uk/council-policies-procedures/>

Grants Policy & Procedures – Item for Decision

Recommendation: Full Council to resolve to accept the recommendation of the Policy & Management Committee to adopt the Grants Policy & Procedure Document.

Members of the Policy & Management Committee considered a draft Grants Policy & Procedures document and resolved to recommend its adoption by Full Council (tabled for the information of Members).

Schedule of Meetings 2022/23 – Item for Decision

Recommendation: Members to resolve to approve the Schedule of Meetings for the Local Government year 2022/23.

Members of the Policy & Management Committee reviewed and amended the Schedule of Meetings for the Local Government Year 2022/23 and resolved to recommend the revised document (attached for the information of Members) be approved by Full Council.

Staffing Committee

Review of Policy Documents – Item for Decision

Recommendation: Full Council to resolve to accept the recommendations of the Staffing Committee to adopt the documents listed below:

Disciplinary Policy & Procedure

Having reviewed and updated the Council's [Disciplinary Policy & Procedure](#) document, Members of the Staffing Committee resolved to recommend the Full Council adopt the amended document (attached for the information of Members).

Grievance Policy & Procedures

Having reviewed and updated the Council's [Grievance Policy & Procedures](#) document, Members of the Staffing Committee resolved to recommend the Full Council adopt the amended document (attached for the information of Members).

Training Statement of Intent

Having reviewed and updated the Council's [Training Statement of Intent](#) document, Members of the Staffing Committee resolved to recommend the Full Council adopt the amended document (attached for the information of Members).

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Environment & Planning	23 September 2021 14 October 2021 4 November 2021 25 November 2021
Policy & Management Committee	2 September 2021 14 October 2021 25 November 2021
Staffing Committee	11 November 2021

9. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 4 November 2021.

10. COUNCIL'S BANKING ARRANGEMENTS – ITEM FOR DECISION

Members to note that with the closure of the local HSBC branch, the Audit Committee reviewed the current banking arrangements of the Council. The Audit Committee considered

a number of factors but gave priority to supporting a banking presence in the Godalming High Street and the physical proximity of the bank when making changes in the bank mandate.

Recommendations: Members to approve the opening of new bank accounts at Lloyds and NatWest banks. If approved, Members to authorise the Responsible Finance Officer to open the new bank accounts.

11. **REVISED ESTIMATES 2021/22 AND DRAFT BUDGET 2022/23 – ITEM FOR DECISION & NOTE**

Recommendations:

- a) Members to resolve to approve the revised estimates for the financial year 2021/22.
- b) Members to resolve to approve the budget for the financial year 2022/23.
- c) Members to resolve to approve a precept requirement of £928,755 for the financial year 2022/23, which represents a band D increase of £15.88 per annum (19.2%).
- d) Members to note budget forecast projections for period 2023/24 & 2024/25.

Members to consider a report (attached for the information of Members) from the Responsible Finance Officer. Members are requested to agree the revised estimates 2021/22 and draft budget 2022/23 and approve a precept of £928,755 for 2022/23, which represents a Band D increase of £15.88 per annum (19.2%).

Members to note the budget forecast projections for periods 2023/24 and 2024/25 which are based on Officers' understanding of the Council's potential future activities.

12. **BUDGET MONITORING**

Members to consider a budget monitoring report to 31 December 2021 (detailed report attached for the information of Members). Note that variances are against Revised Estimates as approved above.

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	11,580 u/s	0 o/s
Civic Expenses	2,654 u/s	0 o/s
Town Promotion	751 u/s	0 o/s
Staycation	0 u/s	0 u/s
Festivals & Markets	5,087 u/s	0 o/s
Christmas Lights	1,731 o/s	1,700 o/s
BWP Community Centre	2,216 u/s	0 o/s
Pepperpot	1,267 u/s	0 o/s
The Square	610 u/s	600 u/s
Allotments	428 o/s	0 o/s
Wilfrid Noyce Community Centre	10,645 u/s	0 o/s
Bandstand	47 u/s	0 o/s
Godalming Museum	2,302 o/s	2,300 o/s
Land & Property Other	6,071 u/s	0 u/s
107-109 High Street	0 o/s	0 o/s
Community Store	8,158 u/s	0 o/s
TOTAL	44,625 u/s	3,400 o/s

The monitoring report shows a current variance of £44,625 underspend against Revised Estimates. Items to note in the forecast:

- Christmas Lights – slightly more was spent on replacing damaged lights than budgeted for.
- The Square – more monies from the Sub-Leaseholder received than planned for.
- Museum – unexpected repair work that came to light during an inspection of the loft area.

13. AUTHORISATION OF DELEGATED AUTHORITY DURING HEIGHTENED CORONAVIRUS CASES – ITEM FOR DECISION

On 8 December 2021 the Prime Minister announced that England would adopt 'Plan B' Covid-19 restrictions, which included the compulsory wearing of face coverings in most public settings other than hospitality and asking people to work from home if they can. Both these were instigated by Godalming Town Council for its public venues and staff working arrangements.

Additionally, updated guidance was provided by the National Association for Local Councils, which included postponing council meetings due to be held in December. Case rates for the Waverley area on 8 December stood at 723 per 100,000 of population. At the time of writing (3 January 2022) the last available figure showed the rate stood at 1,206 per 100,000. This data indicates that case rates were 50% higher on 29 December than when Plan B restrictions were introduced and NALC issued its updated guidance.

Given the above information, combined with the fact that councils in England do not have the ability to hold remote meetings, there is, for a variety of reasons, the potential that physical meetings of the Full Council and its committees may not be quorate. As such, Members are requested to consider the delegation of authority set out at recommendation A as a contingency arrangement in the event of the need arising for an urgent council decision.

Any item that maybe subject to such delegation is to be clearly marked on the agenda as '**Urgent Business**' along with the reason for the agenda item being so marked.

Additionally, Members are asked to approve the sensible precaution to reduce council meetings to a minimum until such time as Plan B restrictions are removed. If Members are so minded, it is proposed that until restrictions revert to the previous Plan A levels meetings of the Environment & Planning Committee are suspended. However, in order to meet the council statutory timescales contained within the planning system, the delegation set out at recommendation c) is proposed for the determination of planning observations on behalf of Godalming Town Council.

Recommendations:

- a) The Council resolves to agree that, in relation to any meeting of Full Council, or its committee's convened for the period up to 1 May 2022, in the event that the meeting is not quorate, any decisions identified on the meeting agenda as being Urgent, will be delegated (as far as the law allows) to the Town Clerk in consultation with the Mayor, the relevant Committee Chair and the Members of the Group Leaders' Forum.**
- b) Until the Covid-19 case rate for the Waverley/Godalming area is below the national average, meetings of the Environment & Planning Committee are suspended.**
- c) In the event that a scheduled meeting of the Environment & Planning Committee is either not called or is not quorate during the period up to 1 May 2022, the Council resolves to agree to provide delegated authority to the Town Clerk in consultation with the Chair of the Environment & Planning Committee and the Members of the Group Leaders' Forum for the determination of observations of planning**

applications to be submitted to the Planning Authority on behalf of Godalming Town Council.

14. **COMMUNITY GOVERNANCE REVIEW – ITEM FOR DECISION**

Recommendation: Full Council to resolve to approve the proposed Community Governance Review initial consultation submission document to Waverley Borough Council.

Members can view the following documents on Waverley Borough Council's website on the [Community Governance Reviews](#) page:

- [Notice of a Community Governance Review](#)
- [Community Governance Review – Terms of Reference](#)
- [Community Governance Review – Consultation Paper](#)

Additionally, Members are requested to consider the attached Community Governance Review – Initial Submission Consultation Response Form, which has been compiled based upon the feedback provided by Members on 14 October 2021 in response to the Local Government Boundary Commission Review (Min No 326-21 refers).

15. **ADDRESS OF CONGRATULATIONS TO HER MAJESTY THE QUEEN – ITEM FOR DECISION**

Recommendation: Members to resolve that this Council should send an Address of Congratulations to Her Majesty Queen Elizabeth II on the occasion of completing the 70th year of her reign on 6 February 2021. The Address to be worded thus:

To OUR MOST GRACIOUS SOVEREIGN LADY QUEEN ELIZABETH II

May it please your Majesty,

We, the Mayor, Councillors and people of the ancient Town of Godalming, in the County of Surrey, humbly desire to tender to your Majesty our most loyal and hearty congratulations on the occasion of the platinum jubilee of your glorious reign.

We are deeply sensible of the inestimable value of the influence of your Majesty's noble example so constantly to be witnessed throughout all the challenges of a long and eventful life.

We wish that your Majesty is blessed with good health long to reign over a devoted and happy people.

In token whereof the Common Seal of the Council was hereto affixed this [xx day of January 2022].

[SEALED]

(Signed) Michael Steel, Mayor
Andy Jeffery, Town Clerk

16. **AUTHORISATION OF THE CLERK**

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

17. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 28 April 2022 at 7.00pm.

18. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 19 & 20 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

19. LEASE ARRANGEMENTS – GODALMING TOWN COUNCIL – NATIONAL TRUST – **ITEM FOR DECISION**

Item deferred from P&M 25 November 2021

Recommendation: Members to resolve to recommend that Full Council approve the signing of the lease between Godalming Town Council and the National Trust and subsequent sub-leases to support water sports activities at Godalming Wharf.

Members to review the proposed lease arrangements (attached for the information of Members) between Godalming Town Council and the National Trust to enable Godalming Town Council to support youth water sports activities at Godalming Wharf.

20. DEPUTY MAYOR ELECT FOR CIVIC YEAR 2022/2023 – **ITEM FOR DECISION**

Members to receive nominations for the position of Deputy Mayor, if more than one nomination is received, in accordance with the protocol adopted on 9 September 2021, an election will be called (Min No 254-21 refers).

GODALMING TOWN COUNCIL

SCHEDULE OF MEETINGS 2022/23

<u>MAY 2022</u>				Bkd
19	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/WNC	
26	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.15PM** 8.00PM** 8.10PM**	Council Chamber Council Chamber Mayor's Parlour Council Chamber	
<u>JUNE 2022</u>				
9	Joint Burial – Cemetery Inspection Joint Burial – (Approval of Annual Governance & Accounting Regulations) Environment & Planning Policy & Management	5.00PM 5.45PM 6.30PM 7.30PM**	Eashing Cemetery Council Chamber	
26	CIVIC SERVICE	TBC	Venue & Time TBC	
30	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	
<u>JULY 2022</u>				
7	Staffing Audit	6.00PM 7.15PM	The Pepperpot	
14	Policy & Management	7.00PM	Council Chamber	
21	Environment & Planning Full Council	6.30PM 7.15PM**	Council Chamber	
<u>AUGUST 2022</u>				
11	Environment & Planning	6.30PM	Council Chamber	
<u>SEPTEMBER 2022</u>				
1	Environment & Planning Policy & Management (Grants)	7.00PM 7.30PM**	Council Chamber	
8	Joint Burial – Cemetery Inspection Joint Burial	5.00PM 5.45PM	Nightingale Cemetery The Pepperpot	
15	Staffing Audit (Financial Regulations)	6.30PM 7.15PM**	The Pepperpot	
22	Environment & Planning Full Council	6.30PM 7.15PM**	Council Chamber	
<u>OCTOBER 2022</u>				
13	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	

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

<u>NOVEMBER 2022</u>				
3	Joint Burial (Budget) Environment & Planning	5.30PM 7.00PM**	Council Chamber	
13	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	
17	Staffing	7.00PM	The Pepperpot	
24	Environment & Planning Policy & Management (Revised Estimates & Budget)	6.30PM 7.15PM**	Council Chamber	
<u>DECEMBER 2022</u>				
15	Environment & Planning Full Council (Precept)	6.30PM 7.15PM**	Council Chamber	
<u>JANUARY 2023</u>				
12	Environment & Planning Policy & Management (Grant budget allocation)	6.30PM 7.15PM**	Council Chamber	
<u>FEBRUARY 2023</u>				
2	Audit (Risk Management) Environment & Planning	6.30PM 7.15PM**	Council Chamber	
16	Staffing Full Council	6.30PM 7.15PM**	Council Chamber	
23	Joint Burial (Year End Audit/Risk Assessment) Environment & Planning	5.30PM 6.30PM**	Council Chamber	
<u>MARCH 2023</u>				
16	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	
23	ANNUAL TOWN MEETING	7.00PM	Council Chamber	
30	Environment & Planning	6.30PM	Council Chamber	
<u>APRIL 2023</u>				
(Maundy Thursday – 6 April/Easter Monday – 10 April 2023)				
17 (Mon)	Audit (Review System of Internal Control & Annual Accounts)	7.00PM	The Pepperpot	
20	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	
21 (Fri)	MAYORALTY RECEPTION & DINNER	7.15PM	Wilfrid Noyce Centre	
27	Full Council	7.00PM	Council Chamber	

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

MAY 2023

4	LOCAL ELECTIONS			
11	COUNCILLORS' INDUCTION			
18	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/WNC	
25	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.15PM** 8.00PM** 8.10PM**	Council Chamber Council Chamber Mayor's Parlour Council Chamber	

JUNE 2023

1	Joint Burial – Cemetery Inspection Joint Burial – (Approval of Annual Governance & Accounting Regulations) Environment & Planning Policy & Management	5.00PM 5.45PM 6.30PM** 7.30PM**	Eashing Cemetery Council Chamber	
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FESTIVALS:

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

Event	Date
Annual Council/Mayor Making	Thursday, 19 May 2022
Godalming Run	TBC Sunday in May
Town Show	Saturday, 4 June 2022?
Summer Food Festival	Sunday, 3 July 2022 - TBC
Staycation	Saturday, 6–Sunday, 14 August 2022
Godalming Green Gala	Saturday, 14 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 13 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Friday, 2 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

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

DISCIPLINARY POLICY & PROCEDURES

INTRODUCTION

This policy is based on The ACAS statutory Code of Practice on discipline and grievance procedures - ACAS Code of Practice 1 published 11 March 2015 <https://www.acas.org.uk/codes-of-practice>

The policy and procedures will be applied fairly, consistently and in accordance with the Equality Act 2010.

Inevitably, because the Town Council is a small organisation, Members may be involved in initiating, investigating or hearing disciplinary action. Members must always follow this procedure and should always seek external support and advice when taking disciplinary action. Suitable sources of advice include the Surrey Association of Local Councils (SALC) or the Town Council's external HR provider, the Chair of the Staffing Committee is authorised to seek advice and engage the services of the HR provider for disciplinary issues.

PURPOSE AND SCOPE

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, satisfactory work performance and attendance which are acceptable at all times, including the need to: -

- Fulfil the duties specified in their contract of employment,
- Be honest and act beyond suspicion of dishonesty, and,
- Maintain high standards of integrity and conduct to protect the Council's reputation with the public.

The aim is to ensure consistent and fair treatment for all staff. It does not apply to employees in their probationary period.

PRINCIPLES WHICH UNDERPIN THE DISCIPLINARY PROCEDURE

This policy confirms:

- Where required the Council will access external HR support in order to provide advice and support to the Council as an employer.
- No formal disciplinary action will be taken (i.e. a formal warning) until the necessary investigations have been completed.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy also applies to work performance issues to ensure that alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see the ACAS publication "How to manage performance" at <http://www.acas.org.uk/media/pdf/m/0/How-to-manage-performance-advisory-booklet.pdf>
- Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.

- Employees may be accompanied by a fellow worker, a trade union representative (certified by their union as being competent to accompany a worker) or a trade union official at any disciplinary, or appeal meeting which could result in a formal warning or other disciplinary action being taken. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- The Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submission.
- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- Recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary action. The appeal decision is final
- Except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.

EXAMPLES OF MISCONDUCT

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. This list is not to be regarded as exclusive or exhaustive:

- unauthorised absence;
- poor timekeeping;
- unsatisfactory work performance (either repeated instances of poor work or one piece of very poor work);
- not working co-operatively and positively as a member of a team;
- failure to preserve the dignity, respect and privacy of others or behaviour that would breach the harmony in the workplace;
- breach of confidentiality – to an extent short of that specified under the relevant example given for Gross Misconduct;
- misuse of the Council's resources and facilities including telephone, email and internet;
- inappropriate behaviour;
- failure to follow reasonable instructions;
- breach of health and safety rules;
- impropriety or disorderly conduct whether within or outside working hours which the Council reasonably considers to be detrimental to the Council;
- failure to disclose a personal interest;
- unsatisfactory manner or/and appearance;
- any act or omission which, after investigation and due consideration to the individual circumstances is believed to amount to misconduct.

EXAMPLES OF GROSS MISCONDUCT

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. This list is not to be regarded as exclusive or exhaustive.

- intentionally making false statements when incidents or accidents are being investigated, or when applying for employment or in connection with medical examination;
- bullying, discrimination and/or harassment;
- incapacity at work because of alcohol or drugs;
- violent behaviour;
- fraud or theft;
- gross negligence;
- gross insubordination;
- serious breaches of health and safety rules;
- serious and deliberate damage to property;
- use of the internet or email to access pornographic, obscene or offensive material;
- disclosure of confidential information;
- impropriety or disorderly conduct whether within or outside working hours which the Council reasonably considers to bring or potentially bring the Council into disrepute;
- failure to disclose a personal interest;
- unsatisfactory manner or/and appearance;
- any act or omission which, after investigation and due consideration to the individual circumstances is believed to amount to gross misconduct.

EXAMPLES OF UNSATISFACTORY WORK PERFORMANCE

The following list contains some examples of unsatisfactory work performance:

- inadequate application of office procedures;
- inadequate IT skills;
- unsatisfactory management of staff;
- unsatisfactory communication skills.

DISCIPLINARY INVESTIGATION

Necessary investigations of potential disciplinary matters will be carried out without unreasonable delays. The nature and extent of the investigations will depend upon the seriousness of the matter and the more serious it is then the more thorough the investigation will be.

It will not always be necessary to hold an investigatory meeting. If a meeting is held, the employee will be given advance warning and time to prepare.

Investigations are intended to establish the facts.

Where practicable, different people should carry out the investigations and the disciplinary hearing.

Where investigations are carried out against the Town Clerk, the Chair of the Staffing Committee will appoint an investigator who will be responsible for undertaking the investigation – a fact-finding exercise to collect all relevant information. The investigator will be independent and will normally be a councillor. If the Chair of the Staffing Committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council.

The investigator will be appointed as soon as possible after the allegations have been made. The Chair of the Staffing Committee will inform the investigator of the terms of reference of the investigation. The terms of reference should deal with the following:

- what the investigation is required to examine;
- whether a recommendation is required;
- how the findings should be presented, for example, an investigator will often be required to present the findings in the form of a report;
- who the findings should be reported to (normally the Chair of the Staffing Committee) and who to contact for further direction if unexpected issues arise or advice is needed.

The investigator's report will contain recommendations and the findings on which they were based. The investigator will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure;
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or;
- the employee has a case to answer and the matter should proceed to the Council's disciplinary procedure.

The investigator will submit the report to the Chair of the Staffing Committee, who will present the report to the Staffing Committee without delay. The Staffing Committee will decide whether further action is to be taken.

Where investigation of potential disciplinary matters are carried out against other staff members, The Town Clerk will request that the Chair of the Staffing Committee appoints an independent person to conduct an investigation, informing the investigator of the terms of reference of the investigation. The terms of reference are to follow the guidelines set out above. The investigator is to report recommendations and findings to the Town Clerk. The investigator's report is to contain recommendations as set out above.

THE DISCIPLINARY HEARING

Disciplinary hearings will consider the outcome of the investigation, together with the employee's representations and any other matters or further investigations it wishes to conduct before deciding whether to issue a warning or dismissal.

The Town Clerk will usually conduct disciplinary hearings with staff members. However, before holding the hearing, the Town Clerk is to seek advice from the Council's HR advisers and discuss the matter with the Chair of the Staffing Committee.

In the case of the Town Clerk, if the Staffing Committee decides that, following an investigation, there is a case to answer, it will appoint a Disciplinary Hearing Panel (The Panel) of three councillors (The Panel members could, if appropriate be Councillors who are not members of the Staffing Committee). The Panel members will appoint a Chair from one of its members. The original investigator shall not sit on the panel. No councillor with direct involvement in the matter shall be appointed to The Panel. The employee will be invited, in writing, to attend a disciplinary hearing. The Disciplinary Hearing Panel's letter will confirm the following:

- the names of its Chair and the other two members;
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the hearing;
- a copy of the investigation report and all the supporting evidence;
- the time and place for the hearing; the employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.

DISCIPLINARY ACTION

If the Disciplinary Hearing Panel decides that there should be disciplinary action, it may be any of the following:

1. First written warning

A first warning is issued for most first instances of misconduct. The Council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement;
- that further misconduct/failure to improve will result in more serious disciplinary action;
- the employee's right to appeal;
- that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force a period of time, usually for six months.

2. Final written warning

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement;
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal;
- the employee's right of appeal;
- that the letter confirming the final written warning will be placed on the employee's personnel file, and that the warning will remain in force for 18 months.

3. Dismissal

The Council may dismiss:

- for gross misconduct;
- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning;
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal.

If the Council decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

THE APPEAL

An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

The appeal will be heard by a panel of three members of the Staffing Committee who have not previously been involved in the case, this includes the investigator. There may be insufficient

members of the Staffing Committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the Staffing Committee. The appeal panel will appoint a Chair from one of its members.

Where the Town Clerk has received a warning or been dismissed, the appeal will be heard by a panel of three members of the Council not previously involved in the case. Where three members of the Council are not available, the Staffing Committee can appoint others to make up a panel. This might be councillors from other councils or other appropriate people.

The employee will be notified, in writing, usually within 10 working days of receipt of the notice of appeal of the date, time and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

The appeal panel may decide to uphold the decision of the Staffing Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

The appeal panel's decision is final.

DATA PROTECTION

The Council processes personal data collected during the investigation stage and any subsequent stages of disciplinary action in accordance with its Data Protection Policy. In particular, data collected as part of the investigation stage and any subsequent stages of disciplinary action is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

GRIEVANCE POLICY & PROCEDURES

INTRODUCTION

Grievances are concerns, problems or complaints that employees raise with their employers. This document sets out the procedures that Godalming Town Council will use to deal with their employees' grievances.

This policy is based on The ACAS statutory code of Practice on discipline and grievance procedures – ACAS Code of Practice 1 published 11 March 2015 <https://www.acas.org.uk/codes-of-practice>. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

In most cases of grievance an informal approach between employee and line manager is the best way to proceed. This procedure is for use when an informal approach has not resolved matters to the satisfaction of an employee or when the informal approach seems inappropriate.

Inevitably, because the Town Council is a small organisation, Members will be required to hear either a grievance or an appeal. Members must always follow this procedure and should always seek external support and advice when dealing with a grievance raised by an employee (particularly when the grievance is raised by, or is about, the Town Clerk). Suitable sources of advice include the Surrey Association Local Councils (SALC) or the Town Council's external HR provider, the Chair of the Staffing Committee is authorised to seek advice and engage the services of the HR provider for HR advice.

This policy confirms:

- Employees have the right to be accompanied at a grievance meeting or appeal by a workplace colleague, a trade union representative (certified by their union as being competent to accompany a worker) or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
- The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- An employee has the right to appeal against the decision about their grievance. The appeal decision is final.
- Recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
- If a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith.

- The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.

INFORMAL GRIEVANCE PROCEDURE

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage.

FORMAL GRIEVANCE PROCEDURE

If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the employee's manager or, if it is about the employee's manager, to their manager. If the Grievance is about the Town Clerk it should be raised with the Chair of the Staffing Committee.

The Manager receiving the grievance will arrange a meeting to discuss the grievance. Depending upon the complexity of the matter(s) raised the Manager will either look into the matter themselves or appoint someone to investigate.

If the grievance is against the Town Clerk, the Chair of the Staffing Committee will appoint a sub-committee of three members to hear the grievance. Depending on the complexity of the matter they will either look into the matter themselves or appoint someone to investigate.

NOTIFICATION

The employee will be asked, in writing, to attend a grievance meeting. The letter will include the following:

- the names of the person or people hearing the grievance;
- a summary of the employee's grievance based on their written submission;
- the date, time and place for the meeting; the employee will be given reasonable notice of the meeting;
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official;
- a copy of the Council's grievance policy;
- confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of their witnesses at least five working days before the meeting;
- confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

THE APPEAL

If an employee decides that their grievance has not been satisfactorily resolved they may submit a written appeal to the Chair of the Staffing Committee. An appeal must be received by the Council within five working days of the employee receiving the decision and must specify the grounds of appeal.

The appeal will be heard by a panel of three Members of the Staffing Committee, appointed by the Chair of the Staffing Committee, who have not previously been involved in the case. There may be insufficient members of the Staffing Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council Members who may include Members of the Staffing Committee. The appeal panel will appoint a Chairman from one of its members.

The employee will be notified, in writing, of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

The decision of the appeal panel is final.

GRIEVANCES AGAINST COUNCILLORS

Complaints about the conduct of parish and town councillors are handled by the Waverley Borough Council's Monitoring Officer, Case law, *R (Harvey) v Ledbury Town Council*, has found that complaints must be investigated under the standards procedures and not through other processes such as staff grievance procedures.

DATA PROTECTION

The Council processes personal data collected during the Grievance Procedure in accordance with its data protection policy. In particular, data collected as part of the investigation stage and any subsequent stages of the Grievance Procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the Grievance Procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

GODALMING TOWN COUNCIL – TRAINING – STATEMENT OF INTENT

1. COMMITMENT TO TRAINING	Godalming Town Council is committed to reaching and maintaining the standards expected from staff and Members through identifying appropriate training needs and providing sufficient resources for its provision.
2. TRAINING NEEDS	<p>The Town Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and may also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.</p> <p>Training may include:</p> <ul style="list-style-type: none"> ➤ Formal training courses ➤ Briefings and seminars ➤ Conferences such as Surrey ALC, NALC regional and national
3. IDENTIFYING TRAINING NEEDS	<p>The training needs of staff will be identified mainly through the annual appraisal system. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>All new Councillors will be expected to undergo induction training to include training on the Code of Conduct.</p> <p>A new Chair will be encouraged to undergo appropriate training.</p> <p>The Town Clerk will inform Members of the availability of appropriate training/briefing sessions. Changes in legislation may also give rise to the need for appropriate training. Members will be asked annually to identify their own specific training needs.</p> <p>It is noted that some Members will have undertaken relevant training elsewhere and this will be taken into account.</p>
4. RESOURCING TRAINING	Training will be resourced by making the funds available in the budget to ensure that staff and Members are suitably qualified to carry out their functions and duties. Funds will be made available for appropriate technical and other information, as required. The Training budget will be assessed as part of the annual budget setting process.
5. MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS	<p>The impact of training will be measured through the council's service delivery. Well trained staff and Members will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> ➤ Well chaired council meetings ➤ Professional and pertinent observations ➤ Well written policies and reports ➤ Well managed projects ➤ Well managed finances ➤ Well informed staff and Members ➤ The professional conduct of staff and Members ➤ The maintenance of the General Power of Competence

11. BUDGET 2022/23

In preparation of the 2022/23 budget, known factors were applied such as notified contract increases and the Government imposed increase to National Insurance Contributions (NIC). Services with a large labour element (such as cleaning and IT Support) were increased in anticipation of Government NIC increases being passed on to users. In addition, given the current energy crisis, energy costs were also increased. This provided the initial base to which were added the costs of the decisions made by the Council or its committees over the preceding year(s), such as the new Council staffing structure and the decision to provide youth services and engagement.

2021/22 Precept	769,225	a
Variations from 2021/22 Base Budget:		
1 Add inflation at 3% & minor adjustments	22,605	
2 Add decrease in SLA revenue (Museum)	6,625	
3 Add Youth Provision & Engagement	103,000	
4 Add Administration Assistant	14,400	
5 Add Grounds Assistant	20,910	
6 Add increase in NIC	3,700	
7 Less reduced NNDR (Toilets)	-3,800	
8 Less removal of Civic Dinner	-7,910	
TOTAL VARIATION	159,530	b
 2022/23 Budget Requirements (a + b)	 928,755	 c
Total cash increase required	159,531	
% increase in cash required	20.74%	
 Tax base 2022/23	 9,416.7	 d
Precept per Band D property (= c/d)	£98.63	

The precept requirement for the financial year 2022/23 is £928,755 equating to a Band D equivalent increase on 2021/22 of 19.19% which in cash terms is an increase of £15.88 per annum.

Reserves

The balance of the revenue reserve as of 31 March 2022 is estimated to be £279,920. This is below recommended levels and plans will have been made to address this over the next two to five years.

The most significant Ear Marked reserve is the Community Infrastructure Levy reserve with a current balance of £216,565. Funds within this reserve must be spent on capital projects within five years of receipt. The second largest Ear Marked Reserve is for the maintenance of all the Councils Land & Property with an estimated balance at year end of £111,056.

Godalming Town Council
Statement of Variation 2022/23

	£		2023/24	2024/25
Base Budget (net) i.e. Precept 2021/22	769,225		928,755	989,130
Add inflation at 3% and net minor adjustments	22,606	Add inflation at 2%	18,575	19,783
Add Decrease in SLA Revenue (Museum)	6,625	BWP Air Source Heating		30,000
Add Youth Provision & Engagement	103,000	New Allotments	10,000	
Add Administration Assistant	14,400	Increase General Reserves	12,500	
Add Grounds Assistant	20,910	Add Museum Steward	19,300	
Less Reduced NNDR (Toilets)	-3,800			
Add Increase in NIC Rate	3,700			
Less Decrease in Civic Dinner	-7,910			
Estimated Budget Requirement 2022/23	<u>928,755</u>		<u>989,130</u>	<u>1,038,913</u>
Total increase required	159,531		60,375	49,783
% increase in cash terms	20.74%		6.50%	5.03%
Tax base 2021/22 (Band D Equivalent figure)	9296.1			
Precept per Band D property (Annual Baseline)	£82.75			
Tax base 2022/23 (Band D Equivalent figure)	9416.7		9416.7	9416.7
Precept per Band D property	£98.63		£ 105.04	£ 110.33
Increase per Band D Property	£15.88		£6.41	£5.29
% Increase per Band D Property	19.19%		6.50%	5.03%

Godalming Town Council
Revised Estimates 2021/22 and Budget 2022/23

GTC Summary Revenue Budget

2020/21 Actual £		2021/22		2022/23		Variation 2021/22 to 2022/23 £	Notes
	Budget	£ Estimate	£ Budget	£ Budget	£		
Employees							
385,471	Direct employee expenses	383,561	404,183	516,746	133,185		1.25% increase in National Insurance contribution, 2% pay award, step increases, three new part time positions, increase in minimum wage, Youth provision
1,296	Indirect employee expenses	6,100	5,880	9,800	3,700		
Premises Related Expenditure							
157,792	Repairs, alteration & maintenance of buildings	33,252	35,034	33,830	578		
9,233	Energy costs	13,976	14,918	15,768	1,792		Increased energy costs anticipated
	0 CRC allowances	0	0	0	0		
13,634	Rents	3,870	3,487	5,070	1,200		
5,015	Rates	22,630	13,087	19,635	-2,995		NNDR rate relief for Public Conveniences
2,683	Water services	5,340	4,155	5,600	260		
	0 Fixtures and fittings	1,000	250	1,000	0		
32,747	Cleaning & domestic supplies	48,040	48,275	53,130	5,090		Increased staffing costs passed on
8,465	Grounds maintenance costs	11,740	16,854	12,900	1,160		
1,249	Premises insurance	1,550	1,297	1,550	0		
43,125	Contribution to premises-related provisions	23,250	23,250	19,125	-4,125		SLA for Museum drops from 1 Oct 2020
Transport Related Expenditure							
	0 Public transport	0	0	100	100		
2,387	Car allowances	3,920	4,656	5,540	1,620		Running costs of van higher than estimated
Supplies & Services							
10,910	Equipment, furniture and materials	7,730	16,500	12,630	4,900		
	215 Catering & Hospitality	1,370	923	1,430	60		
	1,306 Clothes, uniform & laundry	1,700	1,674	2,200	500		
	5,187 Printing, stationery & general office expenses	8,120	8,184	8,470	350		
54,539	Services	66,160	72,566	70,410	4,250		
36,361	Communications & computing	35,214	37,113	36,839	1,625		
	169 Expenses	10,080	10,080	2,400	-7,680		
69,369	Grants & Subscriptions	78,400	78,653	78,860	460		
70,942	Contributions to provisions	31,534	215,552	31,270	-264		
	5,431 Miscellaneous expenses	7,070	6,715	7,821	751		
Third Party Payments							
54,759	Godalming Joint Burial Committee	37,690	37,690	37,743	53		
Income							
	0 Government Grants	0	0	0	0		
-72,493	Other grants, reimbursements & contributions	-3,530	-187,552	-1,770	1,760		
-121,682	Customer & client receipts	-117,964	-119,862	-97,209	20,755		
	-469 Interest	-600	-41	-60	540		
-142,575	Recharges	-29,680	-43,394	-39,777	-10,097		
635,066	Net Cost of Services	691,523	710,127	851,051	159,528		
77,703	Capital Financing Costs (Not inc in net cost of Services)	77,702	77,705	77,704	2		
712,769	Net Expenditure (Precept)	769,225	787,832	928,755	159,530		
Net Expenditure by Cost Centre							
£		£	£	£	£		
421,623	GTC	497,089	506,357	551,918	54,829		1.25% increase in National Insurance contribution, 2% pay award, step increases, two new part time positions, increase in minimum wage
	4,224 Allotments	-1,550	5,255	-530	1,020		
	1,541 Bandstand	70	1,076	850	780		
	-2,856 Broadwater Park Youth Service	-1,232	10,051	102,953	104,185		As agreed by Council, new Youth Service
	35,752 Christmas Lights	35,500	37,530	39,050	3,550		New contract required
	18,527 Civic Expenses	23,760	26,039	17,680	-6,080		
	-1,679 Festivals & Markets	-3,550	-2,869	-3,805	-255		
	0 Community Store	0	0	0	0		
							1.25% increase in National Insurance contribution, 2% pay award, new temp part time positions, increase in minimum wage
61,122	Godalming Museum	65,008	69,272	66,776	1,768		
22,852	Land & Property Other	40,820	30,342	36,360	-4,460		
	-737 Pepperpot	1,362	307	2,779	1,417		Reduced community centre hire income due to COVID
	-10 Staycation	6,027	3,348	4,497	-1,530		
	-8,260 The Square	-6,750	-8,886	-6,750	0		
	26,948 Town Promotion	7,145	12,027	7,145	0		
	30,243 Wilfrid Noyce	27,824	20,278	32,129	4,305		
	25,776 107-9 High Street Capital Works	0	0	0	0		
635,066	Net Cost of Services (excl. Financing Costs)	691,523	710,127	851,052	159,529		

Cost Centre: 101 GTC Office

2020/21 Actual £		2021/22		2022/23 Budget £	Variation £		
		2021/22 Budget £	Revised Estimate £				
	Employees						
246607	Direct employee expenses	Salaries	249060	265430	289620	40560	2% pay award, step increases, two new part time positions, increase in minimum wage
25189		Er's NIC	25680	25245	31560	5880	1.25% increase in National Insurance contribution
45657		Er's Supn	45000	48630	52500	7500	
0		Agency staff & Contractors	0	0	0	0	
1197	Indirect employee expenses	Training	3000	3000	3000	0	
99		Advertising	1500	2130	1500	0	
0		Other	600	250	600	0	
	Premises Related Expenditure						
3395	Repairs, alteration & maintenance of buildings		7200	8608	9000	1800	
0	Energy costs		3200	3200	3200	0	
0	CRC allowances		0	0	0	0	
12570	Rents		1200	887	2400	1200	
0	Rates		12000	12048	12600	600	
0	Water services		300	300	300	0	
0	Fixtures and fittings		0	0	0	0	
109	Cleaning & domestic supplies		5340	4501	5280	-60	
0	Grounds maintenance costs		0	0	0	0	
0	Premises insurance		0	0	0	0	
0	Contribution to premises-related provisions		0	0	2500	2500	
	Transport Related Expenditure						
0	Public transport		0	0	0	0	
2387	Car allowances		3400	4296	4720	1320	
	Supplies & Services						
1349	Equipment, furniture and materials		1000	4172	3500	2500	Computers & Printers for Youth Service
215	Catering & Hospitality		300	368	300	0	
1306	Clothes, uniform & laundry		1200	1424	1200	0	
4967	Printing, stationery & general office expenses		6490	6490	6490	0	
2189	Services	Professional Fees	10000	10000	10000	0	
2390		Audit fees	3300	3300	3300	0	
8891		Insurance	9000	8772	9200	200	
260		Bank charges	360	174	360	0	
978	Communications & computing	postage	1200	1200	1200	0	
2901		telephones	2765	2765	2765	0	
8328		computers	8855	9877	9540	685	
627		website	1000	4439	1000	0	
280		publicity advert	0	820	0	0	
0		newsletter	4400	2200	4400	0	
0	Expenses	Staff expenses	0	0	0	0	
0		Mayor's expenses	0	0	0	0	
0		Members' training	0	0	0	0	
63774	Grants & Subscriptions	Grants	70000	70000	70000	0	
4661		Subscriptions	4300	4300	4600	300	
56442	Contributions to provisions		23534	207552	23270	-264	
423	Miscellaneous expenses		1825	1825	1876	51	
	Third Party Payments						
54759	Godalming Joint Burial Committee		37690	37690	37743	53	
	Income						
-72493		Government Grants	0	0	0	0	
-27690		Other grants etc	-3530	-187552	-1770	1760	
-469		Customer & client receipts	-13800	-22167	-16000	-2200	
-29675		Interest	-600	-41	-60	540	
		Recharges	-29680	-39776	-39776	-10096	
421623	Net Expenditure		497089	506357	551918	54829	
77703	Capital Finance Costs (Not included in net costs of Services)		77706	77705	77704	-2	

Cost Centre: 102 Civic Expenses

2020/21 Actual £		2021/22 Budget £	2021/22 Revised Estimate £	2022/23 Budget £	Variation £
Employees					
0	Direct employee expenses		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
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	2420	2420	2420	0 WBC Chamber rental
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	333	0	0
0	Catering & Hospitality	600	250	600	0
0	Clothes, uniform & laundry	500	250	500	0
0	Printing, stationery & general office expenses	800	800	800	0
330	Services		2840	0	0
0			0	0	0
0			0	0	0
0			0	0	0
0	Communications & computing		0	0	0
0			0	0	0
2761		2400	2400	2800	400
0		0	0	0	0
2300		0	1120	1200	1200 Remembrance Parade Advertising
0		0	0	0	0
0	Expenses	0	0	0	0
-11		8880	8880	1200	-7680 Remove Civic Dinner
180		1200	1200	1200	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
12500	Contributions to provisions	6000	6000	6000	0 £4k General Election; £2k By Election
467	Miscellaneous expenses	960	646	960	0
Third Party Payments					
0	Godalming Joint Burial Committee	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	-1100	0	0
18527	Net Expenditure	23760	26039	17680	-6080

Cost Centre: 104 Town Promotion

2020/21 Actual £		2021/22		2022/23		Variation £
		Budget	Revised Estimate	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
11278	Agency staff & Contractors	0	700	0		0 Town Wardens
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	0	254	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	300	278	300		0
901	Grounds maintenance costs	6500	2268	6500		0 Greener Godalming
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					
883	Equipment, furniture and materials	500	4694	500		0
0	Catering & Hospitality	0	185	0		0
0	Clothes, uniform & laundry	0	0	0		0
0	Printing, stationery & general office expenses	0	209	0		0
-315	Services					0
0	Professional Fees	500	2995	500		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	postage	0	0	0		0
0	telephones	0	0	0		0
0	computers	0	0	0		0
0	website	0	0	0		0
12381	publicity advert	2250	2354	2250		0
0	newsletter	0	0	0		0
0	Expenses					0
0	Staff expenses	0	0	0		0
0	Mayor's expenses	0	0	0		0
0	Members' training	0	0	0		0
0	Grants & Subscriptions					0
0	Grants	0	0	0		0
0	Subscriptions	0	0	0		0
0	Contributions to provisions	0	0	0		0
1820	Miscellaneous expenses	395	1080	395		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	-3300	-472	-3300		0
0	Interest	0	0	0		0
0	Recharges	0	-2518	0		0
26948	Net Expenditure	7145	12027	7145		0

Cost Centre: 105 Staycation

2020/21 Actual £		2021/22				Variation £
		2021/22 Budget	Revised Estimate	2022/23 Budget	£	
	Employees					
0	Direct employee expenses	Salaries	152	0	152	0 Staff time at Green Gala
0		Er's NIC	15	0	15	0
0		Er's Supn	0	0	0	0
0		Agency staff & Contractors	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	243	250	250
0	CRC allowances		0	0	0	0
0	Rents		0	180	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		900	0	900	0 Staycation Live waste removal
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		520	0	520	0
0	Catering & Hospitality		350	0	350	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
0	Services	Professional Fees	300	936	950	650
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
0		publicity advert	3850	2300	1500	-2350 12pg reduced to 4pg Advertising
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	170	0	170	0
0	Contributions to provisions		0	0	0	0
-10	Miscellaneous expenses		90	64	90	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	-320	-375	-400	-80 Green Gala entrance fees
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-10	Net Expenditure		6027	3348	4497	-1530

Cost Centre: 106 Festivals & Markets

2020/21		2021/22					
Actual		2021/22	Revised	2022/23			
£		Budget £	Estimate £	Budget £	Variation £		
Employees							
560	Direct employee expenses		Salaries	1210	570	1090	-120
55			Er's NIC	167	79	164	-3
0			Er's Supn	223	105	201	-22
0			Agency staff & Contractors	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
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	350		417	600	600	250
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	200		200	400	400	200
Supplies & Services							
0	Equipment, furniture and materials	510		600	510	510	0
0	Catering & Hospitality	120		120	180	180	60
0	Clothes, uniform & laundry	0		0	0	0	0
0	Printing, stationery & general office expenses	530		530	530	530	0
1455	Services		Professional Fees	1200	1200	1650	450
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
0			publicity advert	2630	2630	3250	620
0			newsletter	0	0	0	0
0	Expenses		Staff expenses	0	0	0	0
0			Mayor's expenses	0	0	0	0
0			Members' training	0	0	0	0
0	Grants & Subscriptions		Grants	0	0	0	0
0			Subscriptions	110	110	220	110
0	Contributions to provisions			0	0	0	0
1091	Miscellaneous expenses	800		800	1000	1000	200
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
-4840			Customer & client receipts	-11600	-10230	-13600	-2000
0			Interest	0	0	0	0
0			Recharges	0	0	0	0
-1679	Net Expenditure	-3550		-2869	-3805	-3805	-255

Cost Centre: 108 Christmas Lights

2020/21		2021/22	2021/22	2022/23	
Actual		Budget	Revised	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 & Contractors	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 & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
36002	Services	35500	37530	39050	3550
0	Professional Fees				
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 expenses	0	0	0	0
0	Members' training	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				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-250	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
35752	Net Expenditure	35500	37530	39050	3550

Cost Centre: 201 Broadwater Park Youth Service

2020/21		2021/22	2021/22	2022/23	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
Employees					
0	Direct employee expenses	0	0	70143	70143 New Youth Service
0		0	0	3650	3650
0		0	0	3700	3700
0		0	0	0	0
0	Indirect employee expenses	0	0	2500	2500
0		0	0	1200	1200
					0
Premises Related Expenditure					
25145	Repairs, alteration & maintenance of buildings	3912	4866	3000	-912
2975	Energy costs	3516	3516	3750	234
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
1347	Rates	1380	1347	1400	20
383	Water services	480	215	500	20
0	Fixtures and fittings	0	0	0	0
8436	Cleaning & domestic supplies	9000	9287	9500	500
523	Grounds maintenance costs	240	2591	400	160
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
0	Public transport	0	0	100	100
0	Car allowances	0	0	100	100
Supplies & Services					
413	Equipment, furniture and materials	600	250	3000	2400
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	500	500
0	Printing, stationery & general office expenses	0	0	350	350
0	Services	0	0	350	350
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
688		840	480	960	120
0		0	0	850	850
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	Grants & Subscriptions	0	0	0	0
0		300	189	0	-300
0	Contributions to provisions	0	0	0	0
185	Miscellaneous expenses	0	0	500	500
Income					
0		0	0	0	0
0		0	0	0	0
-21551		-24000	-15190	-6000	18000
0		0	0	0	0
-23900		0	0	0	0
-2856	Net Expenditure	-1232	10051	102953	104185

Cost Centre: 202 The Pepperpot

2020/21		2021/22	2021/22	2022/23	
Actual		Budget	Revised	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 & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
	Training	0	0	0	0
	Advertising	0	0	0	0
					0
	Premises Related Expenditure				
1432	Repairs, alteration & maintenance of buildings	2160	2176	2510	350
844	Energy costs	1200	1641	1560	360
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	700	175	735	35
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
1903	Cleaning & domestic supplies	1860	2791	3000	1140
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
178	Equipment, furniture and materials	600	600	600	0
0	Catering & Hospitality	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
679	telephones	852	480	504	-348
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 expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	70	70	70	0
0	Contributions to provisions	0	0	0	0
70	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
-8343	Customer & client receipts	-8580	-10126	-8700	-120
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
-737	Net Expenditure	1362	307	2779	1417

Cost Centre: 203 The Square

2020/21		2021/22	2021/22	2022/23	
Actual		Budget	Revised	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
					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
1249	Premises insurance	1550	1297	1550	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 & Hospitality	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
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	Grants & Subscriptions	0	0	0	0
0		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		0	0	0	0
0		0	0	0	0
-9509	Customer & client receipts	-8300	-10183	-8300	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
-8260	Net Expenditure	-6750	-8886	-6750	0

Cost Centre: 205 Wilfrid Noyce Centre

2020/21			2021/22		2022/23	
Actual			2021/22	Revised	2022/23	Variation
£			Budget £	Estimate £	Budget £	£
Employees						
114	Direct employee expenses	Salaries	2688	672	2826	138
11		Er's NIC	371	93	425	54
0		Er's Supn	495	124	520	25
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
						0
Premises Related Expenditure						
8924	Repairs, alteration & maintenance of buildings		10140	9997	10800	660
4080	Energy costs		5280	5280	5808	528
0	CRC allowances		0	0	0	0
0	Rents		250	0	250	0
0	Rates		4750	3184	4900	150
1251	Water services		1200	1246	1320	120
0	Fixtures and fittings		0	0	0	0
12563	Cleaning & domestic supplies		15820	17345	18600	2780
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
Transport Related Expenditure						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
Supplies & Services						
1591	Equipment, furniture and materials		4000	4000	4000	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
1400	Services	Professional Fees	1500	1600	1650	150 Xmas Lights
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
1086		telephones	1280	800	780	-500
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	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
325		Subscriptions	350	548	550	200
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		1200	500	1200	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
-3602		Customer & client receipts	-24000	-27611	-24000	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
30243	Net Expenditure		27824	20278	32129	4305

Cost Centre: 206 Bandstand

2020/21			2021/22		2021/22		2022/23		
Actual			2021/22	Revised	2021/22	Revised	2022/23		Variation
£			Budget	£	Estimate	£	Budget	£	£
	Employees								
0	Direct employee expenses	Salaries	0	0	0	0	0	0	0
0		Er's NIC	0	0	0	0	0	0	0
0		Er's Supn	0	0	0	0	0	0	0
0		Agency staff & Contractors	0	0	0	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0	0	0	0
0		Advertising	0	0	0	0	0	0	0
									0
	Premises Related Expenditure								
1003	Repairs, alteration & maintenance of buildings		600	600	600	600	600	600	0
0	Energy costs		0	0	0	0	0	0	0
0	CRC allowances		0	0	0	0	0	0	0
0	Rents		0	0	0	0	0	0	0
0	Rates		0	0	0	0	0	0	0
0	Water services		0	0	0	0	0	0	0
0	Fixtures and fittings		0	0	0	0	0	0	0
0	Cleaning & domestic supplies		0	88	0	0	0	0	0
0	Grounds maintenance costs		0	0	0	0	0	0	0
0	Premises insurance		0	0	0	0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0	0	0	0
	Transport Related Expenditure								
0	Public transport		0	0	0	0	0	0	0
0	Car allowances		0	0	0	0	0	0	0
	Supplies & Services								
0	Equipment, furniture and materials		0	72	0	0	0	0	0
0	Catering & Hospitality		0	0	0	0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0	0	0	0
0	Services	Professional Fees	0	0	0	0	0	0	0
0		Audit fees	0	0	0	0	0	0	0
0		Insurance	0	0	0	0	0	0	0
0		bank charges	0	0	0	0	0	0	0
0	Communications & computing	postage	0	0	0	0	0	0	0
0		telephones	0	0	0	0	0	0	0
0		computers	0	0	0	0	0	0	0
0		website	0	0	0	0	0	0	0
0		publicity advert	0	0	0	0	0	0	0
0		newsletter	0	0	0	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0	0	0	0
0		Mayor's expenses	0	0	0	0	0	0	0
0		Members' training	0	0	0	0	0	0	0
538	Grants & Subscriptions	Grants	0	0	0	0	0	0	0
0		Subscriptions	100	316	250	250	250	250	150
0	Contributions to provisions		0	0	0	0	0	0	0
0	Miscellaneous expenses		0	0	0	0	0	0	0
	Third Party Payments								
0	Godalming Joint Burial Committee								0
0	Income	Government Grants	0	0	0	0	0	0	0
0		Other grants etc	0	0	0	0	0	0	0
0		Customer & client receipts	-630	0	0	0	0	0	630
0		Interest	0	0	0	0	0	0	0
0		Recharges	0	0	0	0	0	0	0
1541	Net Expenditure		70	1076	850	850	850	850	780

Cost Centre: 207 Museum

2020/21		2021/22	2021/22	2022/23			
Actual		Budget	Revised	Budget	Variation		
£		£	£	£	£		
Employees							
44201	Direct employee expenses	Salaries	45480	49387	46380	900	Increased hours for Volunteer Co-Ordinator
3894		Er's NIC	4920	4456	5520	600	1.25% increased contribution rate
7905		Er's Supn	8100	8692	8280	180	
0		Agency staff & Contractors	0	0	0	0	
0	Indirect employee expenses	Training	1000	500	1000	0	
0		Advertising	0	0	0	0	
						0	
Premises Related Expenditure							
15793	Repairs, alteration & maintenance of buildings		2280	2273	2520	240	
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	
29	Cleaning & domestic supplies		0	67	0	0	
0	Grounds maintenance costs		0	0	0	0	
0	Premises insurance		0	0	0	0	
33125	Contribution to premises-related provisions		13250	13250	6625	-6625	SLA for Museum drops from 1 Oct 2020
Transport Related Expenditure							
0	Public transport		0	0	0	0	
0	Car allowances		320	160	320	0	
Supplies & Services							
791	Equipment, furniture and materials		0	1779	0	0	
0	Catering & Hospitality		0	0	0	0	
0	Clothes, uniform & laundry		0	0	0	0	
220	Printing, stationery & general office expenses		300	155	300	0	
18	Services	Professional Fees	0	0	0	0	
0		Audit fees	0	0	0	0	
2036		Insurance	4500	3219	3400	-1100	
0		bank charges	0	0	0	0	
469	Communications & computing	postage	0	476	960	960	Previously absorbed in Office postage
155		telephones	300	180	180	-120	
2396		computers	2592	2592	2700	108	
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 expenses	0	0	0	0	
0		Members' training	0	0	0	0	
0	Grants & Subscriptions	Grants	0	0	0	0	
0		Subscriptions	3000	3120	3000	0	SMCC Partnership
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	
-40910		Customer & client receipts	-21034	-21034	-14409	6625	SLA for Museum drops from 1 Oct 2020
0		Interest	0	0	0	0	
-9000		Recharges	0	0	0	0	
61122	Net Expenditure		65008	69272	66776	1768	

Cost Centre: 208 Land & Property Other

2020/21 Actual £		2021/22 Budget £	2021/22 Revised Estimate £	2022/23 Budget £	Variation £	
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 & Contractors	0	0	0	
0	Indirect employee expenses	Training	0	0	0	
0		Advertising	0	0	0	
Premises Related Expenditure						
3330	Repairs, alteration & maintenance of buildings		6660	5960	5100	-1560
587	Energy costs		780	1038	1200	420
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
3668	Rates		3800	-3667	0	-3800 NNDR refund as no longer tax
919	Water services		3240	2175	3240	0
0	Fixtures and fittings		1000	250	1000	0
9667	Cleaning & domestic supplies		14040	13286	14520	480
531	Grounds maintenance costs		5000	5000	5000	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
Transport Related Expenditure						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
Supplies & Services						
800	Equipment, furniture and materials		0	0	0	0
0	Catering & Hospitality		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
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	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	0	0	0	0
2000	Contributions to provisions		2000	2000	2000	0 Flood Wall Maintenance
1350	Miscellaneous expenses		1800	1800	1800	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
-2500		Customer & client receipts	0	0	0	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
22852	Net Expenditure		40820	30342	36360	-4460

Cost Centre: 301 107-9 High Street

2020/21		2021/22	2021/22	2022/23	
Actual		2021/22	Revised	2022/23	Variation
£		Budget £	Estimate £	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 & Contractors	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				
98770	Repairs, alteration & maintenance of buildings	0	0	0	0
747	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
1064	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
40	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				
4905	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
-117	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
332	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 expenses	0	0	0	0
0	Members' training	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
35	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
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
-80000	Recharges	0	0	0	0
25776	Net Expenditure	0	0	0	0

Cost Centre: 416 Community Store

2020/21 Actual £		2021/22 Budget	2021/22 Revised Estimate	2022/23 Budget	Variation
£		£	£	£	£
	Employees				
	Direct employee expenses				
	Salaries	0			0
	Er's NIC	0			0
	Er's Supn	0			0
	Agency staff & Contractors	0			0
	Indirect employee expenses				
	Training	0			0
	Advertising	0			0
					0
	Premises Related Expenditure				
	Repairs, alteration & maintenance of buildings	0			0
	Energy costs	0			0
	CRC allowances	0			0
	Rents	0			0
	Rates	0			0
	Water services	0			0
	Fixtures and fittings	0			0
	Cleaning & domestic supplies	0			0
	Grounds maintenance costs	0			0
	Premises insurance	0			0
	Contribution to premises-related provisions	0			0
	Transport Related Expenditure				
	Public transport	0			0
	Car allowances	0			0
	Supplies & Services				
	Equipment, furniture and materials	0			0
	Catering & Hospitality	0			0
	Clothes, uniform & laundry	0			0
	Printing, stationery & general office expenses	0			0
	Services				
	Professional Fees	0			0
	Audit fees	0			0
	Insurance	0			0
	bank charges	0			0
	Communications & computing				
	postage	0			0
	telephones	0			0
	computers	0			0
	website	0			0
	publicity advert	0			0
	newsletter	0			0
	Expenses				
	Staff expenses	0			0
	Mayor's expenses	0			0
	Members' training	0			0
	Grants & Subscriptions				
	Grants	0			0
	Subscriptions	0			0
	Contributions to provisions	0			0
	Miscellaneous expenses	0			0
	Third Party Payments				
	Godalming Joint Burial Committee				0
	Income				
	Government Grants	0			0
	Other grants etc	0			0
	Customer & client receipts	0			0
	Interest	0			0
	Recharges	0			0
	0 Net Expenditure	0	0	0	0

Godalming Town Council
Revised Estimates 2021/22 and Budget 2022/23

	Balance b/f 1 April 2020 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves/ Bal. Sheet £	Balance c/f 31 March 2021 £
Movement in Reserves to March 31 2021 (Actual)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	263,943	-1,615			12,255	274,583
Sub-total unallocated reserves	<u>263,943</u>					<u>274,583</u>
Earmarked Reserves						
2 Election Expenses Fund	8,602		6,000			14,602
3 Community Infrastructure Levy	0		36,142		4,844	40,987
4 Emerging Projects	48,379		10,300			58,679
5 WW1 Memorial	750					750
6 Caudle Memorial Fund	19,300			-19,300		0
7 Godalming Museum	109,680		33,125	-89,000	-53,805	0
8 Youth Provision	0		10,000			10,000
9 Pepperpot Lamp	0		6,500			6,500
10 Other Land & Property Maintenance	28,601		10,000	-4,600	53,805	87,806
11 IT Reserve	5,000				-5,000	0
12 Christmas Lights	8,788				-8,788	0
13 Festival Surplus	2,897				-2,897	0
14 Staycation	335				-335	0
15 Flood Alleviation	0		2,000			2,000
16 Mayor's Charity	2,822			-2,822		0
17 Community Store	0		20,394			20,394
18 Farncombe Initiative	3,201					3,201
19 Wilfrid Noyce Key Deposits	80				-80	0
Sub- total Earmarked Reserves	<u>238,435</u>					<u>244,919</u>
Balances	<u>502,378</u>	<u>-1,615</u>	<u>134,462</u>	<u>-115,722</u>	<u>0</u>	<u>519,502</u>

Godalming Town Council
Revised Estimates 2021/22 and Budget 2022/23

	Balance b/f 1 April 2021 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2022 £
BUDGET 2021/22 - Projection of Reserves to March 31 2022 (Balances b/f restated to match actuals at 31/03/21)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	274,583		15,000			289,583
Sub-total unallocated reserves	<u>274,583</u>					<u>289,583</u>
Earmarked Reserves						
2 Election Expenses Fund	14,602		6,000			20,602
3 Community Infrastructure Levy	40,987					40,987
4 Emerging Projects	58,679		8,530			67,209
5 WW1 Memorial	750					750
6 Youth Provision	10,000					10,000
7 Pepperpot Lamp	6,500					6,500
8 Other Land & Property Maintenance	87,806		23,250			111,056
9 Flood Alleviation	2,000		2,000			4,000
10 Mayor's Charity	0					0
11 Community Store	20,394					20,394
12 Farncombe Initiative	3,201					3,201
	<u>244,919</u>					<u>284,699</u>
Balances	<u>519,501</u>	0	54,780	0	0	<u>574,281</u>

Godalming Town Council
Revised Estimates 2021/22 and Budget 2022/23

	Balance b/f 1 April 2021 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2022 £	
REVISED ESTIMATES 2021/22 - Projection of Reserves to March 31 2022							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	274,583	-18,607	24,561		-617	279,920	£15k Min 299-20 FC 17 Dec 2020; £500 unspent Grant; £9,061 RHSS Grant
Sub-total unallocated reserves	274,583					279,920	
Earmarked Reserves							
2 Election Expenses Fund	14,602		6,000			20,602	Min 299-20 FC 17 Dec 2020
3 Community Infrastructure Levy	40,987		174,961		617	216,565	JNL336; JNL355; JNL356
4 Emerging Projects	58,679		8,530			67,209	Min 299-20 FC 17 Dec 2020
5 WW1 Memorial	750					750	
6 Youth Provision	10,000					10,000	Min 299-20 FC 17 Dec 2020
7 Pepperpot Lamp	6,500			-1,100		5,400	
8 Other Land & Property Maintenance	87,806		23,250			111,056	Min 299-20 FC 17 Dec 2020
9 Flood Alleviation	2,000		2,000			4,000	Min 299-20 FC 17 Dec 2020
10 Mayor's Charity	0					0	
11 Community Store	20,394					20,394	
12 Farncombe Station	3,201			-2,518		684	JNL347
	244,919					456,659	
Balances	519,501	-18,607	239,302	-3,618	0	736,579	

Godalming Town Council
Revised Estimates 2021/22 and Budget 2022/23

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2023 £
Budget 2022/23 - Projection of Reserves to March 31 2023						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	279,920		15,000			294,920
Sub-total unallocated reserves	279,920					294,920
Earmarked Reserves						
2 Election Expenses Fund	20,602		6,000			26,602
3 Community Infrastructure Levy	216,565					216,565
4 Emerging Projects	67,209		6,770			73,979
5 WW1 Memorial	750					750
6 Youth Provision	10,000					10,000
7 Pepperpot Lamp	5,400					5,400
8 Other Land & Property Maintenance	111,056		19,125			130,181
9 Flood Alleviation	4,000		2,000			6,000
10 Mayor's Charity	0					0
11 Community Store	20,394					20,394
12 Farncombe Station	684					684
	456,659					490,554
Balances	736,579	0	48,895	0	0	785,474

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	769,225	769,225	0	769,225			100.0%	
1102 Community Infrastructure Levy	0	0	0	174,961	174,961	0	174,961			100.0%	
1202 Grants - WBC	0	0	0	3,530	3,530	0	3,530			100.0%	
1204 Grants - Other	0	0	0	9,061	9,061	0	9,061			100.0%	
1303 Other customer/client receipts	2,032	500	(1,532)	21,723	20,667	(1,056)	22,167			98.0%	
1304 Donations	0	0	0	529	0	(529)	0			0.0%	
1401 Interest Received	5	3	(2)	36	32	(4)	41			88.5%	
1501 Recharges to Godalming JBC	0	0	0	39,775	39,776	1	39,776			100.0%	
Head Office Costs :- Income	2,037	503	(1,534)	1,018,840	1,017,252	(1,588)	1,018,761			100.0%	0
4001 Salaries	22,163	22,300	137	198,294	198,530	236	265,430		67,136	74.7%	
4002 Employer's NIC	2,188	2,140	(48)	18,913	18,825	(88)	25,245		6,332	74.9%	
4003 Employer's Superannuation	4,047	4,081	34	36,325	36,387	62	48,630		12,305	74.7%	
4011 Staff Training	440	250	(190)	1,269	2,250	981	3,000		1,731	42.3%	
4012 Recruitment Advertising	0	0	0	2,217	2,130	(87)	2,130		(87)	104.1%	
4013 Other Staff Expenses	0	50	50	76	100	24	250		174	30.5%	
4102 Property Maintenance	1,040	200	(840)	1,995	1,800	(195)	2,400		405	83.1%	
4103 Maintenance Contracts	561	200	(361)	1,771	1,800	29	2,400		629	73.8%	
4111 Energy Costs	177	265	88	1,300	2,385	1,085	3,200		1,900	40.6%	
4121 Rents	0	0	0	887	887	0	887		0	100.0%	
4131 Rates	0	0	0	12,048	12,048	0	12,048		0	100.0%	
4141 Water Services	0	25	25	0	225	225	300		300	0.0%	
4161 Cleaning	316	350	34	2,896	2,982	86	4,032		1,136	71.8%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4162 Waste Removal	0	30	30	251	282	31	372		121	67.5%	
4163 Domestic Supplies	0	10	10	166	67	(99)	97		(69)	171.1%	
4164 Workshop Consumables	72	300	228	3,029	2,908	(121)	3,808		779	79.5%	
4202 Car Allowances	0	80	80	266	714	448	994		728	26.7%	
4203 Other Transport Costs	0	0	0	6	6	0	6		0	97.2%	
4204 Fuel Costs	64	100	36	718	854	136	1,154		436	62.2%	
4205 Vehicle Maintenance	0	100	100	1,710	1,842	132	2,142		432	79.8%	
4301 Equipment	24	0	(24)	3,715	3,672	(43)	4,172		457	89.0%	
4304 Catering & Hospitality	0	30	30	247	278	31	368		121	67.2%	
4305 Clothes, Uniform & Laundry	0	100	100	978	1,124	146	1,424		446	68.7%	
4306 Printing	0	200	200	757	1,800	1,043	2,400		1,643	31.6%	
4307 Stationery	68	340	272	1,728	3,060	1,332	4,090		2,362	42.3%	
4311 Professional Fees - Legal	1,750	0	(1,750)	4,550	1,525	(3,025)	1,525		(3,025)	298.4%	
4312 Professional Fees - Surveyors	0	0	0	3,600	3,600	0	3,600		0	100.0%	
4313 Professional Fees - Other	0	0	0	2,969	2,969	0	4,875		1,906	60.9%	
4314 Audit Fees	0	300	300	2,020	2,555	535	3,300		1,280	61.2%	
4315 Insurance	0	0	0	8,772	8,772	0	8,772		0	100.0%	
4321 Bank Charges	50	15	(35)	164	129	(35)	174		10	94.5%	
4322 Postage	136	100	(36)	947	900	(47)	1,200		254	78.9%	
4323 Telephones	228	230	2	1,847	2,070	224	2,765		919	66.8%	
4325 Computing	1,075	640	(435)	8,424	7,957	(467)	9,877		1,454	85.3%	
4326 Website	695	50	(645)	4,529	3,889	(640)	4,439		(90)	102.0%	
4327 Publicity Advertising	0	0	0	950	820	(130)	820		(130)	115.9%	
4331 Newsletter	0	1,100	1,100	0	1,100	1,100	2,200		2,200	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Grants	0	5,800	5,800	45,105	52,200	7,095	70,000		24,895	64.4%	
4342 Subscriptions	0	0	0	4,178	4,100	(78)	4,300		122	97.2%	
4401 Payments to Godalming JBC	0	0	0	37,690	37,690	0	37,690		0	100.0%	
4900 Miscellaneous Expenses	16	150	134	756	1,350	594	1,825		1,069	41.4%	
6000 Debt Charges - Principal	0	0	0	21,136	21,136	(0)	31,386		10,250	67.3%	
6001 Debt Charges - Interest	0	0	0	34,032	34,033	1	46,319		12,287	73.5%	
Head Office Costs :- Indirect Expenditure	35,110	39,536	4,426	473,230	483,751	10,521	626,046	0	152,816	75.6%	0
5000 Transfers to Reserves	0	0	0	9,061	0	(9,061)	0		(9,061)	0.0%	
5102 Contrib. to Other Provisions	0	0	0	199,020	207,552	8,532	207,552		8,532	95.9%	
Head Office Costs :- Other Costs	0	0	0	208,081	207,552	(529)	207,552	0	(529)	100.3%	0
Net Income over Expenditure	(33,073)	(39,033)	(5,960)	337,529	325,949	(11,580)	185,163				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	1,760	1,760	2,420		2,420	0.0%	
4301 Equipment	0	0	0	663	333	(330)	333		(330)	199.2%	
4304 Catering & Hospitality	0	50	50	20	100	80	250		230	8.1%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	250		250	0.0%	
4306 Printing	160	0	(160)	160	800	640	800		640	19.9%	
4312 Professional Fees - Surveyors	0	0	0	750	750	0	750		0	100.0%	
4313 Professional Fees - Other	140	0	(140)	2,320	2,090	(230)	2,090		(230)	111.0%	
4325 Computing	600	200	(400)	2,200	1,800	(400)	2,400		200	91.7%	
4327 Publicity Advertising	0	0	0	1,120	1,120	0	1,120		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4332 Mayor's Expenses	0	100	100	660	900	240	1,200		540	55.0%	
4333 Members' Expenses	15	0	(15)	15	0	(15)	0		(15)	0.0%	
4334 Members' Training	0	100	100	35	900	865	1,200		1,165	2.9%	
4335 Mayor's Dinner	0	0	0	0	0	0	7,680		7,680	0.0%	
4900 Miscellaneous Expenses	54	80	26	362	406	44	646		284	56.0%	
Civic Expenses :- Indirect Expenditure	969	750	(219)	8,305	10,959	2,654	21,139	0	12,834	39.3%	0
5001 Transfers from Reserves	0	0	0	0	0	0	(1,100)		(1,100)	0.0%	
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	4,900	0	(1,100)	122.4%	0
Net Expenditure	(969)	(750)	219	(14,305)	(16,959)	(2,654)	(26,039)				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	472	472	0	472			100.0%	
Town Promotion :- Income	0	0	0	472	472	0	472			100.0%	0
4005 Agency Staff & Contractors	0	0	0	700	700	0	700		0	100.0%	
4102 Property Maintenance	0	0	0	254	254	0	254		0	99.8%	
4162 Waste Removal	0	0	0	278	278	1	278		1	99.8%	
4171 Grounds Maintenance Costs	0	0	0	2,267	2,268	1	2,268		1	100.0%	
4301 Equipment	0	0	0	4,694	4,694	0	4,694		0	100.0%	
4304 Catering & Hospitality	0	0	0	185	185	(0)	185		(0)	100.1%	
4306 Printing	0	0	0	209	209	0	209		0	99.8%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4313 Professional Fees - Other	0	500	500	2,495	2,995	500	2,995		500	83.3%	
4327 Publicity Advertising	0	250	250	2,104	2,354	250	2,354		250	89.4%	
4900 Miscellaneous Expenses	0	0	0	786	785	(1)	1,080		294	72.7%	
Town Promotion :- Indirect Expenditure	0	750	750	13,970	14,722	752	15,017	0	1,047	93.0%	0
5001 Transfers from Reserves	0	0	0	(2,518)	(2,518)	(1)	(2,518)		(1)	100.0%	
Town Promotion :- Other Costs	0	0	0	(2,518)	(2,518)	(1)	(2,518)	0	(1)	100.0%	0
Net Income over Expenditure	0	(750)	(750)	(10,981)	(11,732)	(751)	(12,027)				
<u>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	375	375	0	375			100.0%	
Staycation :- Income	0	0	0	375	375	0	375			100.0%	0
4111 Energy Costs	0	0	0	243	243	1	243		1	99.8%	
4121 Rents	0	0	0	180	180	0	180		0	100.0%	
4313 Professional Fees - Other	0	0	0	935	936	1	936		1	99.9%	
4327 Publicity Advertising	0	0	0	2,300	2,300	0	2,300		0	100.0%	
4900 Miscellaneous Expenses	0	0	0	64	64	0	64		0	100.0%	
Staycation :- Indirect Expenditure	0	0	0	3,722	3,723	2	3,723	0	2	100.0%	0
Net Income over Expenditure	0	0	0	(3,347)	(3,348)	(2)	(3,348)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	330	300	(30)	9,480	9,155	(325)	10,230			92.7%	
Festivals & Markets :- Income	330	300	(30)	9,480	9,155	(325)	10,230			92.7%	0
4001 Salaries	196	0	(196)	196	570	374	570	374		34.4%	
4002 Employer's NIC	19	0	(19)	19	79	60	79	60		24.3%	
4003 Employer's Superannuation	36	0	(36)	36	105	69	105	69		34.3%	
4162 Waste Removal	0	0	0	353	350	(3)	350	(3)		100.7%	
4163 Domestic Supplies	0	0	0	67	67	0	67	0		99.8%	
4203 Other Transport Costs	0	0	0	0	200	200	200	200		0.0%	
4301 Equipment	0	0	0	166	600	434	600	434		27.7%	
4304 Catering & Hospitality	93	0	(93)	93	120	27	120	27		77.5%	
4306 Printing	0	0	0	0	530	530	530	530		0.0%	
4313 Professional Fees - Other	768	0	(768)	1,153	1,200	48	1,200	48		96.0%	
4327 Publicity Advertising	60	0	(60)	190	2,630	2,440	2,630	2,440		7.2%	
4343 Licensing/PRS	0	0	0	0	110	110	110	110		0.0%	
4900 Miscellaneous Expenses	0	0	0	27	500	473	800	773		3.4%	
Festivals & Markets :- Indirect Expenditure	1,172	0	(1,172)	2,299	7,061	4,762	7,361	0	5,062	31.2%	0
Net Income over Expenditure	(842)	300	1,142	7,181	2,094	(5,087)	2,869				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	20,640	18,930	(1,710)	37,530	16,890		55.0%	
4900 Miscellaneous Expenses	0	0	0	21	0	(21)	0	(21)		0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	20,661	18,930	(1,731)	37,530	0	16,869	55.1%	0
Net Expenditure	0	0	0	(20,661)	(18,930)	1,731	(37,530)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 BWP Community Centre</u>											
1301 Premises Hire Charges	240	500	261	15,071	15,190	119	15,190			99.2%	
BWP Community Centre :- Income	240	500	261	15,071	15,190	119	15,190			99.2%	0
4102 Property Maintenance	80	260	180	2,612	3,049	437	3,829		1,217	68.2%	
4103 Maintenance Contracts	40	66	26	786	839	53	1,037		251	75.8%	
4111 Energy Costs	383	293	(90)	1,865	2,637	772	3,516		1,651	53.0%	
4131 Rates	0	0	0	1,347	1,347	(0)	1,347		(0)	100.0%	
4141 Water Services	33	40	7	83	95	12	215		132	38.5%	
4161 Cleaning	25	2,143	2,118	4,387	6,529	2,142	8,722		4,335	50.3%	
4162 Waste Removal	0	65	65	250	320	70	515		265	48.6%	
4163 Domestic Supplies	0	10	10	0	20	20	50		50	0.0%	
4171 Grounds Maintenance Costs	0	20	20	2,491	2,531	40	2,591		100	96.1%	
4301 Equipment	1,258	50	(1,208)	1,258	100	(1,158)	250		(1,008)	503.2%	
4313 Professional Fees - Other	50	0	(50)	50	0	(50)	0		(50)	0.0%	
4323 Telephones	40	40	(0)	364	360	(4)	480		116	75.8%	
4343 Licensing/PRS	0	0	0	189	189	0	189		0	99.8%	
BWP Community Centre :- Indirect Expenditure	1,909	2,987	1,078	15,681	18,016	2,335	22,741	0	7,060	69.0%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(1,670)	(2,487)	(817)	(3,110)	(5,326)	(2,216)	(10,051)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	838	715	(123)	8,441	7,981	(460)	10,126			83.4%	
Pepperpot :- Income	838	715	(123)	8,441	7,981	(460)	10,126			83.4%	0
4102 Property Maintenance	0	100	100	757	890	133	1,190		433	63.6%	
4103 Maintenance Contracts	0	80	80	784	746	(38)	986		202	79.5%	
4111 Energy Costs	94	200	106	670	1,041	371	1,641		971	40.8%	
4131 Rates	0	0	0	175	175	(0)	175		(0)	100.1%	
4161 Cleaning	24	661	637	1,419	2,080	661	2,791		1,372	50.8%	
4301 Equipment	0	0	0	31	0	(31)	600		569	5.2%	
4323 Telephones	40	40	(0)	364	360	(4)	480		116	75.8%	
4343 Licensing/PRS	284	0	(284)	354	70	(284)	70		(284)	506.4%	
Pepperpot :- Indirect Expenditure	443	1,081	638	4,556	5,362	807	7,933	0	3,378	57.4%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	395	(366)	(761)	1,386	119	(1,267)	(307)				
<u>203</u> <u>The Square</u>											
1302 Rents	588	0	(588)	7,808	7,198	(610)	8,886			87.9%	
1303 Other customer/client receipts	0	0	0	1,297	1,297	0	1,297			100.0%	
The Square :- Income	588	0	(588)	9,104	8,495	(609)	10,183			89.4%	0
4315 Insurance	0	0	0	1,297	1,297	0	1,297		0	100.0%	
The Square :- Indirect Expenditure	0	0	0	1,297	1,297	0	1,297	0	0	100.0%	0
Net Income over Expenditure	588	0	(588)	7,808	7,198	(610)	8,886				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Allotments</u>											
1302 Rents	0	0	0	2,474	2,474	(0)	2,474			100.0%	
Allotments :- Income	0	0	0	2,474	2,474	(0)	2,474			100.0%	0
4102 Property Maintenance	0	0	0	164	0	(164)	300		136	54.8%	
4141 Water Services	289	20	(269)	424	159	(265)	219		(205)	193.7%	
4162 Waste Removal	0	0	0	0	0	0	215		215	0.0%	
4171 Grounds Maintenance Costs	0	0	0	6,994	6,995	1	6,995		1	100.0%	
Allotments :- Indirect Expenditure	289	20	(269)	7,583	7,154	(429)	7,729	0	146	98.1%	0
Net Income over Expenditure	(289)	(20)	269	(5,108)	(4,680)	428	(5,255)				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	3,361	2,000	(1,361)	25,622	21,511	(4,111)	27,511			93.1%	
1303 Other customer/client receipts	0	0	0	100	100	0	100			100.0%	
1304 Donations	0	0	0	2	0	(2)	0			0.0%	
Wilfrid Noyce Community Centre :- Income	3,361	2,000	(1,361)	25,724	21,611	(4,113)	27,611			93.2%	0
4001 Salaries	0	0	0	0	0	0	672		672	0.0%	
4002 Employer's NIC	0	0	0	0	0	0	93		93	0.0%	
4003 Employer's Superannuation	0	0	0	0	0	0	124		124	0.0%	
4102 Property Maintenance	0	300	300	3,645	4,116	471	5,016		1,371	72.7%	
4103 Maintenance Contracts	662	545	(117)	3,456	3,346	(110)	4,981		1,525	69.4%	
4111 Energy Costs	239	440	201	3,379	3,960	581	5,280		1,901	64.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4121 Rents	40	0	(40)	85	0	(85)	0		(85)	0.0%	
4131 Rates	0	0	0	1,184	1,184	(0)	3,184		2,000	37.2%	
4141 Water Services	65	100	35	884	946	62	1,246		362	71.0%	
4161 Cleaning	25	3,838	3,813	7,690	11,528	3,838	15,416		7,726	49.9%	
4162 Waste Removal	0	160	160	1,152	1,191	39	1,671		519	68.9%	
4163 Domestic Supplies	0	50	50	8	108	100	258		250	3.3%	
4301 Equipment	0	300	300	1,262	2,700	1,438	4,000		2,738	31.6%	
4313 Professional Fees - Other	0	0	0	1,600	1,600	0	1,600		0	100.0%	
4323 Telephones	62	30	(32)	601	600	(1)	800		199	75.1%	
4343 Licensing/PRS	0	0	0	548	548	0	548		0	100.0%	
4900 Miscellaneous Expenses	0	100	100	0	200	200	500		500	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	1,093	5,863	4,770	25,495	32,027	6,532	45,389	0	19,894	56.2%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	2,268	(3,863)	(6,131)	(2,271)	(12,916)	(10,645)	(20,278)				
<u>206 Bandstand</u>											
4102 Property Maintenance	0	50	50	313	450	137	600		287	52.1%	
4162 Waste Removal	0	0	0	88	88	(0)	88		(0)	100.1%	
4301 Equipment	0	0	0	72	72	0	72		0	100.0%	
4343 Licensing/PRS	90	0	(90)	406	316	(90)	316		(90)	128.6%	
Bandstand :- Indirect Expenditure	90	50	(40)	879	926	47	1,076	0	197	81.7%	0
Net Expenditure	(90)	(50)	40	(879)	(926)	(47)	(1,076)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	5,119	5,118	(1)	6,824			75.0%	
1303 Other customer/client receipts	0	0	0	13,970	13,970	0	14,210			98.3%	
Godalming Museum :- Income	0	0	0	19,089	19,088	(1)	21,034			90.8%	0
4001 Salaries	4,465	4,300	(165)	37,740	37,387	(353)	49,387		11,647	76.4%	
4002 Employer's NIC	346	410	64	3,105	3,226	121	4,456		1,351	69.7%	
4003 Employer's Superannuation	714	783	69	6,315	6,508	193	8,692		2,377	72.7%	
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%	
4013 Other Staff Expenses	0	0	0	320	0	(320)	0		(320)	0.0%	
4102 Property Maintenance	1,831	110	(1,721)	2,464	990	(1,474)	1,320		(1,144)	186.7%	
4103 Maintenance Contracts	79	80	1	1,012	713	(299)	953		(59)	106.2%	
4162 Waste Removal	0	0	0	7	7	0	7		0	99.3%	
4163 Domestic Supplies	83	0	(83)	142	60	(82)	60		(82)	237.2%	
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%	
4301 Equipment	0	0	0	1,780	1,779	(1)	1,779		(1)	100.0%	
4307 Stationery	0	25	25	30	80	50	155		125	19.4%	
4315 Insurance	0	0	0	3,219	3,219	0	3,219		0	100.0%	
4322 Postage	0	0	0	544	476	(68)	476		(68)	114.3%	
4323 Telephones	15	15	(0)	122	135	13	180		58	67.6%	
4325 Computing	250	216	(34)	1,926	1,842	(84)	2,592		666	74.3%	
4342 Subscriptions	0	0	0	120	120	0	3,120		3,000	3.8%	
Godalming Museum :- Indirect Expenditure	7,783	5,939	(1,844)	58,845	56,542	(2,303)	77,056	0	18,211	76.4%	0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	13,250	13,250	0	13,250		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	13,250	13,250	0	13,250	0	0	100.0%	0
Net Income over Expenditure	(7,783)	(5,939)	1,844	(53,006)	(50,704)	2,302	(69,272)				
<u>208 Land & Property - Other</u>											
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	430	325	(105)	2,808	2,925	117	3,900		1,092	72.0%	
4103 Maintenance Contracts	0	100	100	0	200	200	500		500	0.0%	
4111 Energy Costs	80	100	20	692	738	46	1,038		346	66.7%	
4131 Rates	0	0	0	(3,668)	(3,667)	1	(3,667)		1	100.0%	
4141 Water Services	119	270	151	1,100	1,365	265	2,175		1,075	50.6%	
4151 Fixtures & Fittings	0	0	0	0	0	0	250		250	0.0%	
4161 Cleaning	0	3,510	3,510	6,265	9,776	3,511	13,286		7,021	47.2%	
4171 Grounds Maintenance Costs	0	400	400	1,218	3,600	2,382	5,000		3,782	24.4%	
4900 Miscellaneous Expenses	0	450	450	1,800	1,350	(450)	1,800		0	100.0%	
Land & Property - Other :- Indirect Expenditure	629	5,155	4,526	10,216	16,287	6,071	25,842	0	15,626	39.5%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	0	0	0	4,500	4,500	0	4,500	0	0	100.0%	0
Net Expenditure	(629)	(5,155)	(4,526)	(14,716)	(20,787)	(6,071)	(30,342)				

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 107-9 High Street</u>											
4101 Repair/Alteration of Buildings	0	0	0	4,300	4,300	0	4,300		0	100.0%	
107-9 High Street :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,300</u>	<u>4,300</u>	<u>0</u>	<u>4,300</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
5001 Transfers from Reserves	0	0	0	0	0	0	(4,300)		(4,300)	0.0%	
107-9 High Street :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(4,300)</u>	<u>0</u>	<u>(4,300)</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(4,300)</u>	<u>(4,300)</u>	<u>(0)</u>	<u>0</u>				
<u>414 Mayors Charity 2020 - M Steel</u>											
1304 Donations	190	0	(190)	190	0	(190)	0			0.0%	
Mayors Charity 2020 - M Steel :- Income	<u>190</u>	<u>0</u>	<u>(190)</u>	<u>190</u>	<u>0</u>	<u>(190)</u>	<u>0</u>				<u>0</u>
Net Income	<u>190</u>	<u>0</u>	<u>(190)</u>	<u>190</u>	<u>0</u>	<u>(190)</u>	<u>0</u>				
<u>416 Community Store</u>											
1202 Grants - WBC	3,000	0	(3,000)	7,000	0	(7,000)	0			0.0%	
1303 Other customer/client receipts	0	0	0	800	0	(800)	0			0.0%	
1304 Donations	3,520	0	(3,520)	17,513	0	(17,513)	0			0.0%	
Community Store :- Income	<u>6,520</u>	<u>0</u>	<u>(6,520)</u>	<u>25,313</u>	<u>0</u>	<u>(25,313)</u>	<u>0</u>				<u>0</u>
4101 Repair/Alteration of Buildings	345	0	(345)	1,946	0	(1,946)	0	(1,946)		0.0%	
4121 Rents	0	0	0	1,520	0	(1,520)	0	(1,520)		0.0%	
4162 Waste Removal	86	0	(86)	86	0	(86)	0	(86)		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 Domestic Supplies	10	0	(10)	10	0	(10)	0		(10)	0.0%	
4301 Equipment	0	0	0	4,524	0	(4,524)	0		(4,524)	0.0%	
4304 Catering & Hospitality	4,099	0	(4,099)	9,025	0	(9,025)	0		(9,025)	0.0%	
4307 Stationery	0	0	0	17	0	(17)	0		(17)	0.0%	
4323 Telephones	6	0	(6)	28	0	(28)	0		(28)	0.0%	
Community Store :- Indirect Expenditure	4,545	0	(4,545)	17,155	0	(17,155)	0	0	(17,155)		0
Net Income over Expenditure	1,975	0	(1,975)	8,158	0	(8,158)	0				
Grand Totals:- Income	14,104	4,018	(10,086)	1,134,573	1,102,093	(32,480)	1,116,456			101.6%	
Expenditure	54,031	62,131	8,100	905,006	917,341	12,335	1,135,063	0	230,057	79.7%	
Net Income over Expenditure	(39,928)	(58,113)	(18,185)	229,567	184,752	(44,815)	(18,607)				
Movement to/(from) Gen Reserve	(39,928)			229,567							

Waverley Borough Community Governance Review – Initial Submission Consultation Response Form

(Deadline: Completed responses must be received not later than 25 February 2022)

Email to cgr@waverley.gov.uk or print and post to:

Corporate Policy, Waverley Borough Council, The Burys, Godalming GU7 1HR

Name of person completing response:	Andrew Jeffery	Postal address:	Godalming Town Council 107-109 High Street Godalming GU7 1AQ
Email address:	townclerk@godalming-tc.gov.uk		
Organisation or group (if applicable):	Godalming Town Council		
In what capacity are you responding?	Clerk to Godalming Town Council		

Question 1	Response
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Do you feel that any existing parish area should be altered or abolished?

If yes, please provide details of the proposals including a map illustrating the proposed boundary changes, the reasons for the proposal and explain how the proposal will:

- (a) be reflective of the identities and interests of the community in that area; and
- (b) be effective and convenient.

See Additional Comments

Question 2	Response
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Do you feel that the name of an existing parish should be changed?

No

If yes, please provide details of the proposal and explain your reasons for the proposal.

Question 3 Response

Do you consider that any parish should be grouped with another parish or other parishes?

If yes, please provide details of the proposals, the reasons for the proposal and explain how the proposal will:

- (a) be reflective of the identities and interests of the community in that area; and
- (b) be effective and convenient.

You should also include suggestions for a proposed name for the group, whether the group should have a council and what electoral arrangements should apply.

See Additional Comments

Question 4

Response

Should the number of councillors on an existing council be changed?

If yes, please indicate what the proposed number of councillors should be and the reasons for the proposal.

Yes

If the boundary of the Civic Parish of Godalming is to be retained in its existing form then Godalming Town Council proposes that the size of Godalming Town Council is reduced from 20 Councillors to 18.

Godalming Town Council believes that, in order to maintain the proportionate representation between borough and parish wards, the requirement to reduce the number of Town Councillors from 20 to 18 is consequential to the review of electoral boundaries of its principal council that reduced the representation on that principal council from 10 to 9 for the electoral area of the Civil Parish of Godalming. Additionally, Godalming Town Council believes that a reduction of Councillors from 20 to 18 would provide a greater equity of representation throughout the Council's electoral area.

Question 5	Response
<p>Do you consider the parish should be divided into parish wards?</p> <p>If yes, please provide details of the proposals including a map illustrating the proposed ward boundary, the reasons for the proposal and explain how the proposal will make the election of councillors more practicable and convenient.</p> <p>You should also include suggestions for proposed parish ward names and the number of councillors that should represent the electorate in each ward.</p>	<p>If the boundary of the Civic Parish of Godalming is to be retained in its existing form, Godalming Town Council considers that the electoral area of Godalming should continue to be divided into five wards, although as stated below the level of representation within the existing wards should be amended.</p> <p>Godalming Town Council believes that, along with the maintenance of locality characteristics and identity in determining local representation, the number of councillors within a local council must also reflect fair representation across the parish area. Additionally, the Council also considers that the warding arrangements within the electoral area should provide for effective and convenient local government.</p> <p>Godalming Town Council believes that the strength of local councils lies in the ability of councillors to be able to support each other for the benefit of not only the electorate but also the councillors' own well-being. As such, Godalming Town Council believes that warding arrangements that support multi-member wards to be the most effective and efficient model for providing effectual and convenient local government.</p> <p>Godalming Town Council proposes a five ward model based upon the Electoral Commissions proposed Waverley Borough Council Godalming Ockford & Central, Godalming Holloway and Godalming Farncombe & Catteshall wards along with the retention of the pre-existing Binscombe ward and Charterhouse ward.</p> <p>Whilst Godalming Town Council acknowledges that this would mean that if the Boundary Commission's draft recommendations are enacted electors in this area would be within the Godalming Binscombe & Charterhouse ward for the Borough Council and in either the Binscombe ward or Charterhouse ward for the Town Council. However, the Town Council considers that as described in the Godalming & Farncombe Neighbourhood Development Plan Charterhouse and Binscombe are clearly identified as two distinct character areas. Although the boundaries between the existing Charterhouse and Binscombe wards are slightly untidy around the area of Elizabeth Road, and the lower end of Farncombe Hill, they do delineate areas of differing characteristics. The majority of Charterhouse ward is established upon Farncombe Hill, Charterhouse Hill and Frith Hill and their approaches, whereas Binscombe is predominantly based around the area of the 1930's onwards northern expansion of Farncombe. These two distinctive areas clearly have a differing majority of housing stock and characteristics.</p>

Additionally, Godalming Town Council considers the geographic nature of these areas to be unsuitable, as suggested by the Boundary Commission, for conjoining into a single entity for Local Council representation. Binscombe and Charterhouse localities are distinctly different, are only meaningfully connected at a very narrow point at the bottom of Farncombe Hill and have no meaningful synergy. As such Godalming Town Council considered it much more preferable to retain separate Town Council wards for the Binscombe and Charterhouse localities.

In considering the existing Binscombe ward and Charterhouse ward as single entities, distribution of electorate is in the region of 47% Charterhouse and 53% Binscombe. Godalming Town Council believes that by retaining the Binscombe & Charterhouse 'parish' wards as separate entities for Town Council elections, thus a five ward model, would allow the equitable ratio of elected representatives to electorate across the Town Council election area to be maintained.

In regards to the naming of the wards Godalming Town Council cannot see any reason to change the pre-existing names of the parish wards and would wish the wards to continue to be called:

Central & Ockford ward

Holloway ward

Farncombe & Catteshall ward

Charterhouse ward

Binscombe ward

Godalming Town Council believes the five ward model it proposes would prevent a real or perceived sense of loss of local identity as well as the extremes of ward size that would result from the recommendations of the Boundary Commission.

The table below sets out Godalming Town Council's recommendation for the warding and number of Councillors for the Civil Parish of Godalming.

Ward	2027 Electorate	18 Councillors		
		Councillors Per Ward		
		Rounded to nearest whole person	Electorate per Councillor	Percentage From Average %
Binscombe	3215 [#]	3	1,071	+4.8%
Charterhouse	3179 [#]	3	1,059	+3.7%
Farncombe & Catteshall	3932 [*]	4	983	-3.7%
Holloway	4028 [*]	4	1,007	-1.4%
Central & Ockford	4026 [*]	4	1,007	-1.4%

[#]elector numbers based on WBC Community Governance Review Consultation Paper projected electorate data 2027

^{*}elector numbers based on ward areas proposed by the October 2021 draft recommendations of the local Government Boundary Commission for England for the new electoral arrangements for Waverley projected electorate data 2027.

It should be noted that the total electorate for Godalming Binscombe and Charterhouse ward proposed by the Boundary Commission at 6,384 is the same as the combined total of the separate Binscombe ward and Charterhouse ward proposed by Godalming Town Council. It should also be noted that the total number of electorate indicated in the 5 ward model proposed by Godalming Town Council is 18,380, which is the same total of electorate indicated by the 6 ward model put forward by the Boundary Commission.

Additional Comments

Please add any additional comments relevant to this Community Governance Review. Additional sheets may be supplied but please ensure these are clearly marked.

Godalming Town and Busbridge Parish are constituent members of the Godalming Joint Burial Committee with Godalming funding approx 94% of the parish contributions for the upkeep and operations of Eashing and Nightingale Cemetery.

Apart from representation on the Joint Burial Committee, the main activity of Busbridge Parish Council is planning observations. Current members of Busbridge Parish Council are all co-opted representatives. It is believed that it is in excess of 20 years since the last contested election for the Parish, if indeed there has been one since the 1974 re-organisation of local government.

It is suggested that the majority of Busbridge residents consider that they are either resident in Godalming or Milford. This to some extent is due to the fact that Busbridge Village Hall, Busbridge Church and both Busbridge Infant and Junior schools are in the Godalming Holloway ward and not Busbridge Parish.

Whilst it is not for Godalming Town Council to dictate, it would, if the proposal was desirable to the Busbridge Parish Meeting, be content for Godalming Parish boundary to be adjusted to take in the existing Busbridge Parish area and for that area to become part of the existing Town Council's Holloway Ward. If this were to happen then it is suggested that the new ward is renamed as Holloway & Busbridge Ward and represented by 5 councillors. Based on the 2027 electorate of 4878 this would equate to a councillor to electorate ratio of 1:976 for this ward, with the total electorate for the new Godalming Town Council area being 19,230 represented by 19 Councillors.

The warding arrangements would be as per the table below:

Ward	2027 Electorate	19 Councillors		
		Councillors Per Ward		
		Rounded to nearest whole person	Electorate per councillor	Percentage From Average %
Binscombe	3215	3	1,071	+5.6%
Charterhouse	3179	3	1,059	+4.5%
Farncombe & Catteshall	3932	4	983	-2.9%
Holloway & Busbridge	4878	5	976	-3.6%
Central & Ockford	4026	4	1,007	-0.5%

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.