

# Godalming Town Council



## Annual Report 2009-10

Incorporating Financial Accounts for the year ending 31 March 2010

The first version of this report was published by Godalming Town Council for the Annual Town Meeting on 15 April 2010

This second version of the report, incorporating the Financial Accounts, is published on 30 June 2010



## FACTS

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Godalming Town Council.....

- Continues a Mayoral tradition dating back to 1575
- Has 20 elected Members
- Controls assets of £11.1 million
- Holds around 50 Council or Committee meetings a year; all of which are open to the public
- Employs/retains a Town Clerk, Personal Assistant to the Town Clerk & Mayor, Facilities & Cemeteries Manager, Responsible Finance Officer, Sergeant-at-Mace and two Community Centre Managers (that is just over four full-time equivalent staff)
- Provides £50,000+ a year funding to local organisations
- Manages three community buildings; the Old Town Hall (Pepperpot), the Wilfrid Noyce Centre, and Broadwater Park Community Centre
- Provides the land for over 200 allotments
- Together with Busbridge Parish Council owns and runs two cemeteries
- Provides Christmas Lights for the Godalming Town Centre
- Is one of a diminishing number of councils in the UK still to require its councillors and staff to wear robes and regalia at Council meetings and Civic occasions
- Organises the Town's annual Remembrance Sunday Parade
- Nominates representatives to serve on about 20 local voluntary, public and community organisations
- Comments on around 300 planning applications each year



Scaffolding being erected around The Pepperpot - March 2010



## INTRODUCTION

Hello – and welcome to Godalming Town Council's 2009/10 Annual Report.



Godalming Town Council has been around in one form or another for a long time, since 1575 in fact. The organisation of Local Government has changed over the years. Today Godalming Town Council is the third in three tiers of local government for the town. The other two being Surrey County Council and Waverley Borough Council.

Godalming Town Council has 20 Councillors representing the five wards within the town – you can find Councillors' contact details at the back of this report. The Town Council has a number of roles, one of the most important of which is to foster and encourage a sense of community in the Town and to act as advocate for the town when dealing with other local authorities, the health service and so on. I have been elected by my fellow Town Councillors to serve as Mayor for the year to May 2010.

I have had a wonderful year representing the Town Council at a wide variety of functions. It has been a great honour to attend so many events in our town. My husband Mike and I have so much enjoyed visiting schools, opening shops and fetes, and attending concerts and sporting occasions. I particularly enjoyed working with the Sergeant-at-Mace, Alan Ketchell when we visited both Loseley Fields and Busbridge Infants Schools to talk to children about the Mayor's role.

Another source of great pleasure was the opportunity, in early June 2009, to celebrate the addition of a roof to our town bandstand; my husband and I were highly committed to this project from its inception and I was delighted to be able to declare it open in my Mayoral Year.

As another first for Godalming, this year I was pleased to have appointed a "Mayor's Cadet" from the local unit of the Surrey Army Cadet Force based at Hallam Road, Godalming. Lance Corporal Dominic Popham was selected by his commanding Officers and has been a credit to both his family and his unit. I extend my heartfelt thanks to Lance Corporal Popham for all his work in the last year.

I have been particularly pleased this year with the resurgence of the Godalming & District Chamber of Commerce. The Chamber is now a very strong organisation determined to build the vibrancy of our town centre. In November 2009 the Chamber of Commerce and I organised a shop window competition in support of the Royal British Legion's Poppy Appeal. The competition was very well supported by the retailers and the theme of Remembrance was particularly poignant.

During the summer of 2009 Mike and I visited our twin town of Mayen in Germany. More recently we spent two exciting weeks in Georgia, USA. Godalming is linked in friendship with Georgia because the Georgia colony was founded in 1732 by General James



## INTRODUCTION

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Oglethorpe whose family home was Westbrook Place (now The Meath) in Godalming. While we were in Savannah we were honoured to take part in the annual Georgia Day Parade on 12 February 2010.

Mike and I have been made very welcome at all the events we have attended and have met a large number of people, who willingly give their time for the benefit our community. It is this voluntary service which makes Godalming such a very strong and vibrant community. These dedicated volunteers enhance the life of this beautiful town in which we live.

Councillor Joy Poulter  
Mayor of Godalming 2009/10



Lance Corporal Popham – the Mayor's Cadet on Remembrance Sunday 2009





## REVIEW

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For 2009/10 Godalming Town Council agreed that it had three priorities for the town:

- to support the development of services for young people;
- to enable all residents to share in the advantages of living here; and
- to preserve the town's heritage.

Bearing these priorities in mind here are some of things that Godalming Town Council has achieved in the past year:

- We have increased the use of all the Council's community buildings – more people are using the Pepperpot, Broadwater Park Community Centre and the Wilfrid Noyce Centre.
- We have negotiated with Waverley Borough Council and agreed, in principle, to take over the Borough Hall so that this valuable Godalming asset is once more managed by the town, for the town.
- We have developed a regular newsletter distributed to all the Town's residents
- We have supported numerous voluntary organisations in the town with grant aid totalling more than £53,000 (see the section on grants on page 10 of this report).
- In consultation with the wider community we have led the process of forming a Community Interest Company for the implementation of the Godalming Healthcheck and look forward to the company's registration shortly.
- We submitted an application for Quality Council status in February 2010.
- Working with Busbridge Parish Council as Godalming Joint Burial Committee we have made the Lodge House at Eashing Cemetery habitable once again, constructed a new entrance to Eashing Cemetery and made new grave space available at the town's historic Nightingale Cemetery.
- The Joint Burial Committee has also addressed head-on the issue of vandalism at Eashing Cemetery and enlisted community support in a successful public appeal to reinstate twelve memorials destroyed in an act of desecration in November 2009.
- We have initiated, and funded, the renovation of the Old Town Hall (popularly known as The Pepperpot) and established the Friends of The Pepperpot group.
- As allotments prove popular again and waiting lists get longer we have been looking for more potential allotment sites in the town and have been working to facilitate new allotments on land owned by Ladywell Convent.
- We have continued our opposition to inappropriate development on the Godalming Key Site.







## COMMITTEES

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### **Policy & Management Committee**

#### **What is it?**

A Committee of 19 Councillors that deals with most of the Council's business, discusses Council policy and manages all the Council's assets – its finances, staff and properties.



Councillor Steve Cosser  
Committee Chairman 2009/10

#### **What has it done?**

- Met 16 times
- Considered 22 grant applications and awarded £53,000 in grants to local organisations (see page 10 of this report)
- Agreed, in principle, to take over the Borough Hall
- Developed a regular newsletter distributed to all the Town's residents
- Initiated the exterior renovation of The Pepperpot
- Agreed £20,000 funding as a contribution towards a co-ordinator for the implementation of the Godalming Healthcheck and taken a lead in forming a Community Interest Company
- Applied for Quality Council status

### **Planning & Environment Committee**

#### **What is it?**

A Committee of 19 Councillors that looks at and makes comments on all Godalming planning applications. This Committee also considers issues relating to the local environment and infrastructure.



Councillor Stefan Reynolds  
Committee Chairman 2009/10

#### **What has it done?**

- Met 18 times (every 3 weeks)
- Made comments to the Planning Authority (Waverley Borough Council) on 282 planning applications
- Received specific training from Waverley's planning officers
- Responded to consultation on future Housing Options for Waverley's Core Strategy Development Plan Document
- Held an extraordinary meeting on 14 January 2010 to consider the Godalming Key Site planning application



# COMMITTEES

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## **Mayoralty Committee**



### **What is it?**

A Committee of six Councillors that considers and makes recommendations to the Full Council on the selection and appointment of the Mayor and Deputy Mayor.

Councillor Peter Martin  
Committee Chairman 2009/10

### **What has it done?**

- Met twice
- Agreed the appointment of a Mayor's Cadet for 2009/10
- Nominated Councillor Jane Thomson as Mayor and Councillor Steve Cosser as Deputy Mayor for 2009/10

## **Staffing Sub-Committee**



### **What is it?**

A Committee comprising of five Councillors that considers all matters relating to the appointment and management of Council staff and makes recommendations to the Policy & Management Committee.

Councillor Jane Thomson  
Sub-Committee Chairman 2009/10

### **What has it done?**

- Met three times
- Supervised the formal appraisal of all employees and reviewed their training needs
- Agreed an Employee Code of Conduct

## **Audit Sub-Committee**



### **What is it?**

A Committee of five Councillors that considers the adequacy of the Council's risk management framework and the associated control environment, and oversees the financial reporting process. This Committee makes recommendations to the Policy & Management Committee.

Councillor Tom Martin  
Sub-Committee Chairman 2009/10

### **What has it done?**

- Met five times
- Reviewed financial controls and risks
- Supervised arrangements for the review of Internal Audit



# GODALMING JOINT BURIAL COMMITTEE

## Godalming Joint Burial Committee



### What is it?

A committee with six Councillors from Godalming Town Council and two from Busbridge Parish Council charged with managing Godalming's two cemeteries – Nightingale Cemetery in Farncombe and Eashing Cemetery at Ockford Ridge.

Councillor Jane Thomson  
Committee Chairman 2009/10

### What has it done?

- Met five times
- Completed a £750,000 scheme transforming the dilapidated and long uninhabitable lodge at Eashing Cemetery and constructing two new houses and a new entrance for the cemetery
- Agreed the re-opening of Nightingale Cemetery for burials
- Commissioned emergency repairs to the stonework at Nightingale Cemetery Chapel
- Re-opened the Cemetery Chapel at Eashing Cemetery
- Launched a public appeal for the reinstatement of twelve desecrated memorials at Eashing Cemetery
- Rededicated the above memorials at a service on 3 February 2010
- Undertaken new landscaping and planting schemes for both Cemeteries



Opening the Refurbished Eashing Cemetery Lodge – August 2010





## GRANTS

As already stated, in the past year Godalming Town Council has supported numerous organisations in the town with grant aid totalling more than £53,000. This is an important part of the Town Council's work recognising the huge contribution that these organisations make to the quality of life in our community. In recent years the Council has increased the amount of money available for grants.

In 2009/10 the largest of these grants was to the Waverley Citizens Advice Bureau (CAB) to ensure the continued provision of a CAB service in Godalming and this Council has provided a significant grant to the CAB for more than a decade.

Substantial sums have been used to support the development or improvement of many of Godalming's community spaces including the extension of storage facilities at Ockford Scout & Guide HQ, the renewal of the kitchen and toilet facilities at Baden Hall and the conversion of the Godalming bandroom to meet Disability Discrimination Act requirements.

Below is a full list of all grants made by Godalming Town Council in the financial year 2009/10.

### Summary of Grants Awarded 2009/10

	£
Churches Together in Godalming & District	250.00
DisCASS ( <i>Grant aid in the form of reduced rent</i> )	1,080.00
Farncombe Scouts & Brownies	2,500.00
Godalming Band	1,000.00
Godalming & District Chamber of Commerce	500.00
Godalming Museum	4,000.00
Godalming Trust	400.00
Greening Godalming Campaign	200.00
Hospital Hoppa Service	5,000.00
Meadow Unitarian Chapel	500.00
Ockford Scout & Guide HQ	6,000.00
Sport Godalming	500.00
Surrey Air Ambulance	400.00
The Cellar Café	800.00
The Safer Waverley Partnership	1,887.24
Trinity Trust Team ( <i>Grant aid in the form of free use of premises</i> )	2,795.00
Waverley Citizens Advice Bureau	25,455.00
	<hr/>
	53,267.24

Two users of the Wilfrid Noyce Centre, DisCASS and the Trinity Trust Team continued to receive support from the Council in the form of a reduction to the rent, or hire charges, that they would otherwise pay.

Full details of the Council's grants scheme can be found on the Town Council's website – [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk) or may be obtained from the Town Clerk (contact details at the back of this report).

# GRANTS

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**Café Trinity at the Wilfrid Noyce Centre**

Photograph courtesy of the Trinity Trust Team





## Annual Accounts 2009/10

The Council's accounts are prepared in accordance with the Account & Audit Regulations 2006. They are subject to internal audit (by an independent auditor appointed by the Town Council) and to external audit (by an independent auditor appointed by the Audit Commission). The 2009/10 accounts and records are available for public inspection from 7 June to 2 July 2010 and are published on the Town Council's website; they were audited by the internal auditor on 17 June 2010 and sent for external audit on 30 June 2010. Those accounts are included in this report below.

The Council's Responsible Finance Officer is Janet Crossman.



Fanfare for the new Bandstand Roof – 7 June 2009

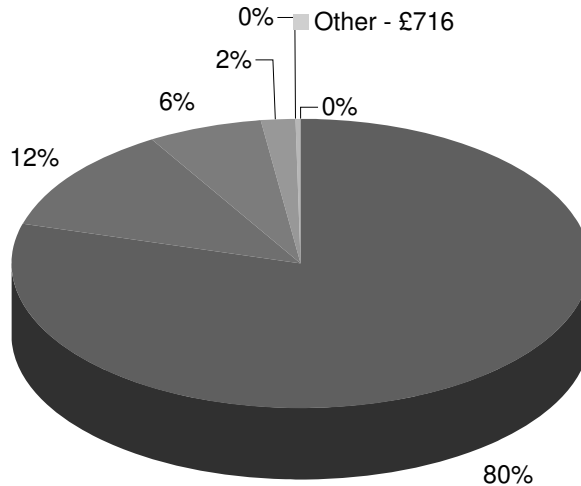




2009/10

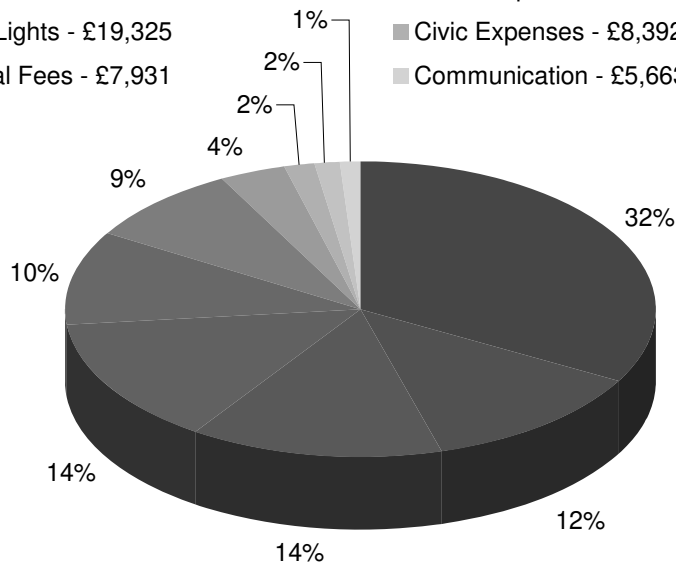
## Where the Money Came From

- Council Tax - £428,017
- Rents & Hire Charges - £65,143
- Transfers from Reserves - £34,441
- Recharge JBC - £10,211
- Interest - £918
- Other - £716



## Where the Money Went

- Employees - £173,142
- Cemeteries - £65,223
- Transfers to Reserves - £72,625
- Community Centres - £72,386
- Grants - £54,136
- Office Expenses - £44,716
- Christmas Lights - £19,325
- Civic Expenses - £8,392
- Professional Fees - £7,931
- Communication - £5,663





# MONEY

## GODALMING TOWN COUNCIL (incorporating Broadwater Park and Wilfrid Noyce Community Centres)

### Income and Expenditure Account for the year ended 31<sup>st</sup> March 2010

<u>INCOME</u>			
2008/09		Notes	2009/2010
£			£
415,859	Precept		428,017
13439	Interest Receivable		918
62554	Rents	Note 4	13,657
9,275	Administration		10,211
38	Misc		59
0	Misc		0
282	Economic Development		417
140	High Street Parking Permits		240
0	Pepperpot Income		7,830
0	Wilfrid Noyce Centre Income		21,680
0	BWP Community Centre Income		21,976
501,587			505,005
51,000	Transfer from Earmarked Reserves		25,000
6,591	Wilfrid Noyce		0
0	Newsletter		4,400
0	Pepperpot Fund		5,041
1,534	Mayors Charity		0
560,712	<b>TOTAL INCOME</b>		<b>539,446</b>
<u>EXPENDITURE</u>			
219,875	Establishment/General Administration		227,571
65,435	Cemeteries and Closed Churchyards		65,223
72,706	Grant Expenditure including s137	Note 7	54,136
13,209	Recreation and Tourism		7,497
873	Community Development		4,776
24,948	Planning and Economic Development		19,325
80,802	Community Centre and Public Buildings		72,386
477,848			450,914
71,475	Transfers fm Earmarked Reserves		71,050
140	Transfer High Street Parking Deposits		240
0	Economic Development		417
4,291	Interest		918
553,754	<b>TOTAL EXPENDITURE</b>		<b>523,539</b>
6,958	Net Income/(Expenditure)		15,907



# MONEY

## GODALMING TOWN COUNCIL (incorporating Broadwater Park and Wilfrid Noyce Community Centres)

### Income and Expenditure Account for the year ended 31<sup>st</sup> March 2010 continued

	<b>CUMULATIVE FUND BALANCE</b>	
214,571	Opening Balance 1 April 2009	204,822
501,587	Add Total Income	505,005
716,158		709,827
(477,848)	Deduct Total Expenditure	(450,914)
238,310		258,913
59,125	Transfers to/from Reserves	30,041
(75,906)	Transfers to/from Reserves	(71,707)
34,291	Transfers to/from Reserves	
(51,000)	Transfers to/from Reserves	
204,820		217,247

## GODALMING TOWN COUNCIL (incorporating Broadwater Park and Wilfrid Noyce Community Centres)

### Balance Sheet for the year ended 31<sup>st</sup> March 2010

2008/09 £		Notes	2009/10 £
	<u>Current Assets</u>		
7,358	Debtors		10,853
353,845	Cash at Bank		404,705
1,099	Cash in Hand		1,100
6,066	VAT		3,777
368,368			420,435
	<u>Current Liabilities</u>		
(40,127)	Creditors and Accrued Expenses		(38,104)
328,241	<b>NET ASSETS</b>		<b>382,331</b>
	Represented By:		
	<u>Capital and Reserves</u>		
123,418	Earmarked Reserves		165,084
204,823	Revenue Balances		217,247
328,241			382,331



# MONEY

## GODALMING TOWN COUNCIL (incorporating Broadwater Park and Wilfrid Noyce Community Centres)

### SUPPORTING STATEMENTS/NOTES TO ACCOUNTS 2009/10

#### 1. Cash at Bank Represented By:

		£
17,308.33	Current Account	62,848.39
3913.40	After Date Bankings	0
(14704.82)	Less: Unpresented Cheques	(1,453.40)
<u>6516.91</u>	Net Bank Balance	<u>61,394.99</u>
	Other Deposits/ Investments	
347327.93	Deposit Account	343,310.28
<u>353844.84</u>		<u>404,705.00</u>

#### 2. Assets (over £1,000 in value)

Movements in the year

a) During the year the following assets were purchased:

Cost £ nil

b) The following assets were disposed of

Receipt £ nil

c) At 31 March the following assets were held

<u>Property</u>	<u>Value</u> £
Buildings	
The Square	1,607,611
Old Town Hall (Pepperpot)	511,287
Broadwater Park (Community centre)	873,292
Wilfrid Noyce (Community centre)	1,253,039
Land	
Allotments	
Statutory - 10.82 acres @ £5,000 per acre	54,100
Allotments Non-Statutory approx - 1.25 acres @ £5,000 per acre	6,250
Furniture & Equipment	63,153
Civic Regalia/paintings	178,750
Christmas Lights	15,454
War Memorial	10,000
The Pound	5,000
Seats	1,375
Oak Gates	1,185
Bus Shelter	4,080

#### 3. Borrowing

At the close of business on 31 March the following loans to the Council were outstanding:

NONE

Lender

N/A

#### 4. Leases

At the year end the following leases were in operation:

<u>Lessee</u>	<u>Purpose</u>	<u>Annual Lease Payable</u>	<u>Year of Expiry</u>
D Charles & Davis	Doctors Surgery	£12,000	2005
Market rent assessed at less than Doctors are paying therefore the Square was revalued by District Valuer 07/08 therefore no change in rent.			
Farncombe & Dist. Working Mens Allotment		£1236.00	Annual and under review



# MONEY

## GODALMING TOWN COUNCIL (incorporating Broadwater Park and Wilfrid Noyce Community Centres)

### SUPPORTING STATEMENTS/NOTES TO ACCOUNTS 2009/10 CONTINUED

5. **Debts Outstanding**

At the year end debts of £14,630 were outstanding and due to the Council.  
The ages of these debts were-

	Value £
VAT	3,777
Less than 6 months old	10,853
Less than 12 months old	nil
Over 12 months old	nil

6. **Tenancies**

During the year the following tenancies were entered into: -

<i>Council as Landlord</i> -	NONE
<i>Council as Tenant</i>	NONE

7. **S.137 Payments and Grants to the Community**

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £ per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year of account was  $16,308 \times £6.15 = £100,294.20$ .

8. **Earmarked Reserves** Totalling: £165,084

Balances	2008/09 £	Additions £	Deductions £	2009/10 £
Election Expenses	10,325	4,000	0	14,325
Hellsditch	2,425	0	0	2,265
Pedestrianisation access	2,265	240	0	2,665
Chalk Road	4,963	0	0	4,963
Wilfrid Noyce	2,746	2,000	0	4,746
Pepperpot	14,000	57,000	5,041	65,959
Crinkle Crankle Wall	3,000	3,000	0	6,000
Annual Maintenance	7,630	0	0	7,630
Economic Development	0	417	0	417
Computer Maintenance	1,688	2,000	0	3,688
Restricted Covenant	45,000	0	45,000	0
The Square	3,375	3,375	0	6,750
New Initiatives Fund	25,000	25,000	25,000	25,000
Allotment Boundary	1,000	2,000	0	3,000
Christmas Lights	0	5,675	0	5,675
Healthcheck	0	10,000	0	10,000
Office Decorations	0	2,000	0	2,000
<b>Total Agreed transfers</b>	<b>123,417</b>	<b>116,708</b>	<b>75,041</b>	<b>165,084</b>

9. **Agency Work** Nil

10. **Advertising and Publicity** Nil

11. **Superannuation**

For the year of account the Council's contributions equalled 313% of employees superannuable pay.



## CONTACTS

Godalming Town Council  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HR  
Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Web: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

Town Clerk: Louise Goodfellow

### Your Town Councillors

#### BINSCOMBE WARD

Cllr J Barnes, 95 Green Lane, Godalming, GU7 3TB	01483 860112
Cllr ML Peacock, 13 Binscombe Lane, Godalming, GU7 3PN	01483 415644
*Cllr L Wheatley, 1 Sol-Y-Vista, Frith Hill Road, Godalming, GU7 2EF	01483 423492
*Cllr A Wilson, 8 Dean Road, Godalming GU7 2PJ	01483 417607

#### CENTRAL & OCKFORD WARD

*Cllr JP Hubble, 40 High Ridge, Godalming, GU7 1YF	01483 424268
Cllr N Pinches, 24 Phillips Close, Bargate Wood, Godalming, GU7 1XZ	01483 424085
*Cllr JR Thomson, The Garden Flat, Rowberry House, 9 Shadyhanger, Godalming, GU7 2HR	01483 428266
Cllr JE Woodham, 5 Twycross Road, Godalming, GU7 2HH	01483 420310

#### CHARTERHOUSE WARD

<sup>0</sup> Cllr S Cosser, 3 Hillside Way, Godalming, GU7 2HN	01483 414035
*Cllr RA Gordon-Smith, Hill Point, Mark Way, Godalming, GU7 2BA	01483 424483
Cllr JM Poulter, 27 Nightingale Road, Godalming, GU7 2HP	01483 417051
*Cllr SN Reynolds, Lynam House, 49 Peperharow Road, Godalming, GU7 2PL	01483 861287

#### FARNCOMBE & CATTESHALL WARD

*Cllr S Connolly, 29 Windy Wood, Godalming, GU7 1XX	01483 429904
Cllr AK Lister, 13 Woodmancourt, Mark Way, Godalming, GU7 2BT	01483 419574
Cllr PMA Rivers, Amity, Station Road, Farncombe, Godalming, GU7 3NF	01483 420747
Cllr PS Rivers, Amity, Station Road, Farncombe, Godalming, GU7 3NF	01483 420747

#### HOLLOWAY WARD

Cllr C Gordon-Smith, Hill Point, Mark Way, Godalming, GU7 2BA	01483 424483
Cllr R Foxall, April Cottage, 3 Critchmere Vale, Haslemere GU27 1PS	01428 643395
<sup>0</sup> *Cllr PJ Martin, 18 Windy Wood, Godalming, GU7 1XX	01483 425644
*Cllr TE Martin, 1C St Johns Court, Farncombe Street, Godalming, GU7 3BA	01483 411903

\*Waverley Members

<sup>0</sup>Surrey County Council Members