

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

18 August 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, 1 SEPTEMBER 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 A Bott – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Wheatley  
Councillor Thornton  
Councillor Noyce  
Councillor Williams  
Councillor Bolton  
Councillor Walden  
Councillor Purkiss

Councillor Gordon-Smith  
Councillor Cosser  
Councillor T Martin  
Councillor S Bott  
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 21 July 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.

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

## 5. COMMITTEE WORK PROGRAMME

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

Members are asked to agree the addition of the subject "Public Realm" to the work programme being an item upon which the Town Clerk would expect to report, initially, on 13 October 2016. It is anticipated that this subject would encompass the item already included on the work programme entitled "Audit of GTC's Noticeboards" and Members are asked to agree the amendments of the work programme to reflect this.

## 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 the first four months of the current financial year 2016/17 (the year to 31 July 2016) (detailed report attached for the information of Members).

Members to note that the monitoring report shows a current variance of £48,957 overspent. At the present time there are no projected variances for the year end.

The significant individual variances are explained as follows:

- The current overspend (£9,128) against the Head Office Costs cost centre is made up of an £8,500 overspend against the website budget (as previously agreed up to £8,000 may be drawn from reserves to fund the website, however, this transfer will only be made if the additional expenditure cannot be contained within underspends elsewhere); and expenditure of £2,036 (to date) on redecoration and re-carpeting of the office; this sum will be funded from the reserve held for that purpose.
- The overspend against Christmas Lights arises because the budget has not been phased to match decisions made by this Committee on 9 June 2016. However, the contract for the new Christmas Lights scheme has been signed and there is no anticipated overspend for the year as a whole.
- The underspends against the Community Buildings (BWP Community Centre, Pepperpot & Wilfrid Noyce Centre) arise from buoyant income (though some of that is income in advance).
- The overspend against The Square represents the fact that the new sub lease of the building allows the sub tenant a rent free period (in lieu of a capital contribution to dilapidations). Godalming Town Council has consented to this rent free period and consequently expects reduced rent during this time. The Square budget will be amended to reflect this at the revised estimate stage but at this time the shortfall in budgeted income shows as an overspend against this cost centre. However, this position was anticipated when the budget was set and provision is made elsewhere in the accounts for the rent shortfall.

As reported last month the Community Navigator post ended on 24 July 2016 and a transfer from the Community Navigator Reserve has been made to bring this project to a nil net cost and therefore nil variance. Members are asked to agree a transfer of £2,826 being the remaining balance on the Community Navigator Reserve to the General Reserve.

<b>Cost Centre</b>		<b>Year to date Variance</b>	<b>Projected Variance @ year end</b>
		<b>£</b>	<b>£</b>
101	Head Office Costs	9,128 o/s	0
102	Civic Expenses	170 o/s	0
104	Town Promotion	867 u/s	0
105	Staycation	490 o/s	0
106	Festivals & Markets	40 u/s	0
108	Christmas Lights	3,898 o/s	0
110	Community Navigator	0	0
111	Neighbourhood Plan	3,125 u/s	0
201	BWP Community Centre	5,106 u/s	0
202	Pepperpot	1,356 u/s	0
203	The Square	6,000 o/s	0
204	Allotments	1,381 o/s	0
205	Wilfrid Noyce Community Centre	317 u/s	0
206	Bandstand	422 u/s	0
208	Land & Property Other	877 o/s	0
<b>TOTAL</b>		<b>10,711 o/s</b>	<b>0</b>

#### 8. COMMUNITY CENTRES PERFORMANCE MONITORING

Members to receive a report on the performance of the Wilfrid Noyce Centre, Broadwater Park Community Centre and the Pepperpot (report attached for the information of Members).

#### 9. 'OLD DRIFT WAY' ACCESS BARRIER

Member will be aware that Godalming Town Council is the custodian of the strip of land adjacent to the Town Bridge known as 'Old Drift Way'. Access to this land was controlled by use of lockable bollards. However, by necessity these bollards had to be removable to enable access to the Lammas lands for maintenance and other purposes. Although apparently 'lockable', over time this capability has proved to be ineffective. This has resulted in the unauthorised removal of the bollards (the central one has disappeared) and regular unauthorised parking in this area. Whilst this parking is unsatisfactory, the greater concern is that the inability to 'shut off' this area makes it vulnerable to fly tipping. This will be especially true during late October as many people associate this area with the collection point for waste to be burnt on the 'town bonfire'.

In order to discourage/prevent fly tipping in this area, Members are requested to approve the replacement of the bollards with a swing gate (similar to the High Street barrier) at a cost of £1,500 to be funded from reserves (331, Land & Property Maintenance Reserve).

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING MAYEN ASSOCIATION

Members are asked to note a report from Councillor Hunter on the Godalming Mayen Association (report attached for the information of Members) an organisation on which Councillor Hunter represents the Town Council.

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING & DISTRICT CHAMBER OF COMMERCE

Members are asked to note a report from Councillor Poulter on the Godalming & District Chamber of Commerce (report attached for the information of Members) an organisation on which Councillor Poulter represents the Town Council.

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GO GODALMING ASSOCIATION

Members are asked to note a report from Councillor Gordon-Smith on the Go Godalming Association (report to be tabled) an organisation on which Councillor Gordon-Smith represents the Town Council.

13. NALC LARGER COUNCILS COMMITTEE – GOOD PRACTICE VISIT TO DUNSTABLE

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

14. SLCC REGIONAL ROADSHOW

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

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 13 October 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

16. 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 AND STAFFING MATTERS.

17. THE SQUARE

Members to consider a confidential report from the Town Clerk. Report attached as a confidential annexe for the information of Members

18. REPORT OF THE STAFFING SUB-COMMITTEE

At its extraordinary meeting held on 2 August 2016 the Staffing Sub Committee considered a confidential report from HR Partnership Services Ltd (report attached as a confidential

annexe for the information of Members). The Sub Committee recommends the recommendations set out in the report to the Policy & Management Committee.

Maria Aguilar of HR Partnership Services Ltd will attend the meeting to answer Members' questions.

The Town Clerk's commentary on the recommendations is also 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 resolved with amendments to the head lease; the surrender of the previous sublease; and the granting of a new sublease & license to alter to Côte Restaurants Ltd. Some financial details remain to be reported and these are on the agenda for this meeting	N/A		18/07/16
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. First monitoring report on the agenda for this meeting.	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	To be completed by 31 March 2017	31/03/17		
FARNCOMBE INITIATIVE	Councillor Cosser	274-13	Report received on 19 May 2016. Further reports expected at approximately six-monthly intervals. Next report expected on 15 December 2016	N/A		
FLOOD ALLEVIATION	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. Successful public consultation event in the Borough Hall on Thursday 21 January 2016. MoU signed on 4 March 2016.	23/10/14	unknown	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Working Group met on 1 October 2015, 2 December 2015, 16 March and 25 May 2016. New website live on 20 July 2016 with “hard launch” to coincide with this meeting. Work on use of social media by end September 2016.	21/07/16 30/09/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
ELECTRONIC AGENDAS	Town Clerk	384-14 137-15	Members have been asked to confirm whether or not they will accept service of electronic agendas and, if they will, to sign declarations to that effect.	11/06/15	1/09/16	
CHRISTMAS LIGHTS	Deputy Town Clerk	46-16	Reports received 9/06/16 and 21/07/16 – contract signed.	9/06/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
WW1 2018 (INC GODALMING WAR MEMORIAL)	Deputy Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
HIGH ST ROADWORKS & SCC	Deputy Town Clerk	46-16	The Deputy Town Clerk to report orally at this meeting. SCC are progressing with the works and are ensuring residents and businesses are kept informed.	9/06/16		
CHURCH STREET ENVIRONMENTAL IMPROVEMENTS	Deputy Town Clerk	46-16	Item considered on 9 June and agreed. S106 funding approved by WBC. Orders have been placed.	21/07/16		
AUDIT OF GTC'S NOTICEBOARDS	Town Clerk	46-16	Report expected on or before 12 January 2017	12/01/17		
RECEIVING PAYMENTS BY CARD etc.	Finance Administrator	46-16	Report expected on or before 12 January 2017	12/01/17		
FIREWORKS	Deputy Town Clerk	173-16	The Deputy Town Clerk to report orally at this meeting.	4/11/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS: Godalming/Joigny Friendship Association	Cllr A Bott	81-15	Report received 19 May 2016	19/05/16		19/05/16
Godalming/Mayen Association	Cllr Hunter	51-16	Report on the agenda for this meeting (deferred from 21 July 2016).	09/06/16	1/09/16	
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report received 21 July 2016.	09/06/16	21/07/16	21/07/16
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report received 21 July 2016.	21/07/16		21/07/16
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report on the agenda for this meeting (deferred from 21 July 2016).	21/07/16	1/09/16	
Go Godalming Association	Cllr Gordon-Smith	51-16	Report expected 1 September 2016	1/09/16		
Holloway Hill Sports Association	Cllr T Martin	51-16	Report expected 13 October 2016	13/10/16		
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report expected 13 October 2016	13/10/16		
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report expected 15 December 2016	15/12/16		
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report expected 12 January 2017	12/01/17		
Godalming Together CIC	Cllr A Bott	51-16	Report expected 12 January 2017	12/01/17		
SALC	Cllr Cosser	51-16	Report expected 23 February 2017	23/02/17		



TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued:						
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 6 April 2017	6/04/17		
Sport Godalming	Cllr P Martin	51-16	Report expected 18 May 2017	18/05/17		

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

Event	Date
Mayor's Charity Event – Fashion Show	Wednesday, 21 September 2016
Farmers' Market	Saturday, 24 September 2016
Farmers' Market	Saturday, 29 October 2016
Remembrance Sunday	Sunday, 13 November 2016
Mayor's Charity Event – Quiz Night	Friday, 18 November 2016
Christmas Festival & Light Switch-On	Saturday, 26 November 2016
Blessing of Crib & Carol Service	Saturday, 10 December 2016 (TBC)
Mayor's Charity Event – Band Night	Saturday, 25 February 2017
Mayor's Charity Event – Film Night	Friday, 10 March 2017

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
<b>101 Head Office Costs</b>									
5101 Contrib. to Premises Provision	0	0	0	1,600	1,600	0	1,600		0
5102 Contrib. to Other Provisions	0	0	0	33,630	33,630	0	33,630		0
Head Office Costs :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,230</b>	<b>35,230</b>	<b>0</b>	<b>35,230</b>	<b>0</b>	<b>0</b>
4001 Salaries	14,311	13,509	-802	54,944	54,036	-908	162,103		107,159
4002 Employer's NIC	1,436	1,753	317	5,740	7,012	1,272	21,040		15,300
4003 Employer's Superannuation	2,389	2,575	186	9,575	10,300	725	30,900		21,325
4011 Staff Training	603	1,000	398	1,688	2,030	343	2,700		1,013
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500
4013 Other Staff Expenses	0	0	0	0	50	50	200		200
4101 Repair/Alteration of Buildings	2,036	0	-2,036	2,036	0	-2,036	0		-2,036
4102 Property Maintenance	450	62	-388	450	248	-202	750		300
4121 Rents	0	0	0	20	10	-10	13,000		12,981
4161 Cleaning	0	0	0	1	0	-1	50		49
4201 Public Transport	0	0	0	17	0	-17	0		-17
4202 Car Allowances	0	0	0	271	250	-21	1,000		729
4301 Equipment	0	42	42	0	168	168	500		500
4302 Furniture	0	0	0	159	0	-159	0		-159
4304 Catering	11	17	6	182	68	-114	200		18
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	200		200
4306 Printing	0	217	217	300	868	568	2,600		2,300
4307 Stationery	118	217	99	1,100	868	-232	2,600		1,501
4308 General Office Expense	0	0	0	3	0	-3	0		-3

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
4313 Professional Fees - Other	2,275	0	-2,275	2,275	1,750	-525	7,000		4,725
4314 Audit Fees	0	0	0	208	208	0	3,300		3,092
4315 Insurance	0	0	0	8,172	8,470	298	8,470		298
4321 Bank Charges	57	83	26	280	332	52	1,000		720
4322 Postage	0	0	0	0	650	650	2,600		2,600
4323 Telephones	72	192	120	432	768	336	2,300		1,868
4325 Computers	426	558	132	1,489	2,232	743	6,700		5,211
4326 Website	0	0	0	18,500	10,000	-8,500	10,000		-8,500
4331 Newsletter	0	0	0	1,000	1,000	0	4,000		3,000
4341 Grants	35,565	0	-35,565	46,106	44,653	-1,453	55,000		8,894
4342 Subscriptions	28	0	-28	4,433	3,445	-988	5,200		767
4401 Payments to Godalming JBC	30,761	0	-30,761	30,761	30,795	35	61,589		30,829
4900 Miscellaneous Expenses	5	250	245	7	1,000	993	3,000		2,993
6000 Debt Charges - Principal	4,245	4,245	0	4,245	4,245	0	17,275		13,030
6001 Debt Charges - Interest	7,001	7,001	0	7,001	7,001	0	27,925		20,924
Head Office Costs :- Expenditure	<b>101,788</b>	<b>31,721</b>	<b>-70,067</b>	<b>201,394</b>	<b>192,457</b>	<b>-8,937</b>	<b>454,702</b>	<b>0</b>	<b>253,308</b>
1001 Precept	0	0	0	257,121	257,121	0	514,242		
1202 Grants - WBC	0	0	0	11,510	12,180	-670	12,180		
1303 Other customer/client receipts	0	0	0	420	0	420	0		
1304 Donations	0	0	0	1	0	1	0		
1401 Interest Received	0	0	0	283	225	58	900		
1501 Recharges to Godalming JBC	0	0	0	0	0	0	27,000		
Head Office Costs :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>269,335</b>	<b>269,526</b>	<b>-191</b>	<b>554,322</b>		
<b>Net Expenditure over Income</b>	<b>101,788</b>	<b>31,721</b>	<b>-70,067</b>	<b>-32,711</b>	<b>-41,839</b>	<b>-9,128</b>	<b>-64,390</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
<b>102 Civic Expenses</b>									
5102 Contrib. to Other Provisions	0	0	0	4,000	4,000	0	4,000		0
Civic Expenses :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
4005 Agency Staff	0	0	0	150	0	-150	0		-150
4303 Materials	0	0	0	51	30	-21	0		-51
4304 Catering	0	0	0	-70	18	88	0		70
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	1,000		1,000
4306 Printing	0	0	0	0	0	0	800		800
4313 Professional Fees - Other	0	0	0	-3	0	3	0		3
4332 Mayor's Expenses	0	100	100	2,445	1,925	-520	8,000		5,555
4333 Members' Expenses	0	100	100	70	400	330	1,200		1,130
4900 Miscellaneous Expenses	0	0	0	200	300	100	600		400
Civic Expenses :- Expenditure	<b>0</b>	<b>200</b>	<b>200</b>	<b>2,843</b>	<b>2,673</b>	<b>-170</b>	<b>11,600</b>	<b>0</b>	<b>8,757</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>6,843</b>	<b>6,673</b>	<b>-170</b>	<b>15,600</b>		
<b>104 Town Promotion</b>									
4102 Property Maintenance	0	0	0	1,600	0	-1,600	0		-1,600
4162 Waste Removal	424	0	-424	424	0	-424	0		-424
4203 Other Transport Costs	0	0	0	101	0	-101	0		-101
4301 Equipment	0	0	0	707	0	-707	0		-707
4302 Furniture	0	0	0	409	0	-409	0		-409
4327 Publicity Advertising	270	0	-270	270	0	-270	0		-270

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
4900 Miscellaneous Expenses	0	0	0	225	0	-225	0		-225
Town Promotion :- Expenditure	<b>694</b>	<b>0</b>	<b>-694</b>	<b>3,735</b>	<b>0</b>	<b>-3,735</b>	<b>0</b>	<b>0</b>	<b>-3,735</b>
1202 Grants - WBC	2,973	0	2,973	2,973	0	2,973	0		
1303 Other customer/client receipts	332	0	332	729	0	729	0		
1304 Donations	900	0	900	900	0	900	0		
Town Promotion :- Income	<b>4,205</b>	<b>0</b>	<b>4,205</b>	<b>4,602</b>	<b>0</b>	<b>4,602</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>-3,511</b>	<b>0</b>	<b>3,511</b>	<b>-867</b>	<b>0</b>	<b>867</b>	<b>0</b>		
<b>105 Staycation</b>									
4301 Equipment	0	0	0	310	0	-310	0		-310
4313 Professional Fees - Other	180	0	-180	180	0	-180	0		-180
4327 Publicity Advertising	0	0	0	2,000	2,000	0	2,000		0
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,200		1,200
Staycation :- Expenditure	<b>180</b>	<b>0</b>	<b>-180</b>	<b>2,490</b>	<b>2,000</b>	<b>-490</b>	<b>3,200</b>	<b>0</b>	<b>710</b>
<b>Net Expenditure over Income</b>	<b>180</b>	<b>0</b>	<b>-180</b>	<b>2,490</b>	<b>2,000</b>	<b>-490</b>	<b>3,200</b>		
<b>106 Festivals &amp; Markets</b>									
4001 Salaries	200	186	-14	700	744	44	1,860		1,160
4002 Employer's NIC	20	24	4	69	96	27	240		171
4203 Other Transport Costs	38	0	-38	38	0	-38	0		-38
4301 Equipment	0	0	0	102	0	-102	0		-102



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
<b>110 Community Navigator</b>									
5102 Contrib. to Other Provisions	-3,761	0	3,761	-3,761	-2,810	951	-2,810		951
Community Navigator :- Expenditure	<b>-3,761</b>	<b>0</b>	<b>3,761</b>	<b>-3,761</b>	<b>-2,810</b>	<b>951</b>	<b>-2,810</b>	<b>0</b>	<b>951</b>
4001 Salaries	2,892	1,613	-1,279	9,071	7,730	-1,341	7,730		-1,341
4002 Employer's NIC	243	436	193	816	1,000	184	1,000		184
4003 Employer's Superannuation	464	309	-155	1,638	1,470	-168	1,470		-168
4202 Car Allowances	307	200	-107	307	200	-107	200		-107
4301 Equipment	0	700	700	0	700	700	700		700
4306 Printing	0	0	0	450	0	-450	0		-450
4323 Telephones	0	60	60	35	60	25	60		25
4325 Computers	75	200	125	105	200	95	200		95
4900 Miscellaneous Expenses	89	200	111	89	200	111	200		111
Community Navigator :- Expenditure	<b>4,070</b>	<b>3,718</b>	<b>-352</b>	<b>12,511</b>	<b>11,560</b>	<b>-951</b>	<b>11,560</b>	<b>0</b>	<b>-951</b>
1202 Grants - WBC	0	0	0	8,750	8,750	0	8,750		
Community Navigator :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,750</b>	<b>8,750</b>	<b>0</b>	<b>8,750</b>		
<b>Net Expenditure over Income</b>	<b>309</b>	<b>3,718</b>	<b>3,409</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>111 Neighbourhood Plan</b>									
4121 Rents	0	0	0	200	0	-200	0		-200
4313 Professional Fees - Other	0	3,500	3,500	971	4,471	3,500	11,450		10,479
4342 Subscriptions	0	0	0	65	0	-65	0		-65

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
4900 Miscellaneous Expenses	0	0	0	110	0	-110	0		-110
Neighbourhood Plan :- Expenditure	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>1,346</b>	<b>4,471</b>	<b>3,125</b>	<b>11,450</b>	<b>0</b>	<b>10,104</b>
1502 Other Recharges	0	0	0	0	0	0	11,450		
Neighbourhood Plan :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,450</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>1,346</b>	<b>4,471</b>	<b>3,125</b>	<b>0</b>		
<b><u>201 BWP Community Centre</u></b>									
5101 Contrib. to Premises Provision	0	0	0	3,000	3,000	0	3,000		0
BWP Community Centre :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
4001 Salaries	839	840	1	3,356	3,360	4	10,070		6,714
4002 Employer's NIC	82	109	27	329	436	107	1,310		981
4003 Employer's Superannuation	0	159	159	0	636	636	1,910		1,910
4101 Repair/Alteration of Buildings	0	250	250	0	1,000	1,000	3,000		3,000
4102 Property Maintenance	0	0	0	150	0	-150	0		-150
4103 Maintenance Contracts	0	0	0	108	0	-108	0		-108
4111 Energy Costs	102	275	173	555	1,100	545	3,300		2,745
4131 Rates	0	0	0	1,307	1,330	23	1,330		23
4141 Water Services	0	0	0	116	113	-3	450		334
4161 Cleaning	515	638	123	2,066	2,552	486	7,650		5,584
4162 Waste Removal	112	0	-112	292	0	-292	0		-292
4163 Domestic Supplies	0	0	0	28	0	-28	0		-28
4171 Grounds Maintenance Costs	0	100	100	195	400	205	1,200		1,005



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
4181 Premises Insurance	0	0	0	920	920	0	920		0
4301 Equipment	0	58	58	282	232	-50	700		418
4306 Printing	0	8	8	0	32	32	100		100
4323 Telephones	33	29	-4	99	116	17	350		251
4324 Broadband	17	0	-17	68	0	-68	0		-68
4325 Computers	0	74	74	39	296	257	890		851
4342 Subscriptions	0	0	0	0	0	0	250		250
<b>BWP Community Centre :- Expenditure</b>	<b>1,700</b>	<b>2,540</b>	<b>840</b>	<b>9,910</b>	<b>12,523</b>	<b>2,613</b>	<b>33,430</b>	<b>0</b>	<b>23,520</b>
1301 Premises Hire Charges	647	2,417	-1,770	12,161	9,668	2,493	29,000		
1303 Other customer/client receipts	0	0	0	0	0	0	0		
<b>BWP Community Centre :- Income</b>	<b>647</b>	<b>2,417</b>	<b>-1,770</b>	<b>12,161</b>	<b>9,668</b>	<b>2,493</b>	<b>29,000</b>		
<b>Net Expenditure over Income</b>	<b>1,053</b>	<b>123</b>	<b>-930</b>	<b>749</b>	<b>5,855</b>	<b>5,106</b>	<b>7,430</b>		
<b>202 Pepperpot</b>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
<b>Pepperpot :- Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
4101 Repair/Alteration of Buildings	0	125	125	0	500	500	1,500		1,500
4103 Maintenance Contracts	0	0	0	678	0	-678	0		-678
4111 Energy Costs	24	92	68	256	368	112	1,100		844
4131 Rates	0	0	0	666	680	15	680		15
4161 Cleaning	240	300	60	937	1,200	263	3,600		2,663
4181 Premises Insurance	0	0	0	210	210	0	210		0

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
4301 Equipment	0	67	67	0	268	268	800		800
4303 Materials	295	0	-295	295	0	-295	0		-295
4313 Professional Fees - Other	0	0	0	30	0	-30	0		-30
4323 Telephones	23	39	16	165	156	-9	470		305
4324 Broadband	21	0	-21	84	0	-84	0		-84
4325 Computers	0	21	21	0	84	84	250		250
4343 Licensing/PRS	0	0	0	70	0	-70	0		-70
Pepperpot :- Expenditure	<b>603</b>	<b>644</b>	<b>41</b>	<b>3,391</b>	<b>3,466</b>	<b>75</b>	<b>8,610</b>	<b>0</b>	<b>5,219</b>
1301 Premises Hire Charges	795	708	87	4,113	2,832	1,281	8,500		
Pepperpot :- Income	<b>795</b>	<b>708</b>	<b>87</b>	<b>4,113</b>	<b>2,832</b>	<b>1,281</b>	<b>8,500</b>		
<b>Net Expenditure over Income</b>	<b>-192</b>	<b>-64</b>	<b>128</b>	<b>1,278</b>	<b>2,634</b>	<b>1,356</b>	<b>2,110</b>		
<b><u>203 The Square</u></b>									
4181 Premises Insurance	0	0	0	0	6,500	6,500	6,500		6,500
4315 Insurance	0	0	0	7,010	0	-7,010	0		-7,010
The Square :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,010</b>	<b>6,500</b>	<b>-510</b>	<b>6,500</b>	<b>0</b>	<b>-510</b>
1302 Rents	0	3,000	-3,000	0	6,000	-6,000	12,000		
1303 Other customer/client receipts	0	6,500	-6,500	7,010	6,500	510	6,500		
The Square :- Income	<b>0</b>	<b>9,500</b>	<b>-9,500</b>	<b>7,010</b>	<b>12,500</b>	<b>-5,490</b>	<b>18,500</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-9,500</b>	<b>-9,500</b>	<b>0</b>	<b>-6,000</b>	<b>-6,000</b>	<b>-12,000</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
<b><u>204 Allotments</u></b>									
5101	Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000	0
	Allotments :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
4141	Water Services	0	0	0	8	25	17	100	92
4171	Grounds Maintenance Costs	0	158	158	488	632	144	1,900	1,412
	Allotments :- Expenditure	<b>0</b>	<b>158</b>	<b>158</b>	<b>496</b>	<b>657</b>	<b>161</b>	<b>2,000</b>	<b>1,504</b>
1302	Rents	408	1,950	-1,542	408	1,950	-1,542	1,950	
	Allotments :- Income	<b>408</b>	<b>1,950</b>	<b>-1,542</b>	<b>408</b>	<b>1,950</b>	<b>-1,542</b>	<b>1,950</b>	
	<b>Net Expenditure over Income</b>	<b>-408</b>	<b>-1,792</b>	<b>-1,384</b>	<b>1,088</b>	<b>-293</b>	<b>-1,381</b>	<b>1,050</b>	
<b><u>205 Wilfrid Noyce Community Centre</u></b>									
5101	Contrib. to Premises Provision	0	0	0	2,000	4,500	2,500	4,500	2,500
	Wilfrid Noyce Community Centre :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>4,500</b>	<b>2,500</b>	<b>4,500</b>	<b>2,500</b>
4001	Salaries	186	0	-186	521	0	-521	0	-521
4005	Agency Staff	0	0	0	375	0	-375	0	-375
4101	Repair/Alteration of Buildings	650	167	-483	1,029	668	-361	2,000	971
4102	Property Maintenance	0	0	0	7	0	-7	0	-7
4111	Energy Costs	134	333	199	1,065	1,332	267	4,000	2,935
4131	Rates	0	0	0	4,723	0	-4,723	4,000	-723
4141	Water Services	0	50	50	149	200	51	600	451

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
4161 Cleaning	993	1,083	90	4,063	4,332	269	13,000		8,937
4162 Waste Removal	277	0	-277	391	0	-391	0		-391
4163 Domestic Supplies	0	0	0	67	0	-67	0		-67
4171 Grounds Maintenance Costs	0	33	33	0	132	132	400		400
4181 Premises Insurance	0	0	0	1,148	800	-348	800		-348
4301 Equipment	0	67	67	918	268	-650	800		-118
4304 Catering	0	0	0	750	0	-750	0		-750
4313 Professional Fees - Other	955	0	-955	955	0	-955	0		-955
4323 Telephones	22	0	-22	88	0	-88	0		-88
4324 Broadband	110	0	-110	260	0	-260	0		-260
4325 Computers	0	58	58	0	232	232	700		700
4327 Publicity Advertising	0	0	0	31	0	-31	0		-31
4342 Subscriptions	0	0	0	0	0	0	300		300
<b>Wilfrid Noyce Community Centre :- Expenditure</b>	<b>3,327</b>	<b>1,791</b>	<b>-1,536</b>	<b>16,540</b>	<b>7,964</b>	<b>-8,576</b>	<b>26,600</b>	<b>0</b>	<b>10,060</b>
1301 Premises Hire Charges	2,618	2,292	326	15,762	9,168	6,594	27,500		
1302 Rents	0	0	0	-201	0	-201	0		
<b>Wilfrid Noyce Community Centre :- Income</b>	<b>2,618</b>	<b>2,292</b>	<b>326</b>	<b>15,562</b>	<b>9,168</b>	<b>6,394</b>	<b>27,500</b>		
<b>Net Expenditure over Income</b>	<b>709</b>	<b>-501</b>	<b>-1,210</b>	<b>2,979</b>	<b>3,296</b>	<b>317</b>	<b>3,600</b>		
<b><u>206 Bandstand</u></b>									
4101 Repair/Alteration of Buildings	0	83	83	0	332	332	1,000		1,000
4343 Licensing/PRS	0	0	0	70	100	30	100		30
<b>Bandstand :- Expenditure</b>	<b>0</b>	<b>83</b>	<b>83</b>	<b>70</b>	<b>432</b>	<b>362</b>	<b>1,100</b>	<b>0</b>	<b>1,030</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/07/2016

Month No : 4

## 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
1301 Premises Hire Charges	0	800	-800	613	800	-187	800		
1303 Other customer/client receipts	0	0	0	247	0	247	0		
Bandstand :- Income	<b>0</b>	<b>800</b>	<b>-800</b>	<b>860</b>	<b>800</b>	<b>60</b>	<b>800</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-717</b>	<b>-717</b>	<b>-790</b>	<b>-368</b>	<b>422</b>	<b>300</b>		
<b>208 Land &amp; Property - Other</b>									
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
Land & Property - Other :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4101 Repair/Alteration of Buildings	0	125	125	0	500	500	1,500		1,500
4102 Property Maintenance	0	0	0	41	0	-41	0		-41
4103 Maintenance Contracts	0	0	0	324	0	-324	0		-324
4151 Fixtures & Fittings	0	0	0	750	0	-750	1,000		250
4171 Grounds Maintenance Costs	0	83	83	118	332	214	1,000		882
4301 Equipment	0	0	0	470	0	-470	0		-470
4900 Miscellaneous Expenses	5	0	-5	5	0	-5	0		-5
Land & Property - Other :- Expenditure	<b>5</b>	<b>208</b>	<b>203</b>	<b>1,709</b>	<b>832</b>	<b>-877</b>	<b>3,500</b>	<b>0</b>	<b>1,791</b>
<b>Net Expenditure over Income</b>	<b>5</b>	<b>208</b>	<b>203</b>	<b>2,709</b>	<b>1,832</b>	<b>-877</b>	<b>4,500</b>		
Policy & Management Expenditure	<b>120,836</b>	<b>44,773</b>	<b>-76,063</b>	<b>321,439</b>	<b>302,795</b>	<b>-18,644</b>	<b>666,772</b>	<b>0</b>	<b>345,333</b>
Income	<b>9,207</b>	<b>17,875</b>	<b>-8,668</b>	<b>323,959</b>	<b>316,026</b>	<b>7,933</b>	<b>666,772</b>		
<b>Net Expenditure over Income</b>	<b>111,629</b>	<b>26,898</b>	<b>-84,731</b>	<b>-2,520</b>	<b>-13,231</b>	<b>-10,711</b>	<b>0</b>		

## Community Buildings Monitoring Report to 31 July 2016

### Wilfrid Noyce Centre 2016/17 (2014/15\*)

Occupancy	April	May	June	July	4 month	
					Average	Diff
Wyatt Room (small hall)	49% (31%)	63% (33%)	71% (39%)	68% (47%)	63% (38%)	25% increase
Caudle Hall (main hall)	73% (52%)	85% (57%)	80% (59%)	67% (41%)	76% (52%)	24% increase
Regular users	20 (14)	21 (13)	21 (14)	21 (14)	21 (14)	50% increase
Casual Users	15 (8)	14 (5)	13 (8)	17 (1)	15 (6)	150% increase
Unfulfilled booking requests	3	7	6	4	5	
Income 16/17	Income to 31 July = £15,562 (56.6% of £27,500)					
Expenditure 16/17	£16,540 (Rates & insurance higher than budgeted)					

### Broadwater Park 2016/17 (2015/16)

Occupancy	April	May	June	July	4 month	
					Average	Diff
Small hall**	63% (38%)	67% (39%)	82% (50%)	69% (47%)	70% (44%)	26% increase
Main hall	64% (69%)	74% (61%)	79% (82%)	72% (77%)	72% (72%)	0% increase
Regular users	13 (15)	13 (16)	13 (15)	10 (15)	12 (15)	20% decrease
Casual Users	15 (7)	14 (13)	13 (11)	17 (10)	15 (10)	50% increase
Unfulfilled booking requests	3	6	5	4	4.5	
Income 16/17	Income to 31 July = £12,161 (41.9% of £29,000)					
Expenditure 16/17	£9,910					
<b>Pepperpot</b>	Income to 31 July £4113					
	Expenditure to 31 July £3391					

\* Centre was shut down in comparative period 2015/16

\*\* BWP small hall occupancy at April 14 was 77%, of which 50% was from a single user, this user left in Sept 14. Between Sept 14 and April 15 11% of new business was generated with a further 25% between April 15 & April 16. Although not yet at April 14 levels, the current occupancy is from a mixed user group and therefore less vulnerable.

### **GODALMING/MAYEN REPORT: JULY, 2016**

It is probably true to say that, following the nation's decision to leave the EU, despite Waverley's vote to remain, friendship groups such as the Godalming/Mayen Association have even more significance.

In September, 2015, the Association supported the WW1 Commemoration event in the Burys, demonstrating that out of conflict can come friendship. They also had a somewhat windswept stand on the Churches Together Saturday before Christmas. On each occasion extra members were enrolled, but there is still a need for interest from younger people.

It was originally expected that on Thursday, 28<sup>th</sup> July about 18 visitors would arrive from Mayen for their biennial trip to Godalming. However, following a glowing article in a local paper, the contingent's numbers rose to 35. At their request their programme consisted of: going to Chichester and Bognor Regis; Guildford (to be welcomed at the Castle by the Mayor of Guildford); having a formal Sunday lunch attended by Godalming's Town Mayor; making the inevitable journey to London; visiting Scotney and Sissinghurst Castles in Kent and taking a boat ride from Runnymede to Windsor where they will go round the castle. They returned to Mayen on Thursday, 4<sup>th</sup> August.

Mayen will be celebrating its 725<sup>th</sup> anniversary of gaining its Charter in September this year. Both the Association's Chairman and Godalming's Town Mayor have been invited to assist in the festivities and will be attending – at their own expense. The Chairman will also be joining the Godalming/Joigny group when it travels to Joigny in October to participate in the second part of the 30<sup>th</sup> anniversary of the twinning of our two towns, thus cementing the tripartite links between Godalming, Joigny and Mayen.

Having chaired the Godalming/Mayen Association for four years, Robert Park resigned in March, 2015 but very kindly remained in post until 1<sup>st</sup> July when Liz Wheatley succeeded him. It is a very friendly, thriving organisation offering during the last year a St Nicholas Evening, joining with Guildford for their Christmas celebrations, lunch cooked and served by the students at Guildford College and a visit to Denbies Wine Estate. New members are always to be welcomed.

The Association will be flying to Mayen for their customary week in July, 2017, when it is planned to include in the itinerary the Rhein in Flammen in Cologne.

## **Report for Godalming Town Council**

### **Meeting Thursday 1<sup>st</sup> September 2016**

## **Godalming Chamber of Commerce**

The Godalming Chamber of Commerce was formed in 1911 and re-emerged in 2009, since then it has been a vibrant voice for the business and retail community of Godalming. The Chamber has in excess of 100 members drawn from both the business and retail sectors of the community and Tim Ostle from Charterhouse Club is their President. The Godalming Chamber holds Monthly open meetings every 6-8 weeks the Management Committees of the four Chambers in Waverley meet with WBC to discuss relevant topics. e.g. it was due to these meetings with Waverley that they agreed to reduce the evening parking restrictions from 7.00pm to 6.30pm.

Godalming Chamber made a significant donation to the refurbishment of the Wilfrid Noyce Centre allowing the projector, screen, lighting and PA system to be purchased.

The Christmas and the Food Festivals were again a great success. The Gala Dinner has been moved to Feb/March 2017 to avoid a clash with the Surrey Chambers Dinner.

The Godalming Business Network events continue to flourish, providing a platform for B2B & B2C (Business to Business & Business to Commerce) networking.

In late 2015, in an attempt to reach out to the "Homepreneur" market, a new "Friday Lunch Club" was launched by Vice President, Euan Davison. This has rapidly grown into a thriving networking opportunity, successfully filling a gap between the existing Godalming Business Network events and the Retail forum. These lunches are held on the last Friday of each month at a variety of different venues across the town.

### **The Future:**

The Chamber is still working on fairer allocation of the business rates. A small business in the town reported that their store with 82.7 square metres had a rateable value applied of £353.69 per square metre, whilst the likes of Sainsbury's in Godalming had a rateable value of only £286.00 per square metre and Waitrose are paying £230.42 per square metre. It would seem quite unfair that a small start-up business is paying substantially more per square metre than big businesses, once the rate multiplier has been applied.

All of the above information is freely available from the VOA website and is in no way a criticism of either Sainsbury or Waitrose.

Jeremy Hunt has been made aware of this situation and has been asked to look into the matter.

The Godalming Chamber will continue to work with S.C.C to make Godalming a Dementia Friendly Town.

### **In conclusion**

A strong feature of the Chamber ethos is communication and co-operation. This is substantiated by their drive to work with other partners in the town. Godalming is fortunate to have a strong Chamber of Commerce which works hard for both the business and retail sectors of the town.

Joy Poulter MBE



13. NALC LARGER COUNCILS COMMITTEE – GOOD PRACTICE VISIT TO DUNSTABLE

On 18 & 19 July 2016 the Town Clerk attended a good practice visit to Dunstable Town Council.

The following is some information gained and reflections upon that visit for the information of Members

**Dunstable Facts & Figures** (Godalming figures in brackets for comparison)

Population approx.	40,000	(22,000)
Tax Base	12,084	(8,893)
Precept 2016/17	£2,117,238	(£515,242)
Precept at Band D	£175.21	(£57.83)
Councillors	21	(20)
Wards	5	(5)
Staff	80-85	(7)

Bedfordshire County Council ceased to exist in 2009 so Dunstable Town Council has a unitary principal authority namely Central Bedfordshire Council. The Town Council operates a number of services with on or behalf of Central Bedfordshire Council (CBC). These include:

- A ten year contract to run Creasy Park Community Football Club (total contract value £3.5m)
- Grounds Maintenance – a four year contract worth £40,000 p.a. to maintain some high profile areas in the town
- An older people's day care contract;
- The Town Council is licensed until 2017 to operate town centre toilets

Additionally the Town Council owns all the public open space in Dunstable with one recreation ground on lease from CBC; a town centre youth facility is also leased. Working the other way round the Town Council leases some of its accommodation to CBC for use as a Register Office.

The Town Council has a grounds maintenance contract with Central Beds College and another with an academy school in the town. Further it has contract to provide cleaning to one of the town's shopping malls.

A recent initiative from CBC has been a £4m fund (Market Town Regeneration Fund) launched in 2015 aimed at assisting town and parish councils to regenerate town centres. All bids to that fund are required to show 100% matched funding. Dunstable Town Council has bid for £1.3m of that fund and been awarded £610k (although it expects this to rise to £1m). The Town Council's elements of this are:

- An enhanced town centre cleansing scheme – a grant to buy new equipment and DTC will employ a new assistant Town Ranger (in addition to the existing Town Ranger) and this will provide a seven day a week service;
- An architectural lighting scheme for some of the significant public buildings;
- A new entrance feature for a town centre park;
- A new splash park, beach (! – yes, beach) and catering outlet;

- Shopping centre refurbishment and re-opened public toilets; and
- New town centre signage and street furniture following the imminent de-trunking of the A5 (which currently runs through the centre of town).

### **Town Clerk's Reflections**

The scale of operation at Dunstable Town Council is huge compared to Godalming; it is the owning and operating of public open space (parks etc.) and the substantial involvement in cleaning and maintenance of the public realm that makes the significant difference.

The similarity I recognised best was the Town Council's involvement in organising community events (and judging from the glint in their Town Clerk's eye, as we talked, Dunstable may well adopt Staycation in years to come).

The two initiatives that excited me most were the Town Council's operation of a heritage centre (although the on-going liability associated with ownership of a building that has some 12<sup>th</sup> century parts was in no way to be envied). And, I had some profound doubts about the extent to which the Council was trading from this location – running a tea room (and catering business), making their own preserves and chutneys for sale and selling tea and coffee exclusively blended for them ("Breakfast in Beds" was one blend of tea). In Godalming these last activities would be in direct competition with town centre retailers – though observation suggests this is less of an issue in Dunstable.

Secondly the Town Ranger – a directly employed individual with a liveried van and a brief around maintenance and cleansing of the public realm.



14. SLCC REGIONAL ROADSHOW

On 17 August 2016 officers attended the annual Society of Local Council Clerks (SLCC) Regional Roadshow at Bracknell.

Exhibitors included insurance companies (Zurich Municipal, Aon & the Town Council's current brokers WPS); Rialtas (who provide the Town Council's accounting software); Danfo & Healthmatic both providers of public conveniences and the maintenance thereof; Blachere (Christmas Lights supplier); Historic England; Civic Voice; and a number of play equipment suppliers.

The programme included the following sessions:

- Employment briefing from the SLCC Head of Advisory Service
- "Policing the past – Protecting the future" – by Historic England's National Policing and Crime Advisor
- Devolution and local councils – a speaker from DCLG
- Finance and Pensions briefing from the SLCC Development Manager
- Law for local councils from the head partner to Hedley Solicitors LLP

**Learning Points for Godalming Town Council**

- Civic Voice have an interesting First World War Memorials Programme that may have resonance in Godalming. This includes collecting details of memorials wherever they may be (plaques in buildings etc.) and a programme for volunteers to submit condition surveys of the memorials.
- General reassurance that we have the current employment and finance issues covered – in particular we've already taken the necessary action regarding auto enrolment on pensions and we asked questions to clarify our responsibility in relation to colleagues who are not in the Local Government Pension Scheme.
- The Bear Scotland case and its impact on holiday pay was raised – this may have an impact on the WNC weekend caretaker post (of no great financial significance but good to be sure we get it right).
- The annual return, inspection of accounts etc. are all fine at GTC – need to add the annual return to the website.
- Remember when reporting certain acts of damage etc. to the Police to flag it as a heritage crime (if it is). "Report, Record and Reference No." – do not be fobbed off with the phrase "thank you for letting us know" – that means it has not been recorded.
- The speaker from the DCLG said that they know that Town & Parish Councils are known to be the most effective part of local government – delivering the best solutions at the lowest cost.
- Land acquired for one statutory purpose cannot necessarily acquire other statutory rights (e.g. a public right of way across a cemetery).

## 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.