

GODALMING TOWN COUNCIL

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

7 October 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, 13 OCTOBER 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 1 September 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 the first half of the current financial year. The detailed report is attached for the information off Members and is summarised below.

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
101 Head Office Costs	246,681 u/s	372 u/s
102 Civic Expenses	73 o/s	0
104 Town Promotion	2907 o/s	0
105 Staycation	87 o/s	87 o/s
106 Festivals & Markets	159 o/s	0
108 Christmas Lights	6,102 u/s	0
109 Fireworks	4,869 o/s	0
110 Community Navigator	0	0
111 Neighbourhood Plan	3,039 u/s	0
201 BWP Community Centre	4,890 u/s	1,337 u/s
202 Pepperpot	918 u/s	1,624 u/s
203 The Square	3,469 o/s	7,669 o/s
204 Allotments	962 o/s	1,033 o/s
205 Wilfrid Noyce Community Centre	2,064 o/s	0
206 Bandstand	643 u/s	115 u/s
208 Land & Property Other	820 o/s	0
TOTAL	246,863 u/s	5,341 o/s

The most significant variance is a timing one – the second precept payment of £257,121 from Waverley Borough Council was due on 1 October (and the budget profiled accordingly), however, it was paid early before 30 September hence the apparently large underspend indicated by the year to date variance. The overall position is a projected overspend of £5,341 being explained by the shortfall of rent on The Square.

8. CHRISTMAS FESTIVAL BUDGET

Members to receive and approve the 2016 Christmas Festival Budget from the Projects Coordinator (copy attached for the information of Members).

9. FEES & CHARGES STRATEGY (COMMUNITY CENTRES)

Officers recommend that the base fees for the community centres remain at their current level for the next three years. As previously agreed (Min No. 405-15 refers), in 2017/18 the last of the VAT subsidy will be removed for six regular users.

Officers then propose that the regular user discount (currently 10%) be phased out over a two-year period. The discount was introduced as it was believed there would be administrative economies for regular users, but this is not always the case. In addition, our community centre charges are extremely competitive and consequently we do not need an incentive for users to book our centres. Therefore, it is proposed that the discount be reduced from 10% to 5% in 2018/19 and removed altogether in 2019/20.

10. REPORT OF THE STAFFING SUB-COMMITTEE

The Staffing Sub Committee recommended that, subject to the agreement of the Policy & Management Committee, HR Services Partnership Ltd be asked to draw up a specification for the review of the Council's staff related policies with a view to asking HR specialists (including HR Services Partnership Ltd) to tender for the work. The costs of this are as yet unknown.

11. NEIGHBOURHOOD PLAN – CALL FOR SITES

As part of its support to the Neighbourhood Plan process the Planning & Environment Committee agreed that, in principle, the community's need for additional infrastructure merited putting the More Road allotment site forward into the Neighbourhood Plan call for sites. The Planning & Environment Committee made a recommendation to the Policy & Management Committee to that effect.

A detailed report on this matter is attached for the information of Members and Members are asked to agree the recommendation.

12. TOWN CENTRE ROAD CLOSURE CALENDAR

Members to receive a proposal from the Projects Coordinator for the production and distribution of an annual calendar for town centre residents and businesses detailing High Street & Church Street Road closures (copy of proposal attached for the information of Members).

13. FREEDOM OF INFORMATION – PUBLICATION SCHEME

Members to consider a revised publication scheme for the council and to recommend it to Full Council for adoption (draft publication scheme attached for the information of Members).

14. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON HOLLOWAY HILL SPORTS ASSOCIATION

Members are asked to note a report from Councillor T Martin on the Holloway Hill Sports Association (report attached for the information of Members) an organisation on which Councillor Martin represents the Town Council.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING MUSEUM TRUST

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

16. APPLICATIONS FOR GRANT AID

Information:	2015/2016 Grants Budget	£ 55,000.00
	Less top sliced for Queen's 90 th Birthday	1,500.00
	Allocations this year to date	46,106.00 *
	Balance available for allocation	7,394.00
	Applications this meeting	5,650.00
	Balance unallocated if applications agreed	1,744.00

* Allocations this year to date:

		£
24 March 2016	Godalming & Farncombe Bowling Club	500.00
	Godalming Museum Trust	5,000.00
	Skillway	1,500.00
	St Peter & St Paul Scout Group	2,226.00
	Friends of Broadwater Park**	93.00
	The Godalming Trust**	208.00
	Godalming & District Community First Responders**	126.00
9 June 2016	Age Concern Farncombe (Farncombe Day Centre)	5,000.00
	Citizens' Advice Waverley	28,000.00
	Guildford & Godalming Croquet Club	1,000.00
	Roots for the Future	1,015.00
	SERFCA & Princess of Wales' Royal Regiment	
	Museum Fund	250.00
	The Cellar Café	825.00
	Waverley Borough Council	300.00
	Farncombe & District Allotment Association **	21.00
	Go Godalming Association **	42.00
	Total	46,106.00

**Grant Aid in Kind

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Churches Together in Godalming & District

£650 applied for to help fund entertainment, refreshments and publicity including PA system for Christmas Together in Godalming. Previous Grants: £600 in 2015/16, £600 in 2014/15, £600 in 2013/14, £600 in 2012/13, £600 in 2011/12, £500 in 2010/11, £250 in 2009/10, £300 in 2008/09, £250 in 2007/08, and £250 in 2006/07

The Eikon Charity

£2,500 applied for to go towards their youth specialist programme at Rodborough School. Previous Grants: None

Godalming District Scout Canoe Club

£1,000 applied for to assist with re-roofing the equipment storage premises. Previous Grants: £500 in 2010/11, £780 in 2008/09, £500 in 2007/08, £500 in 2005/06, £500 in 2003/04, £385.39 in 1999/2000, £250 in 1996/97 and £500 in 1993/4

The Godalming Trust

£1,000 applied for to assist with the preparation of the Heritage Open Days programme. Previous grants: £208 Grant Aid in Kind in 2016/7, £1,000 and £208 Grant Aid in Kind 2014/15, £994.40 plus £208 Grant Aid in Kind 2013/14, £964.80 plus £208 Grant Aid in Kind in 2012/13, £1,370 plus £208 Grant Aid in Kind in 2011/12, £621 in 2010/11, £400 in 2009/10, £400 in 2008/09, £400 in 2007/08, and £250 in 2006/07.

Revitalise Respite Holidays (formerly Vitalise)

£500 applied for to provide an essential respite break to two disabled guests and carers from Godalming at one of their UK-based respite centres. Previous Grants: £372 in 2011/12, £348.60 in 2010/11, £368 and £426.30 in 2008/09, £269.25 in 2007/08, £342 in 2006/07 and £274 in 2005/06

Sport Godalming

£1,000 applied for to assist with funding for their general fund and operating costs for the charity. Previous grants: £1,000 in 2015/16, £1,000 in 2014/15, £1,000 in 2013/14, £1,000 in 2012/13, £500 in 2011/12, £500 in 2010/11, £500 in 2009/10, £500 in 2008/09, £1,500 in 2007/08, £500 in 2006/07, £500 in 2004/05, and £500 in 2002/03.

17. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 December 2016 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

18. 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 AND STAFFING MATTERS.

19. DEVOLUTION OF SERVICES FROM WAVERLEY BOROUGH COUNCIL

Members to consider a confidential report to be tabled at the meeting.

20. REPORT OF THE STAFFING SUB-COMMITTEE

Members to consider a confidential oral report from the Chairman of the Staffing Sub Committee.

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	Cllr 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. Awaiting external report of use of social media (elsewhere on this agenda).	21/07/16 30/09/16		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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 this agenda	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	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. New bollards installed – bench awaited	21/07/16		
PUBLIC REALM (TO INCLUDE 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 received 1 September 2016	21/07/16	1/09/16	
Go Godalming Association	Cllr Gordon-Smith	51-16	Report received 1 September 2016	1/09/16	1/09/16	
Holloway Hill Sports Association	Cllr T Martin	51-16	Report on the agenda for this meeting	13/10/16	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
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 & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
101	Head Office Costs									
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	0	0	0	35,230	35,230	0	35,230	0	0
4001	Salaries	13,545	13,509	-36	82,067	81,054	-1,013	162,103		80,036
4002	Employer's NIC	1,436	1,753	317	8,625	10,518	1,893	21,040		12,415
4003	Employer's Superannuation	2,389	2,575	186	14,370	15,450	1,080	30,900		16,530
4011	Staff Training	0	300	300	2,088	2,380	293	2,700		613
4012	Recruitment Advertising	0	0	0	0	0	0	1,500		1,500
4013	Other Staff Expenses	0	50	50	0	100	100	200		200
4101	Repair/Alteration of Buildings	0	0	0	5,387	0	-5,387	0		-5,387
4102	Property Maintenance	0	62	62	450	372	-78	750		300
4121	Rents	0	0	0	20	10	-10	13,000		12,981
4151	Fixtures & Fittings	55	0	-55	55	0	-55	0		-55
4161	Cleaning	0	0	0	6	0	-6	50		44
4201	Public Transport	0	0	0	17	0	-17	0		-17
4202	Car Allowances	48	250	202	356	500	144	1,000		644
4203	Other Transport Costs	69	0	-69	69	0	-69	0		-69
4301	Equipment	19	42	23	30	252	222	500		470
4302	Furniture	0	0	0	159	0	-159	0		-159
4304	Catering	15	17	2	480	102	-378	200		-280
4305	Clothes, Uniform & Laundry	0	200	200	0	200	200	200		200
4306	Printing	0	217	217	778	1,302	524	2,600		1,822

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
4307 Stationery	818	217	-601	2,381	1,302	-1,079	2,600		219
4308 General Office Expense	0	0	0	3	0	-3	0		-3
4313 Professional Fees - Other	0	1,750	1,750	2,495	3,500	1,005	7,000		4,505
4314 Audit Fees	0	1,500	1,500	2,208	1,708	-500	3,300		1,092
4315 Insurance	-320	0	320	7,851	8,470	619	8,470		619
4321 Bank Charges	47	83	36	381	498	117	1,000		619
4322 Postage	3	650	647	3	1,300	1,297	2,600		2,597
4323 Telephones	238	192	-46	742	1,152	410	2,300		1,558
4325 Computers	426	558	132	2,341	3,348	1,007	6,700		4,359
4326 Website	0	0	0	18,500	10,000	-8,500	10,000		-8,500
4331 Newsletter	0	0	0	2,000	2,000	0	4,000		2,000
4341 Grants	847	0	-847	46,953	44,653	-2,300	55,000		8,047
4342 Subscriptions	28	585	557	4,489	4,030	-459	5,200		711
4401 Payments to Godalming JBC	0	0	0	30,761	30,795	35	61,589		30,829
4900 Miscellaneous Expenses	65	250	185	694	1,500	806	3,000		2,306
6000 Debt Charges - Principal	0	0	0	8,540	8,540	0	17,275		8,735
6001 Debt Charges - Interest	0	0	0	13,995	13,962	-33	27,925		13,930
Head Office Costs :- Expenditure	19,726	24,760	5,033	259,294	248,998	-10,296	454,702	0	195,408
1001 Precept	257,121	0	257,121	514,242	257,121	257,121	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	225	-225	555	450	105	900		
1501 Recharges to Godalming JBC	0	0	0	27,000	27,000	0	27,000		
Head Office Costs :- Income	257,121	225	256,896	553,728	296,751	256,977	554,322		
Net Expenditure over Income	-237,395	24,535	261,930	-259,204	-12,523	246,681	-64,390		

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
102 Civic Expenses									
5102 Contrib. to Other Provisions	0	0	0	4,000	4,000	0	4,000		0
Civic Expenses :- Expenditure	0	0	0	4,000	4,000	0	4,000	0	0
4005 Agency Staff	0	0	0	150	0	-150	0		-150
4301 Equipment	119	0	-119	119	0	-119	0		-119
4303 Materials	0	0	0	51	30	-21	0		-51
4304 Catering	14	185	171	-56	203	259	0		56
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	1,000		1,000
4306 Printing	0	0	0	0	0	0	800		800
4307 Stationery	0	0	0	28	0	-28	0		-28
4313 Professional Fees - Other	0	0	0	-3	0	3	0		3
4332 Mayor's Expenses	72	100	28	2,517	2,125	-392	8,000		5,483
4333 Members' Expenses	0	100	100	280	600	320	1,200		920
4900 Miscellaneous Expenses	145	100	-45	345	400	55	600		255
Civic Expenses :- Expenditure	350	485	135	3,431	3,358	-73	11,600	0	8,169
Net Expenditure over Income	350	485	135	7,431	7,358	-73	15,600		
104 Town Promotion									
5001 Transfers from Reserves	-3,895	0	3,895	-3,895	0	3,895	0		3,895
Town Promotion :- Expenditure	-3,895	0	3,895	-3,895	0	3,895	0	0	3,895
4101 Repair/Alteration of Buildings	1,455	0	-1,455	1,455	0	-1,455	0		-1,455

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
4102 Property Maintenance	3,256	0	-3,256	4,856	0	-4,856	0		-4,856
4151 Fixtures & Fittings	0	0	0	3,294	0	-3,294	0		-3,294
4162 Waste Removal	0	0	0	424	0	-424	0		-424
4203 Other Transport Costs	0	0	0	101	0	-101	0		-101
4301 Equipment	470	0	-470	1,177	0	-1,177	0		-1,177
4302 Furniture	0	0	0	409	0	-409	0		-409
4327 Publicity Advertising	0	0	0	270	0	-270	0		-270
4900 Miscellaneous Expenses	350	0	-350	730	0	-730	0		-730
Town Promotion :- Expenditure	5,532	0	-5,532	12,716	0	-12,716	0	0	-12,716
1202 Grants - WBC	0	0	0	2,973	0	2,973	0		
1303 Other customer/client receipts	275	0	275	1,004	0	1,004	0		
1304 Donations	190	0	190	1,090	0	1,090	0		
1502 Other Recharges	847	0	847	847	0	847	0		
Town Promotion :- Income	1,312	0	1,312	5,914	0	5,914	0		
Net Expenditure over Income	325	0	-325	2,907	0	-2,907	0		
105 Staycation									
4162 Waste Removal	630	0	-630	630	0	-630	0		-630
4203 Other Transport Costs	0	0	0	140	0	-140	0		-140
4301 Equipment	0	0	0	310	0	-310	0		-310
4313 Professional Fees - Other	0	0	0	180	0	-180	0		-180
4327 Publicity Advertising	0	0	0	2,000	2,000	0	2,000		0

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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	-350	0	350	27	1,200	1,174	1,200		1,174
Staycation :- Expenditure	280	0	-280	3,287	3,200	-87	3,200	0	-87
1304 Donations	-190	0	-190	0	0	0	0		
Staycation :- Income	-190	0	-190	0	0	0	0		
Net Expenditure over Income	470	0	-470	3,287	3,200	-87	3,200		
<u>106 Festivals & Markets</u>									
4001 Salaries	200	186	-14	1,100	1,116	16	1,860		760
4002 Employer's NIC	20	24	4	108	144	36	240		132
4203 Other Transport Costs	0	0	0	38	0	-38	0		-38
4301 Equipment	0	0	0	102	0	-102	0		-102
4303 Materials	0	0	0	209	0	-209	0		-209
4900 Miscellaneous Expenses	0	0	0	11	0	-11	0		-11
Festivals & Markets :- Expenditure	220	210	-10	1,567	1,260	-307	2,100	0	533
1303 Other customer/client receipts	0	208	-208	1,396	1,248	148	2,500		
Festivals & Markets :- Income	0	208	-208	1,396	1,248	148	2,500		
Net Expenditure over Income	220	2	-218	171	12	-159	-400		
<u>108 Christmas Lights</u>									
5102 Contrib. to Other Provisions	0	0	0	0	8,500	8,500	8,500		8,500
Christmas Lights :- Expenditure	0	0	0	0	8,500	8,500	8,500	0	8,500

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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	0	0	436	0	-436	0		-436
4313 Professional Fees - Other	0	10,000	10,000	11,962	10,000	-1,962	34,000		22,038
Christmas Lights :- Expenditure	0	10,000	10,000	12,398	10,000	-2,398	34,000	0	21,602
1304 Donations	0	0	0	0	0	0	3,500		
Christmas Lights :- Income	0	0	0	0	0	0	3,500		
Net Expenditure over Income	0	10,000	10,000	12,398	18,500	6,102	39,000		
<u>109 Fireworks Night</u>									
4303 Materials	195	0	-195	817	0	-817	0		-817
4313 Professional Fees - Other	0	0	0	2,667	0	-2,667	0		-2,667
4315 Insurance	0	0	0	986	0	-986	0		-986
4327 Publicity Advertising	400	0	-400	400	0	-400	0		-400
Fireworks Night :- Expenditure	595	0	-595	4,869	0	-4,869	0	0	-4,869
Net Expenditure over Income	595	0	-595	4,869	0	-4,869	0		
<u>110 Community Navigator</u>									
5102 Contrib. to Other Provisions	0	0	0	-3,761	-2,810	951	-2,810		951
Community Navigator :- Expenditure	0	0	0	-3,761	-2,810	951	-2,810	0	951
4001 Salaries	0	0	0	9,071	7,730	-1,341	7,730		-1,341
4002 Employer's NIC	0	0	0	816	1,000	184	1,000		184

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
4003 Employer's Superannuation	0	0	0	1,638	1,470	-168	1,470		-168
4202 Car Allowances	0	0	0	307	200	-107	200		-107
4301 Equipment	0	0	0	0	700	700	700		700
4306 Printing	0	0	0	450	0	-450	0		-450
4323 Telephones	0	0	0	35	60	25	60		25
4325 Computers	0	0	0	105	200	95	200		95
4900 Miscellaneous Expenses	0	0	0	89	200	111	200		111
Community Navigator :- Expenditure	0	0	0	12,511	11,560	-951	11,560	0	-951
1202 Grants - WBC	0	0	0	8,750	8,750	0	8,750		
Community Navigator :- Income	0	0	0	8,750	8,750	0	8,750		
Net Expenditure over Income	0	0	0	0	0	0	0		
<u>111 Neighbourhood Plan</u>									
4121 Rents	0	0	0	200	0	-200	0		-200
4303 Materials	21	0	-21	21	0	-21	0		-21
4313 Professional Fees - Other	0	0	0	971	4,471	3,500	11,450		10,479
4342 Subscriptions	22	0	-22	130	0	-130	0		-130
4900 Miscellaneous Expenses	0	0	0	110	0	-110	0		-110
Neighbourhood Plan :- Expenditure	43	0	-43	1,432	4,471	3,039	11,450	0	10,018
1502 Other Recharges	0	0	0	0	0	0	11,450		
Neighbourhood Plan :- Income	0	0	0	0	0	0	11,450		
Net Expenditure over Income	43	0	-43	1,432	4,471	3,039	0		

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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>201 BWP Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	3,000	3,000	0	3,000		0
BWP Community Centre :- Expenditure	0	0	0	3,000	3,000	0	3,000	0	0
4001 Salaries	839	840	1	5,035	5,040	5	10,070		5,035
4002 Employer's NIC	82	109	27	493	654	161	1,310		817
4003 Employer's Superannuation	0	159	159	0	954	954	1,910		1,910
4101 Repair/Alteration of Buildings	0	250	250	0	1,500	1,500	3,000		3,000
4102 Property Maintenance	0	0	0	286	0	-286	0		-286
4103 Maintenance Contracts	248	0	-248	458	0	-458	0		-458
4111 Energy Costs	94	275	181	764	1,650	886	3,300		2,536
4131 Rates	0	0	0	1,307	1,330	23	1,330		23
4141 Water Services	120	112	-8	235	225	-10	450		215
4161 Cleaning	490	638	148	3,046	3,828	782	7,650		4,604
4162 Waste Removal	62	0	-62	354	0	-354	0		-354
4163 Domestic Supplies	59	0	-59	86	0	-86	0		-86
4171 Grounds Maintenance Costs	0	100	100	449	600	151	1,200		751
4181 Premises Insurance	0	0	0	920	920	0	920		0
4301 Equipment	0	58	58	282	348	66	700		418
4306 Printing	0	8	8	0	48	48	100		100
4323 Telephones	21	29	8	140	174	34	350		210
4324 Broadband	17	0	-17	102	0	-102	0		-102
4325 Computers	0	74	74	39	444	405	890		851
4342 Subscriptions	0	0	0	0	0	0	250		250
BWP Community Centre :- Expenditure	2,032	2,652	620	13,998	17,715	3,717	33,430	0	19,432

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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	2,779	2,417	362	15,674	14,502	1,172	29,000		
1303 Other customer/client receipts	0	0	0	0	0	0	0		
BWP Community Centre :- Income	2,779	2,417	362	15,674	14,502	1,172	29,000		
Net Expenditure over Income	-747	235	982	1,323	6,213	4,890	7,430		
<u>202 Pepperpot</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
Pepperpot :- Expenditure	0	0	0	2,000	2,000	0	2,000	0	0
4101 Repair/Alteration of Buildings	0	125	125	0	750	750	1,500		1,500
4102 Property Maintenance	5	0	-5	5	0	-5	0		-5
4103 Maintenance Contracts	58	0	-58	736	0	-736	0		-736
4111 Energy Costs	35	92	57	331	552	221	1,100		769
4121 Rents	1,110	0	-1,110	1,110	0	-1,110	0		-1,110
4131 Rates	0	0	0	666	680	15	680		15
4161 Cleaning	240	300	60	1,394	1,800	406	3,600		2,206
4162 Waste Removal	216	0	-216	216	0	-216	0		-216
4181 Premises Insurance	0	0	0	210	210	0	210		0
4301 Equipment	0	67	67	0	402	402	800		800
4303 Materials	0	0	0	295	0	-295	0		-295
4313 Professional Fees - Other	0	0	0	30	0	-30	0		-30
4323 Telephones	47	39	-8	259	234	-25	470		211
4324 Broadband	21	0	-21	126	0	-126	0		-126

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
4325	Computers	0	21	21	0	126	126	250		250
4343	Licensing/PRS	0	0	0	70	0	-70	0		-70
	Pepperpot :- Expenditure	1,733	644	-1,089	5,447	4,754	-693	8,610	0	3,163
1301	Premises Hire Charges	1,616	708	908	5,855	4,248	1,607	8,500		
1303	Other customer/client receipts	5	0	5	5	0	5	0		
	Pepperpot :- Income	1,621	708	913	5,860	4,248	1,612	8,500		
	Net Expenditure over Income	112	-64	-176	1,588	2,506	918	2,110		
	203 The Square									
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	0	0	0	7,010	6,500	-510	6,500	0	-510
1302	Rents	2,531	0	2,531	2,531	6,000	-3,469	12,000		
1303	Other customer/client receipts	0	0	0	7,010	6,500	510	6,500		
	The Square :- Income	2,531	0	2,531	9,541	12,500	-2,959	18,500		
	Net Expenditure over Income	-2,531	0	2,531	-2,531	-6,000	-3,469	-12,000		
	204 Allotments									
5101	Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
	Allotments :- Expenditure	0	0	0	1,000	1,000	0	1,000	0	0

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
4141	Water Services	0	25	25	20	50	30	100		80
4171	Grounds Maintenance Costs	0	158	158	2,058	948	-1,110	1,900		-158
	Allotments :- Expenditure	0	183	183	2,077	998	-1,079	2,000	0	-77
1302	Rents	1,659	0	1,659	2,067	1,950	117	1,950		
	Allotments :- Income	1,659	0	1,659	2,067	1,950	117	1,950		
	Net Expenditure over Income	-1,659	183	1,842	1,010	48	-962	1,050		
	205 Wilfrid Noyce Community Centre									
5101	Contrib. to Premises Provision	2,083	0	-2,083	4,083	4,500	417	4,500		417
	Wilfrid Noyce Community Centre :- Expenditure	2,083	0	-2,083	4,083	4,500	417	4,500	0	417
4001	Salaries	186	0	-186	892	0	-892	0		-892
4005	Agency Staff	0	0	0	375	0	-375	0		-375
4101	Repair/Alteration of Buildings	2,303	167	-2,136	3,332	1,002	-2,330	2,000		-1,332
4102	Property Maintenance	0	0	0	337	0	-337	0		-337
4103	Maintenance Contracts	0	0	0	60	0	-60	0		-60
4111	Energy Costs	115	333	218	1,866	1,998	132	4,000		2,134
4131	Rates	0	0	0	4,723	0	-4,723	4,000		-723
4141	Water Services	0	50	50	429	300	-129	600		171
4161	Cleaning	993	1,083	90	6,072	6,498	426	13,000		6,928
4162	Waste Removal	147	0	-147	538	0	-538	0		-538
4163	Domestic Supplies	0	0	0	67	0	-67	0		-67
4171	Grounds Maintenance Costs	0	33	33	0	198	198	400		400

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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	1,148	800	-348	800		-348
4301 Equipment	528	67	-461	1,455	402	-1,053	800		-655
4303 Materials	37	0	-37	119	0	-119	0		-119
4304 Catering	0	0	0	750	0	-750	0		-750
4313 Professional Fees - Other	0	0	0	955	0	-955	0		-955
4323 Telephones	22	0	-22	133	0	-133	0		-133
4324 Broadband	22	0	-22	305	0	-305	0		-305
4325 Computers	0	58	58	0	348	348	700		700
4327 Publicity Advertising	0	0	0	31	0	-31	0		-31
4342 Subscriptions	0	0	0	0	0	0	300		300
Wilfrid Noyce Community Centre :- Expenditure	4,353	1,791	-2,562	23,586	11,546	-12,040	26,600	0	3,014
1301 Premises Hire Charges	3,837	2,292	1,545	21,429	13,752	7,677	27,500		
1302 Rents	0	0	0	-201	0	-201	0		
1304 Donations	2,083	0	2,083	2,083	0	2,083	0		
Wilfrid Noyce Community Centre :- Income	5,921	2,292	3,629	23,312	13,752	9,560	27,500		
Net Expenditure over Income	516	-501	-1,017	4,358	2,294	-2,064	3,600		
206 Bandstand									
4101 Repair/Alteration of Buildings	0	83	83	0	498	498	1,000		1,000
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	0	83	83	70	598	528	1,100	0	1,030
1301 Premises Hire Charges	0	0	0	668	800	-132	800		

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2016

Month No : 6

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
1303 Other customer/client receipts	0	0	0	247	0	247	0		
Bandstand :- Income	0	0	0	915	800	115	800		
Net Expenditure over Income	0	83	83	-845	-202	643	300		
208 Land & Property - Other									
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	125	125	0	750	750	1,500		1,500
4102 Property Maintenance	-3,256	0	3,256	41	0	-41	0		-41
4103 Maintenance Contracts	0	0	0	324	0	-324	0		-324
4151 Fixtures & Fittings	0	0	0	1,415	0	-1,415	1,000		-415
4171 Grounds Maintenance Costs	0	83	83	207	498	291	1,000		793
4301 Equipment	-470	0	470	0	0	0	0		0
4313 Professional Fees - Other	75	0	-75	75	0	-75	0		-75
4900 Miscellaneous Expenses	0	0	0	5	0	-5	0		-5
Land & Property - Other :- Expenditure	-3,651	208	3,859	2,068	1,248	-820	3,500	0	1,432
Net Expenditure over Income	-3,651	208	3,859	3,068	2,248	-820	4,500		
Policy & Management Expenditure	29,400	41,016	11,616	408,418	382,626	-25,792	666,772	0	258,354
Income	272,753	5,850	266,903	627,157	354,501	272,656	666,772		
Net Expenditure over Income	-243,353	35,166	278,519	-218,739	28,125	246,864	0		

P&M 13.10.2016

Agenda Item 8

Godalming Christmas Festival and Lights Switch on 2016 Budget

ITEM	INCOME	EXPENDITURE
Stall income	£7,241	
Charterhouse Sponsorship (Christmas Programme/Radio)	£2,000.00	
Church Street Traders	£400.00	
Fence Hire (barriers) Switch on & ponies		£350.00
Blue Dot (banners)		£250.00
Marshals Godalming Xmas - coffee voucher reimbursement		£60.00
Marshals Godalming Xmas - food voucher reimbursement		£60.00
Generator for Godalming Christmas Market and fuel		£0.00
DAVE - Darren Jones PA Systems		£450.00
Wilfrid Noyce(Chamber to pay)		£150.00
Vantagepoint feature		£500.00
Christmas Programme		£400.00
Eagle Radio (2016 price)		£1,770.00
Waste disposal		£350.00
Street Entertainer Juggler		£400.00
Paw Patrol Celebrities Sky and Chase		£1,895.00
Godalming & District Chamber of Commerce Sponsorship of Paw Patr	£1,200	
Ponies		£400.00
First Aid		£250.00
Facilities Team		£320.00
Van Hire		£300.00
Crown Court Licence WBC		£110.00
Dobby Horse Carousel	£50.00	
Entertainment		£250.00
	£10,891.00	£8,265.00
Income/Expenditure		£2,626.00

11. NEIGHBOURHOOD PLAN – CALL FOR SITES

Alternative Use of Allotment Land

1. Members should note ‘Statutory’ allotments require the permission of the Secretary of State’s for disposal and/or alternative use of a community benefit. From research into the experiences of other authorities it can take over 3 years to fulfil the criteria. In order to gain permission from the Secretary of State, it would have to be shown that, having taken into account the waiting list and that the allotments have been actively managed and promoted, the allotments are not needed to meet the demand and/or that suitable alternative land is provided to compensate for their loss (unless this is considered impracticable or unreasonable). A determining factor is whether the proposed alternative use has a public benefit.
2. There are also a number of other conditions regarding consultation with allotment associations both locally and nationally. Guildford Borough Council and Southampton City Council have been through such a process and would be a good local source of expertise along with NALC and SALC.
3. A determining factor on the procedure is whether allotments are designated as Statutory or Temporary Allotments (often referred as Non-Statutory). The simple definition is that a Statutory Allotment is on land acquired for the purpose of providing allotments whereas a temporary allotment is on land that was acquired for other purposes such as cemetery use or housing land reserve and has been given over to allotment use until such time as required. In the case of temporary allotments, the future use and an anticipated date for that use should be recorded, however, even in such cases it is generally accepted that, with the exception of land designated for cemetery use, any land that has been in continuous use for 30 years or more becomes by definition a Statutory Allotment. All of GTC’s allotment land has been in continuous use for over 30 years.
4. GTC owned allotments are detailed below:

Allotments	Acres (approx.)
George Road	1.25
Moore Road	4
Meadrow and Catteshall Road	3.32
Busbridge (Maplehatch Close)	1.86
Aarons Hill	0.41
The Burys	0.67
Peperharow Road	0.4

5. The majority of Godalming’s allotment land (83%) is owned by Godalming Town Council with the remaining 17% being a private allotment owned by the Farncombe & District Allotment Association. The association leases 10.84 acres of GTC’s allotment land and manages the sites on behalf of the Town Council (the Town Council does, when necessary, act as an arbitrator for the association and/or those residents neighbouring the allotment sites) with just over one (1) acre of allotments being directly managed by GTC Officers (The Burys and Peperharow Road).
6. Seventy Six (76%) of Godalming’s allotment land is concentrated in two areas, Meadow/Catteshall and the Farncombe extension locality. This is in keeping with the early to mid-20th century expansion of Godalming. Peperharow Road appears to have had allotments on the site since about 1890 with The Bury’s being cultivated sometime

in the late 1920's/early 1930's. Godalming Borough Council disposed of land between Quartermile Road and the newly constructed Maplehatch Close in 1965, but retained some land which resulted in the present day layout of allotments in this area. It is not known for certain when the small allotment site at Aarons Hill was created, but it would seem likely to be shortly after the estate was built in the 1950's.

7. George Road Allotments/More Road Allotments – These two allotment sites are within 200 metres of each other. With the Farncombe & District Allotment Association having a private allotment site of 2.45 acres adjacent to More Road Allotments but with a 400 metre walk to gain access to each site.
8. In anticipation of the meeting of the Planning & Environment Committee meeting of 22 September 2016 the Deputy Town Clerk, inspected and photographed More Road allotments. Despite at least 5 years of positive promotion of allotments (there are notices at each allotment site, information on GTC website and posters on the Town Centre Noticeboards and other noticeboards around the town), on a generous interpretation of what could be deemed an allotment plot in proper cultivation, between 48 & 50% of the plots at More Road do not meet acceptable minimum standards. As a comparator, the allotments at Maplehatch were visited and photographed on the same day as the More Road inspection. Maplehatch was chosen as it has similar issues as More Road, ie. the low water table requires a high degree of watering to ensure good crops. In stark contrast Maplehatch was in full cultivation with no derelict or neglected plots. A similar inspection could have been made of George Road or Catteshall & Meadow allotments with similar results to those of Maplehatch (the folder of photographs will be tabled for Members' information).
9. On the results of the above inspection, Officers suggest that when seeking alternative allotment land that sites for approx. 29 sites are investigated. At present no formal approach has been made for any alternative allotment land, if such a requirement is required then it is suggested that consideration is given to seeking allotment land outwith of the Farncombe locality which is already well provided for and areas such as Busbridge/Holloway Hill/Charterhouse areas are also investigated.

12. TOWN CENTRE ROAD CLOSURE CALANDAR

Neighbour Notification

Godalming Town Council Road Closure Events Calendar

Background

Throughout the year there are a number of events in central Godalming organised or managed by Godalming Town Council requiring a road closure of the High Street, and/or Church Street that also affects Moss Lane, Great George Street, Pound Lane, Windsor Close, Mint Street and Frys Yard.

Annual and Regular Events (GTC)

- Farmers Markets which are held on the last Saturday of each month between March and October.
- Spring Festival
- Summer Food Festival
- Bonfire Night Friday, 3 November
- Remembrance Parade Sunday
- Christmas Festival and Lights Switch-on

Other road closures (GTC applies for the road closure on behalf of the organisation to ensure coordination of events):

- Town Show and Carnival
- Churches Together Blessing of Crib and Carol Service Saturday, 10 December

Neighbour Notification/Consultation

A requirement of the Road Closure Notice procedure is to inform the 370 residents/businesses affected by the road closures for each of these events. This is currently achieved by a letter, printed off by GTC, and hand delivered by GTC staff to each affected property and business to notify them of the road closure.

Additionally a board is displayed in the high street adjacent to the barrier notifying residents/businesses of the date of forthcoming road closures.

Proposed Alternative Notification

In order to alleviate the work involved in delivering the letter to those addresses 16 times a year it is proposed that an annual calendar of events highlighting the planned road closures is provided at the start of each year to the affected properties that would only need to be delivered once a year. The calendar would sport the new GTC logo/branding and GTC website address. As well as acting as a general calendar, it would highlight the road closure on the appropriate dates and would also contain a chronological list printed on the reverse. The dates will also be shown as 'Events' on the GTC website. A mock-up of the calendar will be tabled at the meeting for Members to view.

Publicity

A press release to alert residents/businesses that the GTC calendar will be delivered could be sent to the local press and a letter explaining the calendar's purpose would be sent with each calendar.

Costs

For a print run of 500 inclusive of design, artwork, printed on 200g gloss card and delivery (to GTC offices) the cost would be £585.00 to be funded from Festivals and Markets budget.

Recommendation

In order to reduce the staff time currently required to provide notification and to annually promote GTC's involvement within the town centre, officers recommend this proposal for approval by Members.

Information available from Godalming Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	http://godalming-tc.gov.uk/committees/ Hard copy apply to Town Clerk	Free
Contact details for Town Clerk	http://godalming-tc.gov.uk/contact/ Hard copy apply to Town Clerk	Free
Contact details for Council members	http://godalming-tc.gov.uk/town-councillors/ Hard copy apply to Town Clerk	
Location of main Council office and accessibility details	http://godalming-tc.gov.uk/contact/ Hard copy apply to Town Clerk	Free
Staffing structure	http://godalming-tc.gov.uk/staff/ Hard copy apply to Town Clerk	Free

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	http://godalming-tc.gov.uk/financial-information/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Finalised budget	http://godalming-tc.gov.uk/financial-information/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Precept	http://godalming-tc.gov.uk/financial-information/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Borrowing Approval letter	Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
Financial Standing Orders and Regulations	http://godalming-tc.gov.uk/council-policies-procedures/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Grants given and received	http://godalming-tc.gov.uk/financial-information/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
List of current contracts awarded and value of contract	Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
Members' allowances and expenses	Hard copy apply to Town Clerk	As above

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Healthcheck Action Plan	Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
Annual Report to Town Meeting (current and previous year as a minimum)	http://godalming-tc.gov.uk/annual-reports/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Audit Committee Agendas	http://godalming-tc.gov.uk/agendas-and-minutes/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Local charters drawn up in accordance with DCLG guidelines	N/A	

Information to be published	How the information can be obtained	Cost
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)</p>	<p>http://godalming-tc.gov.uk/events/category/council-meetings/ Hard copy apply to Town Clerk</p>	<p>Free Free</p>
<p>Agendas of meetings (as above)</p>	<p>http://godalming-tc.gov.uk/agendas-and-minutes/ Hard copy apply to Town Clerk</p>	<p>Free 10p per page (paper or scanned) + actual postage</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>http://godalming-tc.gov.uk/agendas-and-minutes/ Hard copy apply to Town Clerk</p>	<p>Free 10p per page (paper or scanned) + actual postage</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>http://godalming-tc.gov.uk/agendas-and-minutes/ Hard copy apply to Town Clerk</p>	<p>Free 10p per page (paper or scanned) + actual postage</p>
<p>Responses to consultation papers</p>	<p>http://godalming-tc.gov.uk/agendas-and-minutes/ Hard copy apply to Town Clerk</p>	<p>Free 10p per page (paper or scanned) + actual postage</p>
<p>Responses to planning applications</p>	<p>http://godalming-tc.gov.uk/agendas-and-minutes/ Hard copy apply to Town Clerk</p>	<p>As above + actual postage</p>
<p>Bye-laws</p>	<p>N/A</p>	

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	http://godalming-tc.gov.uk/council-policies-procedures/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	http://godalming-tc.gov.uk/council-policies-procedures/ Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage
Information security policy	Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
Records management policies (records retention, destruction and archive)	Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
Data protection policies	Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
Schedule of charges (for the publication of information)	Hard copy apply to Town Clerk	As above

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available for inspection only	
Burials Register	Available for inspection only	
Register of Purchased Graves	Available for inspection only	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	http://godalming-tc.gov.uk/town-councillors Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
Register of gifts and hospitality	Hard copy apply to Town Clerk	10p per page (paper or scanned) + actual postage
List by Surname of burials to 2013	http://www.godalming-jbc.gov.uk/Ancestry/burial-records Hard copy apply to Town Clerk	Free 10p per page (paper or scanned) + actual postage

Information to be published	How the information can be obtained	Cost
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>		
Allotments	<p>http://godalming-tc.gov.uk/allotments/ Hard copy apply to Town Clerk</p>	<p>Free 10p per page (paper or scanned) + actual postage</p>
Burial grounds (on behalf of Godalming Joint Burial Committee)	<p>http://godalming-tc.gov.uk/cemeteries/ http://www.godalming-jbc.gov.uk/ Hard copy apply to Town Clerk</p>	<p>Free 10p per page (paper or scanned) + actual postage</p>
Community centres and village halls	<p>http://godalming-tc.gov.uk/community-centres/ Hard copy apply to Town Clerk</p>	As above
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Hard copy apply to Town Clerk	<p>10p per page (paper or scanned) + actual postage</p>
Bus shelters	Hard copy apply to Town Clerk	As above
Markets	Hard copy apply to Town Clerk	As above
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<p>http://www.godalming-jbc.gov.uk/fees-charges Hard copy apply to Town Clerk</p>	<p>Free 10p per page (paper or scanned) + actual postage</p>

Contact details:

**Town Clerk
Godalming Town Council
Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HR**

townclerk@godalming-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying or scanning @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the Town Council

Godalming Town Council – Holloway Hill Sports Association Report October 2016

Prepared by Tom Martin

The Holloway Hill Sports Association is an organisation comprising the main sports users of the recreation ground on Busbridge Lane. In the late 90's work was undertaken to rebuild the pavilion at the ground and the association was set up with the main users at the time (Godalming CC, Godalming & Farncombe Athletic FC and the Wanderers FC) along with Waverley Borough Council and of course Godalming Town Council who all contributed major funding to the project.

The main activity of the association is the management of the pavilion itself and the promotion of sport in general. The group is responsible for the bar and the upkeep of the facilities (including vital changing rooms). Revenue comes from subscriptions from member clubs and the hiring out of the pavilion hall and perhaps most importantly the bar!

Sport has taken place at the Holloway Hill ground since the 1880's and the Pavilion is very much of the centre of activity. In addition to the sporting activity there are many other users and hirers of the space. It is hoped that there will soon be a small regular café in operation providing much needed facilities for both young and old alike. The pavilion itself is very much at the heart of the Holloway community and many events take place including a wedding.

In addition to the founding sports clubs the Busbridge Tennis Association continues to thrive and make use of the facilities which make 'the Rec' a hive of activity. In addition to the tennis courts there is a MUGA (Multi Use Games Area) and this year a fitness trail has been created and I would urge anyone to go and have a look, many local fitness groups make use of this daily. The facilities at the site are now better than ever. In addition to all the other sports there is also a bowls club though this is not a part of the Sports Association itself.

In the last couple of years there has been a much greater focus on costs by the management committee to ensure the ongoing viability of the association and the facilities with a focus on costs (both incoming and outgoing). As with so many organisations, times are tough but I feel there is a great desire to succeed and ensure these great community assets remain a part of the community.

Any of the representative clubs can be joined and I am sure would appreciate any extra support. As councillors will already be aware it is the Godalming Cricket Club who the Mayors XI play annually and it is thanks to the excellent facilities of the pavilion that help make the evening the success it is.

More information about HHSA can be found at www.hhsa.co.uk

GODALMING TOWN COUNCIL

Application for Grant Aid

RECEIVED

16 SEP 2016

1. Name of Voluntary Organisation CHURCHES TOGETHER IN GODALMING & DISTRICT
2. Contact Name, Address and Telephone Number 01483-415702
MRS. JACKY TICKNER
18 FRANKLYN ROAD, GODALMING, SY. GU7 2LD
3. Details of Organisation; is it
 - a) A Charity?
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body? CT IN ENGLAND & WALES
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? CHURCHES WORKING TOGETHER
IN GODALMING & DISTRICT
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
NO.
6. Please state size of membership and annual subscription levels of Organisation. 12 members churches - subs. from £40 - £200+
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation) To follow.
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
JOINT SERVICES + OTHER ACTIVITIES (EASTER & STAYCATION)
CHRISTMAS DAY LUNCH (PEOPLE ON THEIR OWN).
TOWN DAY includes TOWN CAROL SERVICE
STALL AT TOWN DAY AND. CHRISTMAS FESTIVAL.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TO HELP FUND ENTERTAINMENT, REFRESHMENTS
AND PUBLICITY INC. A SYSTEM FOR CHRISTMAS TOGETHER.
IN GODALMING

- b) Specify
- Total Estimated Cost £650
 - Amount already available £
 - Amount expected to be available at commencement £
 - Dates scheduled to commence and finish

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 650

b) Whether you have received a previous grant from the Town Council

- Amount £600
- Date DECEMBER 2015.
- Project GODALMING TOWN DAY (CT)

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

THIS DAY BRINGS TOGETHER ALL ASPECTS OF COMMUNITY,
SECULAR, CHARITY + CHURCH. CHILDREN, YOUTH + OLDER PEOPLE
TO ENJOY THEMSELVES.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed [Signature] Date 11.9.16

Capacity in which signed SECRETARY

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

Please state who the cheque should be made payable to should your application be successful

CHURCHES TOGETHER IN GODALMING.

RECEIVED

03 OCT 2016

- Gifts.

Churches Together in Godalming & District

Income and Expenses Year Ended 31 August 2016

	Notes	2016		2015		Budget 2017	
		£	£	£	£	£	£
Income							
Subscriptions		5,840		5,840		5,840	
Town Day & Stalls		890		980		900	
Christmas Lunch		500		936		1,000	
Collection at Combined Service	1	-		-		-	
Easter Income		50		50		-	
Bank Interest		-		2		-	
Pastoral Support		-		110		-	
			7,280		7,918		7,740
Expenses							
Christmas Go Godalming		200		-		-	
Leaflets & Adverts		570		2,156		600	
Christmas Lunch		465		801		1,000	
Public Liability Insurance		133		129		140	
Godalming Town Day		646		705		700	
Third Age Away Day		200		200		200	
Go Godalming Subscription		10		10		10	
Website		36		412		40	
Easter Services		1,173		1,007		900	
Pastoral Support		200		269		200	
Hustings		-		25		-	
Banner/Hi Vis Jackets		90		122		-	
Christmas Festival		-		-		110	
			3,723		5,836		3,900
Net Income (Expenses) Before Distributions			3,557		2,082		3,840
Trinity Trust Team			5,000		5,000		5,000
Surplus (Deficit) for the Year			(1,443)		(2,918)		(1,160)
Balance Brought Forward			3,026		5,944		1,583
Cash at Bank 31 August 2016			1,583		3,026		423

Notes

- 1 The combined service gifts were passed through The Bear Trust and amounted to £970.77 (2015: £1,243.44). This was divided equally between Christian Aid and The Cellar.

GODALMING TOWN COUNCIL

Application for Grant Aid

RECEIVED

14 SEP 2016

1. Name of Voluntary Organisation The Eikon Charity
2. Contact Name, Address and Telephone Number Naomi Green, Trust Fundraiser,
The Eikon Charity, Selsdon Road, New Haw, Surrey
KT15 3HP, 01932 347434
3. Details of Organisation; is it
 - a) A Charity? - Registered No: 1109190
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? We support young people
(11-18 year olds) who are experiencing the consequences of
unstable family relations, & an upbringing shaped by economic
disadvantage
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
NO
6. Please state size of membership and annual subscription levels of Organisation. N/A
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
N/A - please see annual report.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

We are looking for £2,500 towards our youth Specialist programme at Rodborough School in Godalming.

b) Specify

- Total Estimated Cost £45,000
- Amount already available £42,500
- Amount expected to be available at commencement £45,000
- Dates scheduled to commence and finish 01/01/17 - 01/01/18.

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
Rodborough School	-	£15,000
Corporate/major Donor	-	£15,000
Foundation for children	-	£10,000

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £2,500

b) Whether you have received a previous grant from the Town Council N/A

- Amount £] N/A
 - Date]
 - Project]

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

So far this year we have helped 89 young people at Rodborough, with 86 helped through 1-2-1s as well as other targeted group work such as with young carers.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed NJ Green Date 12/09/16

Capacity in which signed Trust Fundraiser

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

John & Freda Coleman Charitable Trust

£2,500.

RECEIVED
23 AUG 2016

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation GODALMING DISTRICT SCOUT CANOE CLUB

2. Contact Name, Address and Telephone Number MR. GRAHAM HODGSON
65 SOUTH HILL, GODALMING, SURREY GU7 1JU
01483 421818

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body? British Canoeing.
- e) Any other official registration? The Scout Association (via Godalming District & Surrey Scouts)

4. What are the aims and objectives of the Organisation? _____
See Constitution attached.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

NO

6. Please state size of membership and annual subscription levels of Organisation. _____

ALL SCOUTS & GUIDES IN THE GODALMING DISTRICT ARE AUTOMATICALLY MEMBERS. NO SUBSCRIPTIONS ARE PAYABLE (see Constitution).

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

The club once again supported the Godalming Staycation event in August 2016, with two evening open and free sessions. 123 people attended and went paddling.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

TO RE-ROOF THE EQUIPMENT STORAGE PREMISES

- b) Specify
- Total Estimated Cost £ 2500
 - Amount already available £ 500
 - Amount expected to be available at commencement £ 2500
 - Dates scheduled to commence and finish

Following grant approval and before winter 2016/17.

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

	Amount Applied For	Amount Received
Body SCC Councillors (2)	£ 500 from each	

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1000

b) Whether you have received a previous grant from the Town Council

- Amount £ 500
- Date 2008
- Project JETTY REFURBISHMENT

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

To continue to provide kayaking and canoeing courses and instruction to all scouts & guides in the community (and others) by enabling the club to maintain it's equipment properly and in good order.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed *[Signature]* Date 22 August 2016

Capacity in which signed Committee Member on behalf of the Chairman

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

GODALMING TOWN COUNCIL

RECEIVED

18 AUG 2016

Application for Grant Aid

1. Name of Voluntary Organisation THE GODALMING TRUST
2. Contact Name, Address and Telephone Number ANGUS PALMER
9 SUMMERHOUSE CLOSE GODALMING GU7 1PZ
01483 428025

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration?

4. What are the aims and objectives of the Organisation? _____

"WORKING TO MAINTAIN GODALMING'S
HERITAGE AND QUALITY OF LIFE"

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

NO

6. Please state size of membership and annual subscription levels of Organisation. _____

380 MEMBERS £12 p.a for a couple

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims - on your file
- b) Copy of accounts (these will not be required for a new organisation) IN ANNUAL REPORT
- c) Copy of budget for current financial year NOT PREPARED
- d) Copy of last annual report to members (this will not be required for a new organisation) ENCLOSED

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

IN ANNUAL REPORT

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

THE PREPARATION OF THE
HERITAGE OPEN DAYS PROGRAMME

- b) Specify
- Total Estimated Cost £ 1300
 - Amount already available £ NIL
 - Amount expected to be available at commencement £ NIL
 - Dates scheduled to commence and finish - ALREADY PRINTED

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

~~NO~~ ONLY AN ADVERT IN THE PROGRAMME - £250

Body	Amount Applied For	Amount Received
------	--------------------	-----------------

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1000 (one thousand pounds)

b) Whether you have received a previous grant from the Town Council

- Amount £ 1000
- Date OCTOBER 2015
- Project LAST YEAR'S PROGRAMME PLUS USE OF PEPPER POT

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

OPPORTUNITY TO SEE BUILDINGS PART
OF GODALMING'S HERITAGE

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed J.A. Palmer Date 18/5/2016

Capacity in which signed CHAIRMAN - THE GODALMING TRUST

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HR.

Please note that financial information provided may be discussed in a public forum.

Please state who the cheque should be made payable to should your application be successful

THE GODALMING TRUST

RECEIVED
- 9 SEP 2016 -

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation Revitalise Respite Holidays
2. Contact Name, Address and Telephone Number Mr. Andrew Baker MInstF(Cert), 212 Business Design
Centre, 52 Upper Street, London, N1 0QH, 020 7288 6887
3. Details of Organisation; is it
 - a) A Charity? Charity Number: 295072
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? To restore hope and happiness in the lives of
disabled people and their carers through the provision of high quality breaks with care, and to provide inspirational volunteering
opportunities.
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
Yes. We have 13 charity shops in the Hampshire area, generating approximately £775,000 per year.
6. Please state size of membership and annual subscription levels of Organisation. We are a users
organisation, not a members organisation. Fees are calculated on a break-by-break basis.
7. Please enclose the following information as applicable to your Organisation:-
 - a) Constitution or aims
 - b) Copy of accounts (these will not be required for a new organisation)
 - c) Copy of budget for current financial year
 - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.
This information is summarised in our accounts and annual report for the year ending 31/01/2016

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

To provide an essential respite break to two disabled guests and carers from Godalming at one of our UK-based respite centres.

- b) Specify
- | | |
|---|--|
| - Total Estimated Cost | £ 3,626 |
| - Amount already available | £ 2,918 |
| - Amount expected to be available at commencement | £ as above |
| - Dates scheduled to commence and finish | Work is ongoing. Monties to be spent before 31/01/2017 |

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
N/A	N/A	N/A

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 500

b) Whether you have received a previous grant from the Town Council

- Amount £ 372
- Date 19/04/2011
- Project Essential Breaks for Disabled People

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

Improved quality of life, Improved self confidence, increased independence, reduced social isolation, reduced pressure on higher level local services.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.	
Signed <u>ABL</u>	Date <u>08/09/2016</u>
Capacity in which signed <u>Trust and Foundations Manager</u>	
Complete and return to: <u>The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.</u>	
Please note that financial information provided may be discussed in a public forum.	

RECEIVED
11 AUG 2016

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation SPORT GODALMING
2. Contact Name, Address and Telephone Number SIMON CROWTHER
HIGH-DOWN, SOUTH MUNSTEAD LANE
GODALMING, SURREY GU8 4AG - 01483 208329
3. Details of Organisation; is it
- a) A Charity? YES, CHARITY NUMBER 1130431
 - b) A Trust?
 - c) A Private Limited Company?
 - d) Affiliated to any National Body?
 - e) Any other official registration?
4. What are the aims and objectives of the Organisation? TO DEVELOP & ENCOURAGE PARTICIPATION IN SPORT IN THE GODALMING AREA - TO PROMOTE LOCAL EVENTS - RAISE AWARENESS OF LOCAL SPORTS ISSUES & OPERATE THE 'GO FOR GOLD' FUND & OTHER FUNDING OPPORTUNITIES.
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.
NO TRADING ACTIVITIES UNDERTAKEN
6. Please state size of membership and annual subscription levels of Organisation. CURRENTLY 30 CLUBS - SUBS @ £10/ANNUM
7. Please enclose the following information as applicable to your Organisation:-
(PREVIOUSLY SUBMITTED - CONSTITUTION IS VERY LENGTHY (14 PAGES) - FURTHER
a) Constitution or aims COPY CAN BE PROVIDED IF REQUIRED
 b) Copy of accounts (these will not be required for a new organisation)
 c) Copy of budget for current financial year
 d) Copy of last annual report to members (this will not be required for a new organisation)
& CHAIRMAN'S REPORT / PROJECT PLAN 2016 / ORGANISATIONAL CHART
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

SEE BEHIND

Question 8

The Chairman's report covers our activities for 2015. Highlights included the fifth Godalming Run where 822 people participated, presentations at our AGM for five of our 'Go for Gold' athletes, attendance at the Waverley Para Games (where Sport Godalming hold the purse-strings!) Staycation activities and the first Farncombe Aquathlon. Our Sports Awards evening for 2015 was in fact held in January 2016 due to over-running work at the newly re-furbished Wilfrid Noyce Centre – but the wait was worthwhile! We were honoured to be the first organisation to use these new facilities and did it proud with a packed house enjoying a splendid evening.

9 (a) TO ASSIST WITH FUNDING FOR OUR GENERAL FUND & OPERATING COSTS FOR THE CHARITY; THE 'GO FOR GOLD' FUND IS RESTRICTED FUND SOLELY FOR THAT PURPOSE

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details. TO DATE WE HAVE NO SPONSORS FOR OUR ANNUAL SPORTS AWARDS - WE HOPE SUFFICIENT FUNDS ARE AVAILABLE FOR THE AQUATHLON - WE ALSO ARE FUNDING THE SCHOOLS CHALLENGE

b) Specify

- Total Estimated Cost (FOR THE YEAR)	£	5000
- Amount already available (INCOME FOR YEAR)	£	1000
- Amount expected to be available at commencement	£	3466
- Dates scheduled to commence and finish		2016

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:- 30 MEMBER CLUBS £ 300

Body	Amount Applied For	Amount Received
WAVELLEY	£ 1000	£ 1000

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1000

b) Whether you have received a previous grant from the Town Council

- Amount £ 1000
 - Date } 16 OCTOBER 2015 } ANNUAL GRANT FOR
 - Project } REVENUE COSTS

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

SEE BEHIND

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed [Signature] Date 12th August 2016

Capacity in which signed CHAIRMAN

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

Question 12

We support the clubs who are key to their delivery of sport and leisure – our activities help and assist them to obtain members & we keep them abreast of developments in sports and funding opportunities thru' our website, open meetings and social media. As well as our 'Go for Gold' programme, we also activate small grants to applicants or groups and have now introduced a middle section termed 'elite' – all these opportunities help with their sporting activities and ambitions – The Godalming Run is an example and another opportunity to involve the local community and our sports clubs.

Last year, in conjunction with the Godalming Leisure Centre, we staged an Aquathlon (swimming and running) at the leisure centre and on Broadwater Park. We obtained funding from Cllr Steve Cosser's members allowance (Surrey County Council) which enabled us to finance the event and offer it to the local community free of charge. We were encouraged with the response – some eighty participants – and will run the second Aquathlon on September 17th. We are hopeful that our numbers will double or treble. Local sports clubs are also being canvassed to take a pitch on Broadwater Park to promote their activities and maybe offer 'taster' sessions. This year we are also offering on-site entertainment, which we hope will attract more of the local community. We still have funds ring-fenced from last time, which we hope will cover our costs as we are determined again to make this a free event to encourage, in particular, youngsters and families to take part.

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.