

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

7 July 2017

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 JULY 2017 at 7.00 pm.

Andy Jeffery  
Acting Town Clerk

Committee Members: Councillor Reynolds – Chairman  
Councillor A Bott – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor Wheatley  
Councillor Hunter  
Councillor Noyce  
Councillor Williams  
Councillor Bolton  
Councillor Walden  
Councillor Wainwright

Councillor Gordon-Smith  
Councillor Cosser  
Councillor T Martin  
Councillor S Bott  
Councillor Welland  
Councillor Pinches  
Councillor Gray  
Councillor Purkiss

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 May 2017, 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. PLANNING MATTERS

**Members to consider planning applications as required by SO 96, xxi.**

No referrals received.

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

## **Observations required from notifications relating to GTC/JBC as interested parties.**

Godalming Town Council and Godalming Joint Burial Committee are sent direct notification regarding planning applications where these bodies are considered an interested party i.e adjacent landowners. Whilst previously it was usually possible to bring these matters to a Planning & Environment Committee meeting prior to the last response date, with the different frequency of planning the Policy & Management Committee meetings, this is no longer always possible. Standing Orders does not provide for this within delegated authority, as such Members are requested to indicate a process they would wish to be followed in order that a suitable amendment to Standing Orders can be proposed.

### **6. COMMITTEE WORK PROGRAMME**

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

### **7. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

Acting Responsible Finance Officer 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.

### **8. BUDGET MONITORING REPORT**

Members to consider a budget monitoring report for the first three months of the current financial year 2017/18 (the year to 30 June 2017) (detailed report attached for the information of Members).

Members to note that the monitoring report shows a current variance of £20,614 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 (£15,520) against the Head Office Costs cost centre is made up of an ex gratia payment but is offset by an underspend in the salaries budget. This will be reviewed at Revised Estimate stage, where, if the overspend has not been able to be contained within the Revenue Budget, Members are asked to AGREE the remaining overspend be funded from General Reserves.
- The overspend against Neighbourhood Plan will be funded from the Reserve for that purpose (current available balance is £12,433).
- The overspend against The Square represents a timing difference between paying for the insurance on the building and receiving those monies back from the Head Leaseholders. It should be noted that the insurance premium has been significantly reduced now that the building is once again occupied.
- The overspend on Allotments and Land & Property Other is due to the extensive tree works the Council has performed. If this overspend is unable to be contained within the Revenue Budget, Members are asked to AGREE the tree works totalling £1,850 be funded from the Land & Property Maintenance Reserve established for that purpose (the current balance of that reserve is £30,600).

<b>Cost Centre</b>	<b>Year to date Variance £</b>	<b>Projected Variance @ year end £</b>
Head Office Costs	15,520 o/s	0
Civic Expenses	1,343 u/s	0
Town Promotion	4 o/s	0
Staycation	490 o/s	0
Festivals & Markets	1,921 u/s	0
Christmas Lights	792 o/s	0
Fireworks Night	267 o/s	0
Neighbourhood Plan	2,878 o/s	0
BWP Community Centre	731 u/s	0
Pepperpot	121 u/s	0
The Square	3,134 o/s	0
Allotments	1,096 o/s	0
Wilfrid Noyce Community Centre	1,010 u/s	0
Bandstand	666 o/s	0
Godalming Museum	0	0
Land & Property Other	894 o/s	0
<b>TOTAL</b>	<b>20,614 o/s</b>	<b>0</b>

#### 9. INVESTMENT STRATEGY

Members to consider a report (attached for the information of Members) from the Acting RFO relating to an investment strategy for Godalming Town Council. If content with the proposals listed below, Members are to resolve to recommend to Full Council.

- Minimum Credit Rating required of any investment vehicle
- The minimum level of funds to be retained in the deposit account
- Amount of funds to be invested
- Proportion of funds to be allocated to each investment type
- The process to be adopted for authorisation to place an investment

#### 10. COMMUNITY BUILDINGS MONITORING

Members will be aware that the booking system for community buildings has recently been transferred to the RBS booking system, which directly links to the council's existing invoicing system. As the system is looking forward from its launch date of 1 July the first report of occupancy will not be available until the end of Q2. However, financial monitoring for Q1 (April–June) is available as detailed below:

Building	YTD Income	YTD Expenditure	Balance
Wilfrid Noyce	£11,701	£18,694	(£6,993)
Broadwater Park	£9,187	£14,251	(£2,162)
Pepperpot	£4,689	£6,851	(£2,162)

Members to note that all three centres are performing better than budget for the first quarter.

11. COMMUNICATIONS – QUARTERLY NEWSLETTERS & OTHER PUBLICITY MATERIAL

Having first considered this item on 6 April 2017, at that time Members felt they had insufficient information to make an informed decision (Minute 642-16 refers). Members subsequently agreed the specification for potential providers to quote against and invitations to tender were sent to the three known providers with a return date of 30 June 2017.

Members are asked to consider the attached report (copy attached for the information of Members) which analyses the received quotes against the specification and resolve to award a two-year contract for the publication of the Town Council's newsletters and other publicity material.

12. DEVOLVED SERVICES

Godalming Museum

Following the decision of Full Council of 30 March 2017 to accept the Principal Heads of Terms (Minute 608-16 refers), Officers have conducted further negotiations to determine the Heads of Terms of the final agreement. The outcome of those negotiations are detailed in the attached confidential report (copy attached for the information of Members). Subject to Members' consideration, it is recommended that Members resolve to:

- Accept the Heads of Terms for transfer of the Godalming Museum from Waverley Borough Council to Godalming Town Council (attached for Members' information);
- Instruct the Council's solicitors to prepare the required legal transactions with a target date of 1 October 2017;
- Instruct the Council's HR providers to review TUPE arrangements;
- Direct Officers to bring forward a Management Agreement between Godalming Town Council and Godalming Museum Trust;
- Direct Officers to manage the Revenue Support Agreement and the pro-rata financial requirements of a mid-year transfer.

Public Toilets

Members to receive a report from the Acting Town Clerk relating to public toilet provision in Farncombe and Godalming (copy attached for the information of Members).

Members are requested to agree Godalming Town Council's strategic position in relation to its powers under Section 87 of the Public Health Act 1936 and the General Powers of Competence.

13. NEW INITIATIVE – GODALMING TOWN COUNCIL BRANDED MINI MARQUEES

Over the past many years, the majority of outdoor community events, including those organised directly by GTC, have relied on the Districts Scouts for the provision of marquees. However, unfortunately, for many understandable reasons, that provision is no longer available and this year's event season has proved to be challenging for both GTC and the many other voluntary organisations who put on Godalming's calendar events.

In addition to its own events, GTC also supports many of the town's community events arranged by other organisations. GTC's support is always acknowledged and appreciated by those organisations, however, its contribution is not always visible, even at our own events, to residents.

Members are asked to consider a proposal contained within the attached report (attached for the information of Members), which has evolved via the Fireworks Working Group and the

Communications Working Group that could both increase GTC's profile, provide a resource for GTC's own events and help support other community events within the town.

If Members wish to enact the proposals contained within the report, it is requested that Members resolve to allocate £4,298 from the New Initiatives Fund for the purchase of GTC branded mini marquees for use at GTC events and to support other community events within the town.

Additionally, if Members approve the procurement as detailed above, it is requested Members approve the proposed scale of charges shown in the report.

#### 14. BURYS ALLOTMENTS

Members will be aware that the allotments located at The Burys are owned and directly managed by Godalming Town Council. This site contains 10 allotment plots, 5 of which are maintained to an acceptable level with the remaining plots at an unacceptable standard. The reason for a number of these plots being below standard is mainly due to longstanding tenants 'retiring' and the plots then having a number of new owners from the waiting list who subsequently discover that they do not have the time required to look after an allotment and have surrendered the plot mid-year. Whilst this situation can be contained for a season, the fact that it has occurred for two seasons has resulted in the visual appearance of this 'gateway' approach to the town being at a level which Members may consider unacceptable. In addition, the deterioration of the plots has resulted in a difficulty in attracting new tenants. Therefore, in order to halt further decline, improve the visual environment and to be able to re-let the plots in the autumn, Members are requested to resolve to allocate £3,000 from the Land & Property Maintenance reserve, which is currently standing at £30,600, in order to bring the allotments to an acceptable standard for tenancing.

Members will have also noted that the chain link fencing along this area is also not as good as Members might wish. If Members approve the works detailed above, Officers would hope to bring forward separate proposals to replace this fence with a more substantial and appropriate fence which would be in keeping with the surrounding environment.

#### 15. PROFESSIONAL SUBSCRIPTIONS

At its meeting of 15 June 2017 the Staffing Committee agreed to recommend to the Policy & Management Committee the payment of the professional subscription of £350 in order for the Acting RFO to maintain professional qualification status. Members noted that in order to maintain professional qualification status the Acting RFO is also required to complete 20 hours of Continuing Professional Development per annum, which for 2017/18 is attained by completing the Community Governance module.

Members are requested to approve the payment of this professional subscription for 2017/18.

It is further recommended that the Staffing Committee is requested to review the payment of all professional subscriptions in order to make appropriate recommendations to this committee.

#### 16. WILFRID NOYCE REFURBISHMENT PROJECT – UPDATE

Members to receive an oral update on the project so far from the Facilities Manager.

#### 17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE GODALMING/MAYEN ASSOCIATION

Councillor Liz Wheatley, in her capacity as Chairman of the Godalming/Mayen Association to give a brief report of the Association's activities over the last 12 months.

18. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON CITIZENS’ ADVICE WAVERLEY

The report from Councillor S Bott on the Citizens’ Advice Waverley, an organisation on which Councillor Bott represents the Town Council, has been deferred until after the Annual Report of that organisation has been published.

19. APPLICATIONS FOR GRANT AID

Information:	2017/2018 Grants Budget	£ 55,000.00
	Allocations this year to date	15,483.00 *
	Balance available for allocation	39,517.00
	Applications this meeting	41,625.00
	Balance unallocated if applications agreed	-2,108.00

\* Allocations this year to date:

6 April 2017	Farncombe Youth Football Club	£ 5,000.00
	Godalming Museum Trust	5,000.00
	Godalming United Church	3,500.00
	St Marks Community Centre	1,493.00
	Friends of Broadwater Park (Grant Aid in Kind)	93.00
	The Godalming Trust (Grant Aid in Kind)	208.00
	Godalming & District Community First Responders (Grant Aid in Kind)	126.00
	Go Godalming Association	42.00
	Farncombe & District Allotment Association (Grant Aid in Kind)	21.00
	Total	15,483.00

Members to consider the following applications for grant aid – the summary of the application is given below – the applications and financial papers are attached for the information of Members (constitution and other papers will be tabled at the meeting).

Age Concern Farncombe (Farncombe Day Centre)

£4,800 is applied for to assist with meeting the operating costs of the Centre’s minibus, which has a tail lift, so people not able to manage steps or requiring wheelchair assistance can get out and come to the Centre.

Previous Grants: £465 in 1999/00, £544 in 2013/14 and £5,000 in 2016/17.

The Cellar Café

£825 applied for to assist with costs for one or two trips by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out, including a simple meal such as fish and chips and ice cream.

Previous Grants: £775 in 2006, £750 in 2007 and 2008, £800 in 2009, 2010, 2011, 2012, 2013, 2014, 2015 and £825 in 2016.

Citizens Advice Waverley

£30,000 is applied for to assist with the provision of a locally available, high quality advice service for Godalming residents.

Previous Grants: £2,283 in 1992/3, £2,841 in 1993/4, £3,370 in 1994/5, £4,024 in 1995/6, £5,671.56 in 1996/7, £6,001.40 in 1997/8, £6,152 in 1998/9, £6,358.31 in 1999/00, £6,500 in 2000/01, £18,300 in 2001/02 and 2002/03, £20,500 in 2003/04, £21,115 in 2005/05, £22,074 in 2005/06, £23,052 in 2006/07, £23,744 in 2007/08, £24,456 in 2008/09, £25,455 in 2009/10,

£28,040 in 2010/11, £26,250 in 2011/12, 2012/13 and 2013/14, £28,000 in 2014/15, £30,000 in 2015/16 and £28,000 in 2016/17.

#### Hambledon Football Club

£1,000 is applied for to assist with the purchase of a new mower and the costs associated with increasing security of the site with a new gate and fencing.

Previous Grants: None

#### Sport Godalming

£1,000 is applied for to assist with funding Sport Godalming's general fund and operating costs for the charity. The 'Go For Gold Champions Fund' is a restricted fund solely for that purpose.

Previous Grants: £1,000 in 2015/16, £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.

#### Surrey Community Action (SCA)

£4,000 applied for to promote the need for scam awareness training for the community; scam awareness befriending project for previous victims; warmth matters to help people look at fuel poverty for the community and cardio pulmonary resuscitation and defib training sessions for the community.

Previous Grants: None

#### 20. ACTING TOWN CLERK'S UPDATE

Members to receive an update on Town Council business from the Acting Town Clerk.

#### 21. COMMUNICATIONS ARISING FROM THIS MEETING

Members are requested to identify those items from this agenda to be subject to a wider communication profile.

#### 22. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 7 September 2017 at 7.00 pm in the Council Chamber.

#### 23. 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. STAFFING MATTERS.

#### 24. STAFFING MATTERS – RFO

In order to support the current temporary staffing structure, it was resolved by Full Council on 30 March 2017 to appoint Mrs R Tong as the Acting Responsible Finance Officer (Minute 609–16 refers). The appointment was for an initial period of three months, with the option for this committee to extend the appointment for a further two months. Such extension would take the appointment to the beginning of September.

As authorised by Full Council, Members are requested to RESOLVE to extend the appointment of Mrs R Tong as Acting Responsible Finance Officer for a further two-month period.

Due to the timing of scheduled meeting dates it is further requested that Members RESOLVE to recommend to Full Council on 20 July that this appointment be extended until the conclusion of the Resources Working Group review and the adoption by the Council of a future permanent staffing structure.

25. STAFFING MATTERS – REMUNERATION

On 6 April 2017, this committee resolved to agree the payment of an acting allowance for a period of four months in support of the temporary staffing structure (Minute 649-16 refers). In order to continue supporting the current temporary arrangements Members are requested to RESOLVE to authorise the continued payment of the previously agreed acting allowances until the conclusion of the Resources Working Group review and the adoption by the Council of a future permanent staffing structure.



6. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Acting Town Clerk	46-16	On-going item for approximately quarterly reporting. <b>Report on this agenda</b>	On-going		
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Acting Town Clerk & Acting RFO	Annual Event	To be completed annually by 31 March	31/03/18		
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Most recent report received on 15 December 2016. Further reports expected at approximately six-monthly intervals. <b>Items relating to the FI were discussed at the previous meeting (Minute 54-17) next report expected Nov 17</b>	N/A		
FLOOD ALLEVIATION	Acting 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. <b>Further public consultation was held on 1 July 17, GTC will be applying for a grant, on behalf of the Flood Alleviation Group, for £20,000 from the SSE resilience fund.</b>	23/10/14	Spring 2018	
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Awaiting external report of social policy. Staff Members to attend SSALC social media training courses <b>The Communications Working Group re-convened on 16 June and a further meeting will be held in July.</b>	21/07/16 30/09/16		
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Acting Town Clerk	46-16	Reported to this committee on 6 April, negotiations ongoing with WBC <b>Item on this Agenda</b>	12/01/17	1/10/17	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
WW1 2018 (INC GODALMING WAR MEMORIAL)	Acting Town Clerk	46-16	Call for public subscription funding successful, project to proceed.	12/01/17	11/11/2018	
FIREWORKS	Acting Town Clerk	173-16	Update report considered on 15 December 2016 – Working group for 2017 formed on 12 January 2017. First meeting for this year's event held on 7 June 17.	4/11/16	3/11/2017	
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Acting Town Clerk	414-16	The inclusion of this matter arose from recent press coverage of a High Court case involving Witley Parish Council and a fallen tree in its ownership. Reported on 23/02/17. Further reported to this committee on 25/05/17.	23/02/17	Nov 2018	
INVESTMENT STRATEGY	Finance Administrator	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy and Councillor Bolton drew attention to this at the last meeting of the Committee. <b>Item on this agenda</b>	6/04/17	13/7/17	
APPROVAL OF VARIABLE DIRECT DEBITS	Acting RFO	N/A	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years. <b>The last approval was 25 May 2017; next due by 25 May 2019</b>	25/05/17	25/05/19	

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
ENGAGEMENT OF INTERNAL AUDIT	Acting RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee and the matter is included here to ensure it happens. Letter of Engagement reviewed and approved 23/02/17. Providers for next year to be market tested.	23/02/17	Jan 2018	
REPRESENTATION ON EXTERNAL BODIES REPORTS:						
Sport Godalming	Cllr P Martin	51-16	Report provided	25/05/17		25/05/17
Godalming/Joigny Friendship Association	Cllr Hunter	81-15	Report provided.	25/05/17		25/05/17
Godalming/Mayen Association	Cllr Thornton	51-16	Report expected on this agenda.	13/07/17		
Waverley Citizens' Advice Bureau	Cllr S Bott	51-16	Report deferred	13/07/17	TBC	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	Report expected 7 September 2017	07/09/17		
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report expected 7 September 2017	07/09/17		
Go Godalming Association	Cllr Gordon-Smith	51-16	Report expected 19 October 2017	19/10/17		
Holloway Hill Sports Association	Cllr T Martin	51-16	Report expected 19 October 2017	19/10/17		
Godalming Museum Trust	Cllr Gordon-Smith Cllr S Bott	51-16	Report expected 30 November 2017	30/11/17		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS Continued						
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report expected 30 November 2017	30/11/17		
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report expected 18 January 2018	18/01/18		
Godalming Together CIC	Cllr Purkiss	51-16	Report expected 18 January 2018	18/01/18		
SALC	Cllr Cosser	51-16	Report expected 1 March 2018	01/03/18		
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 1 March 2018	01/03/18		
Waverley Cycle Forum	Cllr Purkiss		Report expected 12 April 2018	12/04/18		
District Scout Council	Cllr Wheatley		Report expected (TBC)	TBC		
Fairtrade Steering Group	Cllr Wheatley		Report expected (TBC)	TBC		
Farncombe Day Centre	Cllr Gray		Report expected (TBC)	TBC		

TASK	WHO?	MINUTE REF	PROGRESS	ORIGINAL TARGET COMPLETION DATE	AMENDED TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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**Key Dates for Members' Information (Town Events etc.)**

Event	Date
Farmers' Market	Saturday, 29 April 2017
St John's Spring Fair	Saturday, 29 April 2017
Annual Council/Mayor Making	Thursday, 11 May 2017
Godalming Run	Sunday, 14 May 2017
Farmers' Market	Saturday, 27 May 2017
Town Show & Carnival	Saturday, 3 June 2017
Mayor's Civic Service	Sunday, 11 June 2017
Farmers' Market	Saturday, 24 June 2017
Summer Food Festival	Saturday, 1 July 2017
Farmers' Market	Saturday, 29 July 2017
Staycation	Saturday, 5–Sunday, 13 August 2017
Farmers' Market	Saturday, 26 August 2017
Farmers' Market	Saturday, 23 September 2017
Farmers' Market	Saturday, 28 October 2017
Godalming Fireworks (TBC)	Friday, 3 November 2017
Remembrance Sunday	Sunday, 12 November 2017
Christmas Festival & Light Switch-On	Saturday, 25 November 2017
Blessing of the Crib and Carol Service	Saturday, 9 December 2017
Farmers' Market	Saturday, 31 March 2018
Mayor's Pancake Races ( <i>not running 2018 – Shrove Tues in School hols</i> )	Tuesday, 13 February 2018
Annual Town Meeting	Thursday, 19 April 2018
St John's Spring Fair	Saturday, 28 April 2018
Farmers' Market	Saturday, 28 April 2018
Annual Council/Mayor Making	Thursday, 10 May 2018

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

Month No : 3

Committee 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>Policy &amp; Management</u></b>									
<b><u>101 Head Office Costs</u></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	23,186	23,186	0	23,186	0
	Head Office Costs :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,786</b>	<b>24,786</b>	<b>0</b>	<b>24,786</b>	<b>0</b>
4001	Salaries	10,700	13,782	3,082	32,999	41,345	8,345	165,378	132,379
4002	Employer's NIC	1,116	1,792	676	3,529	5,376	1,847	21,500	17,971
4003	Employer's Superannuation	1,900	2,618	718	5,878	7,854	1,976	31,420	25,542
4011	Staff Training	399	250	-149	1,417	750	-667	3,000	1,583
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	30,000	0	-30,000	30,000	0	-30,000	200	-29,800
4101	Repair/Alteration of Buildings	0	0	0	0	0	0	750	750
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	53	0	-53	53	1	-52	0	-53
4163	Domestic Supplies	0	0	0	29	5	-24	30	2
4201	Public Transport	0	0	0	16	0	-16	0	-16
4202	Car Allowances	0	250	250	51	250	199	1,000	949
4301	Equipment	0	0	0	0	0	0	500	500
4304	Catering	15	17	2	14	51	37	200	186
4305	Clothes, Uniform & Laundry	0	0	0	0	0	0	200	200
4306	Printing	390	100	-290	390	300	-90	1,300	910
4307	Stationery	632	325	-307	729	975	246	3,900	3,171

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

Month No : 3

## Committee 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	0	830	830	0	2,490	2,490	10,000		10,000
4314 Audit Fees	0	0	0	233	2,000	1,767	3,300		3,067
4315 Insurance	0	0	0	8,544	8,500	-44	8,500		-44
4321 Bank Charges	59	75	16	276	225	-51	900		624
4322 Postage	0	500	500	0	500	500	2,000		2,000
4323 Telephones	238	125	-113	461	375	-86	1,500		1,039
4325 Computing	1,579	650	-929	3,351	1,950	-1,401	8,000		4,649
4326 Website	0	500	500	0	500	500	2,000		2,000
4331 Newsletter	0	0	0	1,100	1,000	-100	4,000		2,900
4341 Grants	1,493	0	-1,493	15,483	13,750	-1,733	55,000		39,517
4342 Subscriptions	0	200	200	3,325	4,200	875	6,000		2,675
4401 Payments to Godalming JBC	0	0	0	30,848	30,848	0	61,696		30,848
4900 Miscellaneous Expenses	1	500	499	1	500	499	2,000		1,999
6000 Debt Charges - Principal	0	0	0	0	0	0	21,250		21,250
6001 Debt Charges - Interest	0	0	0	0	0	0	31,220		31,220
Head Office Costs :- Expenditure	<b>48,573</b>	<b>22,514</b>	<b>-26,060</b>	<b>138,726</b>	<b>123,745</b>	<b>-14,982</b>	<b>461,244</b>	<b>0</b>	<b>322,518</b>
1001 Precept	0	0	0	285,448	285,448	0	570,896		
1202 Grants - WBC	0	0	0	9,780	9,783	-3	9,783		
1303 Other customer/client receipts	0	420	-420	60	420	-360	0		
1401 Interest Received	0	0	0	0	175	-175	700		
1501 Recharges to Godalming JBC	0	0	0	0	0	0	27,000		
Head Office Costs :- Income	<b>0</b>	<b>420</b>	<b>-420</b>	<b>295,288</b>	<b>295,826</b>	<b>-538</b>	<b>608,379</b>		
<b>Net Expenditure over Income</b>	<b>48,573</b>	<b>22,094</b>	<b>-26,480</b>	<b>-131,776</b>	<b>-147,296</b>	<b>-15,520</b>	<b>-122,349</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

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## Committee 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>
4304 Catering	0	27	27	17	-70	-87	0		-17
4305 Clothes, Uniform & Laundry	0	0	0	67	0	-67	1,000		933
4306 Printing	0	0	0	0	0	0	800		800
4313 Professional Fees - Other	0	0	0	40	0	-40	0		-40
4332 Mayor's Expenses	509	0	-509	1,508	2,000	492	8,080		6,572
4333 Members' Expenses	0	100	100	0	300	300	1,200		1,200
4900 Miscellaneous Expenses	30	50	20	130	150	20	600		470
Civic Expenses :- Expenditure	<b>539</b>	<b>177</b>	<b>-362</b>	<b>1,762</b>	<b>2,380</b>	<b>618</b>	<b>11,680</b>	<b>0</b>	<b>9,918</b>
1303 Other customer/client receipts	0	0	0	600	0	600	0		
1304 Donations	0	0	0	125	0	125	0		
Civic Expenses :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>725</b>	<b>0</b>	<b>725</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>539</b>	<b>177</b>	<b>-362</b>	<b>5,037</b>	<b>6,380</b>	<b>1,343</b>	<b>15,680</b>		
<b>104 Town Promotion</b>									
4162 Waste Removal	212	0	-212	212	0	-212	0		-212
4203 Other Transport Costs	0	0	0	167	0	-167	0		-167
4301 Equipment	0	0	0	219	0	-219	0		-219
4313 Professional Fees - Other	0	0	0	40	0	-40	0		-40



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

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Committee 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	14	0	-14	0		-14
Town Promotion :- Expenditure	<b>212</b>	<b>0</b>	<b>-212</b>	<b>651</b>	<b>0</b>	<b>-651</b>	<b>0</b>	<b>0</b>	<b>-651</b>
1303 Other customer/client receipts	262	0	262	648	0	648	0		
Town Promotion :- Income	<b>262</b>	<b>0</b>	<b>262</b>	<b>648</b>	<b>0</b>	<b>648</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>-50</b>	<b>0</b>	<b>50</b>	<b>4</b>	<b>0</b>	<b>-4</b>	<b>0</b>		
<b><u>105 Staycation</u></b>									
5001 Transfers from Reserves	-1,500	0	1,500	-1,500	0	1,500	0		1,500
Staycation :- Expenditure	<b>-1,500</b>	<b>0</b>	<b>1,500</b>	<b>-1,500</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>1,500</b>
4313 Professional Fees - Other	0	0	0	295	0	-295	0		-295
4327 Publicity Advertising	3,695	2,000	-1,695	3,695	2,000	-1,695	2,000		-1,695
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,200		1,200
Staycation :- Expenditure	<b>3,695</b>	<b>2,000</b>	<b>-1,695</b>	<b>3,990</b>	<b>2,000</b>	<b>-1,990</b>	<b>3,200</b>	<b>0</b>	<b>-790</b>
<b>Net Expenditure over Income</b>	<b>2,195</b>	<b>2,000</b>	<b>-195</b>	<b>2,490</b>	<b>2,000</b>	<b>-490</b>	<b>3,200</b>		
<b><u>106 Festivals &amp; Markets</u></b>									
4001 Salaries	200	155	-45	600	465	-135	1,860		1,260
4002 Employer's NIC	20	20	0	39	60	21	240		201
4162 Waste Removal	0	0	0	212	0	-212	0		-212
4301 Equipment	0	0	0	98	0	-98	0		-98

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

Month No : 3

## Committee 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
4304 Catering	0	0	0	72	0	-72	0		-72
4313 Professional Fees - Other	0	0	0	890	0	-890	0		-890
4327 Publicity Advertising	0	0	0	483	0	-483	0		-483
4900 Miscellaneous Expenses	0	0	0	313	0	-313	0		-313
Festivals & Markets :- Expenditure	<b>220</b>	<b>175</b>	<b>-45</b>	<b>2,708</b>	<b>525</b>	<b>-2,183</b>	<b>2,100</b>	<b>0</b>	<b>-608</b>
1303 Other customer/client receipts	938	0	938	6,604	2,500	4,104	2,500		
Festivals & Markets :- Income	<b>938</b>	<b>0</b>	<b>938</b>	<b>6,604</b>	<b>2,500</b>	<b>4,104</b>	<b>2,500</b>		
<b>Net Expenditure over Income</b>	<b>-718</b>	<b>175</b>	<b>893</b>	<b>-3,896</b>	<b>-1,975</b>	<b>1,921</b>	<b>-400</b>		
<b><u>108 Christmas Lights</u></b>									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,680		-3,680
Christmas Lights :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3,680</b>	<b>0</b>	<b>-3,680</b>
4313 Professional Fees - Other	0	12,000	12,000	12,792	12,000	-792	45,880		33,088
Christmas Lights :- Expenditure	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>12,792</b>	<b>12,000</b>	<b>-792</b>	<b>45,880</b>	<b>0</b>	<b>33,088</b>
1304 Donations	0	0	0	0	0	0	3,200		
Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,200</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>12,792</b>	<b>12,000</b>	<b>-792</b>	<b>39,000</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

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## Committee 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>109 Fireworks Night</b>									
4001 Salaries	0	0	0	0	0	0	250		250
4301 Equipment	0	0	0	0	0	0	2,000		2,000
4313 Professional Fees - Other	600	0	-600	2,767	2,500	-267	8,000		5,233
4315 Insurance	0	0	0	1,000	1,000	0	1,000		0
4327 Publicity Advertising	0	0	0	0	0	0	600		600
4343 Licensing/PRS	0	0	0	0	0	0	145		145
Fireworks Night :- Expenditure	<b>600</b>	<b>0</b>	<b>-600</b>	<b>3,767</b>	<b>3,500</b>	<b>-267</b>	<b>11,995</b>	<b>0</b>	<b>8,228</b>
1303 Other customer/client receipts	0	0	0	0	0	0	11,995		
Fireworks Night :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,995</b>		
<b>Net Expenditure over Income</b>	<b>600</b>	<b>0</b>	<b>-600</b>	<b>3,767</b>	<b>3,500</b>	<b>-267</b>	<b>0</b>		
<b>111 Neighbourhood Plan</b>									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,668		-3,668
Neighbourhood Plan :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3,668</b>	<b>0</b>	<b>-3,668</b>
4313 Professional Fees - Other	0	0	0	2,878	0	-2,878	3,668		790
Neighbourhood Plan :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,878</b>	<b>0</b>	<b>-2,878</b>	<b>3,668</b>	<b>0</b>	<b>790</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,878</b>	<b>0</b>	<b>-2,878</b>	<b>0</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

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Committee 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	<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	847	8	2,517	2,541	24	10,170		7,653
4002 Employer's NIC	82	110	28	247	330	83	1,322		1,075
4003 Employer's Superannuation	153	161	8	458	483	25	1,932		1,474
4101 Repair/Alteration of Buildings	0	250	250	0	750	750	3,000		3,000
4102 Property Maintenance	0	0	0	60	0	-60	0		-60
4103 Maintenance Contracts	403	0	-403	415	0	-415	0		-415
4111 Energy Costs	161	275	114	590	825	235	3,300		2,710
4131 Rates	0	0	0	1,887	1,330	-557	1,330		-557
4141 Water Services	109	125	16	109	125	16	500		391
4161 Cleaning	490	638	148	1,495	1,914	419	8,000		6,505
4162 Waste Removal	66	0	-66	128	0	-128	0		-128
4163 Domestic Supplies	0	0	0	29	0	-29	0		-29
4171 Grounds Maintenance Costs	0	100	100	2,110	300	-1,810	1,200		-910
4181 Premises Insurance	0	0	0	950	950	0	950		0
4301 Equipment	0	58	58	0	174	174	700		700
4306 Printing	0	8	8	0	24	24	100		100
4323 Telephones	65	25	-40	128	75	-53	300		172
4324 Broadband	35	0	-35	128	0	-128	0		-128
4325 Computing	0	75	75	0	225	225	900		900
4343 Licensing/PRS	0	0	0	0	0	0	280		280
BWP Community Centre :- Expenditure	<b>2,402</b>	<b>2,672</b>	<b>270</b>	<b>11,251</b>	<b>10,046</b>	<b>-1,205</b>	<b>33,984</b>	<b>0</b>	<b>22,733</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

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	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	3,460	2,417	1,043	9,187	7,251	1,936	29,000		
BWP Community Centre :- Income	<b>3,460</b>	<b>2,417</b>	<b>1,043</b>	<b>9,187</b>	<b>7,251</b>	<b>1,936</b>	<b>29,000</b>		
<b>Net Expenditure over Income</b>	<b>-1,058</b>	<b>255</b>	<b>1,313</b>	<b>5,064</b>	<b>5,795</b>	<b>731</b>	<b>7,984</b>		
<u>202</u> <u>Pepperpot</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
Pepperpot :- Expenditure	<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>
4102 Property Maintenance	97	0	-97	1,549	0	-1,549	0		-1,549
4103 Maintenance Contracts	288	125	-163	588	375	-213	1,500		912
4111 Energy Costs	25	92	67	155	276	121	1,100		945
4131 Rates	0	0	0	962	680	-282	680		-282
4161 Cleaning	240	300	60	697	900	203	3,600		2,903
4171 Grounds Maintenance Costs	320	0	-320	320	0	-320	0		-320
4181 Premises Insurance	0	0	0	220	220	0	220		0
4301 Equipment	0	0	0	0	0	0	800		800
4323 Telephones	50	47	-3	150	141	-9	560		410
4324 Broadband	35	21	-14	125	63	-62	250		125
4343 Licensing/PRS	70	0	-70	70	0	-70	0		-70
4900 Miscellaneous Expenses	0	0	0	15	0	-15	0		-15
Pepperpot :- Expenditure	<b>1,126</b>	<b>585</b>	<b>-541</b>	<b>4,851</b>	<b>2,655</b>	<b>-2,196</b>	<b>8,710</b>	<b>0</b>	<b>3,859</b>
1301 Premises Hire Charges	935	792	143	3,849	2,372	1,477	9,500		
1303 Other customer/client receipts	560	0	560	840	0	840	0		
Pepperpot :- Income	<b>1,495</b>	<b>792</b>	<b>703</b>	<b>4,689</b>	<b>2,372</b>	<b>2,317</b>	<b>9,500</b>		
<b>Net Expenditure over Income</b>	<b>-369</b>	<b>-207</b>	<b>162</b>	<b>2,162</b>	<b>2,283</b>	<b>121</b>	<b>1,210</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

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Committee 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>203 The Square</b>									
4181	Premises Insurance	3,134	7,200	4,066	3,134	7,200	4,066	7,200	4,066
	The Square :- Expenditure	<b>3,134</b>	<b>7,200</b>	<b>4,066</b>	<b>3,134</b>	<b>7,200</b>	<b>4,066</b>	<b>7,200</b>	<b>0</b>
1302	Rents	0	0	0	0	0	3,000		
1303	Other customer/client receipts	0	7,200	-7,200	0	7,200	-7,200	7,200	
	The Square :- Income	<b>0</b>	<b>7,200</b>	<b>-7,200</b>	<b>0</b>	<b>7,200</b>	<b>-7,200</b>	<b>10,200</b>	
	<b>Net Expenditure over Income</b>	<b>3,134</b>	<b>0</b>	<b>-3,134</b>	<b>3,134</b>	<b>0</b>	<b>-3,134</b>	<b>-3,000</b>	
<b>204 Allotments</b>									
5001	Transfers from Reserves	0	0	0	-1,000	0	1,000	0	1,000
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>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
4141	Water Services	6	25	19	14	25	11	100	86
4162	Waste Removal	297	0	-297	297	0	-297	0	-297
4171	Grounds Maintenance Costs	650	165	-485	2,180	495	-1,685	2,000	-180
4303	Materials	0	0	0	125	0	-125	0	-125
	Allotments :- Expenditure	<b>953</b>	<b>190</b>	<b>-763</b>	<b>2,616</b>	<b>520</b>	<b>-2,096</b>	<b>2,100</b>	<b>0</b>
1302	Rents	0	0	0	0	0	0	2,100	
	Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,100</b>	
	<b>Net Expenditure over Income</b>	<b>953</b>	<b>190</b>	<b>-763</b>	<b>2,616</b>	<b>1,520</b>	<b>-1,096</b>	<b>1,000</b>	

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

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## Committee 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>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	4,090	2,090	4,090		2,090
Wilfrid Noyce Community Centre :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>4,090</b>	<b>2,090</b>	<b>4,090</b>	<b>0</b>	<b>2,090</b>
4001 Salaries	239	223	-16	722	669	-53	2,680		1,958
4005 Agency Staff	0	0	0	100	0	-100	0		-100
4101 Repair/Alteration of Buildings	0	500	500	0	1,500	1,500	6,000		6,000
4102 Property Maintenance	57	0	-57	1,385	0	-1,385	0		-1,385
4103 Maintenance Contracts	150	0	-150	850	0	-850	0		-850
4111 Energy Costs	202	500	298	793	1,500	707	6,000		5,207
4121 Rents	0	0	0	50	0	-50	0		-50
4131 Rates	0	0	0	4,334	5,300	966	5,300		966
4141 Water Services	0	75	75	0	225	225	900		900
4161 Cleaning	1,016	1,250	234	3,025	3,750	725	15,000		11,975
4162 Waste Removal	175	0	-175	338	0	-338	0		-338
4163 Domestic Supplies	115	0	-115	236	0	-236	0		-236
4171 Grounds Maintenance Costs	0	0	0	718	175	-543	700		-18
4181 Premises Insurance	0	0	0	1,200	1,200	0	1,200		0
4203 Other Transport Costs	0	0	0	181	0	-181	0		-181
4301 Equipment	963	0	-963	1,165	500	-665	2,000		835
4302 Furniture	700	0	-700	700	0	-700	0		-700
4303 Materials	0	0	0	217	0	-217	0		-217
4313 Professional Fees - Other	0	230	230	400	690	290	2,770		2,370
4323 Telephones	24	25	1	71	75	4	300		229

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Committee 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
4324 Broadband	24	25	1	193	155	-38	620		427
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	15	0	-15	15	0	-15	0		-15
Wilfrid Noyce Community Centre :- Expenditure	<b>3,680</b>	<b>2,828</b>	<b>-852</b>	<b>16,694</b>	<b>15,739</b>	<b>-955</b>	<b>43,820</b>	<b>0</b>	<b>27,126</b>
1301 Premises Hire Charges	4,254	3,942	312	11,698	11,826	-128	47,310		
1304 Donations	0	0	0	3	0	3	0		
Wilfrid Noyce Community Centre :- Income	<b>4,254</b>	<b>3,942</b>	<b>312</b>	<b>11,701</b>	<b>11,826</b>	<b>-125</b>	<b>47,310</b>		
<b>Net Expenditure over Income</b>	<b>-574</b>	<b>-1,114</b>	<b>-540</b>	<b>6,993</b>	<b>8,003</b>	<b>1,010</b>	<b>600</b>		
<b><u>206 Bandstand</u></b>									
4101 Repair/Alteration of Buildings	0	83	83	0	249	249	1,000		1,000
4102 Property Maintenance	0	0	0	45	0	-45	0		-45
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	<b>0</b>	<b>83</b>	<b>83</b>	<b>115</b>	<b>349</b>	<b>234</b>	<b>1,100</b>	<b>0</b>	<b>985</b>
1301 Premises Hire Charges	0	900	-900	0	900	-900	900		
Bandstand :- Income	<b>0</b>	<b>900</b>	<b>-900</b>	<b>0</b>	<b>900</b>	<b>-900</b>	<b>900</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>-817</b>	<b>-817</b>	<b>115</b>	<b>-551</b>	<b>-666</b>	<b>200</b>		
<b><u>207 Godalming Museum</u></b>									
4900 Miscellaneous Expenses	0	0	0	0	0	0	52,225		52,225
Godalming Museum :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,225</b>	<b>0</b>	<b>52,225</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,225</b>		



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

Month No : 3

Committee 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>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	137	137	0	411	411	1,650		1,650
4151 Fixtures & Fittings	443	0	-443	443	250	-193	1,000		557
4171 Grounds Maintenance Costs	0	83	83	1,361	249	-1,112	1,000		-361
Land & Property - Other :- Expenditure	<b>443</b>	<b>220</b>	<b>-223</b>	<b>1,804</b>	<b>910</b>	<b>-894</b>	<b>3,650</b>	<b>0</b>	<b>1,846</b>
<b>Net Expenditure over Income</b>	<b>443</b>	<b>220</b>	<b>-223</b>	<b>2,804</b>	<b>1,910</b>	<b>-894</b>	<b>4,650</b>		
Policy & Management Expenditure	<b>64,077</b>	<b>50,644</b>	<b>-13,433</b>	<b>243,025</b>	<b>221,445</b>	<b>-21,580</b>	<b>725,084</b>	<b>0</b>	<b>482,059</b>
Income	<b>10,409</b>	<b>15,671</b>	<b>-5,262</b>	<b>328,842</b>	<b>327,875</b>	<b>967</b>	<b>725,084</b>		
<b>Net Expenditure over Income</b>	<b>53,668</b>	<b>34,973</b>	<b>-18,696</b>	<b>-85,817</b>	<b>-106,431</b>	<b>-20,614</b>	<b>0</b>		
<b>Other</b>									
<b>301 Capital Project - Wilfrid Noyc</b>									
4101 Repair/Alteration of Buildings	0	0	0	450	0	-450	0		-450
4303 Materials	0	0	0	445	0	-445	0		-445
4312 Professional Fees - Surveyors	3,377	0	-3,377	3,377	0	-3,377	0		-3,377
4313 Professional Fees - Other	0	0	0	450	0	-450	0		-450
Capital Project - Wilfrid Noyc :- Expenditure	<b>3,377</b>	<b>0</b>	<b>-3,377</b>	<b>4,721</b>	<b>0</b>	<b>-4,721</b>	<b>0</b>	<b>0</b>	<b>-4,721</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/06/2017

Month No : 3

Committee 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
1601 PWLB Loan	0	0	0	300,000	0	300,000	0		
Capital Project - Wilfrid Noyc :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>0</u>	<u>300,000</u>	<u>0</u>		
<b>Net Expenditure over Income</b>	<u><b>3,377</b></u>	<u><b>0</b></u>	<u><b>-3,377</b></u>	<u><b>-295,279</b></u>	<u><b>0</b></u>	<u><b>295,279</b></u>	<u><b>0</b></u>		
<u>414 Mayors Charity 2016 - D Hunter</u>									
5001 Transfers from Reserves	0	0	0	-1,324	0	1,324	0		1,324
Mayors Charity 2016 - D Hunter :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1,324</u>	<u>0</u>	<u>1,324</u>	<u>0</u>	<u>0</u>	<u>1,324</u>
4900 Miscellaneous Expenses	0	0	0	1,474	0	-1,474	0		-1,474
Mayors Charity 2016 - D Hunter :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,474</u>	<u>0</u>	<u>-1,474</u>	<u>0</u>	<u>0</u>	<u>-1,474</u>
1303 Other customer/client receipts	0	0	0	150	0	150	0		
Mayors Charity 2016 - D Hunter :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>0</u>		
<b>Net Expenditure over Income</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>		
Other Expenditure	<u>3,377</u>	<u>0</u>	<u>-3,377</u>	<u>4,871</u>	<u>0</u>	<u>-4,871</u>	<u>0</u>	<u>0</u>	<u>-4,871</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,150</u>	<u>0</u>	<u>300,150</u>	<u>0</u>		
<b>Net Expenditure over Income</b>	<u><b>3,377</b></u>	<u><b>0</b></u>	<u><b>-3,377</b></u>	<u><b>-295,279</b></u>	<u><b>0</b></u>	<u><b>295,279</b></u>	<u><b>0</b></u>		

9. INVESTMENT STRATEGY

Financial Regulation 8.4 states that the Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any strategy and policy shall be reviewed by the Council at least annually.

Given that current interest rates for bank accounts is at an all-time low (as of August 2016 interest on balances was reduced to 0%), officers were asked to investigate what options were available to maximise interest income.

Local Government Act 2003 section 15(1) gives local authorities a clear power to invest “(a) for any purpose relevant to its functions under any enactment, or (b) for the purposes of the prudent management of its financial affairs”, requiring local authorities to self-regulate their capital finance, borrowing and investment activities.

The challenge in the management of cash is how to balance three requirements:

- Low risk
- Adequate liquidity, and
- Optimised returns

Security

Investments should be undertaken in a manner that seeks to ensure the preservation of capital. The likelihood of losing capital is significantly reduced by placing cash with closely monitored, high credit quality organisations for relatively short periods.

A credit rating agency is a company that assigns credit ratings, which rate a debtor's ability to pay back debt by making timely interest payments and the likelihood of default. An agency may rate the creditworthiness of issuers of debt obligations, of debt instruments, and in some cases, of the servicers of the underlying debt, but not of individual consumers. The three main credit rating agencies are Moody's Investors Service, Standard & Poor's and Fitch Ratings.

Consequently, it is prudent to determine the minimum credit rating the Council would be comfortable for an organisation to have, to invest monies with them. The table below is recommended by officers.

Type	Minimum Rating			Definition
	Fitch	Moody's	S&P	
Short Term investments (maturities of less than one year)	F1	P-1	A2	Strong capacity to meet financial commitments. Low to medium risk. Numeral indicates higher end of rating
Medium Term investments (maturities of up to five years)	AA	AA	AA	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances. Low to medium risk.

### Liquidity

There is normally a trade-off between the interest rate available on a deposit and the duration of the deposit. The capacity to place funds for longer periods and to benefit from the higher rates available will be limited by the need to maintain a high level of liquidity.

Members will need to consider what level of liquidity it is prudent to have, to determine the amount of funds that may be available for investment. For example, the Council should have the equivalent of x months operating costs available in a current account.

Members will also need to consider how long they are comfortable investing monies for, although it should be noted that most investments outside of bank accounts require a minimum investment period of twelve months.

### Yield

Maximising the average yield on deposits whilst achieving the required security and liquidity requires careful consideration on the credit rating of the organisation being considered and the size and term of the cash placed. The best rates from strong investment organisations are usually only available on very large deposits. However, any yield would be better than our current 0%.

### **Potential Investments**

<b>Organisation</b>	<b>UK Gilt</b>	<b>Public Sector Deposit Fund (CCLA)</b>	<b>Local Authorities Property Fund (CCLA)</b>
CRA Rating	AA (Fitch)	AAA (Fitch)	AAA (Fitch)
Period of Investment	24 months	Instant access, must give 24 hours' notice of withdrawal	Redemption instructions must be received by 5.00pm on the business day preceding a Valuation Date and may be subject to a period of notice.
Interest rate/Yield	0.16% fixed	Not fixed, currently achieving 0.3441%	Not fixed, currently achieving 4.77%
Minimum Investment	£100	£25,000 (then £10k increments thereafter)	£25,000 (then £10k increments thereafter)
Management Fees	None	0.20%pa	0.65%pa

Organisations currently investing with CCLA include:

- Ash Parish Council
- Normandy Parish Council
- East Grinstead Town Council
- Guildford Borough Council
- Mole Valley District Council

The LAP fund was established in 1972, currently has £660m invested in it.

### Godalming Town Council Deposit Account

Electronic bank statements show the balance as at 11 February 2006 (the first available statement) was £292,853.98. Since that date, the lowest balance the Deposit Account has held is £216,936.48 on 6 January 2016. This was, however, whilst we were doing the Wilfrid Noyce refurbishment where we made a deliberate decision to defer drawing down the second instalment of the PWLB loan.

Historically, the highest balance held was £731,531.70 on 19 October 2015. This was just prior to the Wilfrid Noyce refurbishment and we had received both the first instalment of the PWLB loan and the second instalment of our annual Precept.

The balance of the Deposit Account at 30 June 2017 was £728,744.54 (the new PWLB loan of £300,000.00 was received 4 May 2017).

This would suggest that between £0 - £200,000 could be invested.

### Recommendation

As the Council is in the midst of a major capital project and devolution of services, it is recommended that no monies be tied up in investments until normal operating requirements can be determined.

However, the Council could still decide some of the principles, such as:

- Minimum Credit Rating required of any investment vehicle
- The minimum level of funds to be retained in the deposit account
- Amount of funds to be invested
- Proportion of funds to be allocated to each investment type
- The process to be adopted for authorisation to place an investment

11. PUBLICATION PROVIDER

After initially considering the award of contract for publication and distribution of Godalming Town Council newsletters and other publications on 6 April 2017, Members resolved to seek further information (Minute 642-16 refers) and set out a requirement for additional information at the meeting of this committee on 25 May 2017 (Minute 53-17 refers).

This information was requested from those publishers who had previously quoted and the analysis of the information provided is shown at the annex to this report.

Of the three publications Officers believe that:

Publication B is not suited for GTC's requirements for the following reasons:

- The core distribution does not fulfil the requirement to deliver GTC's material to all residential postal points within the GU7 area;
- The delivery of 4,971 copies of GTC publications as a separate stand-alone item does not fulfil the belief that GTC's material reaches a wider audience as a consequence of inclusion in an existing established publication; and
- The cost fails to deliver value for money, GTC, could if it so wished, independently produce and distribute a standalone newsletter via Royal Mail for a comparative cost.

Both publications A & C offer distribution via the Royal Mail to all postal points within the GU7 postal area and produce a publication of the same size format. However, Officers believe there are a number of significant differences between the offers of each company:

- 1. Editorial to Advertising Content:** Officers believe that the editorial content of a publication can determine its market penetration, in as much as, the greater the local content the more likely residents are to view the publication as a source of local information and therefore more likely to read the publication to seek such information.
- 2. Copy Deadline:** The closer to distribution date the copy deadline the more relevant and topical GTC's general material can be. In the case of Staycation it is felt that the closer to distribution the copy deadline the greater and more accurate the Staycation programme would be. The collation of the programme is contained within a cyclonic work schedule, reducing the collation period could result in a reduced or less detailed programme.
- 3. Proof of Copy:** GTC requires proof of copy prior to signing off for publication. This is especially important as the requirement is for GTC to provide raw text/data/imagery and is reliant on the publisher designing and setting out the layout. Without the opportunity to proof copy, the level of reputational risk is greater due to inaccuracies or errors occurring during the setting out and design process.
- 4. Web Presence:** In addition to printed communications, GTC communicate widely using social media, this allows for targeted messages to be delivered, which have the potential to direct residents to a broader content using web links. The ability to direct to a third party webpage that dynamically hosts GTC's published material saves GTC resource that would be required to replicate the same material on its own website.
- 5. Centre Page Prominence:** Members specified a requirement for the majority of its published material to have centre spread prominence. Members considered this a subtle but important point as it provides a degree of both importance of content and content separation from the main publication.

In considering these issues, Officers analysed the last three editions of each publication. Whilst both publications A & C had a wide range of editorial features covering subjects ranging from gardening, recipes and major Surrey attractions and events, publication C had a higher overall percentage of editorial content and importantly this content was significant in its Godalming centric cover. During the period May to July publication C featured articles on The Godalming Run, Music in the Park, The Trail Run, Scouting in Godalming, The Godalming Duck Race, The Town Show and The Food Festival, whereas publication A had no editorial articles of a Godalming centric nature.

In regards to copy deadlines, whilst similar, an important factor with publication A is that if GTC were to require proof copy of its material then the copy deadline is reduced and becomes in effect 8 weeks before the distribution date. Officers do not advise GTC material being published without the option to proof read and correct if required.

A third point considered relates to online presence, whilst it is not insurmountable to upload GTC material to its website and provide web links on social media to the GTC site, this is a duplication of resource. Paragraph 8.4 of the T&C's for publisher A set out the terms for use of material where the publisher has performed creative work in preparation of text, graphics layout and design etc. and states the compensation due to the publisher for use of such work in a medium other than the publisher's magazine.

Considering printed material, alongside Social Media, on-line presence and verbal communications, as one element of the Council's communications, Officers consider publisher C to offer the best overall value provision and recommend that Members approve publisher C for distribution of its newsletters and other printed material for the period September 2017 to July 2019.

**PUBLICATION SPECIFICATION ANALYSIS**

	<b>A</b>	<b>B</b>	<b>C</b>
Quote Received	Y	Y	Y
Terms & Conditions supplied	Y	Y	Y
Average pages per edition*	48	48	62 page
Paper weight	75gsm	130gsm Silk	75gsm silk
Dimensions	226 x 171mm inc bleed	A5	226 x 171mm inc bleed
Assessed editorial to advertising content*	average 34.4% editorial over last three editions	average 15.1% editorial over last three editions	average 42% editorial over last three editions
Centre page location	Guaranteed for July edition, option for other editions - <b>see note 1</b>	Yes	Yes
Charge for bespoke design	FOC	Included in quote	FOC
Copy Deadline	5 weeks Prior to Distribution - <b>see note 2</b>	4 weeks prior to distribution date	4 weeks prior to distribution
Distribution Date	Monday of last full week prior to month of edition i.e 21 Aug for Sept edition	1st Monday of Month (or 30/31st if 1st of month falls on a Tuesday)	Monday closest to beginning of month and no later than 2nd of Month
Distribution Method	Royal Mail	Independent distribution company	Royal Mail
Distribution period	5 days max	2.5 days	ave 3 days, 5 days max
Level of penetration	100% residential homes	5,000 homes in Godalming - <b>See note 5</b>	100% residential homes
QC of distribution	Royal Mail T&C's	Regular checks are made to ensure good practice	Royal Mail T&C's plus feedback from advertisers who based locally
Web Presence	Current editions are not web hosted, nor are back editions - <b>see note 3 &amp; 4</b>	Currently under construction, but current edition would be available on Friday before 1st of month	All current and previous editions published on website, customers able to use link to website to promote their article.
Cost over duration	<b>£12,400</b>	<b>£24,604</b>	<b>£17,600</b>
<b>Additional benefits/information provided by publisher</b>	Front Cover mention & branding for months of each insertion. Editorial Contents listing Top banner advertisement on website	None stated	Additional artwork proofing-reading provided for newsletter and other content to provide maximum assurance that GTC content has as few errors as possible. Editorial Staff work closely with customer to set images and text as required Strong local brand Media Partners to a number of established local community events and organisations

<b>* Where GTC has provided content, this has been discounted and average pages and editorial % adjusted accordingly</b>	
<b>Note 1</b>	<b>Note 4</b>
Publication occasionally carries inserts bound into centre pages. In months with inserts option is either keeping centre pages and being 'split' by insert or moving elsewhere in publication to avoid insert	Publisher states philosophy is to drive reader to the magazine itself, it believes a better level of interaction with reader is gained through hard copy as opposed to viewing online. However, has recently undertaken to deliver a new website to increase online and social media presence.
<b>Note 2</b>	<b>Note 5</b>
Request for proof of copy to be made in writing and copy supplied by 1st day of month of copy deadline, this in effect brings Copy deadline for GTC to 8 weeks as we will always require proof of copy	GTC newsletter would be incorporated into 5,000 magazines with remaining 4,971 delivered as a separate stand alone item, Alternatively 9,971 newsletters could be delivered by Royal mail for an additional cost of £1,350
<b>Note 3</b>	
GTC's website currently directs users to an online version of the programme as produced in its newsletter. Use of produced copy for use in other media attracts a charge of 75% of rate card charge (potentially an additional £9,300)	



**Cost Centre: 207 Museum (Revised 4 July 2017)**

2015/16 Actual		2016/17 WBC Budget	2017/18 GTC Budget		Revised Year 1 2017/18		Revised Year 2 2018/19	Revised Year 3 2019/20	Revised Year 4 2020/21	Revised Year 5 2021/22	Revised Year 6 2022/23	Revised Year 7 2023/24	Revised Year 8 2024/25	Revised Year 9 2025/26	Revised Year 10 2027/28	Revised Year 11 2028/29	Revised Year 12 2029/30
<b>Employees</b>																	
38296	Direct employee expenses	37720	66943	Includes additional GTC resource	39336		39729	40127	40528	40933	41343	41756	42174	42595	43021	43451	43886
2697	Salaries Er's NIC	3453	8702		3248	(Curator & Vol Co-ord) Assumed 1% annual increase	3280	3313	3346	3380	3414	3448	3482	3517	3552	3588	3624
5409	Er's Supn	5156	12716	NB GTC contribution rate is higher than WBC & we've assumed all staff in LGPS	6766	Assumed 17.2% contribution (see note 1)	6834	6902	6971	7041	7111	7182	7254	7327	7400	7474	7549
2000	Indirect employee expenses Training	1000	1000		1000	assumed 2% annual increase	1020	1040	1061	1082	1104	1126	1149	1172	1195	1219	1243
<b>Premises Related Expenditure</b>																	
325	Repairs,	1500	1500		6500	assumed 2% annual increase	6630	6763	6898	7036	7177	7320	7466	7616	7768	7923	8082
2380	Rents	2380	2380		0	(GTC will not provide rent rebate)	0	0	0	0	0	0	0	0	0	0	0
0	Rates	0	1186	Rateable value £12250	0	(rates subject to WBC subsidy)	0	0	0	0	0	0	0	0	0	0	0
1653	Premises insurance	1560	2000	WBC can bulk purchase, GTC can't	3,503	assumed 2% annual increase	3573	3645	3717	3792	3868	3945	4024	4104	4186	4270	4356
<b>Transport Related Expenditure</b>																	
1077	Car allowances	320	320		320	assumed 2% annual increase	326	333	340	346	353	360	368	375	382	390	398
<b>Supplies &amp; Services</b>																	
187	Insurance	200	1200	Need to insure Collections and Contents - won't get bulk discount that WBC does	960	assumed 2% annual increase	979.2	999	1019	1039	1060	1081	1103	1125	1147	1170	1194
95	telephones	100	100		100	assumed 2% annual increase	102	104	106	108	110	113	115	117	120	122	124
420	computers	1210	1210		1210	assumed 2% annual increase	1234	1259	1284	1310	1336	1363	1390	1418	1446	1475	1504
2987	Subscriptions	3000	3000	Surrey Museum Partnership Community Partnership Grant / Depreciation	0	see note 2	0	0	0	0	828	845	861	879	896	914	932
4120	Miscellaneous expenses	2270	2270		0		0	0	0	0	0	0	0	0	0	0	0
<b>61646</b>	<b>GROSS EXPENDITUE</b>	<b>59869</b>	<b>104526.8</b>		<b>62943</b>		<b>63708</b>	<b>64484</b>	<b>65270</b>	<b>66067</b>	<b>67703</b>	<b>68539</b>	<b>69385</b>	<b>70244</b>	<b>71115</b>	<b>71997</b>	<b>72892</b>
<b>0</b>	<b>Income</b>	<b>0</b>	<b>-48000</b>	WBC Contribution	<b>-53,000</b>	(WBC Revenue Support Agreement)	<b>-53,000</b>	<b>-53,000</b>	<b>-13250</b>	<b>-13250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
-12035	Customer & client receipts	-11500	-11500	Rent & Volunteer Salary	-11500	(Rent payable by GMT +£5k from GTC grants + £960 Insurance contribution from GMT, assumed 5% rent uplift at review periods)	-12785	-12785	-12785	-12785	-12785	-13167	-13167	-13167	-13167	-13167	-13486
<b>INCOME</b>			<b>-59500</b>		<b>-64,500</b>		<b>-65,785</b>	<b>-65,785</b>	<b>-26035</b>	<b>-26,035</b>	<b>-12,785</b>	<b>-13,167</b>	<b>-13,167</b>	<b>-13,167</b>	<b>-13,167</b>	<b>-13,167</b>	<b>-13,486</b>
<b>111257</b>	<b>Net Expenditure</b>	<b>48369</b>	<b>45026.8</b>		<b>-1,557</b>	Cost to Revenue	<b>-2077</b>	<b>-1301</b>	<b>39235</b>	<b>40032</b>	<b>54918</b>	<b>55372</b>	<b>56218</b>	<b>57077</b>	<b>57948</b>	<b>58830</b>	<b>59406</b>

	Precept increase for Museum (£52,225 yr 1 + inflation of 1% year 2 onwards)	52225	Assumed precept increase of 1%	52747	53275	53807	54346	54889	55438	55992	56552	57118	57689	58266	12 year building reserve
	Balance Base Precept - Revenue Cost	53,782		54824	54576	14572	14313	-29	66	-226	-525	-830	-1141	-1140	£190,518
	This is the predicted yearly contribution to GTC reserves for future Building maintenance														
	Precept increase for Museum (£52,225 yr 1 + inflation of 2% year 2 onwards)	52225	Assumed precept increase of 2%	53270	54335	55422	56530	57661	58814	59990	61190	62414	63662	64935	12 year building reserve
	Balance Base Precept - Revenue Cost	53,782		55346	55636	16186	16498	2743	3442	3772	4113	4466	4832	5529	£228,621
	This is the predicted yearly contribution to GTC reserves for future Building maintenance														

NOTE 1 Volunteer Co-ordinator is not a member of the pension scheme but £1187 allowed in figure in case change in circumstance requires contribution to be made

NOTE 2 WBC will pay SMP subscription and if WBC recover 75% from other three beneficiaries then GTC will pay 25%, if others don't pay GTC won't pay

12. HEADS OF TERMS FOR TRANSFER OF GODALMING MUSEUM

- 1) The transfer will include 109a High Street and 107-109 High Street, any assignment, disposal or other dealing of the reversionary freehold will require the written consent of Waverley Borough Council – not to be unreasonably withheld.
- 2) The overage clause will concern inter alia 100% of the present day value within 5 years and thereafter 100% less reductions of 2.5% of the proceeds for each accumulated full year from date of transfer to the 40<sup>th</sup> year.
- 3) There will be a restrictive covenant – not permit the building to be used for any other purpose than a "museum" or for "wider community purposes" upon the prior written consent of Waverley Borough Council – not to be unreasonably withheld.
- 4) WBC will provide an Indemnity concerning the roller racking covering the first five years capped at £20,000 (twenty thousand pounds).
- 5) Financial Support – WBC to provide 100% at £53,000 per annum for years 1-3 and 25% of £53,000 for the final years 4-5.
- 6) TUPE – we cannot agree a confirmed date for TUPE in the circumstances, accordingly TUPE will commence as soon as possible after final agreement between the parties.

## 12. PUBLIC TOILETS

As Members will be aware the public toilets in both Godalming Crown Court and Farncombe North Street have been closed. An alternative provision has been arranged within Godalming Town Centre of the Borough Hall, Mon-Fri and Café Mila in Angel Court during its operating hours, however, no alternative provision has been provided within the Farncombe locality.

Godalming Town Council (GTC) has made a public statement expressing regret at the closures and the Chairman of this committee has written to seek a meeting in order to lobby Waverley Borough Council (WBC). However, at present whilst GTC expressed regret and concern on behalf of its residents it has not stated what its position is regarding provision of public toilets in either location if WBC maintain the closure.

### The Case for Provision of Public Toilets

Lavatory humour is rife in British culture, but the provision of public toilets is no laughing matter; public toilets matter to everybody, regardless of their age, class, ethnic origin, gender, mental ability or physical ability – going to the toilet is a universal need. They are even more important to certain sections of our society, including older people, disabled people, women, families with young children and tourists.

However, while the Public Health Act 1936 gives local authorities a **power to provide public toilets, it imposes no duty to do so**. Whilst many local authorities are aware of the costs of providing public toilets, the cost of not providing is less obvious, such as the need to clean up street fouling and the isolation of vulnerable groups who feel unable to go out without the assurance of access to public toilets, Help The Aged and other groups stress the importance of public toilets to give older people the confidence to leave their homes and to avoid problems arising from isolation and dependency.

The House of Commons Communities and Local Government Report 'The Provision of Public Toilets' states:

*'It is important to argue 'the business case' that investment in good toilet provision has been shown to increase retail turnover, tourist numbers, and economic growth'.*

*'You cannot cost it [public toilets] simply on what the loo paper and bricks might end up costing, you have got to see it as part of a broader context of a neighbourhood that is supporting and enabling its members to take part and get out and about'.*

*'Our public toilet provision should not be allowed to decline at the current rate because of neglect arising from the lack of any clear strategy.'*

This paper is presented in order to assist GTC setting out a strategic position in which to frame its response and actions, if any, for the future provision of public toilet facilities in Godalming and Farncombe.

### Current Position

WBC has informed GTC Officers that they are currently in discussions with other Town Councils in the Borough about them taking over the management of the facilities in their area. As such GTC has been informed that any long term agreement would need to be on the same basis and this would inform any future negotiations if Members were minded to explore a long term solution.

GTC has further been informed that WBC does not have any budget provision to contribute to the costs of any renovation of the toilets.

Usage figures have been provided by WBC which, if extrapolated for a 12 month period, would indicate that approximately 42,000 visits were made to the Crown Court facilities and approximately 5,000 visits were made to the Farncombe facilities. What is not known is over what period these figures were collated.

The 2016/17 running costs of WBC toilets (per facility) are shown to have been £26,350 (this figure ignores depreciation and impairment but does not include management costs), the breakdown of costs will be tabled at the meeting.

### Potential Options

The provision and/or management of public toilet facilities is not a new undertaking by Parish and Town Councils and many have been doing so for a number of years. Some such as Lyme Regis Town Council operate public toilet facilities for the economic benefit of their town in order to ensure its reputation as a destination town is not damaged, whereas others such as Cranleigh and Farnham provide and manage toilet facilities due to the absence of any other provider. To a large extent, unless there is a successful outcome to the lobbying of WBC, this is the situation that Godalming Town Council now finds itself in, the potential provider of last resort. As such, GTC could adopt a number of positions:

1. Do nothing.
2. Accept the transfer of provision from WBC and continue to operate the buildings under the existing arrangements.
3. Negotiate the transfer of the assets from WBC with a mind to reconfigure the buildings to provide public toilets whilst offsetting some of the operating costs by seeking to utilise the building for shared use.

Whilst the 'do nothing' option puts an end to the matter as far as future budgetary and management issues are concerned, the other two options require detailed consideration.

Option 1 not only has staffing and management resource implications, it also has the potential of significant long term budgetary costs. If the figure indicated by WBC for the provision of the two toilet facilities is correct, then 9.23% of current precept is required to continue to provide the same service in the same manner. That said, if the operating costs incurred by GTC can be lowered to the level experienced by Cranleigh PC for the provision of two public toilet facilities, then the increase would be limited to 3.33%. Either way GTC does not have the capacity in its current precept, without cutting other services, increasing revenue income and removing the in-year flexibility provided by the New Initiatives Fund, to support this option without increasing the precept by the stated amounts in 2018/19. Additionally, its current staffing structure would make achieving the Cranleigh model nigh on impossible.

Option 2 also has staffing, management and budgetary issues but will also require detailed negotiations with WBC concerning the building assets and potential significant capital cost implications. The ability to transform the existing buildings and provide an acceptable level of toilet provision would also require careful consideration. The likelihood being, that in order to achieve any sort of meaningful usage of the buildings, the toilet provision would be significantly reduced. WBC has indicated that they would not be prepared to transfer the Freehold of the buildings and any potential arrangement would have to be on a fully repairing lease option.

Whilst the investigation of either or both of these options could be identified as providing a strategy, neither lend themselves to a short term solution which would enable the provision of toilet facilities in the immediate future.

## Option for Early Temporary Reinstatement

Assuming Members do not resolve to adopt the 'do nothing' option and that they wish to both expedite the reinstatement of public toilet provision and explore the longer term options, a solution, albeit a temporary one, needs to be considered.

One solution, subject to acceptance by WBC, would be for GTC to fund the Borough Council to continue to provide the facilities whilst longer term options are explored. Using the updated full year costs indicated by WBC, the proportional cost for the remaining financial year to 31 March 2018 of operating each toilet facility would be in the region of £21,150. Whilst GTC could, in the short term, be able to fund one facility, it could not fund the operation of both.

However, it might, as a short term in-year solution until 31 March 2018 or the adoption of a longer term solution, whichever is the earlier, be possible to utilise GTC's existing contractors to provide limited opening at both sites.

Again this would be subject to agreement by WBC, but it is believed that GTC could reinstate and operate the accessible toilets on both sites utilising them as a unisex provision.

To implement this solution, it is envisaged that a limited number of alterations would have to be conducted.

Farncombe – Installation of a timed door lock which allows entry between set hours.

Crown Court – Installation of a timed door lock which allows entry between set hours and the installation of a male urinal in the accessible toilet cubicle.

Whilst not absolutely necessary it is considered that, due to its potential for a higher rate of use, the provision of a male urinal in the Crown Court accessible toilet facility would help to maintain the cleanliness and usability of the facility.

The installation of timed door locks on both facilities would negate the necessity for a key holder to be present each day, twice a day to unlock and lock up. However, there would be a requirement for daily cleaning of the facilities. The short term proposal would be to temporarily extend the existing contract with the facilities management provider responsible for the cleaning of GTC community buildings. In order to keep costs as low as possible, it is envisaged that the cleaning of the Crown Court toilet would be done either immediately before or after the cleaning of the Wilfrid Noyce Centre and that the same arrangement would exist for Farncombe North Street and Broadwater Park. This would obviously incur an additional cost over and above the existing cleaning contract.

Once the cleaning costs are known, Officers will be able to bring forward a more accurate estimate of costs up until 31 March 2018; these will be tabled at the meeting.

If Members were to consider this option, it should be noted that under this arrangement GTC would not be able to provide the same level of response currently provided by WBC contractors and there may be occasions when the toilets are locked until they are able to be cleaned. Likewise, if the facilities are vandalised then at present GTC does not have the capacity to conduct immediate rectification.

## Conclusion

GTC finds itself between a rock and a hard place; whilst it may wish to use its powers to support the provision of what could be considered an essential public facility for Godalming town centre and the increasingly vibrant retail area of Farncombe, it does not currently have the long term financial or staff resources required to do so.

However, having made public statements in connection with public toilet provision, it could be argued that it is incumbent upon GTC to adopt a position to present to residents.

As such Members are requested to consider the issues outlined above and provide a strategic position on which Officers can act upon and Members can lobby with.

13. NEW INITIATIVE – GODALMING TOWN COUNCIL BRANDED MINI MARQUEES

Officers have prepared this report following ideas from the Fireworks Working Group and the Communications Working Group on how to promote the town council by 'branding' mini marquees required for council events. These groups acknowledged the added possibility of supporting other local events with the provision of mini marquees suitable to replace the service previously provided by the District Scouts (without the difficulties of erecting traditional marquees). This could be an opportunity to promote Godalming Town Council's support for community events, as well as providing facilities for use at its own events.

In order to support its own events the Council's requirements are for a larger shelter for use on the Bury's Field during the fireworks evening and for the same larger shelter at Staycation events. Additionally, smaller units are required for the fireworks event at the ticket sales points and the procession assembly area. The provision of a covered external walkway way into the WNC for civic functions in case of inclement weather was also considered a GTC requirement and could be met by one of the smaller shelters. If the two smaller units were proportional in size to the larger unit, this would, if required for a major event, allow for a significant size shelter to be available to the Council.

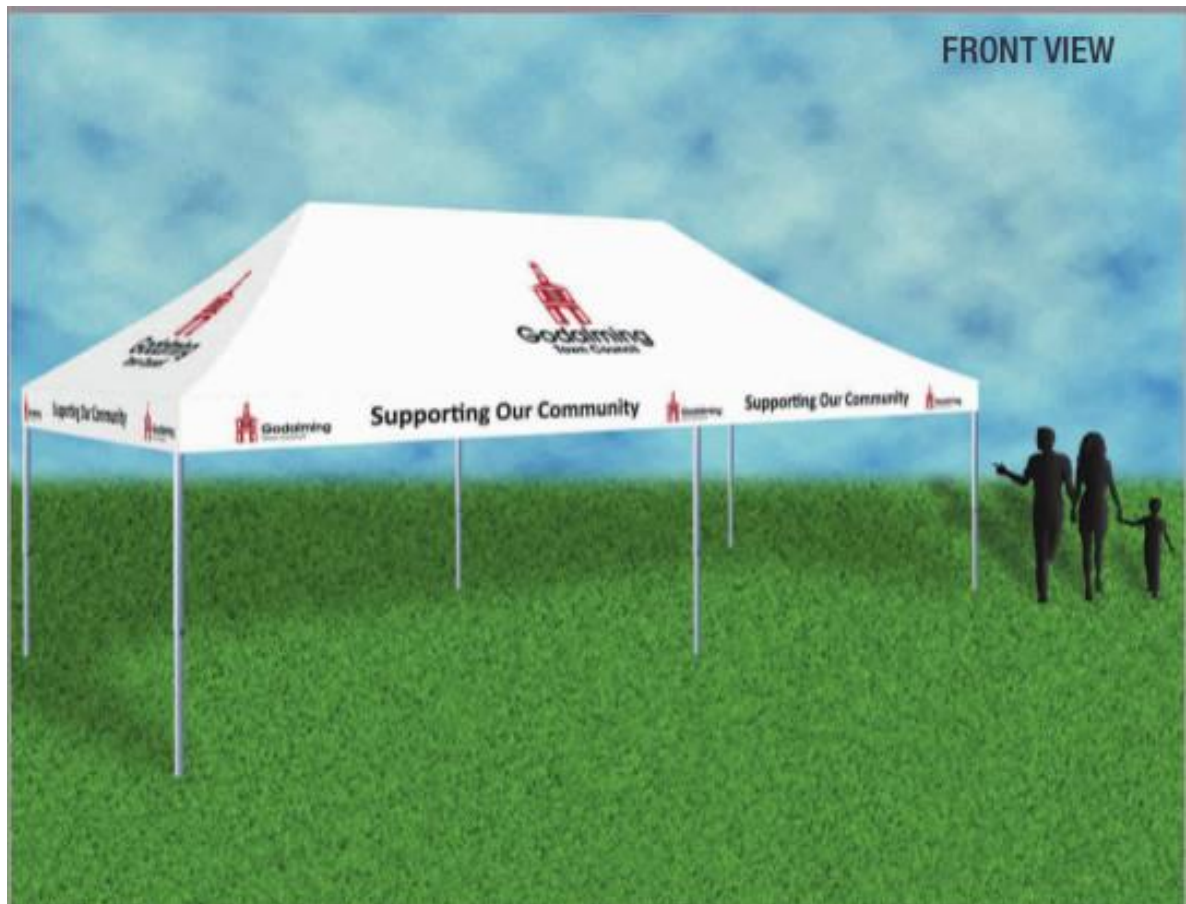
In providing for GTC's requirements, a consequential benefit is that the combination of these units to allow for two large marquees could be made available for use by other community organisations, which, following the loss of the District Scouts' provision, they have struggled to be able to affordably provide. So far this year the Council has been contacted by 3 schools (Green Oaks, Loseley Fields and Godalming Junior) and six voluntary groups (St John's Farncombe, Round Table, Farncombe Day Centre, Farncombe Initiative, Leonard Cheshire Home – Hydon Hill and Surrey Arts), all on little or no budget, asking if the Council can help in this type of provision. If Members were to decide to support the provision of these shelters to community groups then either a small charge to cover marginal costs could be made or the provision could be recorded against the grant budget as grant aid in kind. This could either be managed, as with use of community buildings, by internal virement to the appropriate cost centre (which has the effect of reducing the funds available for grants), or it could be acknowledged as a separate statement in the annual report to the effect that in addition to x amount of financial support, equipment loan of y amount was also granted, this could then also include a nominal cost of the other equipment we currently loan to organisations, such as tables, chairs, fencing etc., which is not really acknowledged anywhere as a community service from the Town Council.

The proposal put forward is that GTC procures 1 off 8x4 metre mini marquee and 2 off 4x4 metre mini marquees (pop-up gazebo's), which by use of linking kits are able to be joined together to create a single unit measuring 64m<sup>2</sup> or two units each of 32m<sup>2</sup>. To provide content, marquees previously provided by the District Scouts were 54m<sup>2</sup> and they did usually provide two of this size for most events. The two-marquee combination is perfectly adequate for the majority of the town's events, one as a tea tent and one as a bar or activity space.

Officers have researched a number of different companies and identified many different brands, identifying strengths and weaknesses in design and usability. Advice was also sought from market stallholders who use such shelters on a daily basis.

The shelters identified by Officers are not necessarily the cheapest on the market (nor are they the most expensive), however, it was felt that robustness, reliability, ease of use, availability of spares and certification of non-flammability for use in public areas was of greater importance.

The option to brand the shelters has also been explored and the cost of branding from the recommended supplier is shown below, as is a proposed branding scheme based on white roof covers for the shelters;



*For illustration purposes only – no side walls shown*

### Costs

Three quotes have been obtained using the same specification, fire safety requirements and accessory package; printing costs are shown separately from the cost of the shelters. Quotes received ranged from £2,770 to £3,091.

If Members wish to approve the purchasing of this equipment, Officers would recommend Surf & Turf who are a UK manufacturer of the shelters, whose specification Officers considered to be of a higher level than the other two companies. The quote from Surf & Turf was £2,770 excluding VAT.

Printing of branding logo's and strapline is an additional £1,528.

The combined costs being £4,298 to be funded from the New Initiatives Fund, which currently stands at £23,000.



## Proposed Scale of Charges

The following scale of charges is proposed for use of GTC branded mini- marquees

Item	Type of event	Hire Only (Collection from GTC store)	Hire, Delivery, Set Up & Take Down
4 x 4 metre Marquee as standalone unit	GTC Supported Community Event	FOC	N/A
	Godalming Based Community event ie. schools, churches, etc.	FOC	N/A
	Private Event GU7 resident	£50 each unit	Hire charge plus £50 delivery, collection, set up and take down**
	Commercial Event	£80 each unit	Hire charge plus £50 delivery, collection, set up and take down**
Linked 4 x 4 metre Marquee for use as 8 x 4 unit	GTC Supported Community Event	FOC	FOC
	Godalming Based Community event ie. schools, churches etc.	FOC Hire, requires booking of delivery, set up & take down	£50 delivery, collection, set up and take down**
	Private Event GU7 resident	£110 two units, requires booking of delivery, set up & take down	Hire charge plus £60 delivery, collection, set up and take down**
	Commercial Event	£170 two units, requires booking of delivery, set up & take down	Hire charge plus £60 delivery, collection, set up and take down**
8 x 4 metre Marquee	GTC Supported Community Event	FOC	FOC
	Godalming Based Community event ie. schools, churches etc.	FOC Hire, requires booking of delivery, set up & take down	£50 delivery, collection, set up and take down**
	Private Event GU7 resident	£120	Hire charge plus £60 delivery, collection, set up and take down**
	Commercial Event	£180	Hire charge plus £60 delivery, collection, set up and take down**

N/A – Option Not Available

\*Delivery and setup/take down service not provided

\*\*Organiser to provide a fit able bodied person to assist in set up/take down, if linked 4x4m and 8x4m are booked together the total delivery, set up & take down charge is £90

All prices inclusive of VAT

GTC Supported events include St John's Spring Fair, Town Show, Proms in the Park, Farncombe Fete.

Other Godalming based organisations may apply, prior to the event, to GTC for consideration at Grant Funding meetings for GTC supported status.

**GODALMING TOWN COUNCIL**  
**Application for Grant Aid**

1. Name of Voluntary Organisation: **Citizens Advice Waverley**
2. Contact Name, Address and Telephone Number

**Phil Davies, Chief Executive,  
Citizens Advice Waverley, 36 Bridge Street  
Godalming, Surrey GU7 1HP**

**01483 869599 / 07816 453698**

3. Details of Organisation; is it

- |                                     |                                |
|-------------------------------------|--------------------------------|
| a) A Charity?                       | Yes                            |
| b) A Trust?                         | No                             |
| c) A Private Limited Company?       | Yes                            |
| d) Affiliated to any National Body? | Yes, member of Citizens Advice |
| e) Any other official registration? | No                             |

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

**Our aim:** To provide local people the advice they need to overcome their problems and  
To campaign on the big issues that affect their lives

**Our principles:** To provide everyone with free and easy access to independent, confidential and impartial advice on their rights and responsibilities  
To value diversity, promote equality and challenge discrimination

**Our values:** To provide high quality, inclusive services that focus on local people's needs  
Use research and campaigning to challenge disadvantage and barriers to social inclusion  
Provide sound governance through a Trustee Board working with integrity and transparency  
Recognise the value of our staff and volunteers and develop their full potential  
Participate in County and national Citizens Advice work  
Build positive working relationships with key local organisations  
Minimise our environmental impact

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

**None currently. (From 1 April this year have lost the £600 annual income we had received from PensionWise for renting our front office for their use one day each week, following their downsizing their outreach services. We are keen to obtain suitable new subtenants, subject to agreement from our landlord, Waverley Borough Council.)**

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

Citizens Advice Waverley has more than 150 volunteers in various roles, including more than 120 volunteer advisers. In 2016/17 we employed 16 part-time supervisory and admin support staff (8.1fte) to maintain, plan and develop the organisation's infrastructure so that it properly supports our volunteers in their work. Our operations are overseen by 10 volunteer trustees.

Our Godalming office has 50 volunteers, supported by a part-time Service Manager (14 hours per week), 2 part time Advice Service Supervisors (total 36 hours per week) and a part time Office Manager (16 hours per week), making a total equivalent of 1.8 fte of paid staff. As well as our Godalming office we also have offices in Cranleigh, Farnham and Haslemere.

Our Godalming office helped nearly 2,000 of the over 5,000 local people we helped across our four offices between April 2016 and March 2017. (We additionally helped a further nearly 2,000 people through our participation in a national webchat pilot service.)

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.

**See attached report.**

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

**Provision of a locally available, independent, high quality advice service for Godalming residents.**

b) Specify	Total Estimated Cost	<b>£80,000</b>
	- Amount already available	£0
	- Amount expected to be available at commencement	<b>£20,000</b>
	- Dates scheduled to commence and finish	<b>Continuous</b>

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
Waverley Borough Council	£20,000	Agreed as part of 3 year funding arrangement

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

a) Amount           **£30,000**

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

- Amount           **£28,000**
- Date             **2016-17**
- Project          **As above**

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

**Our project will benefit the people of Godalming, and contribute to achieving Godalming Town Council's aims, by:**

- **increasing incomes in Godalming through helping local people to access their full financial entitlements - money that will be spent in Godalming – and thereby helping to improve social inclusion;**
- **reducing the number of Godalming children living in poverty through maximising family incomes and improving young parents' ability to manage their own finances;**
- **reducing anxiety, stress, depression and its associated ill-health effects through helping Godalming people to resolve issues relating to low income, debt, employment, housing and relationship problems;**
- **reducing homelessness and improving housing conditions in Godalming through helping resolve disputes between landlords and tenants and helping clients to manage housing debt and access grants for housing repairs;**
- **reducing indebtedness to local authorities by helping people apply for their full financial entitlements;**
- **helping Godalming people to access redress where they have experienced discrimination, unfair dismissal or received faulty goods and services;**
- **reducing the number of Godalming people entering the court system, and so incurring further debt, by negotiating with creditors;**
- **providing access to our services to the widest possible number of Godalming people by 'phone, drop-in, self-help through a kiosk and our website, appointments and via outreach; and**
- **contributing to the Godalming community planning process by using data collected in the course of our work.**

**Through using volunteers to deliver our service we also:**

- **enable a wide range of Godalming people, including those recovering from physical and mental health problems, to participate in a voluntary group and activity;**
- **more effectively meet the needs of Godalming people experiencing social and economic difficulties; and**
- **ensure there is equality of access and opportunity for Godalming residents.**

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

Signed \_\_\_\_\_

Date: 12 April 2017

Capacity in which signed Chief Executive

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.

## Report for Godalming Town Council on the work of our Godalming office in 2016/17, and its value to the local community.

### Background

1. Citizens Advice has provided free, confidential and impartial information, advice and support to residents in Godalming and its surrounding villages since 1978.
2. In 2006 the Godalming Citizens Advice office joined with Citizens Advice offices in Cranleigh, Farnham and Haslemere to form Citizens Advice Waverley.
3. In addition to providing face-to-face advice services in Godalming between 10:00 - 16:00 each weekday, Citizens Advice Waverley also offers Godalming residents a five days per week telephone helpline, manned by volunteers at all four of our offices plus an email advice service through our website ([www.waverleycab.org.uk](http://www.waverleycab.org.uk)).

### Serving the Godalming community

4. The Godalming office is the busiest of Citizens Advice Waverley's four offices, helping nearly 2,000 local people (just under 10% of the Godalming population) each year on a wide range of issues. Last year 34% of these issues related to claiming financial entitlements, 13% to managing debt, 11% to housing issues, 10% to employment issues and 8% to family and relationship issues.

### How we helped Greg\*

#### The problem:

Greg lost both of his legs in a road traffic accident when he was a child. For the last 10 years he has depended on his mobility car to get to and from work. However when he was moved from Disability Living Allowance (DLA) to the new Personal Independence Payment (PIP) he wasn't awarded enough points to keep his car. This significantly limited Greg's ability to get around, not least to get to his part-time job.

#### Our intervention:

We supported Greg through the Mandatory Reconsideration process with the Department of Work and Pensions (DWP), but unfortunately this was unsuccessful and he had to return his mobility car. Unable to go back to work, we then supported Greg in making a formal appeal. The appeals hearing overturned the original decision and reinstated his payment for his mobility car. Greg is now back at work and receiving his full mobility allowance.



## Solving problems

5. Over the last year our more than **50 highly-skilled volunteers** in Godalming helped local people:
  - **secure over £½ million** of previously unclaimed financial entitlements
  - **managed nearly £½ million** of debt and
  - obtain Debt Relief Orders (DROs) with a total **value of over £76,000.**
  
6. They also helped:
  - **303 local people** facing work-related issues
  - prevent **16 local families** from losing their homes, and
  - **10 local people** suffering from domestic abuse.

## Outreach and preventative services

7. As part of our commitment to ensuring our services are accessible and relevant to everyone in Godalming we also offered an outreach service at Loseley Fields Children’s Centre and a limited home visiting service for people with mobility problems.
  
8. All of our Godalming-based volunteers were also trained to provide financial guidance and budgeting training to financially vulnerable people, including advice on how to get the best deal on their energy contracts. This helped people to learn the skills and gain the confidence they need to make sound financial decisions and minimise their risk of getting into debt.

## Changing lives

9. Our help and support changes people’s lives. This is not limited to improving their financial situations. It also contributes to reducing their stress and improving their ability to deal with their own problems. In our most recent survey:

### How we helped Selina\*

#### The problem:

Selina, who has learning difficulties, needed some dental treatment. When she visited the dentist she was asked if she was on welfare benefits as this might mean she was eligible for free treatment. As Selina was a pensioner, she wrongly assumed that she was on Pension Credit and proceeded to have her treatment carried out free-of-charge. She later realised that this was not the case and with the help of a friend, paid all the charges with monthly payments. Nonetheless she received a letter from a debt collection agency saying the NHS had sold the debt onto them. A 36p shortfall on the first monthly payment had incurred a £100 interest charge and a £50 surcharge, amounting to a bill of £150.36.

#### Our intervention:

We wrote to the debt agency explaining Selina’s initial confusion about whether or not she was eligible for free dental treatment. We told them about her learning difficulties, her poor health and how she needed a friend to help her make the monthly payments. In response they agreed to remove all the penalty charges and surcharges.

- **over 70%** of people using our services said that it had improved their confidence in managing their problems
- **more than 75%** said that it had impacted positively on their peace of mind
- **20% believed** that it had improved their health
- **90% reported satisfaction** with our overall service and nearly 100% said that they would use us again.

### Volunteering in Godalming

11. We are almost entirely dependent on our volunteers for delivering our services. They are recruited, trained and deployed locally and provide a total of **14,400 volunteer hours** each year at our Godalming office. This is estimated to be nearly **£¼million**.
12. In addition our Godalming office offers volunteering opportunities for local people to work as receptionists, administrators or get involved in our work campaigning for social justice. For many people taking their first steps into work, or returning after a career break, this can provide an ideal supportive environment.

“Citizens Advice’s Godalming office has given me vital real-world work experience. I know this will aid me greatly in my future career.”

Volunteer (aged 23), Godalming office

13. The most recent survey of our Godalming volunteers found that:
  - **92%** believed that volunteering there had taught them a lot and had enjoyed the team spirit
  - **83%** considered our Godalming office to be a supportive and professional place to work and found their work rewarding, and
  - **74%** were proud to work there, felt valued and would recommend it to their friends.

### Local fundraising

14. In 2016-17 we also ran **10 local fundraising events** and appeals for support with specific projects. These raised **more than £20,000**. A proportion of this money went towards the running costs of our Godalming office.



## Projects

15. Last year we were also involved in running a number of independently financed projects across the borough, designed to improve the services that we offer to local people, including those in Godalming. These included:
  - helping administer Surrey County Council's Local Assistance Scheme (LAS), that provided emergency financial support to **65 Godalming people**
  - reporting local people's experiences of health and social services to Healthwatch Surrey, the independent watchdog monitoring these services
  - helping address fuel poverty through providing advice on energy efficiency and facilitating switching of suppliers to **13 Godalming people**
  - piloting the provision of advice at local GP surgeries, including installing a linked, touchscreen **advice terminal at the Mill Medical Practice** in Godalming.
16. In addition we maintained a dedicated, client-facing advice website ([getadviceinwaverley.org.uk](http://getadviceinwaverley.org.uk)) that links people to locally-available practical support on a wide range of issues from **over 30 partner organisations**.
17. Our Godalming office, working with the St. Mark's foodbank, also supplied **over 150 food parcels** last year to local people in need. This is by far the greatest source of such support to local people.

"Thanks to you the world is a little bit more amazing..."

Godalming client, June 2016

## Summary

18. Our Godalming office is **here to help local people** by providing them with the information, advice and support they need to manage their problems and find their way forward. We are very grateful for the continuing support from Godalming Town Council for this vital work.



## GODALMING TOWN COUNCIL

### Application for Grant Aid

1. Name of Voluntary Organisation - The Cellar Café
2. Contact Name, Address and Telephone Number – Mrs Jacky Beale, 1 Mary Vale, Godalming, Surrey GU71SW
3. Details of Organisation - Charity no. 277631
4. What are the aims and objectives of the Organisation?

Established in 1979, The Cellar is a café open to everyone in the area, but with the principle objective of providing an affordable and friendly meeting place for vulnerable and disadvantaged people in the community. We cater particularly for the needs of those with mental health problems, learning difficulties, and the isolated, vulnerable, or emotionally stressed. At The Cellar people can meet socially and if necessary we have staff available to ensure that someone can listen and advise. We have close contact with other groups such as Social Services, Rethink (Surrey Mental Health Centre), the Meath Epilepsy Trust, the CAB, and local medical practices and churches. Prices of food and drink are kept low, to provide affordable food, and emergency food parcels and occasional help with accommodation and clothing are available.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity?

Yes. The Cellar Café is open 6 days a week, providing drinks, light meals and cakes. It is run by 3 part-time staff and several volunteers. Because prices are kept low the café runs at a loss. Funds are raised through donations from individuals, churches and local community groups, grants from charities and fundraising events. The budget is monitored tightly, as obtaining sufficient funds is not easy.

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.

The day-to-day running of the café continues and is detailed above. In August 2016 a very successful day trip to Worthing was organised for families and individuals, funded by a Godalming Town Council grant and donations. The upper room is be offered to counsellors free of charge so that they can provide affordable low-cost or free counselling, and is also used for private discussion and meetings of groups. Social fundraising events in 2016 included a large private garden party with musical entertainment, a dance, carol singing and selling of Christmas wreaths. The manager of The Cellar also sells icecream, drinks and snacks at the Godalming Bandstand concerts throughout the year. The seating was refurbished and the café redecorated by volunteers with donated paint. The Art group attended a series of workshops at Watts gallery, culminating in

their work being displayed in the Big Issues exhibition. The requests for food parcels is increasing, and these are available all year. At Christmas 2016 about 30 seasonal food and gift parcels were distributed to families and individuals at The Cellar, plus 30 parcels for teenagers via Waverley Youth Support Services and 30 parcels for families via Loseley Childrens Centre.

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

For one or two trips (depending on numbers) by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out, including a simple meal such as fish and chips and icecream.

b) Specify - Total Estimated Cost: £875

- Amount already available: £50

- Amount expected to be available at commencement: £875

- Dates scheduled to commence and finish: August 2017

10. Are you applying for or have you already received other financial assistance for this project?

No other grants have been applied specifically for the day trips, but there is a collecting box at The Cellar for donations to the day trips, and an appeal to Friends of The Cellar.

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

a) £825

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

£825 in June 2016 for Cellar day trips (Also grants 2004 – 2015 for Cellar holiday and trips)

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

The day trips provide a social experience for individuals and families which they would not otherwise be able to afford. The sense of belonging to The Cellar "family" is strengthened, and for many it is an opportunity for those who may be socially isolated to mix with others in an atmosphere of acceptance, and for friendships to be fostered. People gain self-esteem and a feeling of security which can allow them to participate with more confidence in the Godalming community. Families living under stress are able to relax and enjoy each other's company.

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

Signed J Beale

Date 4 June 2017

Capacity in which signed: Trustee

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:

Cheques should be made payable to The Cellar Café .

signed

**Warehouse Christian Trust**  
Report and Financial Statements  
Year ended: 31 December 2016

Charity no: 277631

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**Reference and Administration Information**

**Chairman:** Dr C Jagger

**Trustees:** J Beale  
R Bennett  
K Benny  
L Brown  
R Brown  
S Crowther  
G Gammell  
S Godwin  
N Harris (appointed 6 July 2016)  
D Hart  
V Hicks  
V Hinde  
J Hindley  
S Marshall  
K Powell  
P Powell

**Address:** 42 High Street  
Godalming  
GU7 1DY

**Registered Charity number:** 277631

**Independent examiner:** A J Bennewith  
FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

## Report of the Trustees for the Year ended 31st December 2016

### **Reserves policy and risk management:**

The Warehouse Christian Trust's operations are divided into two separate parts The Cellar and Skillway.

With regard to The Cellar during the year the Trustees continued to try to maximise income from as many different sources as possible but it proved difficult to get as many repeat grants and donations so consequently a small loss was incurred for the year. However, funds in excess of £5,000 were still available to meet the day to day running costs for the start of the New Year.

Skillway continues with its pioneering work regarding the education of disadvantaged young people. This part of the Trust aims to carry reserves equivalent to approximately two terms running costs, which is felt essential to ensure the continuity of the service for the young people who attend.

### **Objectives and Activities**

The short and long term objectives are for the Cellar to remain a focal point of serving presence and love, with an openness to receive all those who are lonely or distressed, and for Skillway to provide manual skills training for disadvantaged young people in a variety of craft and technical skills, together with exceptional pastoral support.

Both the Cellar and Skillway are grateful to the local Churches for their support and to the many altruistic individual benefactors, several of whom make regular monthly contributions gift-aided. This predictable income is most welcomed and very gratefully received.

The Cellar would like to gratefully acknowledge the tremendous support in the form of grants/donations from: the Community Foundation for Surrey, who administered grants from Bishop of Guildford Community Fund and the Dora Fedoruk Memorial Fund; Waverley Voluntary Partnership; Erica Leonard Trust; Godalming Town Council; The M J Hindley Trust; Loseley Christian Trust; Lloyds Bank Foundation; Wilmott Dixon and Prime Place; Godalming G.O.L.O Lottery; Godalming Lions Club; Bucknill Masonic Lodge; Waitrose Community Matters; without which the Cellar would not have been able to function as it did during the year. Thanks are also due to Rae Barnaby for hosting a fundraising party, and the generosity of those who assisted and donated is very much appreciated. The Cellar is very grateful for the help that volunteers give in running the cafe and providing cakes and soup, all of which is essential for the cafe to function.

Skillway would also like to express its sincere thanks to all those in the decision making process leading to donations from two generous private individuals and some grants administered through the Community Foundation for Surrey. These enabled the installation of a mezzanine floor in one of the workshops, and the provision of relevant furniture and equipment. Skillway can now offer more courses and has improved space and storage for the existing courses, as well as much needed welfare and office facilities. As well as the capital costs of installing the mezzanine, Skillway was very blessed to have received significant donations from Parsons Brinckerhoff, The Three Lions Pub, Community Foundation for Surrey, The Cutler Trust, two different family Trusts, a parent of an ex-Skillway student, the 29<sup>th</sup> May Trustees, Haslemere Waitrose green tokens, donations in memoriam for a previous supporter, the High Sheriff Youth Award, and some significant sums raised through Godalming Town Council courtesy of the Town Mayor, Cllr David Hunter, who nominated Skillway as his Charity for the year.

The David Williamson Trust, the Dan Eley Foundation and the Geoff Herrington Foundation have each made donations to support specific students so that they may benefit from at least one year at Skillway. We are immensely grateful to them and offer our thanks on behalf of the students who have benefitted.

We sincerely acknowledge the support of individual Trustees, the many Volunteer Tutors who give so freely of their time and expertise, and the very dedicated small number of staff who all contribute so much, often in quite challenging circumstances.

### **Achievements and Performance**

The Charity fulfilled its obligations during the year and continued to provide a high standard of professional service to the local community and beyond.

### **Financial Review**

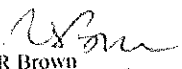
The Trustees and Management Committee for the Cellar are well aware of the task ahead to fundraise sufficiently to meet the running costs for 2017 and have already planned a number of fundraising events, and strenuous efforts will be made to increase the income from existing known grant givers and donors as well as exploring other avenues.

Skillway is aware that its financial situation has improved in the current year, and is very grateful to the volunteer fund-raising assistant. However there remain severe economic threats to the third sector in general, and these are being closely monitored for potential effects on Skillway's income and expenditure.

### **Plans for Future Periods**

The Charity intends to continue to carry out the objectives for the foreseeable future. There are sufficient reserves to allow this to be done and the Trustees do not see any reason why the Charity would not be able to fulfil this role.

On behalf of the Trustees;

  
R Brown

Date: 28.4.17

Report of the Independent Examiner

I report on the accounts of the charity for the year to 31 December 2016 which are set out on pages 4 to 9.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (Under Section 144(2) of the Charities Act 2011) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU



Date: 12 May 2017

**Statement of Financial Activities**  
**for the Year Ended 31 December 2016**

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Incoming resources:</b>					
Voluntary income:					
Grants and donations		104,004	17,500	121,504	68,107
Fundraising		10,450	-	10,450	8,905
Social outreach income		2,703	-	2,703	2,850
Tax refunded		4,503	-	4,503	5,559
Activities for generating funds:					
Cellar takings		27,194	-	27,194	25,000
Skillway school fees		37,040	-	37,040	40,063
Investment activity:					
Interest received		31	-	31	42
<b>Total incoming resources</b>		<u>185,926</u>	<u>17,500</u>	<u>203,426</u>	<u>150,526</u>
<b>Resources expended:</b>					
Charitable activity:					
Cellar expenditure	2	77,378	-	77,378	71,529
Skillway expenditure	3	95,607	2,917	98,524	90,234
Governance activity:					
Accountancy		2,760	-	2,760	1,540
<b>Total resources expended</b>		<u>175,745</u>	<u>2,917</u>	<u>178,662</u>	<u>163,302</u>
<b>Net incoming/(outgoing) resources</b>		10,181	14,583	24,764	(12,776)
<b>Total funds brought forward</b>		49,809	-	49,809	62,585
<b>Total funds carried forward</b>		<u>£ 59,990</u>	<u>£ 14,583</u>	<u>£ 74,573</u>	<u>£ 49,809</u>



Balance Sheet as at 31 December 2016

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Fixed assets</b>	4	10,056	14,583	24,639	4,689
<b>Current assets:</b>					
Stock		280	-	280	300
Debtors and prepayments	8	1,729	-	1,729	-
Cash at bank and in hand		50,097	-	50,097	46,392
		<u>52,106</u>	<u>-</u>	<u>52,106</u>	<u>46,692</u>
<b>Creditors: amounts falling due within one year</b>	9	(2,160)	-	(2,160)	(1,560)
<b>Net current assets</b>		<u>49,946</u>	<u>-</u>	<u>49,946</u>	<u>45,132</u>
<b>Total assets less current liabilities</b>		<u>60,002</u>	<u>14,583</u>	<u>74,585</u>	<u>49,821</u>
<b>Net assets</b>		<u>60,002</u>	<u>14,583</u>	<u>74,585</u>	<u>49,821</u>
<b>Funds</b>				59,990	49,809
Unrestricted funds				14,583	-
Restricted funds				<u>74,573</u>	<u>49,809</u>
Trustees' deposits				12	12
<b>Total funds</b>				<u>74,585</u>	<u>49,821</u>

On behalf of the trustees:

  
 R Brown

 28/4/17  
 Date:

---

**Notes Forming Part of the Financial Statements**  
**for the Year Ended 31 December 2016**

**1 Principal accounting policies**

**a. Accounting convention**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing the accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The accounts have been prepared under the historical cost convention.

**b. Incoming resources**

Voluntary income is received in cash by way of donations and is included in full in the statement of financial activities as soon as it is received. Tax reclaimable in respect of gifts and donations is included in the same period as the underlying donations to which it relates.

**c. Resources expended**

Items of expenditure are included in the Statement of Financial Activities on an accruals basis.

**d. Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: equipment: 25% on reducing balance, workshop: 20% on reducing balance.

**e. Taxation**

The charity is exempt from tax on its charitable activities.

**f. Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## Warehouse Christian Trust

2	<u>The Cellar</u>			Total	Total
		Unrestricted Funds £	Restricted Funds £	Funds 2016 £	Funds 2015 £
	<b>Incoming resources</b>				
	Sales	27,193	-	27,193	25,000
	Donations received	35,826	-	35,826	32,401
	Fundraising	6,674	-	6,674	8,905
	Social outreach income	2,703	-	2,703	2,850
	Tax refunded	2,181	-	2,181	3,983
	Interest received	1	-	1	3
		<u>74,578</u>	<u>-</u>	<u>74,578</u>	<u>73,142</u>
	<b>Resources expended</b>				
	Cost of sales			300	281
	Opening stock	300	-	19,720	17,804
	Purchases	19,720	-	(280)	(300)
	Closing stock	(280)	-	19,740	17,785
		<u>19,740</u>	<u>-</u>		
	Light and heat	1,448	-	1,448	1,477
	Licence fees	349	-	349	422
	Rent, rates and insurance	14,877	-	14,877	15,289
	Shop items and equipment	1,197	-	1,197	2,242
	Telephone, post & stationery	667	-	667	930
	Travel & subsistence	80	-	80	156
	Wages	26,997	-	26,997	25,630
	Social outreach expenditure	4,887	-	4,887	4,843
	Property maintenance	2,259	-	2,259	2,335
	Equipment depreciation	133	-	133	166
	Fund raising	4,620	-	4,620	-
	Sundry expenses	124	-	124	454
		<u>77,378</u>	<u>-</u>	<u>77,378</u>	<u>71,529</u>
	Total Cellar expenses				
	Share of governance costs	1,380	-	1,380	780
	<b>Net surplus/(deficit)</b>	<u>£(4,180)</u>	<u>-</u>	<u>£(4,180)</u>	<u>£833</u>
	<b>3</b>				
	<u>Skillway</u>				
		Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
	<b>Incoming resources</b>				
	Grants and donations	68,179	17,500	85,679	35,706
	Fundraising	3,776	-	3,776	-
	School fees	37,040	-	37,040	40,063
	Tax refunded	2,322	-	2,322	1,576
	Interest received	30	-	30	39
		<u>111,347</u>	<u>17,500</u>	<u>128,847</u>	<u>77,384</u>
	Total incoming resources				
	<b>Resources expended</b>				
	Advertising and publicity	454	-	454	102
	Bank charges	162	-	162	122
	Heat and light	1,500	-	1,500	893
	Insurance	275	-	275	1,579
	Office expenses	2,858	-	2,858	978
	Rent and rates	5,832	-	5,832	5,826
	Repairs and renewals	3,895	-	3,895	-
	Telephone	598	-	598	451
	Training	-	-	-	600
	Travel	978	-	978	1,007
	Wages	71,674	-	71,674	72,755
	Workshop depreciation	477	-	477	596
	Mezzanine depreciation	1,270	2,917	4,187	190
	Go Karts depreciation	176	-	176	220
	Fund raising	328	-	328	-
	Workshop materials and tools	5,130	-	5,130	4,915
		<u>95,607</u>	<u>2,917</u>	<u>98,524</u>	<u>90,234</u>
	Total Skillway expenses				
	Share of governance costs	1,380	-	1,380	760
	<b>Net surplus/(deficit)</b>	<u>£ 14,360</u>	<u>£ 14,583</u>	<u>£ 28,943</u>	<u>£(13,609)</u>

**4 Fixed assets**

	Equipment £	Workshop £	Mezzanine £	Go Karts £	Total £
<b>Cost</b>					
At 1 January 2016	20,995	29,792	950	1,100	52,837
Additions	-	-	24,922	-	24,922
At 31 December 2016	<u>20,995</u>	<u>29,792</u>	<u>25,872</u>	<u>1,100</u>	<u>77,759</u>
<b>Depreciation</b>					
At 1 January 2016	20,332	27,406	190	220	48,148
Charge for year	133	477	4,186	176	4,972
At 31 December 2016	<u>20,465</u>	<u>27,883</u>	<u>4,376</u>	<u>396</u>	<u>53,120</u>
<b>Net book values</b>					
At 31 December 2016	<u>£ 530</u>	<u>£ 1,909</u>	<u>£ 21,496</u>	<u>£ 704</u>	<u>£ 24,639</u>
At 31 December 2015	<u>£ 663</u>	<u>£ 2,386</u>	<u>£ 760</u>	<u>£ 880</u>	<u>£ 4,689</u>

**5 Trustees' remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 31 December 2016 nor for the year ended 31 December 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2016 nor for the year ended 31 December 2015.

**6 Staff costs**

The average monthly number of employees during the year was as follows:

	2016 £	2015 £
Administration	<u>7</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

Warehouse Christian Trust

7 <u>Funds</u>	Unrestricted	Restricted Funds:		Total
	Funds £	Cellar £	Skillway £	£
At 1 January 2016	49,809	-	-	49,809
Incoming resources	185,926	-	17,500	203,426
Resources expended	(175,745)	-	(2,917)	(178,662)
At 31 December 2016	<u>£59,990</u>	<u>-</u>	<u>14,583</u>	<u>£74,573</u>

Restricted funds held by Skillway relate to donations received in respect of the new Mezzanine floor installed at The Old Chapel.

8 <u>Debtors and prepayments</u>	2016 £	2015 £
Prepayments	<u>£ 1,729</u>	<u>£ -</u>

9 <u>Creditors and accruals</u>	2016 £	2015 £
Accountancy accrual	<u>£ 2,160</u>	<u>£ 1,560</u>

10 Related party disclosures

The charity is controlled by the trustees.

During the year £600 (2015: £600) was paid to one of the trustees, Ray Brown, for services unrelated to his role as a trustee.

signed

**Skillway**  
Statement of Financial Activities  
& Balance Sheet

Year ended: 31 December 2016

Contents	Page
Report of the Independent Examiner	1
Statement of Financial Activities	2
Balance Sheet	3

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**Report of the Independent Examiner**

The figures in these accounts for Skillway are taken from the accounts for the Warehouse Christian Trust (registered charity number 277631). I have reported on the accounts for the Warehouse Christian Trust for the year ended 31 December 2016, and am therefore able to report on the figures set out on pages 2 and 3 of these accounts.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (Under Section 144(2) of the Charities Act 2011) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

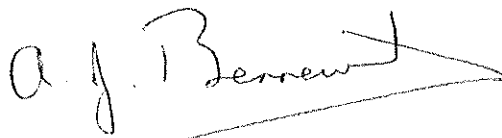
- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU



Date: 12 May 2017



**Statement of Financial Activities**  
**for the Year Ended 31 December 2016**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Incoming resources</b>				
Donations received	68,179	17,500	85,679	35,706
Fundraising	3,776	-	3,776	-
Tax refunded	2,322	-	2,322	1,576
School fees	37,040	-	37,040	40,063
Interest received	30	-	30	39
<b>Total incoming resources</b>	<u>111,347</u>	<u>17,500</u>	<u>128,847</u>	<u>77,384</u>
<b>Resources expended</b>				
Advertising and publicity	454	-	454	102
Fund raising	328	-	328	-
Insurance	275	-	275	1,579
Office expenses	2,858	-	2,858	978
Heat and light	1,500	-	1,500	893
Rent and rates	5,832	-	5,832	5,826
Telephone	598	-	598	451
Training	-	-	-	600
Travel	978	-	978	1,007
Wages	71,674	-	71,674	72,755
Workshop materials and tools	5,130	-	5,130	4,915
Repairs and renewals	3,895	-	3,895	-
Accountancy	1,380	-	1,380	760
Depreciation charge	1,923	2,917	4,840	1,006
Bank charges	162	-	162	122
	<u>96,987</u>	<u>2,917</u>	<u>99,904</u>	<u>90,994</u>
<b>Net incoming/(outgoing) resources</b>	14,360	14,583	28,943	(13,609)
<b>Total funds brought forward</b>	40,157	-	40,157	53,766
<b>Total funds carried forward</b>	<u>£ 54,517</u>	<u>£ 14,583</u>	<u>£ 69,100</u>	<u>£ 40,157</u>

Balance Sheet as at 31 December 2016

	2016 £	2015 £
<b>Fixed assets</b>		
Unrestricted funds	9,526	4,026
Restricted funds	<u>14,583</u>	<u>-</u>
	24,109	4,026
<b>Current assets:</b>		
Cash at bank and in hand	44,746	36,911
Debtors and prepayments	<u>1,325</u>	<u>-</u>
	46,071	36,911
<b>Creditors: amounts falling due within one year</b>	<u>1,080</u>	<u>780</u>
	44,991	36,131
	<u>£ 69,100</u>	<u>£ 40,157</u>
<b>Represented by:</b>		
Unrestricted general fund	54,517	40,157
Restricted funds	14,583	-
	<u>£ 69,100</u>	<u>£ 40,157</u>

On behalf of the trustees:

  
 R Brown

Date: 28.4.17

*Signed*

**The Cellar**  
Statement of Financial Activities  
& Balance Sheet

Year ended: 31 December 2016

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**Report of the Independent Examiner**

The figures in these accounts for The Cellar are taken from the accounts for the Warehouse Christian Trust (registered charity number 277631). I have reported on the accounts for the Warehouse Christian Trust for the year ended 31 December 2016, and am therefore able to report on the figures set out on pages 2 and 3 of these accounts.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (Under Section 144(2) of the Charities Act 2011) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

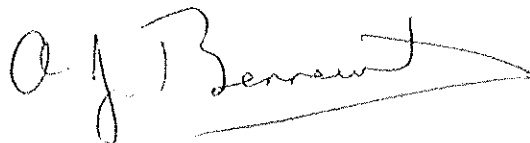
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU



Date: 12 May 2017

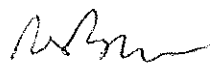
**Statement of Financial Activities  
for the Year Ended 31 December 2016**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Incoming resources</b>				
<b><u>Voluntary income</u></b>				
Donations received	35,826	-	35,826	32,401
Fundraising	6,674	-	6,674	8,905
Social outreach income	2,703	-	2,703	2,850
Tax refunded	2,181	-	2,181	3,983
<b><u>Activities for generating funds</u></b>				
Cellar income	27,193	-	27,193	25,000
<b><u>Investment activity</u></b>				
Interest received	1	-	1	3
<b>Total incoming resources</b>	<u>74,578</u>	<u>-</u>	<u>74,578</u>	<u>73,142</u>
<b>Resources expended</b>				
<b><u>Charitable activity</u></b>				
Sundry expenses	124	-	124	454
Social Outreach expenditure	4,887	-	4,887	4,643
Cellar expenditure	70,108	-	70,108	64,096
Property maintenance	2,259	-	2,259	2,335
<b><u>Governance activity</u></b>				
Accountancy	1,380	-	1,380	780
<b>Total resources expended</b>	<u>78,758</u>	<u>-</u>	<u>78,758</u>	<u>72,309</u>
<b>Net incoming/(outgoing) resources</b>	(4,180)	-	(4,180)	833
<b>Total funds brought forward</b>	9,652	-	9,652	8,819
<b>Total funds carried forward</b>	<u>£ 5,472</u>	<u>£ -</u>	<u>£ 5,472</u>	<u>£ 9,652</u>

Balance Sheet as at 31 December 2016

	2016 £	2015 £
<b>Fixed assets</b>	530	663
<b>Current assets:</b>		
Stock	280	300
Debtors and prepayments	404	-
Cash at bank and in hand	<u>5,350</u>	<u>9,481</u>
	6,034	9,781
<b>Creditors: amounts falling due within one year</b>	<u>1,080</u>	<u>780</u>
	4,954	9,001
	<u>£ 5,484</u>	<u>£ 9,664</u>
<b>Represented by:</b>		
Unrestricted general fund	5,472	9,652
Restricted funds	-	-
Trustees' deposits	12	12
	<u>£ 5,484</u>	<u>£ 9,664</u>

On behalf of the trustees:

  
 R Brown

 28.4.17  
 Date:

Cellar Budget		31st March														
		2011	2012	2013	2014	2015	2016	2017	2017	Jan-Mar	April-June	July-Sept	Oct-Dec			
	Actual	Actual	Actual	Actual	Actual	Budget	Actual	Budget	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual	variation
<b>INCOME</b>																
Cellar Sales	17,749	21,856	22,742	25,771	25,000	27,000	26,702	25,000	4,277	5,000.00	4,277.42	8,000.00	0.00	9,000.00	0.00	5,000.00
Donations	42,525	41,841	43,927	37,106	39,702	40,000	37,457	40,000	6,561	8,000.00	6,561.33	15,000.00	0.00	10,000.00	0.00	7,000.00
Social Action	6,114	6,726	4,080	4,762	2,850	3,000	2,703	3,000	0	0.00	0.00	1,000.00	0.00	500.00	0.00	1,500.00
Fundraising					8,905	6,000	6,627	6,500	1,200	500.00	1,200.35	2,000.00	0.00	2,000.00	0.00	2,000.00
Skillway (WCT shared donations) & transfers	-7,490	-3,029	-4,221	-3,209	-7,301	0	-6,952	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest/loans/sundry						0	0	0	0							
<b>Sub total</b>	58,898	66,994	66,528	64,430	69,156	74,000	68,537	76,500	12,039	13,500.00	12,039.10	26,000.00	0.00	21,500.00	0.00	15,500.00
Dep a/c & Gift Aid		5,209	5,519	3,927	3,983	3,000	4,503	2,500	0		0.00	2,500.00	0.00			0.00
<b>Total</b>	58,898	72,203	72,047	68,357	73,139	77,000	71,040	79,000	12,039	13,500.00	12,039.10	28,500.00	0.00	21,500.00	0.00	15,500.00
<b>EXPENDITURE</b>																
Wages	29,686	29,537	25,497	25,348	26,390	27,000	26,997	27,500	6,577	7,000.00	6,576.95	7,000.00	0.00	6,500.00	0.00	7,000.00
Costs of Sales	10,178	11,228	17,455	17,301	17,804	19,000	19,720	19,000	3,527	4,000.00	3,527.01	5,000.00	0.00	6,000.00	0.00	4,000.00
Rent & Rates	13,189	13,987	13,607	14,990	15,289	16,500	15,281	16,000	2,354	4,000.00	2,354.26	4,000.00	0.00	4,000.00	0.00	4,000.00
Insurance	1,082	1,652	1,834	1,303	1,477	1,700	1,436	1,700	441	750.00	441.23	200.00	0.00	500.00	0.00	250.00
Light & Heat	5,060	2,417	2,183	1,804	2,335	2,500	2,259	2,500	777	600.00	776.81	700.00	0.00	600.00	0.00	600.00
Property Maintenance	690	2,396	1,161	881	2,242	2,500	1,188	2,000	357	400.00	357.12	600.00	0.00	500.00	0.00	500.00
Fees, licences, audit, sundry	2,293	1,008	2,475	2,186	1,647	2,000	1,634	2,000	90	500.00	89.87	1,000.00	0.00	100.00	0.00	400.00
Telephone & post	570	812	779	650	910	1,000	456	600	253	150.00	253.45	150.00	0.00	150.00	0.00	150.00
Stationery	674	586	512	572	158	300	221	250	14	50.00	13.97	60.00	0.00	100.00	0.00	40.00
Travel	38	11	246	4	76	50	0	50	0	10.00	0.00	20.00	0.00	10.00	0.00	10.00
Fundraising	7,524	6,953	4,301	3,758	4,643	4,000	4,887	4,500	42	200.00	42.00	650.00	0.00	1,600.00	0.00	500.00
Social Action	655		0		0	0	0	0	0							
Depreciation	71,639	70,587	70,050	68,797	72,972	76,550	78,699	78,700	14,433	17,760.00	14,432.67	20,380.00	0.00	21,060.00	0.00	19,500.00
<b>Total</b>																
<b>Surplus/(Deficit)</b>	-12,741	1,616	1,997	-440	167	450	-7,659	300	-2,394	-4,260.00	-2,393.57	8,120.00	0.00	440.00	0.00	-4,000.00
****							****						****			



RECEIVED  
1 JUN 2017

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation

*Farncombe Day Centre, managed by Age Concern Farncombe (independent charity 801089)*

2. Contact Name, Address and Telephone Number

*Alison Johnson, Chair, Executive Committee, Farncombe Day Centre, St Johns Street, Farncombe, GU7 3EH*

3. Details of Organisation; is it

- a) A Charity? *Yes, independent charity 801089*
- 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?

*The Farncombe Day Centre aims to improve the quality of life of the elderly in the Farncombe and Godalming area in the following ways: (1) to encourage social inclusion by providing a welcoming and stimulating environment in which to meet and socialise; (2) to facilitate and promote better health (both physical and mental) of the elderly; and (3) to enable the elderly to be independent and enjoy life in their homes for as long as possible.*

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

*The Centre raises approximately 40% of its revenues through affordable user-charges for its services, including hot lunches, teas, coffees and snacks, minibus pick-up/return, hire charges for use of the premise, and assisted bathing.*

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

*The membership of the charity is 182. There is no annual fee or subscription charge.*

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) ✓

*This is included in the Annual Report and Accounts. The Annual Report and*

*Accounts for year to March 2017 is currently being prepared and a copy will be sent to GTC when it is ready.*

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.

*Within the past year, demand for the Centre's services has remained strong, particularly for the Centre's minibus, which saw an increase in user numbers.*

*In 2016-17, the Charity completed its plans to refurbish and update the Centre's facilities and premises. The three projects undertaken were funded primarily from grants and donations raised by the trustees for these purposes. The first project was hairdressing salon refurbishment funded through donations from local solicitors and private donations. The second project was the redesign of the Centre garden to make it more accessible and usable for older people in the community, financed with grant support from Waverley Borough Council, the Pargiter Trust, the Cyrus Fund, Surrey County Council Councillor's fund, GOLO and local donations. The third and largest project was the refurbishment of the kitchen and servery area, which was financed through grant support from Surrey County Council's Community Improvement Fund of £27,500, Waverley Borough Council of £20,000, Godalming Town Council of £5,000, Co-operative Local Community Fund of £2,792 and the generous support of local community organisations and individuals.*

*As a result of these projects and the Centre's operating costs in 2016-17, the Centre's reserves at end-March 2017 are estimated to be about £89,000 (to be finalised in forthcoming Report and Accounts). The Centre's policy is to maintain reserves sufficient to meet the obligations of the minibus lease, 6-month operating costs and redundancy costs, in the event that the charity faces financial difficulties and needing to be wound up.*

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

*The Centre runs its own minibus to pick-up and return people to their homes thereby enabling less mobile, frail, potentially housebound and isolated older people to access the Centre's services and to socialise, which in turn helps reduce loneliness. As the older population, especially the frail elderly, of Surrey is expected to increase, there is and will be continuing demand for the Centre's minibus.*

*A grant will help us meet the cost of operating the Centre's minibus, which has a taillift, so people not able to manage steps or requiring wheelchair assistance can get out and come to the Centre.*

*The Centre partially funds its minibus through users fees (currently £4.10/day), reviewed annually. However as Farncombe is one of the poorest areas in the borough our user charge needs to be affordable to those on limited pension incomes. The Centre also raises grant funding to help offset the minibus costs and for the calendar year 2017, it has received a grant of £10,000 from The Henry Smith Charity, of which £7,500 is available for financial year 2017-18.*

*The Centre leases its minibus, at an estimated cost of £7,224 for 2017-18. The other costs include the wages of two part-time drivers and vehicle operating costs. Any shortfall in minibus fare income and grants is met from the charity's reserves.*

b) Specify	- Total Estimated Cost <b>for year to March 2018</b>	£ 24,683
	- Amount already available <b>for year to March 2018</b>	
	<b>Minibus fare income</b>	£ 12,311
	<b>Grant from Henry Smith Charity(for March –Dec 2017)</b>	£ 7,500
	-	
	Amount expected to be available at commencement	£ 19,811
	- Dates scheduled to commence and finish	2017-18

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

<b>Body</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<hr/>		
<i>The Henry Smith Charity £10,000</i>	<i>£10,000 for 2017 calendar year  of which £7,500 available for 2017-18</i>	

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

a) Amount      **£ 4,800**


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

- Amount      £ 5,000
- Date          July 2016
- Project      Centre kitchen and servery refurbishment

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

*The Centre's minibus transports 45-50 people/week. The minibus enables less mobile older people in Godalming to come to the Centre and to access its services and nearby local shops. For many Centre users on low incomes, the Centre's transport is more affordable than taxis and more accessible than other bus services. The minibus is also used to take people on outings locally and it is occasionally hired, with driver, by other care homes for their outings. As well as the minibus driver, we have a trained volunteer escort on the minibus at all times to ensure user safety. The drivers and volunteers are all DBS checked.*

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

Signed  Date 03.06.2017

Capacity in which signed Chair, Executive Committee

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

Age Concern Farncombe

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Private & Confidential

Age Concern Farncombe Final 2017-18 Budget

	<b>2017-18</b>	
Unrestricted Grant - WBC	54,000	confirmed
Restricted Grant - VGP (Care Assistant)	9,405	confirmed
Restricted Grant - Henry Smith (Minibus)	7,500	confirmed for first 9 months
Gifts & Donations - Unrestricted	6,500	
Friends Fundraising / Social Activities Income	4,878	
Catering	42,162	
Minibus Fares	12,311	
Baths / Manicures	5,186	
Hairdressing / Chiropody	7,483	
Hire of Premises	3,300	
Miscellaneous Income (incl. Greetings Cards)	1,652	
Bank Interest Received	204	
<b>Total Income</b>	<b>154,580</b>	
<b>Expenditure</b>		
Staff Costs	106,972	No pay increase
Staff Costs - Overtime (1% going forward)	1,070	
Recruitment	500	
Training	967	
Building/Lease Costs	1,555	As advised by WBC
Advertising	102	
Cleaning Materials	1,382	
Depreciation / Equipment / Repairs	3,029	
Catering	17,654	
Social Activities	7,008	
Minibus Lease	7,224	
Minibus Costs - Other	2,509	
Hairdressing (incl. Telephone) / Baths	831	
Printing, Stationery & Telephone	2,429	
IT Costs	1,086	
Insurance	1,761	
Accountancy	1,346	
Miscellaneous Costs	3,831	
<b>Total Expenditure</b>	<b>161,255</b>	
<b>Net Incoming/(Outgoing) Resources</b>	<b>(£6,675)</b>	

Charity Registration No. 801089

**AGE CONCERN FARNCOMBE  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016**

# **AGE CONCERN FARNCOMBE**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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### **Trustees**

<b>Chair</b>	Ms A Johnson
<b>Deputy Chair</b>	Mr I Greig
<b>Treasurer</b>	Mr N Chambers
	Miss A Nethercott
	Ms S Ayre
	Ms E Baker
	Ms G Loveluck

<b>Secretary (Acting)</b>	Ms S Ayre
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<b>Charity number</b>	801089
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<b>Principal address</b>	Farncombe Day Centre St John's Street Farncombe Godalming Surrey GU7 3EJ
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<b>Independent examiner</b>	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF
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# AGE CONCERN FARNCOMBE

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# **AGE CONCERN FARNCOMBE**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2016***

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The trustees present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

### **Structure, governance and management**

The Charity is controlled by its governing document, a constitution adopted 25 February 1988 as amended 15 February 1989, 9 November 1992, 13 June 1995, 17 July 2008 and 24 July 2014 and constitutes an unincorporated charity. Age Concern Farncombe has a Board of Trustees. Trustees are appointed by the Charity at its Annual Meeting. The Trustees undertake the management function with meetings being held monthly which are attended by the Manager to whom day to day management is delegated within defined terms of reference.

The trustees who served during the year were:

Ms A Johnson  
Mr I Greig  
Mr N Chambers  
Miss A Nethercott  
Ms S Ayre  
Ms E Baker  
Ms G Loveluck

Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack, including the constitution and previous minutes of Trustee meetings. To gain an understanding of the Day Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Day Centre prior to attending Board meetings as an observer. If the Trustees and the applicant mutually agree, the applicant is elected at the subsequent AGM.

### **Risk Management**

The Trustees prepare a formal Budget each year which enables them to identify significant factors and risks that Farncombe Day Centre is likely to face in the coming period. In addition, the Trustees review regularly the main operational risks to ensure the smooth functioning of its activities. The Trustees have identified and reviewed the risks to which the Charity is exposed and have appropriate controls in place to provide reasonable assurance against fraud and error.

### **Objectives and activities**

The Trustees operate a day and social centre for those living in the Farncombe and Godalming area. The Centre is open every weekday throughout the year. The service provided is aimed at those over the age of 50 with the objective of providing a nutritious mid-day meal at a reasonable price, adjusted annually in line with inflation, offering company and entertainment, and providing additional services, such as assisted bathing, chiropody, hairdressing etc. Many users would be unable to attend the Centre without transport, so the Charity operates a minibus service, which for a substantially subsidised price, provides individual door to door transport. The minibus is equipped with a tail lift to accommodate wheelchairs and those who cannot use stairs.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

# AGE CONCERN FARNCOMBE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2016**

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### **Achievements and performance**

The Day Centre continued to thrive in 2015-16. The demand for the Day Centre's services remained strong. The number of people coming to the Day Centre for lunch remained stable over the year, while there was a 20% increase in demand for both the Day Centre's minibus and its assisted bathing service.

Generous donations from individuals and community organisations and successful local fundraising by the Friends of Farncombe Day Centre have helped to ensure that many extras for the benefit of users have continued to be provided. This included the variety of social activities, which were expanded, and continued to add great value and are very well worthwhile.

The Day Centre staff are very dedicated, and users are aided by volunteers. It is truly a team effort, for which the Trustees and users are very grateful. The Trustees are very appreciative of the services provided by our volunteers, who number about 50 and between them provide some 115 hours of work each week. The cost of providing paid staff to carry out these essential duties would be considerable. It is unfortunate that, along with many other charitable organisations, we continue to have some difficulty in recruiting volunteers.

In addition to providing financial support for the Day Centre through the partnership, Waverley Borough Council has been most generous in providing and maintaining the Day Centre premises, at a small service fee, to the Charity in 2015-16. However, the Council is proposing to change this situation in 2016-17 (delayed from 2014-15) with the introduction of a formal lease and new financial arrangements for the use of the premises. The Trustees are very cognisant that this could have a significant impact on the Day Centre's financial viability and are actively working with the Council representatives to ensure an outcome which enables the Day Centre to continue to provide its essential services to the elderly residents of Farncombe and Godalming.

### **Financial review**

The Charity operates independently but is supported in the main by Waverley Borough Council both by direct funding and the provision of premises. However, direct grant funding from this source is only sufficient to cover about a third of the Charity's running costs and it is necessary for the Trustees to seek support from donations, grants from other local Government entities and grant-making bodies, and through various fundraising activities. Commencing in 2015-16, Waverley Borough Council's financial support for the Day Centre is on the basis of a 3-year Service Level Agreement (SLA), which was signed in January 2015. This move to SLA funding means the Day Centre can expect to receive Waverley Borough Council funding of £54,000 for each of the three years. The Trustees appreciate that working together with Waverley Borough Council in the context of this SLA enables the Day Centre to continue to provide its services to the local community for the duration of the agreement.

In 2015-16, the Day Centre received increased grant funding of £10,321 from the Voluntary Grants Panel, administering funds provided by Waverley Borough Council and Surrey County Council Adult Social Care Directorate. This grant funding supports the Day Centre's care assistants. In 2015, the Day Centre increased the hours of employment of its care assistants to cover the afternoons so as to be able to support the increasing number of users with higher needs.

In addition, the Charity appreciates the generous grant funding of the Community Foundation for Surrey of £11,000 from the Pargiter Trust Fund and The LBM Jem Fund. The money was to support the running of the Day Centre's daily minibus service for the less mobile and more isolated in the community. In the year to 31 March 2016, £8,250 has been credited to income, with the remainder being credited the previous year. The Community Foundation for Surrey has also generously provided the Day Centre with a further grant of £13,061 from the Pargiter Trust Fund to continue its support the Day Centre's minibus service for 2016.

The Charity holds a general reserve built up over a number of years; this is currently about nine months of running costs. This cushion for contingencies means that the Charity can only continue if it is able to generate a greater level of donations or income from its activities. However, the need to generate income has to be balanced with the need to provide services at an affordable price for users of the Day Centre, many of whom come from the poorest parts of the Waverley Borough. The Charity has set aside sufficient funds to meet its contractual obligations of the minibus leasing agreement. The Trustees have given very full consideration to alternative methods of transporting Day Centre users both to the Day Centre and for organised outings and have concluded that leasing is the most cost effective option available to ensure the Day Centre continues to operate effectively and meet the needs of its user community.

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# AGE CONCERN FARNCOMBE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

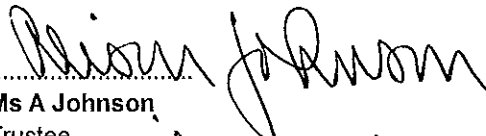
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### Plans for the future

In 2016-17, the Day Centre proposes to undertake a number of projects as part of its strategy to continue to develop the Day Centre. The first one is the layout of the Day Centre garden area, which is to be redesigned in mid-2016, so as to enlarge the seating area for users and Bowring House residents to enjoy. It will also enable the Day Centre to make the garden space available for hire on weekends for use by the wider community for family or social gatherings. The second project is to redo the hairdressing salon, which is dated and needs remodelling. The third project is to refurbish the servery area and kitchen, initially installed in late 1980s, to bring it up to current standards and to enable the Day Centre to hire out its facilities more readily. These projects have all been fully costed, with competitive estimates sought from potential suppliers. The Trustees are currently seeking grant funding from a range of potential donors as well as embarking on fundraising locally.

The Trustees continue to work to ensure the Day Centre is a valued community asset within the financial strictures under which they operate. This will of necessity involve a continuing review of the services that are offered and the charges that are made, together with continuing efforts to expand the number of users of the Centre. In addition, the Trustees will continue to seek to diversify the Charity's funding sources.

On behalf of the board of trustees

  
.....  
**Ms A Johnson**  
Trustee  
Dated: 14 July 2016

# AGE CONCERN FARNCOMBE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF AGE CONCERN FARNCOMBE

---

I report on the accounts of the charity for the year ended 31 March 2016, which are set out on pages 5 to 13.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Frances Wilde FCCA DChA  
Warner Wilde  
Chartered Certified Accountants  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

Dated: .....

# AGE CONCERN FARNCOMBE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b><u>Income and endowments</u></b>					
Donations and legacies	2	66,018	24,137	90,155	88,724
Investment income	3	6,301	-	6,301	4,813
		<u>72,319</u>	<u>24,137</u>	<u>96,456</u>	<u>93,537</u>
Incoming resources from charitable activities	4	67,259	-	67,259	63,061
Other incoming resources	5	1,488	-	1,488	1,173
		<u>141,066</u>	<u>24,137</u>	<u>165,203</u>	<u>157,771</u>
<b><u>Expenditure</u></b>					
	6				
<b>Costs of generating funds</b>					
Costs of generating donations and legacies		-	-	-	285
		<u>-</u>	<u>-</u>	<u>-</u>	<u>285</u>
<b>Net incoming resources available</b>		<b>141,066</b>	<b>24,137</b>	<b>165,203</b>	<b>157,486</b>
<b>Charitable activities</b>					
Day Centre - General		71,515	13,071	84,586	77,387
Day Centre - Catering		44,675	840	45,515	39,244
Transportation - Minibus		14,213	9,854	24,067	23,912
		<u>130,403</u>	<u>23,765</u>	<u>154,168</u>	<u>149,032</u>
<b>Net income for the year/ Net movement in funds</b>		<b>10,663</b>	<b>372</b>	<b>11,035</b>	<b>8,739</b>
Fund balances at 1 April 2015		95,898	5,467	101,365	92,626
		<u>95,898</u>	<u>5,467</u>	<u>101,365</u>	<u>92,626</u>
<b>Fund balances at 31 March 2016</b>		<b>106,561</b>	<b>5,839</b>	<b>112,400</b>	<b>101,365</b>
		<u><u>106,561</u></u>	<u><u>5,839</u></u>	<u><u>112,400</u></u>	<u><u>101,365</u></u>

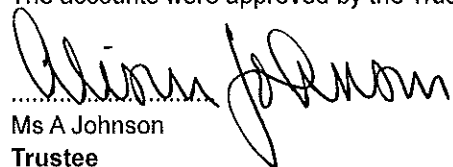
# AGE CONCERN FARNCOMBE

## BALANCE SHEET

AS AT 31 MARCH 2016

	Notes	2016		2015	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		5,933		6,595
<b>Current assets</b>					
Debtors	13	3,148		1,702	
Cash at bank and in hand		115,832		104,628	
		<u>118,980</u>		<u>106,330</u>	
<b>Liabilities</b>	14	<u>(12,513)</u>		<u>(11,560)</u>	
<b>Net current assets</b>			<u>106,467</u>		<u>94,770</u>
<b>Total assets less current liabilities</b>			<u><u>112,400</u></u>		<u><u>101,365</u></u>
<b>The funds of the charity</b>					
Restricted funds	15		5,839		5,467
Unrestricted funds			<u>106,561</u>		<u>95,898</u>
<b>Total charity funds</b>			<u><u>112,400</u></u>		<u><u>101,365</u></u>

The accounts were approved by the Trustees on 14 July 2016

  
 Ms A Johnson  
 Trustee

  
 Mr N Chambers  
 Trustee

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2016

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial Reporting Standard for Smaller Entities published 16/07/14, the financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

#### 1.2 Incoming resources

Income is recognised when the charity becomes entitled to it. Grants are recognised on entitlement, where certain conditions must be met or the grant is given for a specific period of time the relevant amount will be deferred to the future accounting period to which it relates.

#### 1.3 Resources expended

Liabilities are recognised when a legal or constructive liability is identified. Irrecoverable VAT is included in the same cost category as the cost to which it relates to.

Governance costs includes senior management time and certain professional fees such as the cost of the Independent Examination.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	20% straight line
--------------------------------	-------------------

Assets with initial cost of £500 or less are included in the Statement of Financial Activities in the year they are purchased. Such lower value items are considered to be replaced or repaired on a regular basis and it is considered a more practicable treatment without material impact on the results for the year.

An impairment review was carried out of historic fixtures and fittings as at 31 March 2016. Items purchased prior to 2007 were considered to have negligible residual value and a provision to write these down has been included accordingly.

#### 1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2016

### 2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and gifts	12,018	-	12,018	16,583
Grants receivable for core activities	54,000	24,137	78,137	72,141
	<u>66,018</u>	<u>24,137</u>	<u>90,155</u>	<u>88,724</u>
<b>Donations and gifts</b>				
Unrestricted funds:				
Donations and Gifts			6,380	10,031
Friends Fundraising			5,638	6,552
			<u>12,018</u>	<u>16,583</u>

In the year ended 31 March 2015, £16,008 of "Grants receivable for core activities" was restricted income.

#### Grants receivable for core activities

Unrestricted funds:				
Grants			54,000	56,133
			<u>54,000</u>	<u>56,133</u>
Restricted funds:				
Grants			24,137	16,008
			<u>24,137</u>	<u>16,008</u>

### 3 Investment income

	2016 £	2015 £
Rental income	6,021	4,361
Interest receivable	280	452
	<u>6,301</u>	<u>4,813</u>



# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2016

### 4 Incoming resources from charitable activities

	2016 £	2015 £
Day Centre - General	12,746	11,673
Day Centre - Catering	42,753	40,241
Transportation - Minibus	11,760	11,147
	<u>67,259</u>	<u>63,061</u>

### 5 Other incoming resources

	2016 £	2015 £
Other income	<u>1,488</u>	<u>1,173</u>

### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2016 £	Total 2015 £
<b>Costs of generating funds</b>					
Costs of generating donations and legacies	-	-	-	-	285
<b>Charitable activities</b>					
<u>Day Centre - General</u>					
Activities undertaken directly	56,825	416	19,441	76,682	77,387
<u>Day Centre - Catering</u>					
Activities undertaken directly	24,827	1,407	19,281	45,515	39,244
<u>Transportation - Minibus</u>					
Activities undertaken directly	14,213	-	9,854	24,067	23,912
	<u>95,865</u>	<u>1,823</u>	<u>48,576</u>	<u>146,264</u>	<u>140,543</u>
<b>Governance costs</b>	<u>7,014</u>	-	890	<u>7,904</u>	<u>8,204</u>
	<u>102,879</u>	<u>1,823</u>	<u>49,466</u>	<u>154,168</u>	<u>149,032</u>

Governance costs includes payments to the Independent Examiners of £890 (2015: £850). Governance costs are categorised as "Day Centre - General" costs for the purposes of the Statement of Financial Activities.

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2016

---

<b>7</b>	<b>Activities undertaken directly</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Other costs relating to Day Centre - General comprise:		
	Recruitment	429	938
	Hairdressing and Baths	493	-
	Insurance	1,650	1,637
	Printing, Stationery and Telephone	1,419	1,713
	Miscellaneous	1,786	1,530
	Repairs and Renewals	1,955	1,282
	Cleaning Materials	893	1,878
	IT Costs	665	1,258
	Premises Service Fee	1,485	185
	Training	762	1,369
	Social Activities	7,384	5,792
	Payroll costs	520	435
	Hairdressing and Baths - Restricted	-	1,251
		<u>19,441</u>	<u>19,268</u>
	Other costs relating to Day Centre - Catering comprise:		
	Catering Purchases	19,281	19,341
		<u>19,281</u>	<u>19,341</u>
	Other costs relating to Transportation - Minibus comprise:		
	Minibus Other Costs	-	891
	Minibus Costs Other - Restricted fund	2,937	1,833
	Minibus Lease - Restricted fund	6,917	6,917
		<u>9,854</u>	<u>9,641</u>
<b>8</b>	<b>Governance costs</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
	Other governance costs comprise:		
	Independent Examiner's Fee	890	850
		<u>890</u>	<u>850</u>

## 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, or were reimbursed expenses.

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2016

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2016 Number	2015 Number
Total staff	<u>10</u>	<u>12</u>

#### Employment costs

	2016 £	2015 £
Wages and salaries	100,626	96,380
Social security costs	2,253	2,194
	<u>102,879</u>	<u>98,574</u>

The ten (2015: twelve) staff are comprised of two (2015: two) full time and eight (2015: ten) part time posts.

There were no employees whose annual remuneration was £60,000 or more.

### 11 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 April 2015	11,020
Additions	1,161
<b>At 31 March 2016</b>	<u>12,181</u>
<b>Depreciation</b>	
At 1 April 2015	4,425
Charge for the year	1,823
<b>At 31 March 2016</b>	<u>6,248</u>
<b>Net book value</b>	
<b>At 31 March 2016</b>	<u>5,933</u>
At 31 March 2015	<u>6,595</u>

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2016

### 12 Stocks

Some stocks of consumable items, particularly catering stock are held at any point in time, stock levels are carefully monitored and are not considered to regularly exceed £1,000. As stocks are of a relatively low and consistent value, of a perishable nature and continually replenished the Trustees consider it appropriate to include the cost of items as they are purchased rather than carrying a stock figure in the balance sheet.

<b>13 Debtors</b>	<b>2016</b>	<b>2015</b>
	£	£
Prepayments and accrued income	<u>3,148</u>	<u>1,702</u>

<b>14 Creditors: amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	£	£
Trade creditors	134	1,139
Taxes and social security costs	1,566	1,161
Accruals	1,056	1,010
Deferred income	9,757	8,250
	<u>12,513</u>	<u>11,560</u>

### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2015	Movement in funds		Balance at 31 March 2016
	£	Incoming resources	Resources expended	£
		£	£	
Minibus costs	-	12,604	(12,604)	-
Freezers and Fridges	2,960	-	(840)	2,120
Elsley Trust	2,507	-	-	2,507
VGP (care assistant)	-	10,321	(10,321)	-
SCC - garden project	-	1,212	-	1,212
	<u>5,467</u>	<u>24,137</u>	<u>(23,765)</u>	<u>5,839</u>

# AGE CONCERN FARNCOMBE

## BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2016

### 16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	3,813	2,120	5,933
Current assets	115,261	3,719	118,980
Creditors: amounts falling due within one year	(12,513)	-	(12,513)
	<u>106,561</u>	<u>5,839</u>	<u>112,400</u>

### 17 Commitments under operating leases

At 31 March 2016 the company had annual commitments under non-cancellable operating leases as follows:

	2016 £	2015 £
Expiry date:		
Between two and five years	<u>6,917</u>	<u>6,917</u>

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

RECEIVED  
27 JUN 2017

1. Name of Voluntary Organisation HAMBLEDON FC

2. Contact Name, Address and Telephone Number MATT KILEY

4 DEVELLA COURT, ELARRIDGE ROAD, CRANLEIGH  
SURREY GU6 8FB 07557 479 349

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?

CASC - Community Amateur Sports club

4. What are the aims and objectives of the Organisation? To provide sports

for all abilities in the local area in a safe and  
fun environment. To help promote a healthy lifestyle

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

WE have a bar at the club that brings in a small  
amount each year. only licensed for after games

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

We have four Adult teams annual subscription 100

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.

We help run the Hambledon Village Fete  
every other year which brings in revenue to  
the club

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

The club are looking for assistance for a new  
roller pad to increase security at the site with a new gate opening

b) Specify

- Total Estimated Cost £ 20,000
- Amount already available £ 9,000
- Amount expected to be available at commencement £
- Dates scheduled to commence and finish Start July complete Aug

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
Football Foundation	£10,000	tbc
SFDC	£8,000	£8,000

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

a) Amount £ 1,000

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

- Amount £ N/A
- Date
- Project

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

This will help provide sporting opportunities for local community  
and provide a healthy life style for residents. Improve playing surface  
to enable more games to be played.

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

Signed [Signature] Date 10.4.2017.

Capacity in which signed club 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.

**Hambledon Football Club**  
**Financial Statements for the period**  
**ended 31 May 2016**

<b>Index</b>	<b>Page</b>
<b>General Fund Receipts and Payments Account</b>	<b>1 and 2</b>
<b>Development Fund Receipts and Payments Account</b>	<b>3</b>
<b>Report of the Examiner</b>	<b>3</b>



**Hambledon Football Club  
General Fund**

**Receipts and Payments Account for the period ended 31 May 2016**

	<b>12 months ended 31 May 2016 £</b>	<b>11 months ended 31 May 2015 £</b>
<b>RECEIPTS</b>		
Match fees - 1st XI	1,146.09	1,100.00
2nd XI	1,318.05	1,076.20
A XI	1,459.00	1,391.80
Vets	966.20	395.20
Preseason games ( 5 a side)	185.00	340.00
	<u>5,074.34</u>	<u>4,303.20</u>
Signing on fees	5,620.00	5,186.00
Training fees	0.00	0.00
Fines recovered	300.00	670.00
	<u>10,994.34</u>	<u>10,159.20</u>
Sponsorship received	2,960.47	1,650.00
Parish Council grant	350.00	350.00
Ground letting	550.00	625.00
Bar and refreshments	3,514.36	4,164.89
BBQs	0.00	358.10
Club shop	140.00	237.00
Donations received	100.00	100.00
League refund	50.00	0.00
Witley and training pitch refunds	0.00	164.00
Linesmen semi final	0.00	80.00
<b>Total receipts</b>	<u><u>18,659.17</u></u>	<u><u>17,888.19</u></u>

**Hambledon Football Club  
General Fund**

**Receipts and Payments Account for the period ended 31 May 2016 (Continued)**

	<b>12 months ended 31 May 2016</b>	<b>11 months ended 31 May 2015</b>
<b>PAYMENTS</b>		
Referee fees	1,700.00	1,220.00
Fines	350.00	775.00
Player registration and league entry	118.00	243.00
Vets league entry	360.00	0.00
Player insurance	205.00	180.00
Surrey FA affiliation fees	78.00	120.00
Sport Godalming membership	0.00	10.00
Surrey County Playing Fields	10.00	10.00
Kit and equipment	2,482.45	2,844.14
Club shop	348.72	469.52
First aid kits and course	181.94	0.00
Coaching fees	0.00	45.00
Grass cutting and decompaction	1,854.00	1,002.00
General pitch maintenance	434.18	791.60
Training pitch hire	2,490.00	2,792.50
Pitch hire	737.50	931.00
Trophies	331.92	210.25
Bar, refreshments and supplies	1,559.60	1,544.49
Waverley bar licence	91.00	91.00
Postage and telephone	0.00	0.00
T V Licence	145.50	145.50
Electricity	0.00	379.29
Water rates	29.12	0.00
Septic tank emptying	150.00	0.00
Premises insurance	943.52	898.58
Cleaners	55.00	0.00
Heating servicing	0.00	132.00
Pennants and final photos	80.00	0.00
Sponsors banners	105.00	0.00
<b>Total payments</b>	<u><u>14,840.45</u></u>	<u><u>14,834.87</u></u>
Excess of income over expenditure for the period	3,818.72	3,053.32
Net transfers to development fund	-2,761.38	0.00
Bank balance at 1 June 2015	6,221.10	3,167.78
Bank balance at 31 May 2016	<u><u>7,278.44</u></u>	<u><u>6,221.10</u></u>

Prepared by:  
R A Cole - Hon Treasurer

Date: 24 August 2016

**Hambleton Football Club**

**Budget 2016/17**

<b>Expenses</b>	
Sport Godalming Membership	10
Surrey County Playing Fields	10
Referee fees	1395
Coaching	30
Trophies	331
Southern Electric	100
Kit & Equipment	6000
General Pitch maintenance	2961.58
Mower service	360
Player Insurance / Surrey FA Affiliation	347
Player registration / League Entry	300
Fines	335
Pitch Hire	1252
Training Pitch Hire	2480
TV License	145.5
Bar License	91
Clubhouse Supplies	1168.14
Clubhouse Insurance	999
Thames Water	100.2
Deed storage	120
<b>Total Expenditure</b>	<b>18535.42</b>

## 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 and encourage participation in sport in the Godalming area – to promote local events – raise awareness of local sports issues and operate the ‘Go for Gold’ Champions Fund and 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 – subscriptions are set at £10/per annum**

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

- a) Constitution or aims – **Our constitution, which has been previously submitted, is a lengthy document (14 pages) we can provide a further copy if required**
- b) Copy of accounts (these will not be required for a new organisation) **Attached**
- c) Copy of budget for current financial year. **Attached**
- d) Copy of last annual report to members (this will not be required for a new organisation) **Attached**
- e) **We also attach: a copy of the Chairman’s report, the project plans for 2017 and our current 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.

**The Chairman’s report covers our activities for 2016. Highlights included the fifth Godalming Run where 850 or so 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 inaugural Schools Challenge. 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 and we were there again in October for the 2016 awards. We brought our timing forward to meet the deadlines set by Active Surrey to enable our winners to go forward into the selection process for the Surrey Sports Awards.**

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

To assist with funding for our general fund and operating costs for the charity: The 'Go for Gold Champions Fund' is a restricted fund solely for that purpose

b) Specify

- Total Estimated Cost (for the year) £ 4500
- Amount already available (income for the year) £ 2000
- Amount expected to be available at commencement £ 1289
- Dates scheduled to commence and finish - 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
30 member clubs Waverley	£1000	£300 £1200*

\* An additional £200 was given to us to pay for a specific award on their behalf at our sports awards 2017

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: 15<sup>th</sup> November 2016
- Project: Annual grant for revenue costs

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

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.

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

Signed *Simon Crowther*

Date 30<sup>th</sup> June 2017

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.

Charity Registration number 1130431

# *SPORT GODALMING*

Report of the Trustees  
and  
Financial Statements

for the year ended  
31 December 2016

**SPORT GODALMING**  
**Accountants Report to the Members of Sport Godalming**

I have reviewed the Receipts and Payments account for the year ended 31 December 2016 together with the Statement of Assets and Liabilities as at 31 December 2016, as set out on the following two pages, with the underlying books and records of the Sport Godalming organisation and can report that they are in accordance therewith.

R J C Gidlow- Accountant  
20.02.2017

**SPORT GODALMING**  
**Receipts and Payments Account**  
**For the year ended 31 December 2016**

	Unrestricted Fund £	Restricted Fund £	Total £	2015 £
<b>Receipts</b>				
Subscriptions	280	0	280	300
Donations and grants	2,020		2,020	4,000
Trading activities:				
Charitable community events	371	8,000	8,371	7,084
Fundraising events	0	8,786	8,786	7,689
<b>Total receipts</b>	<u>2,671</u>	<u>16,786</u>	<u>19,457</u>	<u>19,073</u>
<b>Payments</b>				
Charitable activities:				
Grants paid to individuals	850	4,350	5,200	4,050
Expenses	200	0	200	300
Community events	3,455	5,858	9,313	5,629
	<u>4,505</u>	<u>10,208</u>	<u>14,713</u>	<u>9,979</u>
Fundraising costs	0	5,636	5,636	5,639
Publicity costs	328	0	328	429
Management and administration costs	15	0	15	10
<b>Total payments</b>	<u>4,848</u>	<u>15,844</u>	<u>20,692</u>	<u>16,057</u>
<b>Net of Receipts and (Payments)</b>	-2,177	942	-1,235	3,016
<b>Cash funds from last year</b>	3,466	5,485	8,951	5,935
<b>Cash funds at end of year</b>	<u>1,289</u>	<u>6,427</u>	<u>7,716</u>	<u>8,951</u>

WR Braid  
Treasurer  
Dated 02.02.2017



**SPORT GODALMING**  
**Notes to the Accounts**  
**For the year ended 31 December 2016**

1. The financial statements are in the form of a Receipts and Payments Account together with a Statement of Assets and Liabilities and are prepared in accordance with the provisions applicable to small charities. The charity is exempt from audit.

**2. Funds**

The unrestricted fund relates to the receipts and payments in respect of the normal operations of the charity.

The restricted fund relates to the receipts and payments in respect of the Go for Gold Champions Fund established to specifically support local athletes with Olympic or international aspirations and also the Surrey Para Games (previously the Waverley Para Games) managed independently.

The funds held on behalf of the Surrey Para Games amounting to £2,681 (2015 £540) are held at their discretion and Sport Godalming acts on their instruction.

**3. Community events**

	Receipts	Expenses	Receipts	Expenses
Sports Awards 2015		1,187	150	
Sports Awards 2016	350	1,571		
Bowls Tournament	21		21	40
Aquathlon		418	1,250	466
Schools Challenge		238		
Bowls Tournament		41		
	<u>371</u>	<u>3,455</u>	<u>1,421</u>	<u>506</u>
Waverley Para Games	<u>8000</u>	<u>5,858</u>	<u>5,663</u>	<u>5,123</u>

4. The Fundraising receipts and payments relate to the Godalming Run and include £420 expenditure in respect of the 2017 event.

**SPORT GODALMING**  
**Statement of Assets and Liabilities**  
**at 31 December 2016**

	Unrestricted Fund	Restricted Fund	Total	2015
	£	£	£	£
Cash Funds				
Lloyds Bank plc current a/c	1,289	6,427	7,716	8,951
	<u>1,289</u>	<u>6,427</u>	<u>7,716</u>	<u>8,951</u>
Current Assets				
Debtors	0	0	0	0
Prepayment	420	0	420	0
	<u>420</u>	<u>0</u>	<u>420</u>	<u>0</u>
Current Liabilities				
Creditors	0	0	0	540
Aquathlon grant balance	366	0	366	784
	<u>366</u>	<u>0</u>	<u>366</u>	<u>1,324</u>

WR Braid  
Treasurer  
02.02.2017

## Sport Godalming

### Project Plans for 2017

The principal object of Sport Godalming is to promote local sport which was very much the theme of the many events organised as part of the Jubilee and Olympic celebrations in Godalming in 2012. We are dedicated to developing and encouraging participation in sport at every level as well as our role in raising awareness of local sports issues and to support our clubs and individuals.

- **Legacy** – a lot has been expected from ‘Legacy’ but seldom delivered... as our earlier statement suggests we are determined & ever encouraging more participation in sport and leisure for all age groups. We work in partnership with the providers (clubs, schools and leisure centres) to achieve a lasting Olympic legacy here in Godalming.
- **Godalming Run**- now a permanent fixture in the Godalming calendar, the Godalming Run will take place on Sunday 14<sup>th</sup> May. This is organised and promoted in partnership with Charterhouse Club, Waverley Harriers and Godalming Town Council, and targets runners of all abilities & includes a fun run. All proceeds generated are for our Go for Gold Champions Fund.
- **Healthy lifestyles** - establish working links with schools, GP surgeries and with Active Surrey (Let’s Get Moving) to offer suitable activities and to encourage and support the providers e.g. leisure centres, sports clubs etc. As examples, many sports have introduced shortened games to encourage people to try for themselves, schools and leisure centres offer fitness and dance sessions. Our aim is to get as many of these options as possible available in Godalming. One opportunity which was completed last year is the development of a fitness and wellbeing trail including workstations at Holloway Hill Recreation Ground as part of the Surrey Legacy Fund of the QE11 Fields Challenge.
- **Go for Gold** – we are currently receiving applications from local athletes applying for support funding towards their quest of being selected for the 2020 Olympics/Paralympics in Tokyo. The first round of funding will take place at our AGM on 23<sup>rd</sup> March. Local sponsors have also been approached.
- **Staycation**- sports clubs will be encouraged to participate in the Staycation week rather than Sport Godalming organising a Sports for All Day., This will generate even more promotion of Staycation and a broader base of activities whilst enabling clubs to promote themselves and to offer taster sessions. Sport Godalming are currently working with Godalming Town Council to help organise ‘tasters’ in Golf, Hockey, Netball & Rugby.
- **Community Games** – we would encourage further involvement at local sites in conjunction with Waverley to take sport into communities that currently do not enjoy such opportunities.

- **Godalming Sports Awards** – the annual awards will be held later in the year to reward the local sports people.
- **Broadwater Park Sports Village** – ongoing discussions are being facilitated with the many sports and leisure organisations based at the Park to evaluate the benefits of a closer collaboration. Broadwater Park is the hub of sports clubs in Godalming and having championed the need for new Leisure Centre for many years we now want to facilitate better use of Broadwater Park for leisure and sports purposes. Through the Broadwater Park Advisory Group we have been supporting the specific proposals for a 3,2,1 Running Trail, the upgrade of the play area, a skateboard park or BMX track, a trim trail or park based gym equipment and longer term a running/exercise group.
- **Godalming Leisure Centre** – we enjoyed working in partnership with the leisure centre over the past couple of years to create an Aquathlon event – sadly this has now been discontinued due to lack of local support but we are keen to engage in other activities with them.
- **Sports Councils** – there wasn't a meeting of the chairmen of Farnham, Godalming and Haslemere with Waverley officers last year but we hope it will happen this year! In the meantime the three sports councils meet regularly. We also attend the Surrey Sports Forum on a bi-annual basis.
- **Schools Links** – we worked successfully with Broadwater School to create a 'Schools Challenge' last year involving four local schools. This will continue this year hopefully involving a larger catchment.

# Sport Godalming

Promoting Local Sport

[www.sportgodalming.org.uk](http://www.sportgodalming.org.uk)

30<sup>th</sup> June 2017

High-Down,  
South Munstead Lane  
Godalming  
Surrey GU8 4AG

Andy Jeffrey Esq.  
Acting Town Clerk  
**GODALMING TOWN COUNCIL**  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HR

## HOME

TELEPHONE: 01483 208 329  
MOBILE: 07778 34 54 58  
email: [simoncrowther7@gmail.com](mailto:simoncrowther7@gmail.com)

Dear Mr Jeffrey

We are pleased to enclose our grant application, together with accompanying documents, for consideration by the Town Council's Policy & Management Committee.

These documents will show our progress since we last applied for funding in August last year but this letter gives me the opportunity to bring you right up to date with our activities.

In October, we held our 2016 Sports Awards in front of a packed house in the Wilfrid Noyce Centre – a write up and photographs are on our website. Our 2017 Sports Awards will be held there again on 27<sup>th</sup> October.

We trialed having these earlier to fall in line with Active Surrey so that the various category winners automatically went forward into the mix for the Surrey Sports Awards in December. We had one of our winners chosen but he was not placed.

In March, we presented financial awards to successful applicants for our relaunched 'Go for Gold' initiative at our AGM, held at Guildford Rugby Club. We will be following their progress between now and 2018 (winter) and 2020 (summer) & hope that one (or more) might make it onto those planes to the Olympics/Paralympics.

We hold a lot of emphasis with supporting younger sportsmen and women and have helped fund youngsters from our local Schools to further their sporting ambitions. These involve some less popular sports such as Judo, Taekwondo and Darts! All these activities cost money and it's also the parents we are supporting to help finance kit, travel and competition entries – none of which are cheap – these youngsters are the future of sports and we are proud to support them to live their dreams.

Next week, our trustees will attend the newly named Surrey Para Games at the Charterhouse Club – as was documented last time, we hold the funding for this event with its aim to ensure that young disabled people locally can more easily access sport with an objective that they should be able to take part in a favourite sport at least once a week.

In May, the sixth annual Godalming Run took place with a record amount of entries (986) covering the 10K, 5K and fun runs – it was encouraging to see so many youngsters competing this year – we were ably assisted by your good selves (the Town Council), Charterhouse Club and Waverley Harriers amongst others. All profits from the event have gone into our 'Go for Gold' fund which enables us to fund those bursaries for our Olympic/Paralympic hopefuls.

Over last summer, with the assistance from Kerry Fowler at Broadwater School, we initiated a 'Schools Challenge' competition between them, Glebelands, Rodborough and Woolmer Hill with a specific Olympic event being hosted at each school – over 200 youngsters took part in all these events – everyone received a medal and on a points system, Rodborough School were the overall winners and received the 'Schools Challenge' cup in front of a packed School assembly. We are hopeful that we can run this again but work pressures within Schools are not making this year's events hopeful.

Following the inaugural success of the Farncombe Aquathlon in 2015, we had hoped that the repeat event last September would 'catch fire' with additional bolt-on's involving local sports clubs who use Broadwater Park being involved and having additional entertainment such as music and other activities to compliment the event – however, as it happened the numbers were such that we have decided not to continue this in its present form but hopefully will re-brand it in 2018?

Our 'executive' meets bi-monthly at local sports clubs to keep abreast of sporting matters, to receive grant applications, to plan activities and events and to be updated by Active Surrey and Waverley – we are pleased that Cllr Tom Martin represents the Town Council at these meetings.

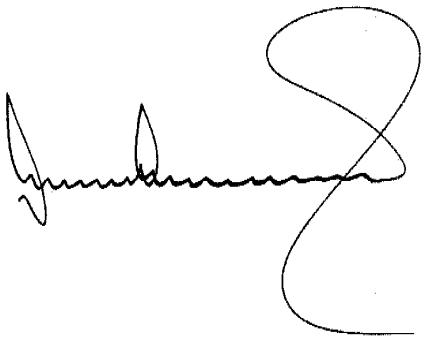
We have been successful in obtaining some sponsorship with companies like Trade Direct Insurance wishing to sponsor something specific within an event but 'hard-core' funding is difficult to obtain, which means your generous Grant Aid is especially important to allow us to continue and expand our activities.

Finally, you will not find a copy of our fourteen-page Constitution document within this 'package' as this has been submitted in the past and has not altered. If a copy is required, please let me know and we will arrange to deliver same.

We hope you find this letter & supporting documentation satisfactory – Sport Godalming looks forward to building on and continuing with our close relationship with you in the years ahead.

Thank you for your continued support.

Yours sincerely  
For **SPORT GODALMING**

A handwritten signature in black ink, appearing to read 'Simon F. Crowther', with a large, stylized flourish at the end.

Simon F. Crowther  
Chairman

#### ENCLOSURES

- Grant Aid Application
- Chairman's report
- Accounts (incorporating operating budget – receipts and payments & statement of assets & liabilities)
- Trustee's report
- Project plans 2017
- Organisational chart

RECEIVED  
11 APR 2017

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

1. Name of Voluntary Organisation SURREY COMMUNITY ACTION (SCA)
2. Contact Name, Address and Telephone Number KAREN HOLSWORTH-CANNON  
01483 447116.  
ASTOLAT BUILDING, BURHAM, CONTERWAY, GUILDFORD,  
GU4 7NL.
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? SCA is a community support  
organisation working in Surrey. We provide expert information  
and advice and combined specialist services to vulnerable  
communities in urban or rural areas.
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. \_\_\_\_\_  
No membership. open to all who need SCA services.
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.  
Please see annual report.



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

- 1) To promote the need for SCAM awareness training for the community.
  - 2) SCAM awareness Befriending Project for previous visitors.
  - 3) WARMTH MATTERS to help people look at fuel poverty for the community
  - 4) Cardio Pulmonary Rehabilitation and Defib training sessions for the community
- b) Specify
- Total Estimated Cost £10,000.
  - Amount already available £-1,000.
  - Amount expected to be available at commencement £
  - Dates scheduled to commence and finish 1st July 2017. START  
30th June 2018 FINISH.

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

Body	Office of the Police Commissioner	Amount Applied For £5,000	Amount Received	Decision Not made

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

a) Amount £4,000. (£1,000 for each area of work)

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

- Amount £ NONE
- Date
- Project

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

- 1) To be aware of SCAMS going on. @To provide support if been scammed
- 2) To provide aware of how to increase warmth in home.
- 3) To teach CPR and defib skills to community
- 4) To increase safeguarding and knowledge in Godalming.

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

Signed Karen Holdsworth-Carron Date 10th March 2017.

Capacity in which signed Community Buildings Advisor.

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 ACTION PLAN

The training will be open to the general public to increase awareness and ensure the skills, knowledge and understanding for each topic area. It will be demonstrated that the training will increase community resilience, community safety and safeguarding for those individuals but also for the wider community.

TRAINING	OUTCOME	OUTPUT	LONG TERM OUTCOME	FINANCES
1) Promote the need for SCAM AWARENESS TRAINING	To hold 4 public events to provide knowledge, skills and resilience to the community to ensure that they understand what SCAMS are currently going on in Surrey and the Godalming area and what to do about them.	The immediate effect that the community will be aware of the issues and the current SCAMS going on and what they can do about it and how to report it. We would be looking to provide x2 SCAM awareness sessions. x2 SCAM champion sessions.	The changes will be seen at ground level will be that the general public will be more confident in reporting SCAMS and saying no. It will encourage the intelligence gathering of the crimes and interventions at ground level.	£1,000 OVERALL from Godalming Town Council  £250 PER EVENT
2) SCAM AWARENESS BEFRIENDING PROJECT FOR PREVIOUS VICTIMS	To provide support for SCAM victims if been repeatedly SCAMMED and to help change their Cognitive Dissonance around their thinking that these people are their friends. We will hold 4/6 tea parties in conjunction with Trading Standards Vulnerable Person Officer and Surrey Police and provide specialised support to those individuals to engage and nurture them back from social and financial isolation.	To work with the individuals who have been placed on the 'suckers list' by organised crime groups.	The Befriending Project is designed to work with individuals who need intensive support to ensure that their skills, knowledge and attitude is nurtured so that they are not susceptible to being SCAMMED. The idea would be to ensure that they are not vulnerable and that they understand the issues. We would also lever in other services to ensure that they have the correct Benefits Advice are not in Fuel Poverty and have Food to Eat.	£1,000 OVERALL from Godalming Town Council  £166 PER EVENT plus time from Surrey Trading Standards and Surrey Police
3) Warmth Matters to help people look at Fuel Poverty for the Community	To hold 4 public events to provide knowledge, skills and resilience to the community to ensure that they understand	The project is designed to help people look at fuel poverty and see what can be done to help them.	Fifteen One to One sessions will be provided to ensure that;- Provide Advice and information on Energy Efficiency Measures that can be given.	£1,000 OVERALL from Godalming Town Council

	what Fuel Poverty is are currently going on in Surrey and the Godalming area and what to do about it and what is available to them.		Switch-independent following session or 1:1 direct at source (following 'hand-holding' session), following assessment of bills and payments are assessed. Referral – including referral to 1:1 if such issues such as debt etc arises.	Going to attend SCAM awareness sessions to do session as part of those  Events £300.  Follow up one to ones £700.
4) To Teach CPR and Defibrillator Skills	To hold x 2 CPR and Defib training events as part of increasing community resilience to be able to deal with emergencies until the emergency services are able attend and even then they ask for members of the public to continue with CPR as they need to be doing other tasks such as putting lines in and giving drugs etc.	Training in CPR and Defib can be provided to groups and who would like it. We do this in conjunction with Heartstart (BHF) and the Surrey Fire and Rescue Service.	To provide the knowledge skills and attitude that any individual can perform CPR and use a defibrillator on another human being in a time of an emergency. As a community, we need people to perform at a certain level, with the desired behaviour and understand the theory and practice and not be afraid to have a go and save a life.	£1,000 OVERALL from Godalming Town Council  £500 per event plus time from Surrey fire and Rescue Service and Surrey Police
5) To increase safeguarding and knowledge in Godalming	Overall advice about the categories of abuse and how to report concerns.	To increase the general public's knowledge.	For general public to understand that safeguarding is everyone's business	

This project will be working with Surrey Community Action (Community Building Advisor, Warmth Matters Project Officer), Surrey Trading Standards, Surrey Police, Surrey Fire and Rescue Service.

The work will take place over a 12 month period.

**Sent by** Karen Holdsworth - Cannon  
**Date** 11/04/2017 09:40  
**To** Andy Jeffery  
**Subject** RE: application for funding

---

Dear Andy,

Thanks for the email.

The costs are just for the Godalming and surrounding area to carry out direct delivery. The £10k includes the officers time from Surrey Community Action, expert Advice from Trading Standards and Surrey Fire and Rescue to come and help with the CPR and defib training.

The direct costs of £4k will be for events in the Godalming and surrounding areas to tackle the 4 issues. The will be at least 2 events for each subject area.

The SCAM awareness training will be open to the general public to increase awareness. The hot spots about SCAMs vary on the type of SCAM that is being perpetrated, whether it is by post, online, cold calling. A lot of the issues go unreported until the issues are too late. Binscombe, Farncombe and Holloway have come up in the last year but all areas do get targeted.

The people on the scammers list are repeatedly targeted over and over and the idea of the Befriending Group is to challenge their cognitive dissonance around the scamming and try and break the cycle and move them forward and decrease social isolation. This is part of the Safeguarding agenda.

The CPR and Defib training is part of increasing community resilience to be able to deal with emergencies until the emergency services are able attend and even then they ask for members of the public to continue with CPR as they need to be doing other tasks such as putting lines in and giving drugs etc.

The Warmth Matters will provide one to one advice for people who are at risk of fuel poverty.

We are trying to work with all localities to offer this and are making application to various District and Boroughs, Parishes, Town Councils for varying amounts depending on need.

I will put together project plans and will be back I touch.  
Kind regards  
Karen

Karen Holdsworth-Cannon, Community Buildings Advisor  
Surrey Community Action, Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL  
Tel (direct): 01483 447116 SMS: 07470955866  
Email: [karenh@surreyca.org.uk](mailto:karenh@surreyca.org.uk); Website: [www.surreyca.org.uk](http://www.surreyca.org.uk)  
Normal working hours Monday-Thursday

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-----Original Message-----

From: Andy Jeffery [mailto:operations@godalming-tc.gov.uk]  
Sent: 10 April 2017 18:27  
To: Karen Holdsworth - Cannon <KarenH@surreyca.org.uk>;  
Subject: Re: application for funding

Dear Karen

Thank you for your grant application for Godalming Town Council, Unfortunatley your application has been received to late to be considered in this quarters applications. The next review of applications will be on 29 June.

Godalming Town Council considers grant applications from organisations whose activities or projects provide a direct benefit to the residents of Godalming with that benefit being proportionate to the grant in ratio to the funds available each year.

In noting your application, you are seeking 40% of the project costs from Godalming Town Council i.e £4,000 for a project that appears to be targeted at a wider area than just Godalming. Whilst it is for the Councillors to decide on what applications to support and to what level, I would suggest that it would be extremeley challenging for them to grant such a proprortion of the annual grant budget to an application where the only information regarding the projects is that given below. It would be most helpful if you could provide the project plans and an outline of the aims and objectives of each of the four projects, how they are to be delivered, along with the budgeted costs of the project and an explanation of how the projects will directly benefit Godalming residents.

In the meantime could you please let me know where the scamming hotspots are in Godalming.

Looking forward to hearing from you

Regards

Andy Jeffery  
Acting Town Clerk  
Godalming Town Council  
01483 523112

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorised. Any views or opinions expressed in this e-mail may be solely those of the author and are not necessarily those of Godalming Town Council.

----- Original Message -----

From : Karen Holdsworth - Cannon - [KarenH@surreyca.org.uk](mailto:KarenH@surreyca.org.uk)  
Sent : 10/04/2017 17:50:01  
Subject : application for funding

Dear Town Clerk,

Please find my application form to apply for funding to Godalming Town Council to run 4 projects.

The project will work with other agencies such as Surrey and Buckinghamshire Trading Standards and Surrey Fire and Rescue service.

The funding is sought for 4 interlinked projects;-

#### SCAM AWARENESS

To promote the need for Scam Awareness in the general Godalming population and the most vulnerable groups. By working with the voluntary and community groups and holding community safety days and talks at different venues to get the message out there.

Promote the use of the two trading standard leaflets about cold calling and scams awareness in certain hotspots in Godalming that have been prone to targeting.

**SCAM AWARENESS BEFRIENDING PROJECT**

Working with Linda Crowley the Vulnerable Person Officer at trading standards the project will initially contact all the people on the 'suckers' list (sorry it's a dreadful name) and invite them to a tea party to try and build their confidence and self-esteem. It is hoped by doing this we can educate and also support them and also break the cycle of being scammed. It is hoped that we can set up a friendship group and carry this on. The group will require specialised support and monitoring.

**WARMTH MATTERS**

The project is designed to help people look at fuel poverty and see what can be done to help them. One to One sessions will be provided to ensure that:-

Advice and information on Energy Efficiency Measures can be given

Switch - independent following session or 1:1 direct at source (following 'hand-holding' session), following assessment of bills and payments are assessed.

Referral - including referral to 1:1 if such issues such as debt etc arises.

**CARDIO-PULMONARY AND DEFIB TRAINING SESSIONS FOR VULNERABLE PEOPLE AND WIDER COMMUNITY**

Training in CPR and Defib can be provided to groups and who would like it. We do this in conjunction with Heartstart (BHF) and the Surrey Fire and Rescue Service.

Surrey Community Action work in partnership with everyone and have a good track record for delivery.

I look forward to hearing from you in due course.

Kind Regards

Karen Holdsworth-Cannon

Karen Holdsworth-Cannon, Community Buildings Advisor

Surrey Community Action, Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL

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Normal working hours Monday-Thursday

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Registered Charity No. 1056527

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**SURREY COMMUNITY ACTION**

**STATEMENT OF FINANCIAL ACTIVITIES (Incorporating the income and expenditure account)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

	Notes	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	133,758	-	133,758	122,953
Activities for generating funds		-	-	-	-
Investment income	3	1,607	-	1,607	2,848
<b>Incoming resources from charitable activities</b>					
Advice and support	4	32,714	147,435	180,149	451,874
Grant making		-	1,777,889	1,777,889	84,112
Communities		-	68,006	68,006	126,380
					-
Other		103,983	-	103,983	85,145
<b>Total incoming resources</b>		<b>272,062</b>	<b>1,993,330</b>	<b>2,265,392</b>	<b>873,312</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
	5-8				
Advice and support		297,051	174,889	471,940	780,618
Grant making		-	1,760,623	1,760,623	177,148
Communities		-	83,264	83,264	155,530
Training		-	-	-	-
Other		125,571	-	125,571	112,091
Less: Project re-charges		(124,019)	-	(124,019)	(162,999)
<b>Governance costs</b>	9	<b>9,621</b>	<b>-</b>	<b>9,621</b>	<b>10,301</b>
<b>Total resources expended</b>		<b>308,224</b>	<b>2,018,776</b>	<b>2,327,000</b>	<b>1,072,688</b>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR before transfers</b>	10	<b>(36,162)</b>	<b>(25,446)</b>	<b>(61,608)</b>	<b>(199,376)</b>
<b>Gross transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income/(expenditure) for the year</b>		<b>(36,162)</b>	<b>(25,446)</b>	<b>(61,608)</b>	<b>(199,376)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>362,181</b>	<b>65,072</b>	<b>427,253</b>	<b>626,629</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>326,019</b>	<b>39,626</b>	<b>365,645</b>	<b>427,253</b>

**SURREY COMMUNITY ACTION**

**BALANCE SHEET**  
**AT 31 MARCH 2015**

	Notes	2015 £	2014 £
<b>FIXED ASSETS</b>			
Tangible assets	12	40,431	54,242
Investments	13	<u>1</u>	<u>1</u>
		<u>40,432</u>	<u>54,243</u>
<b>CURRENT ASSETS</b>	14		
Debtors: amounts falling due within one year		132,829	86,962
Cash at bank and in hand		341,485	53,166
Investments		<u>301,309</u>	<u>390,701</u>
		<u>775,623</u>	<u>530,829</u>
<b>CREDITORS</b>	15		
Amounts falling due within one year		<u>(450,410)</u>	<u>(157,819)</u>
<b>NET CURRENT ASSETS</b>		<u>325,213</u>	<u>373,010</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>365,645</u>	<u>427,253</u>
<b>NET ASSETS</b>		<u>365,645</u>	<u>427,253</u>
<b>FUNDS</b>	18		
Unrestricted funds			
General Fund		310,729	339,049
Designated Funds		<u>15,290</u>	<u>23,132</u>
		326,019	362,181
Restricted funds		<u>39,626</u>	<u>65,072</u>
<b>TOTAL FUNDS</b>		<u>365,645</u>	<u>427,253</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 25 November 2015 and were signed on its behalf by:

  
.....  
M Cannon - Trustee

  
.....  
K. McPherson – Trustee

Company Registration Number: 03203003



## SURREY COMMUNITY ACTION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

#### 1. ACCOUNTING POLICIES

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### **Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

##### **Incoming resources**

Voluntary income received by way of donations and gifts to the charity is included in the Statement of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income as is the appropriate expenditure.

Grants receivable which relate to a specific time period are recognised evenly over the relevant years. Other grants receivable are recognised when the charity becomes entitled to the relevant amounts.

##### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Liabilities**

Liabilities are recognised when Surrey Community Action has an obligation to make a payment to a third party.

Grants payable are recognised when the commitment to pay has been ratified by the appropriate decision making committee. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **Charitable activities**

These costs which are in line with the objects of the charity, are grouped as follows:

Communities	- costs associated with benefitting the inhabitants of various communities primarily in Surrey.
Grant Making	- costs to provide funding for voluntary and community groups
Advice & Support	- costs included are advising communities to organise activities and projects, and providing accounting support services to other organisations.
Other	- these are costs which do not fit into any of the activities above.

##### **Governance costs**

Costs include costs associated with Trustees meetings, audit fees, professional and legal fees.

##### **Allocation and apportionment of costs**

Support costs are allocated between management, IT, premises and other office running costs according to an estimated usage for each project.

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**1. ACCOUNTING POLICIES – continued**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- Straight line over 5 years
Motor vehicles	- Straight line over 5 years
Computer equipment	- Straight line over 3 years

Capital expenditure is defined as the purchase of an asset which has a life of more than 12 months and a value over £250.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals payable under operating leases where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

**Pension costs**

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable.

**VAT**

The charity is partially exempt for VAT, and any irrecoverable VAT is included with the individual transactions in income and costs.

**Current asset investments**

Investments in fixed term deposits, which cannot be readily accessed without penalty, are classified as current asset investments

**2. VOLUNTARY INCOME**

	2015	2014
	£	£
Gifts in kind	35,362	35,362
Donations	201	235
Grants	<u>98,195</u>	<u>87,356</u>
	<u>133,758</u>	<u>122,953</u>

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2015**

Surrey CA leases premises (Astolat) from Surrey County Council at a peppercorn rent, which it occupies and manages as a resource centre, currently for the benefit of 6 other charities and voluntary organisations. For formal reporting purposes the notional rent in relation to space occupied by Surrey CA only is shown above as a Gift in kind of £35,362 as part of voluntary income and is included in note 8 as notional expenditure under premises costs.

Grants received, included in the above, are as follows:

	2015	2014
	£	£
Surrey County Council - Core grant	84,000	84,000
	<u>84,000</u>	<u>84,000</u>

**3. INVESTMENT INCOME**

	2015	2015
	£	£
Deposit account interest	<u>1,607</u>	<u>2,848</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Grants	Income from	Total	2014
	£	services	2015	2014
	£	£	£	£
Advice and support	147,435	32,714	180,149	451,874
Grant making	1,777,889	-	1,777,889	84,112
Communities	68,006	-	68,006	126,380
Other	-	103,983	103,983	85,145
	<u>1,993,330</u>	<u>136,697</u>	<u>2,130,027</u>	<u>747,511</u>

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2015	2014
	£	£
Staff costs	398,571	479,925
Office costs	50,288	57,776
Travel and meetings	14,677	25,951
	<u>463,536</u>	<u>563,652</u>

Staff costs include the following:

	2015	2014
	£	£
Wages and salaries	340,509	385,257
Social security costs	30,706	33,983
Other pension costs	12,164	15,223
Recruitment and temporary staff costs	15,192	45,462
	<u>398,571</u>	<u>479,925</u>

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES – continued**

The average number of employees (part-time and full time) during the year was as follows:

	2015	2014
Projects	7	11
Support	1	1
Administration	6	4
	<u>14</u>	<u>16</u>

No employee was paid more than £60,000 in the year.

In addition, an average of 1.5 volunteers were engaged by Surrey CA throughout the year. Based on the minimum wage including employers costs, this equates to £19,519 in total.

**7. GRANTS PAYABLE**

	2015	2014
	£	£
Grant making	<u>1,690,931</u>	<u>340,219</u>

The total grants paid to institutions during the year was as follows:

	2015	2014
	£	£
Training/upskilling – Surrey	184,713	9,126
Training/upskilling – Kent	330,486	83,060
Training/upskilling – Sussex	297,095	15,817
Training/upskilling – Hampshire	409,458	21,889
Training/upskilling – Thames Valley	469,179	32,109
	<u>1,690,931</u>	<u>162,001</u>

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**8. SUPPORT COSTS AND PROJECT RECHARGES**

	Total Grant Making Restricted	Total Communities Restricted	Total Advice & Support Restricted	Astolat (Advice & Support Unrestricted)	Total Advice & Support Unrestricted	Governance	Total
	£	£	£	£	£	£	£
Staff costs	40,040	56,982	89,387	-	212,162	-	398,571
Travel & Meetings	1,369	6,057	3,841	-	3,410	-	14,677
Office Costs	363	936	8,886	2,635	37,468	-	50,288
IT Costs	-	-	-	-	13,809	-	13,809
Communications Costs	200	-	1,505	-	3,271	-	4,976
Finance Costs	-	-	-	-	2,735	-	2,735
Premises Costs	-	-	-	100,240	18,054	-	118,294
Depreciation	-	-	-	9,996	6,142	-	16,138
Grant payments	1,690,931	6,960	-	-	-	-	1,697,891
Governance costs	-	-	-	-	-	9,621	9,621
Recharges of core costs	27,720	12,329	71,270	12,700	(124,019)	-	-
	<b>1,760,623</b>	<b>83,264</b>	<b>174,889</b>	<b>125,571</b>	<b>173,032</b>	<b>9,621</b>	<b>2,327,000</b>

**9. GOVERNANCE COSTS**

	2015 £	2014 £
Auditors' remuneration	7,200	7,200
Legal and professional fees	<u>2,421</u>	<u>3,101</u>
	9,621	10,301

**10. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2015 £	2014 £
Auditors' remuneration	7,200	7,200
Depreciation - owned assets	<u>16,138</u>	<u>31,757</u>
	<u>23,338</u>	<u>38,957</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

No Trustee received remuneration in the period.

**Trustees' Expenses**

2 Trustees claimed travel and subsistence expenses totalling £873 (2014 - £467)

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2015**

**12. FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2014	193,493	50,819	244,312
Additions	1,085	1,242	2,327
Disposals	-----	-----	-----
<b>At 31 MARCH 2015</b>	<b><u>194,578</u></b>	<b><u>52,061</u></b>	<b><u>246,639</u></b>
<b>DEPRECIATION</b>			
At 1 April 2014	162,489	27,581	190,070
Charge for year	11,117	5,021	16,138
Disposals	-----	-----	-----
<b>At 31 MARCH 2015</b>	<b><u>173,606</u></b>	<b><u>32,602</u></b>	<b><u>206,208</u></b>
<b>NET BOOK VALUE</b>			
<b>At 31 MARCH 2015</b>	<b><u>20,972</u></b>	<b><u>19,459</u></b>	<b><u>40,431</u></b>
At 31 March 2014	<u>31,004</u>	<u>23,238</u>	<u>54,242</u>

**13. FIXED ASSET INVESTMENTS**

SCA Trading Ltd, a 100% subsidiary of Surrey Community Action, was incorporated in England and Wales on 30<sup>th</sup> August 2011, and has been dormant in the period ending 31<sup>st</sup> March 2015. SCA Trading Ltd has aggregate capital and reserves of £1.

The company has taken exemption from preparing group accounts under the provisions of the Companies Act 2006 as it is subject to the small companies regime.

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015 £	2014 £
Trade debtors	52,177	50,824
Other debtors	-	5,971
VAT	-	32
Prepayments and accrued income	<u>80,652</u>	<u>30,135</u>
	<b><u>132,829</u></b>	<b><u>86,962</u></b>

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Trade creditors	114,526	23,194
Social security and other taxes	8,071	8,939
VAT	2,238	-
Other creditors	266,575	115,958
Accruals and deferred income	<u>59,000</u>	<u>9,728</u>
	<u>450,410</u>	<u>157,819</u>

Included in other creditors is an amount of £54,530 held by Surrey CA on behalf of Surrey County Council for its Community Buildings Capital Scheme. Surrey CA trustees consider themselves as acting as agents on behalf of Surrey County Council for this scheme where they are legally bound to pay the funds over to a third party and have no responsibility for their ultimate application. The movement on the funds during the year has been as follows;

Money received & brought forward	Money paid out	Money held at the year-end
£	£	£
99,826	(45,296)	54,530

**16. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	2015	2014
	£	£
Expiring:		
Between one and five years	<u>17,671</u>	<u>12,107</u>

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds	Restricted funds	2015 Total funds	2014 Total funds
	£	£	£	£
Fixed assets	40,431	-	40,431	54,242
Investments	1	-	1	1
Current assets	735,997	39,626	775,623	530,829
Current liabilities	<u>(450,410)</u>	<u>-</u>	<u>(450,410)</u>	<u>(157,819)</u>
	<u>326,019</u>	<u>39,626</u>	<u>365,645</u>	<u>427,253</u>

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2015**

**18. MOVEMENT IN FUNDS**

	At 1.4.14	Net movement in funds	Transfers between funds	At 31.3.15
	£	£	£	£
<b><u>Unrestricted funds</u></b>				
General fund	339,049	(28,320)	-	310,729
<b>Designated Funds</b>				
Astolat Capital	23,132	(7,842)	-	15,290
	<u>23,132</u>	<u>(7,842)</u>	<u>-</u>	<u>15,290</u>
	<u>362,181</u>	<u>(36,162)</u>	<u>-</u>	<u>326,019</u>
<b><u>Restricted funds</u></b>				
<b>Advice &amp; Support</b>				
Village & Community Halls Advisory Service	11,169	(4,825)	-	6,344
Rural Housing	(2,373)	(1,420)	-	(3,793)
Bridging The Gap	19,521	(19,521)	-	-
Rural Community Action Network	5,509	(1,688)	-	3,821
Surrey Rural Partnership	(7,811)	-	-	(7,811)
Surrey Compact	1	-	-	1
<b>Total Advice &amp; Support</b>	<b>26,016</b>	<b>(27,454)</b>	<b>-</b>	<b>(1,438)</b>
<b>Grant Making</b>				
Community Grants European Social Fund 2011-13	35,526	-	-	35,526
Community Grants European Social Fund 2015-16	(14,834)	17,267	-	2,433
<b>Total Grant Making</b>	<b>20,692</b>	<b>17,267</b>	<b>-</b>	<b>37,959</b>
<b>Communities</b>				
Rural Transport Car Schemes	10,800	(4,740)	-	6,060
Gypsy & Traveller Support Worker	154	(3,559)	-	(3,405)
Reaching Communities	7,410	(6,960)	-	450
<b>Total Communities</b>	<b>18,364</b>	<b>(15,259)</b>	<b>-</b>	<b>3,105</b>
	<u>65,072</u>	<u>(25,446)</u>	<u>-</u>	<u>39,626</u>
<b>TOTAL FUNDS</b>	<b><u>427,253</u></b>	<b><u>(61,608)</u></b>	<b><u>-</u></b>	<b><u>(365,645)</u></b>



**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2015**

**18. MOVEMENT IN FUNDS – continued**

Net movement in funds, included in the above are as follows:	Incoming resources £	Resources expended £	Movement in funds £
<b><u>Unrestricted funds</u></b>			
General Fund	272,062	(300,382)	(28,320)
<b>Designated Funds</b>			
Astolat Capital	-	(7,842)	(7,842)
	<b><u>272,062</u></b>	<b><u>(308,224)</u></b>	<b><u>(36,162)</u></b>
<b><u>Restricted funds</u></b>			
<b>Advice &amp; Support</b>			
Village & Community Halls Advisory Service	34,401	(39,226)	(4,825)
Rural Housing	33,600	(35,020)	(1,420)
Bridging The Gap	26,510	(46,031)	(19,521)
Rural Community Action Network	52,924	(54,612)	(1,688)
<b>Total Advice &amp; Support</b>	<b>147,435</b>	<b>(174,889)</b>	<b>(27,454)</b>
<b>Grant Making</b>			
Community Grants European Social Fund 2011-13	-	-	-
Community Grants European Social Fund 2015-15	1,777,889	(1,760,622)	17,267
<b>Total Grant Making</b>	<b>1,777,889</b>	<b>(1,760,622)</b>	<b>17,267</b>
<b>Communities</b>			
Rural Transport Car Schemes	26,817	(31,557)	(4,740)
Gypsy & Traveller Support Worker	41,189	(44,748)	(3,559)
Reaching Communities	-	(6,960)	(6,960)
<b>Total Communities</b>	<b>68,006</b>	<b>(83,265)</b>	<b>(15,259)</b>
<b>TOTAL FUNDS</b>	<b><u>2,265,392</u></b>	<b><u>(2,327,000)</u></b>	<b><u>(61,608)</u></b>

**SURREY COMMUNITY ACTION**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2015**

**18. MOVEMENT IN FUNDS – continued**

<b>Designated Funds</b>	<b>Purpose</b>
Astolat Capital	The net book value of capital improvements to the Astolat building which were financed by restricted donations. The full funding has been spent and the restriction therefore fulfilled. However the trustees have chosen to show the balance of the costs not yet depreciated, as a designated fund.

<b>Restricted Funds</b>	<b>Purpose</b>
<b>Advice &amp; Support</b>	
Village & Community Halls Advisory Service	Support to people running community buildings.
Rural Housing	Development of rural affordable housing.
Bridging The Gap	Development of the first Surrey Minority Ethnic Forum.
Rural Community Action Network	Strategic and development support to benefit rural communities.
Surrey Rural Partnership	The voice for countryside, rural economy and communities.
<b>Grant Making</b>	
Community Grants European Social Fund 2011- 13	Distribution and monitoring of ESF funds.
Community Grants European Social Fund 2014- 15	Distribution and monitoring of ESF funds.
<b>Communities</b>	
Rural Transport Car Schemes	Support and development of voluntary car schemes.
Gypsy & Traveller Support Worker	Advice and support to individuals regarding housing, employment and benefits.
Reaching Communities	Community development project with Gypsy and Traveller community.

**19. MEMBERS**

At the 31<sup>st</sup> March 2015, the number of members was 328(2014:328)

**SURREY COMMUNITY ACTION**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2015**

	2015 £	2014 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts in kind	35,362	35,362
Donations	201	235
Grants	<u>98,195</u>	<u>87,356</u>
	133,758	122,953
<b>Investment income</b>		
Deposit account interest	1,607	2,848
<b>Incoming resources from charitable activities</b>		
Grants	1,993,330	639,208
Income from services provided	<u>136,697</u>	<u>108,303</u>
	<u>2,130,027</u>	<u>747,511</u>
<b>Total incoming resources</b>	2,265,392	873,312
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Staff costs	398,571	479,925
Office costs	50,288	57,777
Travel and meetings	14,677	25,951
Grants to institutions	1,697,891	340,219
	2,161,427	903,873
<b>Governance costs</b>		
Auditors' remuneration	7,200	7,200
Legal and professional fees	<u>2,421</u>	<u>3,101</u>
	9,621	10,301
<b>Support costs</b>		
<b>Management</b>		
Management costs	122,797	149,249
<b>Information technology</b>		
IT costs	13,809	11,895
<b>Rent</b>		
Premises costs	118,294	112,091
<b>Office running costs</b>		
Office costs	25,071	48,279
<b>Project re-charges</b>		
Project re-charges	<u>(124,019)</u>	<u>(162,999)</u>
<b>Total resources expended</b>	2,327,000	1,072,688
<b>Net (expenditure)/income</b>	<u>(61,608)</u>	<u>(199,376)</u>

This page does not form part of the statutory financial statements

## 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.