

## **PARISH OF GODALMING**

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 28 APRIL 2016 at 7.30pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

DATED this 22<sup>nd</sup> day of April 2016.

Louise P Goodfellow  
Clerk to the Town Council

### **A G E N D A**

1. THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 31 March 2016.
2. TO RECEIVE apologies for absence.
3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

THE TOWN MAYOR to allow members of the public to ask the Council questions, or 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. TO RECEIVE official announcements, letters, etc.
6. TO RECEIVE Chairmen's reports of the Committees as under:

#### **Planning & Environment Committee**

There were no recommendations to Full Council

7. TO RECEIVE the minutes of the undermentioned Committees:

Meetings Dated

Planning & Environment Committee

7 April 2016  
28 April 2016

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

8. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 24 March 2016 (this item deferred from the last meeting of Council).

9. 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.

10. YEAR END OUTTURN FIGURES

Members to note that the Town Council's financial accounts for the year ending 31 March 2016 were closed on 19 April 2016 (something of a record in recent times). Formal reporting of the Council's Annual Return and Annual Governance Statement will take place at the Annual Meeting of Council to be held on 12 May following the Internal Audit scheduled for 3 May 2016 and the Extraordinary Audit Committee meeting scheduled for 9 May 2016. However, the final out turn figures are reported her for Members' information – attached is a full report for the information of Members which is summarised in the table below.

Members to note that budget monitoring at the end of February 2016 (considered by the Policy & Management Committee on 24 March 2016) indicated a small overspend of £500. At the year end this figure had risen to £5,478 the increase being accounted for by the large (unbudgeted) expenditure in March on professional fees relating to The Square.

Cost Centre		Year end	Projected
		Variance	Variance
		£	£
101	Head Office Costs	15,331 u/s	0
102	Civic Expenses	2,509 o/s	0
104	Town Promotion	0	0
105	Staycation	0	0
106	Festivals & Markets	0	0
108	Christmas Lights	0	0
110	Community Navigator	0	0
111	Neighbourhood Plan	0	0
201	BWP Community Centre	1,986 o/s	0
202	Pepperpot	1,005 u/s	0
203	The Square	16,330 o/s	0
204	Allotments	3 u/s	500 o/s
205	Wilfrid Noyce Community Centre	1,818 o/s	0
206	Bandstand	174 u/s	0
208	Land & Property Other	821 u/s	0
301	WNC Refurbishment	0	0
	Debt Charges	169 o/s	
<b>TOTAL</b>		<b>5,478 o/s</b>	<b>500 o/s</b>

The overspend of £5,478 has been debited to the Revenue Reserve leaving that reserve at £194,522. Members are asked to consider the transfer of £5,478 from the ear marked reserve for The Square to the Revenue Reserve in order to return that reserve to £200,000. This transfer would take place in the current (new) financial year.

11. SCHEDULE OF MEETINGS 2016/17

Members to agree a revised schedule of meetings for the civic year 2016/17 (schedule attached for the information of Members) noting the addition of the Civic Service to be held on 12 June 2016 and the cancellation of the Full Council meeting scheduled for 23 June 2016 and a new Full Council date of 7 July 2016

12. DATE OF NEXT MEETING

The date of the Annual Council meeting is scheduled to be held on Thursday, 12 May 2016 at 7.00 pm in the Council Chamber.

13. ANNOUNCEMENTS

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

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>101</u>	<u>Head Office Costs</u>							
5101	Contrib. to Premises Provision	30,289	1,600	1,600	0		0	100.0 %
5102	Contrib. to Other Provisions	0	-5,478	6,620	12,098		12,098	-82.7 %
	Mayors Charity 2015 - A Bott :- Income	<u>30,289</u>	<u>-3,878</u>	<u>8,220</u>	<u>12,098</u>	<u>0</u>	<u>12,098</u>	<u>-47.2 %</u>
4001	Salaries	137,471	156,548	155,873	-675		-675	100.4 %
4002	Employer's NIC	16,208	14,287	14,173	-114		-114	100.8 %
4003	Employer's Superannuation	21,015	27,584	28,366	782		782	97.2 %
4005	Agency Staff	10,695	3,321	3,321	0		0	100.0 %
4011	Staff Training	1,144	1,648	2,000	352		352	82.4 %
4012	Recruitment Advertising	1,194	0	0	0		0	0.0 %
4013	Other Staff Expenses	0	111	200	90		90	55.3 %
4101	Repair/Alteration of Buildings	0	77	0	-77		-77	0.0 %
4102	Property Maintenance	893	727	730	3		3	99.6 %
4103	Maintenance Contracts	0	694	0	-694		-694	0.0 %
4121	Rents	0	11,620	13,000	1,380		1,380	89.4 %
4161	Cleaning	11	23	50	27		27	45.9 %
4201	Public Transport	0	91	0	-91		-91	0.0 %
4202	Car Allowances	445	770	1,000	230		230	77.0 %
4203	Other Transport Costs	0	21	0	-21		-21	0.0 %
4301	Equipment	0	1,037	500	-537		-537	207.5 %
4304	Catering	0	232	200	-32		-32	115.9 %
4305	Clothes, Uniform & Laundry	0	95	100	5		5	95.5 %
4306	Printing	1,658	1,679	2,200	521		521	76.3 %
4307	Stationery	2,195	2,133	2,600	467		467	82.0 %
4308	General Office Expense	11,620	1,047	0	-1,047		-1,047	0.0 %
4313	Professional Fees - Other	3,806	0	5,645	5,645		5,645	0.0 %
4314	Audit Fees	921	1,939	2,000	61		61	97.0 %
4315	Insurance	7,720	7,926	8,241	315		315	96.2 %
4321	Bank Charges	641	788	900	112		112	87.5 %
4322	Postage	2,463	1,888	2,600	712		712	72.6 %
4323	Telephones	1,628	1,390	2,500	1,110		1,110	55.6 %
4324	Broadband	0	380	0	-380		-380	0.0 %
4325	Computers	4,390	7,894	6,700	-1,194		-1,194	117.8 %
4327	Publicity Advertising	1,132	125	125	0		0	100.0 %
4331	Newsletter	3,375	4,000	4,000	0		0	100.0 %
4341	Grants	54,886	48,000	55,000	7,000		7,000	87.3 %
4342	Subscriptions	3,395	4,740	5,000	260		260	94.8 %
4401	Payments to Godalming JBC	61,415	61,521	61,521	0		0	100.0 %
4900	Miscellaneous Expenses	1,447	575	1,000	425		425	57.5 %
	Head Office Costs :- Expenditure	<u>351,768</u>	<u>364,910</u>	<u>379,545</u>	<u>14,635</u>	<u>0</u>	<u>14,635</u>	<u>96.1 %</u>

Month No : 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	Precept	449,026	457,022	457,022	0			100.0 %
1202	Grants - WBC	15,932	13,540	13,540	0			100.0 %
1302	Rents	0	-6,000	0	-6,000			0.0 %
1303	Other customer/client receipts	9,680	693	700	-7			99.0 %
1401	Interest Received	1,309	1,284	1,200	84			107.0 %
1501	Recharges to Godalming JBC	25,750	25,750	25,750	0			100.0 %
	Head Office Costs :- Income	<b>501,697</b>	<b>492,288</b>	<b>498,212</b>	<b>-5,924</b>			<b>98.8 %</b>
	<b>Net Expenditure over Income</b>	<b>-119,640</b>	<b>-131,256</b>	<b>-110,447</b>	<b>20,809</b>			
<u>102</u>	<u>Civic Expenses</u>							
5001	Transfers from Reserves	0	-19,036	-600	18,436		18,436	3172.6
5102	Contrib. to Other Provisions	5,029	4,000	4,000	0		0	100.0 %
	Head Office Costs :- Income	<b>5,029</b>	<b>-15,036</b>	<b>3,400</b>	<b>18,436</b>	<b>0</b>	<b>18,436</b>	<b>-442.2 %</b>
4121	Rents	0	198	200	2		2	99.0 %
4301	Equipment	0	1,074	1,100	26		26	97.6 %
4303	Materials	0	127	100	-27		-27	126.6 %
4304	Catering	0	487	500	13		13	97.3 %
4305	Clothes, Uniform & Laundry	1,000	2,994	2,994	0		0	100.0 %
4306	Printing	0	26	800	774		774	3.3 %
4307	Stationery	0	206	0	-206		-206	0.0 %
4308	General Office Expense	0	125	0	-125		-125	0.0 %
4313	Professional Fees - Other	0	23,735	23,500	-235		-235	101.0 %
4332	Mayor's Expenses	5,321	5,644	7,865	2,221		2,221	71.8 %
4333	Members' Expenses	315	606	1,200	594		594	50.5 %
4334	Members' Training	0	308	0	-308		-308	0.0 %
4343	Licensing/PRS	0	21	0	-21		-21	0.0 %
4900	Miscellaneous Expenses	1,143	1,354	1,200	-154		-154	112.9 %
	Civic Expenses :- Expenditure	<b>7,779</b>	<b>36,904</b>	<b>39,459</b>	<b>2,555</b>	<b>0</b>	<b>2,555</b>	<b>93.5 %</b>
1502	Other Recharges	0	0	23,500	-23,500			0.0 %
	Civic Expenses :- Income	<b>0</b>	<b>0</b>	<b>23,500</b>	<b>-23,500</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>12,808</b>	<b>21,868</b>	<b>19,359</b>	<b>-2,509</b>			
<u>104</u>	<u>Town Promotion</u>							
5001	Transfers from Reserves	-11,100	-3,148	0	3,148		3,148	0.0 %
5102	Contrib. to Other Provisions	0	-7,862	0	7,862		7,862	0.0 %
	Civic Expenses :- Income	<b>-11,100</b>	<b>-11,010</b>	<b>0</b>	<b>11,010</b>	<b>0</b>	<b>11,010</b>	
4102	Property Maintenance	2,000	7,198	8,000	802		802	90.0 %

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## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4151	Fixtures & Fittings	0	9,231	8,300	-931		-931	111.2 %
4163	Domestic Supplies	0	6	30	24		24	20.0 %
4171	Grounds Maintenance Costs	212	26	0	-26		-26	0.0 %
4203	Other Transport Costs	0	67	70	3		3	95.3 %
4301	Equipment	1,384	46	0	-46		-46	0.0 %
4303	Materials	0	217	210	-7		-7	103.5 %
4313	Professional Fees - Other	0	0	4,130	4,130		4,130	0.0 %
4325	Computers	0	53	0	-53		-53	0.0 %
4327	Publicity Advertising	175	270	270	0		0	100.0 %
4343	Licensing/PRS	0	15	0	-15		-15	0.0 %
	<b>Town Promotion :- Expenditure</b>	<b>3,771</b>	<b>17,129</b>	<b>21,010</b>	<b>3,881</b>	<b>0</b>	<b>3,881</b>	<b>81.5 %</b>
1303	Other customer/client receipts	12,000	6,119	6,120	-1			100.0 %
1502	Other Recharges	0	0	14,890	-14,890			0.0 %
	<b>Town Promotion :- Income</b>	<b>12,000</b>	<b>6,119</b>	<b>21,010</b>	<b>-14,891</b>			<b>29.1 %</b>
	<b>Net Expenditure over Income</b>	<b>-19,329</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<u>105</u>	<u>Staycation</u>							
4203	Other Transport Costs	0	90	90	0		0	100.0 %
4327	Publicity Advertising	0	2,000	2,000	0		0	100.0 %
4900	Miscellaneous Expenses	10,502	1,110	1,110	0		0	100.0 %
	<b>Staycation :- Expenditure</b>	<b>10,502</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>
1303	Other customer/client receipts	2,106	0	0	0			0.0 %
	<b>Staycation :- Income</b>	<b>2,106</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>8,396</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>			
<u>106</u>	<u>Festivals &amp; Markets</u>							
5102	Contrib. to Other Provisions	0	185	3,280	3,095		3,095	5.6 %
	<b>Staycation :- Income</b>	<b>0</b>	<b>185</b>	<b>3,280</b>	<b>3,095</b>	<b>0</b>	<b>3,095</b>	<b>5.6 %</b>
4001	Salaries	1,590	1,400	1,860	460		460	75.3 %
4002	Employer's NIC	0	137	240	103		103	57.2 %
4121	Rents	0	195	200	5		5	97.5 %
4162	Waste Removal	0	459	460	1		1	99.9 %
4203	Other Transport Costs	0	678	520	-158		-158	130.3 %
4301	Equipment	0	404	400	-4		-4	101.0 %
4303	Materials	0	218	300	82		82	72.8 %
4304	Catering	0	142	150	9		9	94.3 %
4306	Printing	0	620	620	0		0	100.0 %

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4313 Professional Fees - Other	0	1,654	1,360	-294		-294	121.6 %
4327 Publicity Advertising	500	3,080	2,480	-600		-600	124.2 %
4343 Licensing/PRS	268	590	430	-160		-160	137.2 %
4900 Miscellaneous Expenses	10,593	1,771	2,000	229		229	88.5 %
<b>Festivals &amp; Markets :- Expenditure</b>	<b>12,951</b>	<b>11,348</b>	<b>11,020</b>	<b>-328</b>	<b>0</b>	<b>-328</b>	<b>103.0 %</b>
1303 Other customer/client receipts	15,908	11,763	14,500	-2,737			81.1 %
1304 Donations	0	170	200	-30			85.0 %
<b>Festivals &amp; Markets :- Income</b>	<b>15,908</b>	<b>11,933</b>	<b>14,700</b>	<b>-2,767</b>			<b>81.2 %</b>
<b>Net Expenditure over Income</b>	<b>-2,957</b>	<b>-400</b>	<b>-400</b>	<b>0</b>			
<u>108</u> <u>Christmas Lights</u>							
5102 Contrib. to Other Provisions	0	10,621	10,200	-421		-421	104.1 %
<b>Festivals &amp; Markets :- Income</b>	<b>0</b>	<b>10,621</b>	<b>10,200</b>	<b>-421</b>	<b>0</b>	<b>-421</b>	<b>104.1 %</b>
4111 Energy Costs	0	20	0	-20		-20	0.0 %
4313 Professional Fees - Other	33,226	31,559	32,000	441		441	98.6 %
<b>Christmas Lights :- Expenditure</b>	<b>33,226</b>	<b>31,579</b>	<b>32,000</b>	<b>421</b>	<b>0</b>	<b>421</b>	<b>98.7 %</b>
1304 Donations	0	3,200	3,200	0			100.0 %
<b>Christmas Lights :- Income</b>	<b>0</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>			<b>100.0 %</b>
<b>Net Expenditure over Income</b>	<b>33,226</b>	<b>39,000</b>	<b>39,000</b>	<b>0</b>			
<u>110</u> <u>Community Navigator</u>							
5102 Contrib. to Other Provisions	4,493	0	0	0		0	0.0 %
<b>Christmas Lights :- Income</b>	<b>4,493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4001 Salaries	16,593	24,482	24,480	-2		-2	100.0 %
4002 Employer's NIC	1,488	2,260	2,019	-241		-241	111.9 %
4003 Employer's Superannuation	3,163	4,652	4,641	-11		-11	100.2 %
4011 Staff Training	0	325	0	-325		-325	0.0 %
4013 Other Staff Expenses	0	15	0	-15		-15	0.0 %
4202 Car Allowances	691	852	800	-52		-52	106.4 %
4203 Other Transport Costs	0	9	0	-9		-9	0.0 %
4301 Equipment	0	0	400	400		400	0.0 %
4303 Materials	0	19	0	-19		-19	0.0 %
4304 Catering	0	8	0	-8		-8	0.0 %
4306 Printing	0	55	0	-55		-55	0.0 %
4323 Telephones	152	207	250	43		43	82.9 %
4325 Computers	852	0	0	0		0	0.0 %
4900 Miscellaneous Expenses	61	2,117	2,410	293		293	87.9 %
<b>Community Navigator :- Expenditure</b>	<b>23,000</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>

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## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1202	Grants - WBC	26,250	35,000	35,000	0			100.0 %
	Community Navigator :- Income	<u>26,250</u>	<u>35,000</u>	<u>35,000</u>	<u>0</u>			<u>100.0 %</u>
	<b>Net Expenditure over Income</b>	<u>1,243</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>111</u>	<u>Neighbourhood Plan</u>							
5102	Contrib. to Other Provisions	0	4,166	498	-3,668		-3,668	836.5 %
	Community Navigator :- Income	<u>0</u>	<u>4,166</u>	<u>498</u>	<u>-3,668</u>	<u>0</u>	<u>-3,668</u>	<u>836.5 %</u>
4301	Equipment	81	0	620	620		620	0.0 %
4304	Catering	0	374	400	26		26	93.5 %
4306	Printing	386	4,875	4,500	-375		-375	108.3 %
4307	Stationery	0	79	0	-79		-79	0.0 %
4308	General Office Expense	911	3	500	497		497	0.6 %
4313	Professional Fees - Other	5,145	460	3,100	2,640		2,640	14.8 %
4322	Postage	0	4,013	4,500	487		487	89.2 %
4327	Publicity Advertising	937	1,380	1,380	0		0	100.0 %
4342	Subscriptions	0	108	0	-108		-108	0.0 %
4900	Miscellaneous Expenses	0	40	0	-40		-40	0.0 %
	Neighbourhood Plan :- Expenditure	<u>7,460</u>	<u>11,332</u>	<u>15,000</u>	<u>3,668</u>	<u>0</u>	<u>3,668</u>	<u>75.5 %</u>
1204	Grants - Other	0	7,498	7,498	0			100.0 %
	Neighbourhood Plan :- Income	<u>0</u>	<u>7,498</u>	<u>7,498</u>	<u>0</u>			<u>100.0 %</u>
	<b>Net Expenditure over Income</b>	<u>7,460</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>			
<u>201</u>	<u>BWP Community Centre</u>							
5101	Contrib. to Premises Provision	1,699	3,000	3,000	0		0	100.0 %
	Neighbourhood Plan :- Income	<u>1,699</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
4001	Salaries	8,194	10,210	10,211	1		1	100.0 %
4002	Employer's NIC	758	998	1,016	18		18	98.2 %
4003	Employer's Superannuation	276	0	471	471		471	0.0 %
4101	Repair/Alteration of Buildings	0	58	3,000	2,942		2,942	1.9 %
4102	Property Maintenance	7,988	843	0	-843		-843	0.0 %
4103	Maintenance Contracts	215	743	0	-743		-743	0.0 %
4111	Energy Costs	3,853	3,119	3,300	181		181	94.5 %
4131	Rates	1,272	1,296	1,296	0		0	100.0 %
4141	Water Services	439	518	450	-68		-68	115.2 %
4161	Cleaning	7,294	6,398	6,900	502		502	92.7 %
4162	Waste Removal	0	488	600	112		112	81.4 %
4163	Domestic Supplies	0	94	0	-94		-94	0.0 %



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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
4171	Grounds Maintenance Costs	1,432	1,101	1,200	99	99	91.7 %	
4181	Premises Insurance	900	900	900	0	0	100.0 %	
4203	Other Transport Costs	0	4	0	-4	-4	0.0 %	
4301	Equipment	607	174	500	326	326	34.8 %	
4306	Printing	56	71	100	29	29	71.4 %	
4313	Professional Fees - Other	0	50	0	-50	-50	0.0 %	
4322	Postage	56	16	0	-16	-16	0.0 %	
4323	Telephones	511	240	350	110	110	68.5 %	
4324	Broadband	281	253	0	-253	-253	0.0 %	
4325	Computers	0	550	600	50	50	91.7 %	
4342	Subscriptions	0	266	240	-26	-26	111.0 %	
	<b>BWP Community Centre :- Expenditure</b>	<b>34,132</b>	<b>28,390</b>	<b>31,134</b>	<b>2,744</b>	<b>0</b>	<b>2,744</b>	<b>91.2 %</b>
1301	Premises Hire Charges	28,121	23,270	28,000	-4,730			83.1 %
	<b>BWP Community Centre :- Income</b>	<b>28,121</b>	<b>23,270</b>	<b>28,000</b>	<b>-4,730</b>			<b>83.1 %</b>
	<b>Net Expenditure over Income</b>	<b>7,710</b>	<b>8,120</b>	<b>6,134</b>	<b>-1,986</b>			
<u>202</u>	<u>Pepperpot</u>							
5101	Contrib. to Premises Provision	2,000	2,000	2,000	0	0	100.0 %	
	<b>BWP Community Centre :- Income</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>
4102	Property Maintenance	1,413	1,096	1,000	-96	-96	109.6 %	
4103	Maintenance Contracts	385	1,017	1,000	-17	-17	101.7 %	
4111	Energy Costs	1,667	860	1,060	200	200	81.1 %	
4131	Rates	648	660	660	0	0	100.0 %	
4161	Cleaning	3,312	2,867	3,600	733	733	79.6 %	
4171	Grounds Maintenance Costs	0	325	0	-325	-325	0.0 %	
4181	Premises Insurance	200	200	200	0	0	100.0 %	
4301	Equipment	33	43	300	257	257	14.3 %	
4303	Materials	0	34	100	66	66	33.6 %	
4323	Telephones	434	556	470	-86	-86	118.4 %	
4324	Broadband	226	249	250	1	1	99.5 %	
4342	Subscriptions	0	249	0	-249	-249	0.0 %	
	<b>Pepperpot :- Expenditure</b>	<b>8,318</b>	<b>8,155</b>	<b>8,640</b>	<b>485</b>	<b>0</b>	<b>485</b>	<b>94.4 %</b>
1301	Premises Hire Charges	7,450	8,692	8,500	192			102.3 %
1303	Other customer/client receipts	50	328	0	328			0.0 %
	<b>Pepperpot :- Income</b>	<b>7,500</b>	<b>9,020</b>	<b>8,500</b>	<b>520</b>			<b>106.1 %</b>
	<b>Net Expenditure over Income</b>	<b>2,818</b>	<b>1,135</b>	<b>2,140</b>	<b>1,005</b>			

Month No : 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>203</u>	<u>The Square</u>							
5101	Contrib. to Premises Provision	3,375	3,375	3,375	0		0	100.0 %
	Pepperpot :- Income	<u>3,375</u>	<u>3,375</u>	<u>3,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
4181	Premises Insurance	6,276	6,589	6,589	0		0	100.0 %
4311	Professional Fees - Legal	3,524	10,855	825	-10,030		-10,030	1315.8
4313	Professional Fees - Other	0	6,300	0	-6,300		-6,300	0.0 %
	The Square :- Expenditure	<u>9,800</u>	<u>23,744</u>	<u>7,414</u>	<u>-16,330</u>	<u>0</u>	<u>-16,330</u>	<u>320.3 %</u>
1302	Rents	12,000	12,000	12,000	0			100.0 %
1303	Other customer/client receipts	6,276	6,589	6,589	0			100.0 %
	The Square :- Income	<u>18,276</u>	<u>18,589</u>	<u>18,589</u>	<u>0</u>			<u>100.0 %</u>
	<b>Net Expenditure over Income</b>	<u>-5,101</u>	<u>8,530</u>	<u>-7,800</u>	<u>-16,330</u>			
<u>204</u>	<u>Allotments</u>							
5101	Contrib. to Premises Provision	-10,328	1,000	1,000	0		0	100.0 %
	The Square :- Income	<u>-10,328</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
4102	Property Maintenance	0	208	210	2		2	99.0 %
4103	Maintenance Contracts	0	200	200	0		0	100.0 %
4141	Water Services	76	80	80	0		0	100.3 %
4162	Waste Removal	0	288	290	2		2	99.3 %
4171	Grounds Maintenance Costs	13,958	4,021	4,020	-1		-1	100.0 %
4311	Professional Fees - Legal	0	530	530	0		0	100.0 %
4900	Miscellaneous Expenses	0	20	20	0		0	100.0 %
	Allotments :- Expenditure	<u>14,034</u>	<u>5,347</u>	<u>5,350</u>	<u>3</u>	<u>0</u>	<u>3</u>	<u>99.9 %</u>
1302	Rents	2,131	2,268	2,268	0			100.0 %
	Allotments :- Income	<u>2,131</u>	<u>2,268</u>	<u>2,268</u>	<u>0</u>			<u>100.0 %</u>
	<b>Net Expenditure over Income</b>	<u>1,575</u>	<u>4,079</u>	<u>4,082</u>	<u>3</u>			
<u>205</u>	<u>Wilfrid Noyce Community Centre</u>							
5101	Contrib. to Premises Provision	2,000	2,000	2,000	0		0	100.0 %
	Allotments :- Income	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
4005	Agency Staff	0	900	0	-900		-900	0.0 %
4101	Repair/Alteration of Buildings	0	525	5,000	4,475		4,475	10.5 %
4102	Property Maintenance	1,752	4,181	0	-4,181		-4,181	0.0 %
4103	Maintenance Contracts	0	1,063	0	-1,063		-1,063	0.0 %
4111	Energy Costs	5,016	1,502	4,000	2,498		2,498	37.6 %
4121	Rents	0	14,218	13,600	-618		-618	104.5 %

Month No : 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4131 Rates	3,438	1,326	2,000	674		674	66.3 %
4141 Water Services	617	419	600	181		181	69.8 %
4151 Fixtures & Fittings	0	382	0	-382		-382	0.0 %
4161 Cleaning	8,700	4,779	6,000	1,221		1,221	79.6 %
4162 Waste Removal	2,452	1,671	0	-1,671		-1,671	0.0 %
4163 Domestic Supplies	0	615	500	-115		-115	123.1 %
4171 Grounds Maintenance Costs	373	566	600	34		34	94.4 %
4181 Premises Insurance	618	2,213	618	-1,595		-1,595	358.1 %
4203 Other Transport Costs	0	193	0	-193		-193	0.0 %
4301 Equipment	273	1,105	800	-305		-305	138.1 %
4304 Catering	0	1,480	0	-1,480		-1,480	0.0 %
4306 Printing	0	75	0	-75		-75	0.0 %
4307 Stationery	0	176	0	-176		-176	0.0 %
4311 Professional Fees - Legal	0	465	0	-465		-465	0.0 %
4313 Professional Fees - Other	0	595	1,000	406		406	59.5 %
4323 Telephones	334	92	0	-92		-92	0.0 %
4324 Broadband	362	298	0	-298		-298	0.0 %
4325 Computers	33	0	700	700		700	0.0 %
4327 Publicity Advertising	0	406	0	-406		-406	0.0 %
4341 Grants	0	4,210	3,100	-1,110		-1,110	135.8 %
4342 Subscriptions	0	31	0	-31		-31	0.0 %
4343 Licensing/PRS	181	324	400	76		76	81.0 %
Wilfrid Noyce Community Centre :- Expenditure	<b>24,149</b>	<b>43,811</b>	<b>38,918</b>	<b>-4,893</b>	<b>0</b>	<b>-4,893</b>	<b>112.6 %</b>
1204 Grants - Other	0	500	0	500			0.0 %
1301 Premises Hire Charges	22,368	20,410	17,500	2,910			116.6 %
1302 Rents	0	-450	0	-450			0.0 %
1303 Other customer/client receipts	0	114	0	114			0.0 %
Wilfrid Noyce Community Centre :- Income	<b>22,368</b>	<b>20,574</b>	<b>17,500</b>	<b>3,074</b>			<b>117.6 %</b>
<b>Net Expenditure over Income</b>	<b>3,781</b>	<b>25,236</b>	<b>23,418</b>	<b>-1,818</b>			
<u>206</u> <u>Bandstand</u>							
4101 Repair/Alteration of Buildings	0	0	700	700		700	0.0 %
4102 Property Maintenance	1,328	297	0	-297		-297	0.0 %
4342 Subscriptions	0	188	0	-188		-188	0.0 %
4343 Licensing/PRS	245	140	100	-40		-40	140.0 %
Bandstand :- Expenditure	<b>1,573</b>	<b>626</b>	<b>800</b>	<b>174</b>	<b>0</b>	<b>174</b>	<b>78.2 %</b>
1301 Premises Hire Charges	791	605	605	0			100.0 %
1303 Other customer/client receipts	190	181	181	0			99.8 %
Bandstand :- Income	<b>981</b>	<b>786</b>	<b>786</b>	<b>0</b>			<b>100.0 %</b>
<b>Net Expenditure over Income</b>	<b>592</b>	<b>-160</b>	<b>14</b>	<b>174</b>			

Month No : 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>208</u> <u>Land &amp; Property - Other</u>							
5101 Contrib. to Premises Provision	0	1,000	1,000	0		0	100.0 %
Bandstand :- Income	0	1,000	1,000	0	0	0	100.0 %
4101 Repair/Alteration of Buildings	3,290	0	700	700		700	0.0 %
4171 Grounds Maintenance Costs	530	359	480	121		121	74.9 %
Land & Property - Other :- Expenditure	<u>3,820</u>	<u>359</u>	<u>1,180</u>	<u>821</u>	<u>0</u>	<u>821</u>	<u>30.4 %</u>
<b>Net Expenditure over Income</b>	<b>3,820</b>	<b>1,359</b>	<b>2,180</b>	<b>821</b>			
<u>301</u> <u>Capital Project - Wilfrid Noyc</u>							
4101 Repair/Alteration of Buildings	0	920,706	848,518	-72,188		-72,188	108.5 %
4102 Property Maintenance	578	546	0	-546		-546	0.0 %
4111 Energy Costs	0	21	4,277	4,256		4,256	0.5 %
4141 Water Services	0	0	3,302	3,302		3,302	0.0 %
4151 Fixtures & Fittings	0	20,384	38,021	17,637		17,637	53.6 %
4301 Equipment	0	7,290	90,211	82,921		82,921	8.1 %
4302 Furniture	0	33,967	24,000	-9,967		-9,967	141.5 %
4311 Professional Fees - Legal	0	820	0	-820		-820	0.0 %
4312 Professional Fees - Surveyors	0	66,820	48,306	-18,514		-18,514	138.3 %
4313 Professional Fees - Other	44,100	5,040	5,000	-40		-40	100.8 %
4321 Bank Charges	0	295	0	-295		-295	0.0 %
4327 Publicity Advertising	440	550	0	-550		-550	0.0 %
4900 Miscellaneous Expenses	0	0	1,463	1,463		1,463	0.0 %
Capital Project - Wilfrid Noyc :- Expenditure	<u>45,118</u>	<u>1,056,438</u>	<u>1,063,098</u>	<u>6,660</u>	<u>0</u>	<u>6,660</u>	<u>99.4 %</u>
1201 Grants - SCC	0	2,450	0	2,450			0.0 %
1304 Donations	0	40,083	40,500	-417			99.0 %
1502 Other Recharges	0	173,085	181,778	-8,693			95.2 %
1601 PWLB Loan	0	841,000	841,000	0			100.0 %
Capital Project - Wilfrid Noyc :- Income	<u>0</u>	<u>1,056,618</u>	<u>1,063,278</u>	<u>-6,660</u>			<u>99.4 %</u>
<b>Net Expenditure over Income</b>	<b>45,118</b>	<b>-180</b>	<b>-180</b>	<b>0</b>			
<u>415</u> <u>Mayors Charity 2015 - A Bott</u>							
5102 Contrib. to Other Provisions	0	3,017	0	-3,017		-3,017	0.0 %
Capital Project - Wilfrid Noyc :- Income	<u>0</u>	<u>3,017</u>	<u>0</u>	<u>-3,017</u>	<u>0</u>	<u>-3,017</u>	
4304 Catering	0	284	0	-284		-284	0.0 %
4343 Licensing/PRS	0	42	0	-42		-42	0.0 %
Mayors Charity 2015 - A Bott :- Expenditure	<u>0</u>	<u>326</u>	<u>0</u>	<u>-326</u>	<u>0</u>	<u>-326</u>	

Month No : 12

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1303	Other customer/client receipts	0	65	0	65			0.0 %
1304	Donations	0	3,278	0	3,278			0.0 %
	Mayors Charity 2015 - A Bott :- Income	<u>0</u>	<u>3,343</u>	<u>0</u>	<u>3,343</u>			
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			

**GODALMING TOWN COUNCIL**  
**SCHEDULE OF MEETINGS 2016/17**

**MAY 2016**

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

**JUNE 2016**

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

**JULY 2016**

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

**AUGUST 2016**

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

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

## **SEPTEMBER 2016**

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

## **OCTOBER 2016**

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

## **NOVEMBER 2016**

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

## **DECEMBER 2016**

8	Mayoralty Committee	7.00PM	Town Clerk's Office
15	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber

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

## **JANUARY 2017**

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

## **FEBRUARY 2017**

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

## **MARCH 2017**

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

## **APRIL 2017**

6	Planning & Environment Policy & Management	7.00PM 7.30PM**	Council Chamber	
7	Neighbourhood Plan Ad-Hoc Advisory	6.30PM	Pepperpot	
20	ANNUAL TOWN MEETING	8.00PM	Council Chamber	
27	Planning & Environment Full Council	7.00PM 7.30PM**	Council Chamber	
28	MAYORALTY RECEPTION & DINNER	7.15PM	Wilfrid Noyce Centre	✓

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



## **MAY 2017**

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

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

**FESTIVALS:**

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

<b>Event</b>	<b>Date</b>
Pancake Races	Tuesday, 9 February 2016
Town Council By-election (Central & Ockford Ward)	Thursday, 11 February 2016
Farmers' Market	Saturday, 26 March 2016
Spring Festival – Spring into Godalming	Saturday, 2 April 2016
Farmers' Market	Saturday, 30 April 2016
St John's Spring Fair	Saturday, 30 April 2016 (TBC)
Rogation Sunday	Sunday, 1 May 2016
Police & Crime Commissioner's Elections	Thursday, 5 May 2016
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 <sup>th</sup> 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)

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

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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