

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

12 February 2016

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 18 FEBRUARY 2016 at 7.30 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow
Town Clerk

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

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

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

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 7 January 2016, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

4. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

5. **COMMITTEE WORK PROGRAMME**

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

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

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

7. BUDGET MONITORING

Members to consider a budget monitoring report for month ten of the current financial year 2015/16 (the year to 31 January 2016) – detailed report attached for the information of Members. Members to note that no budget monitoring report has been prepared for month nine – the last budget monitoring report was for month eight (to 30 November 2015) and was considered by this Committee on 15 December 2015. Members further to note that since revised estimates were agreed by this Committee on 7 January 2016 and by Full Council on 14 January 2016 this month ten budget monitoring report reflects expenditure against those revised estimates and not the original estimates shown in the previous monitoring reports. This report does not include the capital project at the Wilfrid Noyce Centre and a detailed report about that is included with the agenda item below.

Members to note that the monitoring report shows a current variance of £8,016 underspent and that the projected underspend at the year end is £7,500. This is explained by the known underspend of £7,000 against the 2015/16 budget for grants to voluntary organisations.

Officers would like to suggest that virement be made of this £7,000 to the Wilfrid Noyce Centre capital project.

Cost Centre		Year to date	Projected
		Variance	Variance
		£	£
101	Head Office Costs	1,485 o/s	7,000 u/s
102	Civic Expenses	61 o/s	0
104	Town Promotion	2,186 u/s	0
105	Staycation	0	0
106	Festivals & Markets	675 u/s	0
108	Christmas Lights	421 u/s	0
110	Community Navigator	638 o/s	0
111	Neighbourhood Plan	54 o/s	0
201	BWP Community Centre	2,736 u/s	0
202	Pepperpot	1,034 u/s	1,000 u/s
203	The Square	3,000 o/s	0
204	Allotments	315 o/s	500 o/s
205	Wilfrid Noyce Community Centre	5773 u/s	0
206	Bandstand	124 u/s	0
208	Land & Property Other	621 u/s	0
TOTAL		8,016 u/s	7,500 u/s

Members are asked to note the budget monitoring report and to agree the proposed virement of £7,000 from the grants budget to the Wilfrid Noyce Centre project.

8. WILFRID NOYCE REFURBISHMENT PROJECT – REPORT OF THE WORKING PARTY

Members to receive a presentation on the project so far from the Facilities Manager.

9. COMMUNITY BUILDINGS FEES & CHARGES

Members to receive proposals, and if accepted, agree Fees & Charges relating to Godalming Town Council's community buildings effective from 1 April 2016. The current schedule of charges and the proposed schedules of charges are attached for the information of Members.

Members are asked to note that no increase in fees is proposed except for higher rates applicable to Friday and Saturday evening use of the Wilfrid Noyce Centre and the new flat rate fee for use of banqueting facilities at the Wilfrid Noyce Centre. Members are asked to delegate a degree of discretion to officers around the application of this fee – the discretion to be determined largely by whether or not a hiring has a staffing requirement.

Members are further asked to note the proposal to substitute a "GU7" rate for the previous middle rate so that, for casual use of the community buildings, GU7 residents and businesses will be charged less than individuals and organisations from outside the town.

Members are asked to agree the schedules of fees & charges for community buildings effective from 1 April 2016.

10. VAT TRANSITIONAL ARRANGEMENTS

At the meeting of this Committee held on 19 June 2014 it was agreed that authority was delegated to officers to reduce hire charges by up to 20% for current users who would experience difficulty as a result of the overall increase in charges arising from the introduction of VAT, from 1 July 2014, on lettings of the Wilfrid Noyce and Broadwater Park Community Centres (Minute 83-14 refers).

By April 2016 this subsidy for long-standing users will have been in place for 21 months. It is proposed that the subsidy should be withdrawn in two phases; i.e. reduced by 50% as of 1 April 2016 and completely withdrawn on 1 April 2017. This would have the effect of putting all users of GTC premises on the correct rates although for the six users concerned it would mean an overall increase of 10% in each of the two years. Details of the six users concerned and the additional charges are attached as a confidential annexe to this report for the information of Members.

Members to agree to the phased withdrawal of VAT transitional relief for those in still in receipt.

11. QUEEN'S 90TH BIRTHDAY CELEBRATIONS

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

12. ACTION TAKEN UNDER THE TOWN CLERK'S DELEGATED AUTHORITY

Members to note a report from the Town Clerk outlining action taken under delegated authority (report attached for the information of Members).

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

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

14. DATE OF NEXT MEETING

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

15. ANNOUNCEMENTS

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

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

16. THE SQUARE

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

5. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
THE SQUARE	Town Clerk		This matter is now a standing confidential item and appears on the agenda.	N/A		
THE WILFRID NOYCE CENTRE	Town Clerk	162-13 and 273-13 (95-12, 250-12, 337-12, 90-14 & 468-13 also refer)	An update report is included on the agenda for this meeting - at that point the Facilities Manager will also report orally.	Interim Date 4/12/14 Original Contract completion date 31/10/15		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	Complete for 2014/15 with the adoption of new Financial Regulations on 15 January 2015. To be reviewed on 17 March 2016 for adoption by Full Council on 31 March 2016	31/03/16		
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 15 October 2015. Further reports expected at approximately six-monthly intervals. Next full report due 28 April 2016. However, Members are asked to note that a bench has been ordered for Marshall Road (near its junction with Lower Manor Road) and that this bench will be the ongoing responsibility of the Town Council	N/A		
FLOOD ALLEVIATION – formerly headed “EMERGENCY PLANNING”	Town Clerk	405-13 428-14	Full Council resolved to sign a Memorandum of Understanding with other agencies and to create a £25,000 earmarked reserve for a future Flood Alleviation scheme and, in principle to contribute land if necessary. The Godalming Flood Alleviation Steering Group held a successful public consultation event in the Borough Hall on Thursday 21 January 2016. for which GTC conducted a letter drop and publicity campaign to inform residents.	23/10/14	unknown	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015 and 2 December 2015. Report at last meeting of this Committee			
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Report received 23 July 2015 – service of all agendas by post remains but incremental approach adopted to moving towards mixed service according to Members' needs	11/06/15	23/07/15	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Godalming & District Chamber of Commerce	Cllr Poulter	81-15	Report received 23 July 2015	23/07/15		23/07/15
SCC – Tree Wardens	Cllr Williams	81-15	Report received 3 September 2015	3/09/15		3/09/15
Godalming Museum Trust	Cllr Gordon-Smith	81-15	Report received 3 September 2015	3/09/15		3/09/15
Sport Godalming	Cllr P Martin	81-15	Report received 15 October 2015	15/10/15		15/10/15
Godalming Together CIC	Cllr A Bott	81-15	Report received 17 December 2015	15/10/15		17/12/15
Waverley Cycle Forum	Cllr Walden	81-15	Report received 17 December 2015	26/11/15		17/12/15
SSALC (formerly SCAP&TC)	Cllr Cosser	81-15	Report received 17 December 2015	26/11/15		17/12/15
District Scout Council	Cllr Wheatley	81-15	Report received 7 January 2016	7/01/16		7/01/16
Fairtrade Steering Group	Cllr Wheatley	81-15	Report on the agenda for this meeting	18/02/16		
Waverley Citizens' Advice Bureau	Cllr S Bott	81-15	Report deferred	18/02/16		

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

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

Event	Date
Farmers' Market	Saturday, 26 March 2016
Spring Festival – Spring into Godalming	Saturday, 2 April 2016
Farmers' Market	Saturday, 30 April 2016
Rogation Sunday	Sunday, 1 May 2016
Police & Crime Commissioner's Elections	Thursday, 5 May 2016
St John's Spring Fair	Saturday, 30 April 2016 (TBC)
Annual Council/Mayor Making	Thursday, 12 May 2016
Godalming Run	Sunday, 15 May 2016
Farmers' Market	Saturday, 28 May 2016
Town Show	Saturday, 4 June 2016
Queen's 90 th Birthday	Sunday 12 June 2016
Farmers' Market	Saturday, 25 June 2016
Summer Food Festival	Saturday, 2 July 2016
Farmers' Market	Saturday, 30 July 2016
Staycation	Saturday, 6–Sunday, 14 August 2016
Farmers' Market	Saturday, 27 August 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2016

Cost Centre Report

Month No : 10

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>101 Head Office Costs</u>									
5101 Contrib. to Premises Provision	0	0	0	1,600	1,600	0	1,600		0
5102 Contrib. to Other Provisions	0	0	0	0	3,000	3,000	6,620		6,620
	0	0	0	1,600	4,600	3,000	8,220	0	6,620
Head Office Costs :- Expenditure									
4001 Salaries	14,387	14,387	0	130,072	130,075	3	155,873		25,801
4002 Employer's NIC	1,350	1,350	0	11,889	11,889	0	14,173		2,284
4003 Employer's Superannuation	2,533	2,533	0	22,956	22,956	0	28,366		5,410
4005 Agency Staff	0	0	0	3,321	3,322	1	3,321		0
4011 Staff Training	0	0	0	1,433	1,433	0	2,000		567
4013 Other Staff Expenses	0	0	0	106	105	-1	200		94
4102 Property Maintenance	0	0	0	727	730	3	730		3
4121 Rents	0	0	0	0	0	0	13,000		13,000
4161 Cleaning	1	1	0	18	18	0	50		32
4201 Public Transport	0	0	0	91	0	-91	0		-91
4202 Car Allowances	59	59	0	743	743	0	1,000		257
4203 Other Transport Costs	0	0	0	16	0	-16	0		-16
4301 Equipment	94	42	-52	349	420	71	500		151
4304 Catering	14	14	0	206	200	-6	200		-6
4305 Clothes, Uniform & Laundry	0	0	0	95	96	1	100		5
4306 Printing	0	0	0	771	771	0	2,200		1,429
4307 Stationery	273	217	-56	1,709	2,170	461	2,600		891
4308 General Office Expense	0	0	0	1,047	0	-1,047	0		-1,047
4313 Professional Fees - Other	0	0	0	0	0	0	5,645		5,645

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Cost Centre Report

Month No : 10

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>104 Town Promotion</u>									
5001 Transfers from Reserves	0	0	0	-3,148	0	3,148	0	0	3,148
	0	0	0	-3,148	0	3,148	0	0	3,148
Town Promotion :- Expenditure									
4102 Property Maintenance	0	0	0	7,198	7,198	0	8,000	0	802
4151 Fixtures & Fittings	0	0	0	9,231	8,300	-931	8,300	0	-931
4163 Domestic Supplies	6	6	0	6	6	0	30	0	24
4171 Grounds Maintenance Costs	0	0	0	26	0	-26	0	0	-26
4203 Other Transport Costs	0	0	0	67	70	3	70	0	3
4303 Materials	0	0	0	217	210	-7	210	0	-7
4313 Professional Fees - Other	0	0	0	0	0	0	4,130	0	4,130
4327 Publicity Advertising	0	0	0	270	270	0	270	0	0
	6	6	0	17,015	16,054	-961	21,010	0	3,995
Town Promotion :- Expenditure									
1303 Other customer/client receipts	0	0	0	6,119	6,120	-1	6,120	0	0
1502 Other Recharges	0	0	0	0	0	0	14,890	0	0
	0	0	0	6,119	6,120	-1	21,010	0	0
Town Promotion :- Income									
	6	6	0	7,748	9,934	2,186	0	0	0
Net Expenditure over Income									
	0	0	0	6,119	6,120	-1	21,010	0	0
<u>105 Staycation</u>									
4203 Other Transport Costs	0	0	0	90	90	0	90	0	0
4327 Publicity Advertising	0	0	0	2,000	2,000	0	2,000	0	0
4900 Miscellaneous Expenses	0	0	0	1,110	1,110	0	1,110	0	0
	0	0	0	3,200	3,200	0	3,200	0	0
Staycation :- Expenditure									
	0	0	0	3,200	3,200	0	3,200	0	0
Net Expenditure over Income									
	0	0	0	3,200	3,200	0	3,200	0	0

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2016

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>108 Christmas Lights</u>									
5102 Contrib. to Other Provisions	0	0	0	0	0	0	10,200	0	10,200
Christmas Lights :- Expenditure	0	0	0	0	0	0	10,200	0	10,200
4111 Energy Costs	0	0	0	20	0	-20	0		-20
4313 Professional Fees - Other	1,000	1,000	0	31,559	32,000	441	32,000		441
Christmas Lights :- Expenditure	1,000	1,000	0	31,579	32,000	421	32,000	0	421
1304 Donations	0	0	0	0	0	0	3,200		
Christmas Lights :- Income	0	0	0	0	0	0	3,200		
Net Expenditure over Income	1,000	1,000	0	31,579	32,000	421	39,000		
<u>110 Community Navigator</u>									
4001 Salaries	2,039	2,040	1	20,403	20,400	-3	24,480		4,077
4002 Employer's NIC	188	168	-20	1,883	1,680	-203	2,019		136
4003 Employer's Superannuation	387	387	0	3,877	3,870	-7	4,641		764
4011 Staff Training	0	0	0	325	0	-325	0		-325
4202 Car Allowances	0	0	0	394	400	6	800		406
4203 Other Transport Costs	0	0	0	3	0	-3	0		-3
4301 Equipment	0	0	0	0	0	0	400		400
4303 Materials	0	0	0	19	0	-19	0		-19
4304 Catering	0	0	0	8	0	-8	0		-8
4306 Printing	0	0	0	55	0	-55	0		-55

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Cost Centre Report

Month No : 10

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4323 Telephones	0	0	0	161	165	4	250		89
4900 Miscellaneous Expenses	0	0	0	24	0	-24	2,410		2,386
Community Navigator :- Expenditure	2,615	2,595	-20	27,153	26,515	-638	35,000	0	7,847
1202 Grants - WBC	8,750	8,750	0	35,000	35,000	0	35,000		
Community Navigator :- Income	8,750	8,750	0	35,000	35,000	0	35,000		
Net Expenditure over Income	-6,135	-6,155	-20	-7,847	-8,485	-638	0		
<u>111 Neighbourhood Plan</u>									
5102 Contrib. to Other Provisions	0	0	0	0	0	0	498		498
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	498	0	498
4301 Equipment	0	0	0	0	0	0	620		620
4304 Catering	-11	0	11	374	400	26	400		26
4306 Printing	0	0	0	3,280	3,280	0	4,500		1,220
4308 General Office Expense	0	0	0	3	0	-3	500		497
4313 Professional Fees - Other	0	0	0	460	460	0	3,100		2,640
4322 Postage	2	0	-2	4,013	4,000	-13	4,500		487
4327 Publicity Advertising	0	0	0	1,380	1,380	0	1,380		0
4342 Subscriptions	0	0	0	65	0	-65	0		-65
Neighbourhood Plan :- Expenditure	-9	0	9	9,574	9,520	-54	15,000	0	5,426
1204 Grants - Other	0	0	0	7,498	7,498	0	7,498		
Neighbourhood Plan :- Income	0	0	0	7,498	7,498	0	7,498		
Net Expenditure over Income	-9	0	9	2,076	2,022	-54	8,000		

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2016

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
201 <u>BWP Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	3,000	3,000	0	3,000	0	0
BWP Community Centre :- Expenditure	0	0	0	3,000	3,000	0	3,000	0	0
4001 Salaries	831	831	0	8,549	8,310	-239	10,211		1,662
4002 Employer's NIC	81	85	4	835	850	15	1,016		181
4003 Employer's Superannuation	0	157	157	0	157	157	471		471
4101 Repair/Alteration of Buildings	0	250	250	58	2,500	2,442	3,000		2,942
4102 Property Maintenance	0	0	0	693	0	-693	0		-693
4103 Maintenance Contracts	0	0	0	411	0	-411	0		-411
4111 Energy Costs	334	275	-59	1,811	2,750	939	3,300		1,489
4131 Rates	0	0	0	1,296	1,300	4	1,296		0
4141 Water Services	0	0	0	373	380	7	450		77
4161 Cleaning	25	575	550	4,890	5,750	860	6,900		2,010
4162 Waste Removal	60	50	-10	333	500	167	600		267
4163 Domestic Supplies	0	0	0	23	0	-23	0		-23
4171 Grounds Maintenance Costs	0	100	100	1,101	1,000	-101	1,200		99
4181 Premises Insurance	0	0	0	900	900	0	900		0
4301 Equipment	0	42	42	174	420	246	500		326
4306 Printing	0	17	17	0	170	170	100		100
4323 Telephones	14	29	15	211	290	79	350		139
4324 Broadband	17	0	-17	219	0	-219	0		-219
4325 Computers	0	50	50	550	500	-50	600		50
4342 Subscriptions	0	0	0	266	240	-26	240		-26
BWP Community Centre :- Expenditure	1,363	2,461	1,098	22,693	26,017	3,324	31,134	0	8,441

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2016

Cost Centre Report

Month No : 10

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1301 Premises Hire Charges	4,927	2,333	2,594	22,742	23,330	-588	28,000		
BWP Community Centre :- Income	4,927	2,333	2,594	22,742	23,330	-588	28,000		
Net Expenditure over Income	-3,564	128	3,692	2,951	5,687	2,736	6,134		
<i>202 Peppercot</i>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
Peppercot :- Expenditure	0	0	0	2,000	2,000	0	2,000	0	0
4102 Property Maintenance	0	0	0	1,096	1,000	-96	1,000		-96
4103 Maintenance Contracts	0	250	250	909	1,000	91	1,000		91
4111 Energy Costs	116	88	-28	581	880	299	1,060		479
4131 Rates	0	0	0	660	660	0	660		0
4161 Cleaning	240	292	52	2,410	2,920	510	3,600		1,190
4171 Grounds Maintenance Costs	0	0	0	325	0	-325	0		-325
4181 Premises Insurance	0	0	0	200	200	0	200		0
4301 Equipment	0	25	25	43	250	207	300		257
4303 Materials	0	0	0	34	30	-4	100		66
4323 Telephones	46	39	-7	465	390	-75	470		5
4324 Broadband	20	21	1	209	210	1	250		41
4342 Subscriptions	0	0	0	249	0	-249	0		-249
Peppercot :- Expenditure	423	715	292	7,180	7,540	360	8,640	0	1,460
1301 Premises Hire Charges	1,677	708	969	7,425	7,080	345	8,500		
1303 Other customer/client receipts	0	0	0	328	0	328	0		
Peppercot :- Income	1,677	708	969	7,753	7,080	673	8,500		
Net Expenditure over Income	-1,254	7	1,261	1,426	2,460	1,034	2,140		

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2016

Cost Centre Report

Month No : 10

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4900 Miscellaneous Expenses	0	0	0	20	20	0	20		0
1302 Rents	0	158	158	5,325	5,010	-315	5,350	0	25
Allotments :- Expenditure	0	0	0	2,268	2,268	0	2,268		
Allotments :- Income	0	0	0	2,268	2,268	0	2,268		
Net Expenditure over Income	0	158	158	4,057	3,742	-315	4,082		
205 Wilfrid Noyce Community Centre									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
Wilfrid Noyce Community Centre :- Expenditure	0	0	0	2,000	2,000	0	2,000	0	0
4005 Agency Staff	0	0	0	900	0	-900	0		-900
4101 Repair/Alteration of Buildings	0	417	417	0	4,170	4,170	5,000		5,000
4102 Property Maintenance	0	0	0	3,380	0	-3,380	0		-3,380
4103 Maintenance Contracts	0	0	0	344	0	-344	0		-344
4111 Energy Costs	81	338	257	862	3,380	2,518	4,000		3,138
4121 Rents	464	400	-64	13,804	13,600	-204	13,600		-204
4131 Rates	0	0	0	450	450	0	2,000		1,550
4141 Water Services	0	50	50	337	500	163	600		263
4161 Cleaning	23	500	477	1,754	5,000	3,246	6,000		4,246
4162 Waste Removal	0	0	0	1,330	0	-1,330	0		-1,330
4163 Domestic Supplies	200	200	0	265	265	0	500		235
4171 Grounds Maintenance Costs	0	50	50	566	500	-66	600		34
4181 Premises Insurance	0	0	0	2,169	618	-1,551	618		-1,551

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2016

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4203 Other Transport Costs	0	0	0	47	0	-47	0		-47
4301 Equipment	830	67	-763	830	670	-160	800		-30
4304 Catering	118	0	-118	118	0	-118	0		-118
4307 Stationery	0	0	0	176	0	-176	0		-176
4311 Professional Fees - Legal	0	0	0	465	0	-465	0		-465
4313 Professional Fees - Other	0	0	0	97	100	3	1,000		903
4323 Telephones	27	0	-27	25	0	-25	0		-25
4324 Broadband	27	0	-27	154	0	-154	0		-154
4325 Computers	0	58	58	0	580	580	700		700
4327 Publicity Advertising	178	0	-178	178	0	-178	0		-178
4341 Grants	0	0	0	3,100	3,100	0	3,100		0
4342 Subscriptions	0	0	0	31	0	-31	0		-31
4343 Licensing/PRS	0	0	0	324	320	-4	400		76
Wilfrid Noyce Community Centre :- Expenditure	1,948	2,080	132	31,708	33,253	1,545	38,918	0	7,210
1301 Premises Hire Charges	7,376	1,458	5,918	19,143	14,580	4,563	17,500		
1302 Rents	0	0	0	-450	0	-450	0		
1303 Other customer/client receipts	0	0	0	114	0	114	0		
Wilfrid Noyce Community Centre :- Income	7,376	1,458	5,918	18,807	14,580	4,227	17,500		
Net Expenditure over Income	-5,428	622	6,050	14,900	20,673	5,773	23,418		
<u>206 Bandstand</u>									
4101 Repair/Alteration of Buildings	0	58	58	0	580	580	700		700

Godalming Town Council 2015-2016

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2016

Cost Centre Report

Month No : 10

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4102 Property Maintenance	0	0	0	297	0	-297	0		-297
4342 Subscriptions	0	0	0	188	0	-188	0		-188
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	0	58	58	556	680	124	800	0	244
1301 Premises Hire Charges	0	0	0	605	605	0	605		
1303 Other customer/client receipts	0	0	0	181	181	0	181		
Bandstand :- Income	0	0	0	786	786	0	786		
Net Expenditure over Income	0	58	58	-230	-106	124	14		
<u>208 Land & Property - Other</u>									
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
Land & Property - Other :- Expenditure	0	0	0	1,000	1,000	0	1,000	0	0
4101 Repair/Alteration of Buildings	0	58	58	0	580	580	700		700
4171 Grounds Maintenance Costs	0	40	40	359	400	41	480		121
Land & Property - Other :- Expenditure	0	98	98	359	980	621	1,180	0	821
Net Expenditure over Income	0	98	98	1,359	1,980	621	2,180		
Policy & Management Expenditure	37,386	36,283	-1,103	529,827	539,272	9,445	667,643	0	137,816
Income	22,949	16,249	6,700	626,534	627,963	-1,429	678,763		
Net Expenditure over Income	14,437	20,034	5,597	-96,707	-88,691	8,016	-11,120		

Scale of Charges Per Hour for Wilfrid Noyce Centre from 1 April 2016

	*Voluntary Organisations (Excluding Fri & Sat Evenings)	**GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings)	Standard Rate (Commercial)
	£	£	£
<u>WILFRID NOYCE CENTRE:</u>			
WHOLE CENTRE (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE HALL ONLY (including shared use of Kitchen for tea/coffee facilities)	7 + (1.40 VAT) (8.40 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
WYATT ROOM ONLY (including shared use of Kitchen for tea/coffee facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	(14 + (2.80 VAT) (16.80 per hour)

VAT is charged at the prevailing rate, currently 20%.

Friday & Saturday Evenings from 18.00

Voluntary Rate increased to GU7 Rate; GU7 Rate increased to Standard Rate.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area. (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce; upon confirmation a members' discount may apply.)

Regular users will receive a 10% discount when booking 12 or more sessions per annum when booked together.

Round Banqueting Tables, Upholstered Chairs, Crockery, Cutlery, Set-up and a Clear Down of Tables & Chairs Service are all available for a flat fee of £100. Please contact office@godalming-tc.gov.uk 01483 523575 for full details.

Performance of Music: With the exception of private family events, ie birthday parties, weddings etc events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Disco's: Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

Damage Deposit: A refundable damage deposit between £30 & £500 depending upon the nature of the event is required. Deposits will be returned within 14 days of an event if no claim is required.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

**Scale of Charges per Hour for
Community Buildings 2014/2015**

	Voluntary Organisations*	Standard Rate	Commercial Organisations
	£	£	£
<u>BROADWATER PARK COMMUNITY CENTRE & WILFRID NOYCE COMMUNITY CENTRE:</u>			
WHOLE CENTRE	11	20	28
MAIN HALL ONLY	7	13	18
SMALL HALL ONLY	6	11	14
KITCHEN (for catering use)	4	6	8
<u>PEPPERPOT:#</u>			
UPPER ROOM	7 (8.40 incl VAT)	14 (16.80 incl VAT)	16 (19.20 incl VAT)
UNDERCROFT	6 (7.20 incl VAT)	7 (8.40 incl VAT)	7 (8.40 incl VAT)
<u>GODALMING BANDSTAND</u>			
BANDSTAND	11 (Plus PRS fee)	11 (Plus PRS fee)	11 (Plus PRS fee)

Regular users will receive a 10% discount on 12 or more bookings per annum.

* Voluntary Organisation rate is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

VAT is charged at the prevailing rate, currently 20%.

Performance of Music - With the exception of private family events, ie. birthday parties, weddings etc. events that involve the playing of either recorded music eg. a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

Undercroft - In certain circumstances (normally when sharing takes place) one half (one pitch) of the Undercroft may be hired out for one half of the standard charge.

Broadwater Park Community Centre - One-off users will be subject to a minimum charge of four hours' hire for Broadwater Park Community Centre.

Wilfrid Noyce Centre – Saturday afternoon and evening hire is restricted to hire of the whole centre. From 12 noon – 17.00 minimum hire charge = £60 or hourly rate whichever is greater, from 17.00 to 23.59 = £100 minimum hire charge or hourly rate whichever is greater.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Scale of Charges Per Hour for Broadwater Park Community Centre from 1 April 2016

	*Voluntary Organisations £	**GU7 Rate (Casual Hire) £	Standard Rate (Commercial) £
<u>BROADWATER PARK COMMUNITY CENTRE</u>			
WHOLE CENTRE	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	28 + (5.60 VAT) (33.60 per hour)
MAIN HALL ONLY	7 + (1.40 VAT) (8.40 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
SMALL HALL ONLY	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80)
KITCHEN (for preparation of food other than tea/coffee)	4 + (80p VAT) (4.80 per hire)	6 + (1.20 VAT) (7.20 per hire)	8 + (1.60 VAT) (9.60 per hire)

VAT is charged at the prevailing rate, currently 20%.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Regular users will receive a 10% discount on 12 or more bookings per annum.

Performance of Music - With the exception of private family events, ie birthday parties, weddings etc events that involve the playing of either recorded music eg a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit between £30 & £150 depending on the nature of the event is required. Deposits will be returned within 14 days of an event if no claim is required.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Scale of Charges Per Hour for Pepperpot and Bandstand from 1 April 2016

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate (Commercial)
<u>PEPPERPOT:</u>			
UPPER ROOM	7 + (1.40 VAT) (8.40 per hour)	14 + (2.80 VAT) (16.80 per hour)	16 + (3.20 VAT) (19.20 per hour)
UNDERCROFT	6 + (1.20 VAT) (7.20 per hour)	7 + (1.40 VAT) (8.40 per hour)	7 + 1.40 VAT (8.40 per hour)
<u>GODALMING BANDSTAND</u>			
BANDSTAND	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)

VAT is charged at the prevailing rate, currently 20%.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Undercroft - In certain circumstances (normally when sharing takes place) one half (one pitch) of the Undercroft may be hired out for one half of the standard charge.

Performance of Music - Events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

11. HM THE QUEEN'S 90th BIRTHDAY CELEBRATIONS

At its meeting on the 3 September 2015 Members agreed to support an appropriate event to mark Her Majesty the Queen's 90th birthday on Sunday, 12 June 2016 (Minute 179-15 refers).

Members envisaged a free public event, based in the Phillips Memorial Park and Godalming Bandstand that would encourage residents to picnic in the park whilst being entertained from the bandstand. It would be hoped that the Round Table would provide a bar and the Go Godalming Association would arrange the concert.

Additionally, a more 'formal' afternoon tea would be arranged as a thank you for those who provide service to our town. If held on the Phillips Memorial Park the afternoon tea would require the provision of marquees, tables and chairs etc and would involve members of this council, with assistance from other community groups hosting the afternoon tea for invited guests.

Officers were asked to take a co-ordinating role in order to bring proposals to this committee including costs, if any.

Officers have explored a number of avenues and have approached a number of local organisations regarding support, both financial and logistical. Additionally, further information has become available from the Royal Household regarding the celebrations.

Beacons

Her Majesty's Official Birthday is Thursday, 21 April 2016, when councils and local organisations are being encouraged to light beacons across the country in a similar manner as happened during the Diamond Jubilee in 2012. Although GTC did light a beacon during the Diamond Jubilee events, it was part of a much bigger event within the town. Waverley Borough Council also lit a much bigger beacon on Gibbets Hill in Hindhead as a very successful stand-alone event. Officers believe that, as the owners of suitable high elevation land, this activity is best managed by the Borough, with Godalming Town Council concentrating resources on a more local level and therefore there is no proposal to light a beacon.

Clean for the Queen

Nationally the weekend of 5 & 6 of March is designated as "Clean for the Queen", when local communities are encouraged to clean their own environment in preparation for the Queen's birthday.

The Farncombe Initiative is arranging a litter pick for Saturday 5 March 2016 and this event has been registered as a Clean for the Queen event. Subsequently the Town Clerk has received an enquiry from another community group to explore if they can become involved in their area on 6 March 2016. With Members' agreement the Town Clerk proposes registering a second litter pick on Sunday 6 March (of Godalming rather than Farncombe) as a Clean for the Queen event and facilitate that event.

Main Celebration – 12 June 2016

As previously stated, Officers have explored a number of avenues and have approached a number of potential sponsors. While there is much goodwill for a Godalming event, direct funding has not been secured to meet the cost of providing the facilities required for the extended Go Godalming Concert or an afternoon tea on the Phillips Memorial Park.

As such officers have explored possible options, which go some way to meeting the initial brief at an affordable cost.

Go Godalming have made arrangements for an extended bandstand concert between Midday and 5pm on Sunday 12 June with the Round Table agreeing to operate a beer tent. As with all bandstand concerts, this will be free of charge to all, and residents would be encouraged to bring a picnic and enjoy the day. There will, by necessity, be costs over and above those involved in a normal bandstand concert, mainly relating to the additional costs to Go Godalming, waste management and toilet facilities. These additional costs would be in the region of £1,000 - £1,500.

Members wished to honour those unsung heroes of the town who provide service to others. It was suggested that a more 'formal' afternoon tea would be held on the Phillips Memorial side-by-side with the Bandstand concert; doing so poses a number of risks and challenges. The main risk being the possible cancellation of the concert on the bandstand and transference to the Parish Church due to inclement weather. The Parish Church does not have the capacity to host an afternoon tea on the planned scale and having to continue with the afternoon tea in marquees without the benefit of the concert in the park would result in a fairly dismal event. Another challenge is the logistics and cost of providing sufficient marquee space and associated support equipment including furniture to host the event. The required marquees would result in a large area of the park being taken up, which would severely limit the space available for others to picnic on and enjoy the concert. As Members who have attended previous special concerts on the park will be aware, these concerts are immensely popular and are seen as a superb family day out. Severely limiting the available space and creating 'special areas' no matter how worthy the cause, might damage the aim of occasion. Lastly, the costs of the marquees and supporting equipment, before taking into consideration the cost of refreshments for the afternoon tea, would be in the region of £6,000.

Taking the factors above into consideration, it is suggested that if Members wish to host an afternoon tea for the nominees and their guest as originally envisaged, this should be held as a stand-alone event in the Wilfrid Noyce Centre (WNC), which would include a welcome reception, afternoon tea and musical entertainment. This would negate the need to hire marquee's tables, chairs, crockery & cutlery etc and therefore considerably reduce the costs required to host such an event on the Phillips Memorial Ground. It would also have the benefit of unfettering the Go Godalming Association's bandstand concert, thus providing maximum potential for a greater number of residents to enjoy the day.

If Members wish to proceed with the stand-alone event, the suggestion is that Members of this Council, along with members of the public (possibly through the Surrey Advertiser or Vantage Point) nominate 90 worthy residents who, along with a guest, are invited to afternoon tea hosted by the Mayor and Members of the Council. It would be hoped that nominations would be for organisations and/or individuals not already recognised by invitations to the Annual Mayor's Dinner.

It is proposed that, if agreed, all nominations are forwarded to the Mayor's Secretary in order to identify potential duplications of nominations and to issue invitations on behalf of the Mayor and Council.

It is anticipated that the cost of hosting this event in the WNC, including the cost of the afternoon tea and entertainment, would be in the region of £2,000 – £2,500.

Members are asked to indicate which options, if any, they wish to support and fund.

Option 1: Go Godalming Concert cost £1,000 - £1,500

Option 2: Afternoon Tea for nominated guests £2,000 – £2,500

There is no budget currently allocated for either option and the money would either need to be taken from the New Initiatives Fund, or the grants budget (Members are asked to indicate which).

Additionally, if Members agree to support option two, officers would hope that two or three Members would be prepared to assist the Town Clerk in organising the logistics of the afternoon tea.

12. ACTIONS TAKEN BY THE TOWN CLERK UNDER DELEGATED AUTHORITY

The Town Clerk reports that she has undertaken the following actions in consultation with the Chairman of this Committee:

Wilfrid Noyce Centre

A number of applications have been made for funding of items (not previously included in the budget) for the Wilfrid Noyce Centre and matching expenditure decisions. These are summarised as follows:

£1,000 has been applied for from Surrey County Council (Cllr P Martin) towards the cost of a Publically Accessible Defibrillator for the exterior of the Wilfrid Noyce Centre. The PAD has been purchased at a cost of £1,300 but the SCC funding has yet to be confirmed.

£1,000 has been applied for from Surrey County Council (Cllr P Martin) towards the cost of an Electronic Display Board for the foyer of the Wilfrid Noyce Centre. Officers are exploring the costs and functionality of such a display board and no order has yet been placed. The likely cost of this item will be £1,500 - £2,000. The funding from SCC has been confirmed.

£450 has been applied for from Surrey County Council (Cllr S Cosser) toward the costs of foyer furniture - this funding is confirmed.

£500 has been applied for from the Godalming Lottery (GOLO) also towards the costs of foyer furniture. This funding has not been confirmed. £1,500 worth of foyer furniture being a modular system - two bench sofas and a corner unit to form an L-shaped sofa has been ordered and is now installed at the Wilfrid Noyce Centre.

If all bids are successful then £2,950 additional funding towards the Wilfrid Noyce Centre will be secured against items costing in total £4,300 – £4,800. Leaving £1,350 - £1,850 to be found from the Town Council's budget.

Easter/Spring Festival

In the extended absence of a key member of staff the annual Spring Festival planned for 2 April 2016 will not now proceed. Instead a decision has been taken to augment the Farmers' Market planned for Easter Saturday 26 March 2016 so that Godalming's residents still have an enjoyable event. Extra craft stalls, kids' activities and entertainment are all planned for this Farmers' Market. However, on this occasion it will not be possible to pay for the additional activities from stall income and the projected net costs of £1,640 (budget attached) will need to be met from the Festivals reserve created for this purpose.

Website

At the time of writing it is clear that significant problems exist with the hosting of the Town Council's website. The Town Clerk will report orally on the steps she will have taken (and costs incurred) to provide a short-term fix to the problem pending the development of a new website.

GODALMING EASTER FARMERS' & CRAFT MARKET 2016 (26/03/2016)			
ITEM	INCOME	EXPENDITURE	Actual income/expenditure
Stall Income	£990.00		
Blue Dot (banners)		£250.00	
Marshals Godalming Easter - coffee/food voucher reimbursement		£60.00	
PA Systems		£450.00	
Vantage Point		£250.00	
Waste disposal		£350.00	
Face Painter		£200.00	
Van Hire		£300.00	
Crown Court Licence WBC		£70.00	
Dobby Horse Carousel		0	
Entertainment		£300.00	
Contingency		£400.00	
Total	£990.00	£2,630.00	

Shortfall

£1,640.00

THE FAIRTRADE STEERING GROUP REPORT: FEBRUARY, 2016

The objective of Fairtrade is to obtain a better pricing structure, decent working conditions, local sustainability and fair terms of trade for farmers and workers in the developing world. By requiring companies to pay sustainable prices (which must never fall lower than the market price), Fairtrade addresses the injustices of conventional trade, which traditionally discriminates against the poorest and weakest producers; it enables them to improve their position and have more control over their lives.

This is why the Fairtrade Steering Group exists: to raise awareness and the profile of Fairtrade throughout the local community, primarily through churches, schools, businesses and shops, but especially supermarkets.

It is therefore with great pleasure that I am able to inform the Council that Godalming's Fairtrade Town status has been successfully renewed. This is largely due to the hard work of the supporters in Godalming and the steering group, particularly Nick Pinches (Chairman), June and Dick Higgins, Edouard and Jenny Le Maistre, Luke Mose and Julie Gibson, the core members of the Steering Group.

The runner of the campaign, The Fairtrade Foundation, has expressed its delight at Godalming's achievements with such a very small band of volunteers. Over the past few years stalls at various community events, school assemblies as well as charity events have enabled sales of over £8,000.00 worth of Fairtrade goods.

A particular delight in 2015, as recorded in the Surrey Advertiser, was to see Nick Pinches and Luke Mose dressed up as a banana and gorilla, hanging out of the upper window of the Pepperpot during Fairtrade Fortnight.

The Steering Group would like to express its thanks to the Town Council for the continuing support it provides to the Fairtrade Town Campaign. The success of the campaign would not be possible without the help of the Town Council.

Fairtrade Fortnight 2016 will take place from 29th February to 13th March. The dates of the events the group has planned over that fortnight are listed below, but timings are to be confirmed. The Steering Group would be delighted to see as many Councillors as possible at one or other of these events.

27th February: Fairtrade Coffee Morning in St John's Church Room

5th March: Fairtrade Men's Breakfast in St John's Church Room

12th March: Fairtrade stall in Crown Court.

Cllr. Liz Wheatley

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.