

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

22 December 2017

I HEREBY SUMMON YOU to attend the Extraordinary **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 4 JANUARY 2018 at 7.00 pm.

Andy Jeffery
Acting Town Clerk

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

Councillor P Martin
Councillor Poulter
Councillor Wheatley
Councillor Hunter
Councillor Noyce
Councillor Williams
Councillor Bolton
Councillor Purkiss
Councillor Follows

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 30 November 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.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Responsible Finance Officer to report on the accounts paid since the last meeting.

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

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

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

7. BANK MANDATE

Due to in year changes to the Chairman and Vice Chairman of a number of the Council's committees, it is requested that in order to maintain six signatories on the bank mandate that Councillor Noyce, Vice Chairman of the Mayoralty Committee, remain a signatory. If agreed, a new mandate would be lodged with the following signatories:

Mayor - Councillor Anne Bott
 Deputy Mayor – Councillor Williams
 Chairman of Policy & Management Committee – Councillor Reynolds
 Vice Chairman of Policy & Management Committee – Councillor Walden
 Chairman of Mayoralty Committee – Councillor Cosser
 Vice Chairman of Mayoralty Committee – Councillor Noyce

Members to agree the composition of the new bank mandate as above.

8. BUDGET MONITORING

Members to consider a budget monitoring report to 30 November 2017 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	29,460 u/s	0
Civic Expenses	112 o/s	0
Town Promotion	924 u/s	0
Staycation	474 o/s	474 o/s
Festivals & Markets	6,454 u/s	0
Christmas Lights	8,341 u/s	0
Fireworks Night	2,635 o/s	2,750 o/s
Neighbourhood Plan	4,843 o/s	0
BWP Community Centre	4,493 u/s	0
Pepperpot	1,094 o/s	0
The Square	0 o/s	0
Allotments	1,271 o/s	0
Wilfrid Noyce Community Centre	3,265 u/s	0
Bandstand	372 u/s	0
Godalming Museum	2,159 u/s	0
Land & Property Other	1,304 o/s	0
TOTAL	43,735 u/s	3,224 o/s

Members to note that the monitoring report shows a current variance of £43,735 underspent against budget, of which £28,000 relates to the Citizens Advice Waverley grant budgeted to be paid in October 2017 but due to delay in receiving paperwork back from Citizens Advice Waverley will be paid in December 2017.

9. REVISED ESTIMATES 2017/18 AND DRAFT BUDGET 2018/19

Members to consider a report (attached for the information of Members) from the Responsible Finance Officer. Members are asked to agree the revised estimates 2017/18 and draft budget 2018/19 and recommend them and a precept of £622,205 for 2018/19 to Full Council which represents a Band D increase of 10p per week.

10. GRANT AID WORKING GROUP

Members to consider the report of the Grant Aid Working Group (attached for the information of Members).

Members are requested to resolve to accept the recommendations of the Grant Aid Working Group contained within the report.

If the recommendations contained within the report are accepted, Members will be requested to allocate funds to the individual grant schemes at the next meeting of this committee following the adoption of the budget by Full Council.

11. PUBLIC SPACES PROTECTION ORDER NOTICE

A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met. The first condition is that activities occurring in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be occurring in a public place within that area and that they will have such an effect. The second condition is that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, and is, or is likely to be, such as to make the activities unreasonable and justifies the restrictions imposed by the notice.

A public spaces protection order is an order that identifies the public place ("the restricted area") and prohibits:

- (a) specified things being done in the restricted area;
- (b) requires specified things to be done by persons carrying on specified activities in that area, or
- (c) does both of those things.

Waverley Borough Council wishes to consult with the Town Council and other stakeholders within the borough on the possible scope and definition of the restricted area(s) of any potential Public Spaces Protection Order.

Members are requested to authorise the Town Clerk, in consultation with Committee Chairman, to respond to Waverley Borough Council's consultation documents to ensure the inclusion, where appropriate, of Godalming Town Council's land and property within the scope of the any potential Public Spaces Prevention Order.

12. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters, discussed at this meeting, are to be publicised.

13. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 18 January 2018 at 7.00 pm in the Council Chamber.

14. 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.

15. SALARY BUDGET AUTHORISATION

Financial Regulation 4.4 requires that the salary budget be reviewed at least annually as part of the budget preparation process and that such review be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee.

Members are asked to agree that the Chairman of Policy & Management authorise the tabled Schedule of Salaries.

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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>Policy & Management</u>									
<u>101 Head Office Costs</u>									
5101	Contrib. to Premises Provision	0	0	0	1,600	1,600	0	1,600	0
5102	Contrib. to Other Provisions	0	0	0	23,186	23,186	0	23,186	0
	Head Office Costs :- Expenditure	0	0	0	24,786	24,786	0	24,786	0
4001	Salaries	11,297	13,782	2,484	87,007	110,252	23,245	165,378	78,371
4002	Employer's NIC	1,183	1,792	609	9,236	14,336	5,100	21,500	12,264
4003	Employer's Superannuation	1,973	2,618	645	15,478	20,944	5,466	31,420	15,942
4005	Agency Staff	345	0	-345	345	0	-345	0	-345
4011	Staff Training	0	250	250	1,741	2,000	259	3,000	1,259
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	0	0	30,000	100	-29,900	200	-29,800
4101	Repair/Alteration of Buildings	0	250	250	0	500	500	750	750
4102	Property Maintenance	0	0	0	55	188	133	0	-55
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	0	0	0	53	6	-47	0	-53
4162	Waste Removal	0	0	0	60	0	-60	0	-60
4163	Domestic Supplies	0	5	5	32	20	-12	30	-2
4201	Public Transport	0	0	0	16	0	-16	0	-16
4202	Car Allowances	45	0	-45	97	500	403	1,000	903
4301	Equipment	0	0	0	193	250	57	500	307
4304	Catering	18	17	-1	94	136	42	200	106

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
4305	Clothes, Uniform & Laundry	25	0	-25	25	100	75	200		175
4306	Printing	0	100	100	1,073	800	-273	1,300		227
4307	Stationery	347	325	-22	1,431	2,600	1,169	3,900		2,469
4313	Professional Fees - Other	608	830	222	2,118	6,640	4,522	10,000		7,882
4314	Audit Fees	0	1,300	1,300	1,533	3,300	1,767	3,300		1,767
4315	Insurance	0	0	0	8,191	8,500	309	8,500		309
4321	Bank Charges	39	75	36	510	600	90	900		390
4322	Postage	835	0	-835	837	1,000	163	2,000		1,163
4323	Telephones	77	125	48	1,060	1,000	-60	1,500		440
4325	Computing	621	650	29	6,764	5,200	-1,564	8,000		1,236
4326	Website	0	0	0	0	1,000	1,000	2,000		2,000
4327	Publicity Advertising	0	0	0	300	0	-300	0		-300
4331	Newsletter	1,100	1,000	-100	3,850	3,000	-850	4,000		150
4341	Grants	2,700	0	-2,700	24,231	41,250	17,019	55,000		30,769
4342	Subscriptions	35	200	165	3,740	5,200	1,460	6,000		2,260
4401	Payments to Godalming JBC	0	0	0	61,696	61,696	0	61,696		0
4900	Miscellaneous Expenses	47	0	-47	50	1,000	950	2,000		1,950
6000	Debt Charges - Principal	3,397	3,400	3	12,225	12,230	5	21,250		9,025
6001	Debt Charges - Interest	3,945	3,945	0	17,652	17,655	3	31,220		13,568
	Head Office Costs :- Expenditure	28,636	30,664	2,027	291,691	322,003	30,312	461,244	0	169,553
1001	Precept	0	0	0	570,896	570,896	0	570,896		
1202	Grants - WBC	0	0	0	9,780	9,783	-3	9,783		
1303	Other customer/client receipts	0	0	0	60	420	-360	0		
1401	Interest Received	36	175	-139	36	525	-489	700		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
1501 Recharges to Godalming JBC	0	0	0	27,000	27,000	0	27,000		
Head Office Costs :- Income	36	175	-139	607,772	608,624	-852	608,379		
Net Expenditure over Income	28,600	30,489	1,889	-291,295	-261,835	29,460	-122,349		
<u>102 Civic Expenses</u>									
5102 Contrib. to Other Provisions	0	0	0	4,000	4,000	0	4,000		0
Civic Expenses :- Expenditure	0	0	0	4,000	4,000	0	4,000	0	0
4005 Agency Staff	150	0	-150	150	150	0	0		-150
4203 Other Transport Costs	171	0	-171	171	0	-171	0		-171
4301 Equipment	264	194	-70	264	313	49	0		-264
4304 Catering	55	526	471	306	681	375	0		-306
4305 Clothes, Uniform & Laundry	0	0	0	139	0	-139	1,000		861
4306 Printing	0	0	0	39	0	-39	800		761
4313 Professional Fees - Other	510	0	-510	835	0	-835	0		-835
4322 Postage	0	0	0	11	0	-11	0		-11
4332 Mayor's Expenses	0	0	0	2,103	2,000	-103	8,080		5,977
4333 Members' Expenses	0	100	100	0	800	800	1,200		1,200
4900 Miscellaneous Expenses	0	50	50	562	400	-162	600		38
Civic Expenses :- Expenditure	1,150	870	-280	4,581	4,344	-237	11,680	0	7,099
1304 Donations	0	0	0	125	0	125	0		
Civic Expenses :- Income	0	0	0	125	0	125	0		
Net Expenditure over Income	1,150	870	-280	8,456	8,344	-112	15,680		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
104	<u>Town Promotion</u>								
5001	Transfers from Reserves	0	0	0	-4,298	0	4,298	0	4,298
	Town Promotion :- Expenditure	0	0	0	-4,298	0	4,298	0	4,298
4162	Waste Removal	0	0	0	212	0	-212	0	-212
4203	Other Transport Costs	0	0	0	167	0	-167	0	-167
4301	Equipment	0	0	0	4,425	0	-4,425	0	-4,425
4313	Professional Fees - Other	0	0	0	40	0	-40	0	-40
4900	Miscellaneous Expenses	0	0	0	14	0	-14	0	-14
	Town Promotion :- Expenditure	0	0	0	4,858	0	-4,858	0	-4,858
1303	Other customer/client receipts	0	0	0	1,484	0	1,484	0	
	Town Promotion :- Income	0	0	0	1,484	0	1,484	0	
	Net Expenditure over Income	0	0	0	-924	0	924	0	
105	<u>Staycation</u>								
5001	Transfers from Reserves	0	0	0	-1,500	0	1,500	0	1,500
	Staycation :- Expenditure	0	0	0	-1,500	0	1,500	0	1,500
4005	Agency Staff	0	0	0	150	0	-150	0	-150
4203	Other Transport Costs	0	0	0	196	0	-196	0	-196
4313	Professional Fees - Other	0	0	0	785	0	-785	0	-785
4327	Publicity Advertising	0	0	0	3,783	2,000	-1,783	2,000	-1,783

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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	260	1,200	940	1,200		940
Staycation :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,174</u>	<u>3,200</u>	<u>-1,974</u>	<u>3,200</u>	<u>0</u>	<u>-1,974</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,674</u>	<u>3,200</u>	<u>-474</u>	<u>3,200</u>		
<u>106 Festivals & Markets</u>									
4001 Salaries	200	155	-45	1,600	1,240	-360	1,860		260
4002 Employer's NIC	20	20	0	137	160	23	240		103
4162 Waste Removal	0	0	0	212	0	-212	0		-212
4202 Car Allowances	6	0	-6	6	0	-6	0		-6
4301 Equipment	109	0	-109	206	0	-206	0		-206
4304 Catering	0	0	0	72	0	-72	0		-72
4313 Professional Fees - Other	1,582	0	-1,582	2,472	0	-2,472	0		-2,472
4327 Publicity Advertising	2,529	0	-2,529	3,137	0	-3,137	0		-3,137
4343 Licensing/PRS	110	0	-110	110	0	-110	0		-110
4900 Miscellaneous Expenses	0	0	0	313	0	-313	0		-313
Festivals & Markets :- Expenditure	<u>4,555</u>	<u>175</u>	<u>-4,380</u>	<u>8,266</u>	<u>1,400</u>	<u>-6,866</u>	<u>2,100</u>	<u>0</u>	<u>-6,166</u>
1303 Other customer/client receipts	0	0	0	15,819	2,500	13,319	2,500		
Festivals & Markets :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,819</u>	<u>2,500</u>	<u>13,319</u>	<u>2,500</u>		
Net Expenditure over Income	<u>4,555</u>	<u>175</u>	<u>-4,380</u>	<u>-7,554</u>	<u>-1,100</u>	<u>6,454</u>	<u>-400</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
108 Christmas Lights									
5001	Transfers from Reserves	0	0	0	0	0	-3,680		-3,680
	Christmas Lights :- Expenditure	0	0	0	0	0	-3,680	0	-3,680
4301	Equipment	35	0	-35	35	0	0		-35
4313	Professional Fees - Other	27,912	33,880	5,968	40,704	45,880	5,176	45,880	5,176
	Christmas Lights :- Expenditure	27,947	33,880	5,933	40,739	45,880	5,141	45,880	5,141
1304	Donations	3,200	0	3,200	3,200	0	3,200		
	Christmas Lights :- Income	3,200	0	3,200	3,200	0	3,200		
	Net Expenditure over Income	24,747	33,880	9,133	37,539	45,880	8,341	39,000	
109 Fireworks Night									
4001	Salaries	0	250	250	0	250	250		250
4005	Agency Staff	900	0	-900	900	0	-900		-900
4203	Other Transport Costs	216	0	-216	216	0	-216		-216
4301	Equipment	1,026	2,000	975	1,026	2,000	975	2,000	975
4313	Professional Fees - Other	5,158	5,500	342	8,413	8,000	-413	8,000	-413
4315	Insurance	0	0	0	1,000	1,000	0	1,000	0
4327	Publicity Advertising	270	0	-270	1,320	600	-720	600	-720
4343	Licensing/PRS	0	0	0	155	145	-10	145	-10
4900	Miscellaneous Expenses	20	0	-20	240	0	-240		-240
	Fireworks Night :- Expenditure	7,590	7,750	160	13,270	11,995	-1,275	11,995	0

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
1303 Other customer/client receipts	8,449	11,995	-3,546	10,424	11,995	-1,571	11,995		
1304 Donations	210	0	210	210	0	210	0		
Fireworks Night :- Income	8,659	11,995	-3,336	10,634	11,995	-1,361	11,995		
Net Expenditure over Income	-1,070	-4,245	-3,175	2,635	0	-2,635	0		
<u>111 Neighbourhood Plan</u>									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,668		-3,668
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	-3,668	0	-3,668
4313 Professional Fees - Other	0	0	0	4,843	0	-4,843	3,668		-1,175
Neighbourhood Plan :- Expenditure	0	0	0	4,843	0	-4,843	3,668	0	-1,175
Net Expenditure over Income	0	0	0	4,843	0	-4,843	0		
<u>201 BWP Community Centre</u>									
5101 Contrib. to Premises Provision	0	0	0	3,000	3,000	0	3,000		0
BWP Community Centre :- Expenditure	0	0	0	3,000	3,000	0	3,000	0	0
4001 Salaries	848	847	-1	6,730	6,776	46	10,170		3,440
4002 Employer's NIC	83	110	27	659	880	221	1,322		663
4003 Employer's Superannuation	153	161	8	1,220	1,288	68	1,932		712
4101 Repair/Alteration of Buildings	0	250	250	0	2,000	2,000	3,000		3,000
4102 Property Maintenance	150	0	-150	386	0	-386	0		-386

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
4103 Maintenance Contracts	108	0	-108	918	0	-918	0		-918
4111 Energy Costs	421	275	-146	1,593	2,200	607	3,300		1,707
4131 Rates	0	0	0	1,258	1,330	72	1,330		72
4141 Water Services	0	0	0	521	250	-271	500		-21
4161 Cleaning	500	638	138	4,050	5,104	1,054	8,000		3,950
4162 Waste Removal	53	0	-53	403	0	-403	0		-403
4163 Domestic Supplies	0	0	0	114	0	-114	0		-114
4171 Grounds Maintenance Costs	0	100	100	2,693	800	-1,893	1,200		-1,493
4181 Premises Insurance	0	0	0	950	950	0	950		0
4301 Equipment	13	58	45	72	464	392	700		628
4306 Printing	0	8	8	0	64	64	100		100
4323 Telephones	57	25	-32	387	200	-187	300		-87
4324 Broadband	35	0	-35	303	0	-303	0		-303
4325 Computing	0	75	75	0	600	600	900		900
4343 Licensing/PRS	0	280	280	0	280	280	280		280
BWP Community Centre :- Expenditure	2,420	2,827	407	22,257	23,186	929	33,984	0	11,727
1301 Premises Hire Charges	3,092	2,417	675	22,900	19,336	3,564	29,000		
BWP Community Centre :- Income	3,092	2,417	675	22,900	19,336	3,564	29,000		
Net Expenditure over Income	-672	410	1,082	2,357	6,850	4,493	7,984		
<u>202 Pepperpot</u>									
5101 Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
Pepperpot :- Expenditure	0	0	0	2,000	2,000	0	2,000	0	0

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
4102 Property Maintenance	0	0	0	1,701	0	-1,701	0		-1,701
4103 Maintenance Contracts	180	125	-55	1,143	1,000	-143	1,500		357
4111 Energy Costs	48	92	44	361	736	375	1,100		739
4121 Rents	0	0	0	2,170	0	-2,170	0		-2,170
4131 Rates	0	0	0	641	680	39	680		39
4161 Cleaning	240	300	60	1,875	2,400	525	3,600		1,725
4171 Grounds Maintenance Costs	0	0	0	627	0	-627	0		-627
4181 Premises Insurance	0	0	0	220	220	0	220		0
4301 Equipment	0	0	0	6	0	-6	800		794
4323 Telephones	50	47	-3	400	376	-24	560		160
4324 Broadband	35	21	-14	300	168	-132	250		-50
4343 Licensing/PRS	0	0	0	70	0	-70	0		-70
4900 Miscellaneous Expenses	0	0	0	15	0	-15	0		-15
Pepperpot :- Expenditure	554	585	31	9,529	5,580	-3,949	8,710	0	-819
1301 Premises Hire Charges	818	792	26	7,927	6,332	1,595	9,500		
1303 Other customer/client receipts	280	0	280	1,260	0	1,260	0		
Pepperpot :- Income	1,098	792	306	9,187	6,332	2,855	9,500		
Net Expenditure over Income	-544	-207	337	2,342	1,248	-1,094	1,210		
<u>203 The Square</u>									
4181 Premises Insurance	0	0	0	575	7,200	6,625	7,200		6,625
The Square :- Expenditure	0	0	0	575	7,200	6,625	7,200	0	6,625

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
1302 Rents	0	0	0	0	0	0	3,000		
1303 Other customer/client receipts	0	0	0	575	7,200	-6,625	7,200		
The Square :- Income	0	0	0	575	7,200	-6,625	10,200		
Net Expenditure over Income	0	0	0	0	0	0	-3,000		
<u>204 Allotments</u>									
5001 Transfers from Reserves	0	0	0	-4,500	0	4,500	0		4,500
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
Allotments :- Expenditure	0	0	0	-3,500	1,000	4,500	1,000	0	4,500
4141 Water Services	0	0	0	30	50	20	100		70
4162 Waste Removal	0	0	0	297	0	-297	0		-297
4171 Grounds Maintenance Costs	0	165	165	6,786	1,320	-5,466	2,000		-4,786
4303 Materials	0	0	0	125	0	-125	0		-125
Allotments :- Expenditure	0	165	165	7,238	1,370	-5,868	2,100	0	-5,138
1302 Rents	0	0	0	2,197	2,100	97	2,100		
Allotments :- Income	0	0	0	2,197	2,100	97	2,100		
Net Expenditure over Income	0	165	165	1,541	270	-1,271	1,000		
<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

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
5102 Contrib. to Other Provisions	0	0	0	2,083	0	-2,083	0		-2,083
Wilfrid Noyce Community Centre :- Expenditure	0	0	0	4,083	4,090	7	4,090	0	7
4001 Salaries	267	223	-44	1,745	1,784	39	2,680		935
4005 Agency Staff	0	0	0	100	0	-100	0		-100
4101 Repair/Alteration of Buildings	0	500	500	0	4,000	4,000	6,000		6,000
4102 Property Maintenance	120	0	-120	1,506	0	-1,506	0		-1,506
4103 Maintenance Contracts	547	0	-547	2,765	0	-2,765	0		-2,765
4111 Energy Costs	140	500	360	1,847	4,000	2,153	6,000		4,153
4121 Rents	299	0	-299	450	0	-450	0		-450
4131 Rates	0	0	0	4,334	5,300	966	5,300		966
4141 Water Services	0	75	75	861	600	-261	900		39
4161 Cleaning	1,130	1,250	120	8,293	10,000	1,707	15,000		6,707
4162 Waste Removal	225	0	-225	2,040	0	-2,040	0		-2,040
4163 Domestic Supplies	108	0	-108	524	0	-524	0		-524
4171 Grounds Maintenance Costs	0	175	175	718	525	-193	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	759	0	-759	2,111	1,500	-611	2,000		-111
4302 Furniture	0	0	0	700	0	-700	0		-700
4303 Materials	0	0	0	217	0	-217	0		-217
4304 Catering	0	0	0	4	0	-4	0		-4
4313 Professional Fees - Other	1,936	230	-1,706	2,336	1,840	-496	2,770		434
4315 Insurance	0	0	0	64	0	-64	0		-64
4323 Telephones	24	25	1	190	200	10	300		110

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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	530	440	-90	620		90
4343 Licensing/PRS	0	350	350	0	350	350	350		350
4900 Miscellaneous Expenses	0	0	0	15	0	-15	0		-15
Wilfrid Noyce Community Centre :- Expenditure	5,579	3,353	-2,226	32,730	31,739	-991	43,820	0	11,090
1301 Premises Hire Charges	5,140	3,942	1,198	33,699	31,536	2,163	47,310		
1303 Other customer/client receipts	0	0	0	2,083	0	2,083	0		
1304 Donations	0	0	0	3	0	3	0		
Wilfrid Noyce Community Centre :- Income	5,140	3,942	1,198	35,786	31,536	4,250	47,310		
Net Expenditure over Income	440	-589	-1,029	1,028	4,293	3,265	600		
206 Bandstand									
4101 Repair/Alteration of Buildings	0	83	83	0	664	664	1,000		1,000
4102 Property Maintenance	0	0	0	45	0	-45	0		-45
4301 Equipment	0	0	0	194	0	-194	0		-194
4343 Licensing/PRS	0	0	0	70	100	30	100		30
Bandstand :- Expenditure	0	83	83	309	764	455	1,100	0	791
1301 Premises Hire Charges	0	0	0	627	900	-273	900		
1303 Other customer/client receipts	0	0	0	190	0	190	0		
Bandstand :- Income	0	0	0	817	900	-83	900		
Net Expenditure over Income	0	83	83	-508	-136	372	200		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
207 Godalming Museum									
4001 Salaries	3,410	0	-3,410	6,819	0	-6,819	0		-6,819
4002 Employer's NIC	301	0	-301	610	0	-610	0		-610
4003 Employer's Superannuation	569	0	-569	1,155	0	-1,155	0		-1,155
4304 Catering	0	0	0	186	0	-186	0		-186
4307 Stationery	0	0	0	197	0	-197	0		-197
4311 Professional Fees - Legal	0	0	0	6,344	0	-6,344	0		-6,344
4313 Professional Fees - Other	0	0	0	120	0	-120	0		-120
4315 Insurance	0	0	0	4,564	0	-4,564	0		-4,564
4325 Computing	740	0	-740	6,270	0	-6,270	0		-6,270
4900 Miscellaneous Expenses	0	0	0	23	0	-23	52,225		52,203
Godalming Museum :- Expenditure	5,020	0	-5,020	26,288	0	-26,288	52,225	0	25,937
1302 Rents	0	0	0	1,706	0	1,706	0		
1303 Other customer/client receipts	0	0	0	26,740	0	26,740	0		
Godalming Museum :- Income	0	0	0	28,446	0	28,446	0		
Net Expenditure over Income	5,020	0	-5,020	-2,159	0	2,159	52,225		
208 Land & Property - Other									
5001 Transfers from Reserves	0	0	0	-1,350	0	1,350	0		1,350
5101 Contrib. to Premises Provision	0	0	0	1,000	1,000	0	1,000		0
Land & Property - Other :- Expenditure	0	0	0	-350	1,000	1,350	1,000	0	1,350

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 8

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
4101 Repair/Alteration of Buildings	0	137	137	0	1,096	1,096	1,650		1,650
4102 Property Maintenance	240	0	-240	447	0	-447	0		-447
4131 Rates	498	0	-498	498	0	-498	0		-498
4151 Fixtures & Fittings	0	0	0	443	750	307	1,000		557
4171 Grounds Maintenance Costs	0	83	83	1,705	664	-1,041	1,000		-705
4301 Equipment	1,144	0	-1,144	1,144	0	-1,144	0		-1,144
4303 Materials	0	0	0	-25	0	25	0		25
4312 Professional Fees - Surveyors	0	0	0	650	0	-650	0		-650
4315 Insurance	152	0	-152	152	0	-152	0		-152
4900 Miscellaneous Expenses	0	0	0	150	0	-150	0		-150
Land & Property - Other :- Expenditure	2,034	220	-1,814	5,164	2,510	-2,654	3,650	0	-1,514
Net Expenditure over Income	2,034	220	-1,814	4,814	3,510	-1,304	4,650		
Policy & Management Expenditure	85,484	80,572	-4,912	505,731	501,047	-4,684	725,084	0	219,353
Income	21,225	19,321	1,904	738,943	690,523	48,420	725,084		
Net Expenditure over Income	64,259	61,251	-3,008	-233,211	-189,476	43,735	0		

9. BUDGET 2018/19

In preparation of the 2018/19 budget, the Acting RFO started from the premise of a zero-based budget, in doing so the Acting RFO established what the actual spend against various budget lines would be and used those as the building blocks for this budget

Known factors were applied such as contract agreed increases and inflation at between 1% and 4% depending on the item. This provided the initial base to which were added the costs of the decisions made by Members over the preceding year, which are Godalming Museum, Oglethorpe Hall, public toilets, additional maintenance and security measures for GTC buildings and Town promotions. Additionally provision has been made within the budget for in year emerging projects.

2017/18 Precept	570,896	a
Variations from 2017/18 Base Budget:		
1 Add inflation (net) & minor adjustments	9,797	
2 Less reduced contribution to reserves	-9,476	
3 Less rent re The Square	-9,000	
4 Add additional WNC 3rd Hall costs (net)	4,290	
5 Add additional Museum running costs (net)	5,138	
6 Add running costs for provision of toilets	33,900	
7 Add additional maintenance/security for TC buildings	5,000	
8 Town promotion	5,000	
8 Emerging projects	6,660	
TOTAL VARIATION	51,309	b
 2018/19 Budget Requirements (a + b)	 622,205	 c
Total cash increase required	51,309	
% increase in cash required	8.99%	
 Tax base 2018/19	 9,108.20	 d
Precept per Band D property (= c/d)	£68.31	

The precept requirement for the financial year 2018 is £622,205 equating to a Band D equivalent increase on 2017/18 of 8.39% which in cash terms is an increase of £5.25 per annum (10p per week).

Reserves

The balance of the revenue reserve as of 31 March 2018 is estimated to be £220,385. The internal auditors report indicates that this is an acceptable level of reserves.

Going forward, depending on decisions made during 2018/19, the level of Revenue Reserve is anticipated to increase to £245,385 the total available reserve, including Earmarked Reserves, to £386,041.

The increase in reserves has been based on a number of assumptions:

- New Initiatives Fund included in those reserves representing 6.66% of reserves;
- Museum Building Reserve representing 12.9%, and

- Election Reserve representing 5.36%.

Officers recommend that over the 5-year period of SLA support from WBC for the management of Godalming Museum, an Earmarked Reserve of £100,000 be created to provide for the upkeep of a 600-year old building.

Statement of Variation

	£	
Base Budget (net) i.e. Precept 2017/18	570,896	
Add inflation (net) & minor adjustments	9,797	
Less Customer & Client Receipts - The Square	-9,000	
Less savings reduction in transfer to reserves	-9,476	
Add additional WNC 3rd Hall costs (net)	4,290	
Add additional Museum running costs (net)	5,138	
Add running costs for provision of toilets	33,900	
Add emerging projects	6,660	
Add additional security costs for GTC buildings	5,000	
Add Town Promotions budget	5,000	
Estimated Budget Requirement 2018/19	<u>622,205</u>	
Total increase required	51,309	
% increase in cash terms	8.99%	
Tax base 2017/18 (Band D Equivalent figure)	9058.0	
Precept per Band D property (Annual Baseline)	£63.03	
Tax base 2018/19 (Band D Equivalent figure)	9108.2	
Precept per Band D property	£68.31	8.39%
Increase per Band D Property	£5.29	
% Increase per Band D Property	8.39%	

Godalming Town Council
Revised Estimates 2016/17 and Budget 2017/18

GTC Summary Revenue Budget

2015/16 Actual £		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Variation 2017/18 to 2018/19 £	Notes
Employees						
246,779	Direct employee expenses	236,752	234,351	283,774	47,022	Museum Staff
2,084	Indirect employee expenses	4,700	35,269	24,984	20,284	Museum Staff
Premises Related Expenditure						
940,179	Repairs, alteration & maintenance of buildings	13,900	320,587	21,370	7,470	£20k Toilets
5,522	Energy costs	10,400	10,383	12,210	1,810	2% increase plus £750 Toilets
0	CRC allowances	0	0	0	0	
26,231	Rents	13,000	15,321	13,920	920	
3,282	Rates	7,310	7,983	11,302	3,992	£3.6k Toilets
1,017	Water services	1,500	2,648	2,950	1,450	Toilets
29,997	Fixtures and fittings	1,000	1,655	1,000	0	
17,688	Cleaning & domestic supplies	26,630	35,735	42,734	16,104	New contract with WBC
6,397	Grounds maintenance costs	4,900	14,644	6,620	1,720	
9,902	Premises insurance	9,570	2,945	5,685	-3,885	Museum and Toilets added
13,975	Contribution to premises-related provisions	10,600	57,825	63,000	52,400	
Transport Related Expenditure						
1,052	Public transport	0	16	0	0	
1,722	Car allowances	1,000	2,262	2,280	1,280	Museum & Festivals
Supplies & Services						
45,755	Equipment, furniture and materials	6,000	11,916	11,710	5,710	
2,723	Catering	200	833	380	180	
3,089	Clothes, uniform & laundry	1,200	674	1,200	0	
11,170	Printing, stationery & general office expenses	6,100	6,423	6,774	674	
159,831	Services	84,018	115,640	94,896	10,878	
29,889	Communications & computing	23,030	36,965	31,815	8,785	
6,573	Expenses	9,280	8,580	9,444	164	
58,882	Grants & Subscriptions	61,875	60,740	68,285	6,410	
13,494	Contributions to provisions	29,276	29,269	24,053	-5,223	
6,987	Miscellaneous expenses	56,025	3,893	7,860	-48,165	2017/18 Museum budget all in this line
Third Party Payments						
61,521	Godalming Joint Burial Committee	61,696	61,696	61,696	0	Subject to change once Band D rates confirmed
Income						
-841,000	Government Grants	0	0	0	0	
-71,696	Other grants, reimbursements & contributions	-9,783	-9,780	-8,310	1,473	15% decrease in Council Tax Subsidy
-117,327	Customer & client receipts	-116,705	-459,586	-198,334	-81,629	£53k Museum - WBC, £8k Museum Trust, £12k Festivals; £5.5k Third Hall
-1,284	Interest	-700	0	0	700	
-228,882	Recharges	-34,348	-88,815	-40,853	-6,505	
445,552	Net Cost of Services	518,426	520,072	562,445	44,019	
11,289	Capital Financing Costs (Not inc in net cost of Services)	52,470	52,470	59,760	7,290	Third Hall full year costs
456,841	Net Expenditure (Precept)	570,896	572,542	622,205	51,309	
Net Expenditure by Cost Centre						
£		£	£	£	£	
325,765	GTC	396,077	394,158	409,697	13,620	Savings - £5k Grants budget reallocated to Museum; £14.5k transfers to reserves; £7k salary savings due to new structure. Offset by - £13.4 BWP Salary costs previously in BWP
4,079	Allotments	1,000	2,435	780	-220	
-161	Bandstand	200	4	470	270	
8,120	Broadwater Park Community Centre	7,984	7,961	-5,338	-13,322	Savings - £13.4k reallocated to GTC, £1.5k transfers to reserves
39,000	Christmas Lights	39,000	39,000	39,000	0	
21,869	Civic Expenses	15,680	15,853	23,848	8,168	£8k increase in transfer to election reserve
0	Community Navigator	0	0	0	0	
-400	Festivals & Markets	-400	-6,117	-750	-350	
0	Fireworks	0	1,873	1,580	1,580	
0	Godalming Museum	52,225	52,255	57,771	5,546	£5k transfer from Grants budget in GTC
1,359	Land & Property Other	4,650	10,704	38,516	33,866	£33.9k full year toilets
8,000	Neighbourhood Plan	0	0	0	0	
1,135	Pepperpot	1,210	2,724	1,005	-205	New cleaning contract with WBC
3,200	Staycation	3,200	3,674	5,210	2,010	£1.3k increase in cost of advertising
8,530	The Square	-3,000	-3,000	-12,000	-9,000	Rent free period expired so get full years rent
0	Town Promotion	0	-351	5,000	5,000	To replace signage / boards / street furniture
25,236	Wilfrid Noyce	600	-1,101	-2,344	-2,944	Third Hall net costs
-180	Wilfrid Noyce Refurbishment	0	0	0		
445,552	Net Cost of Services (excl. Financing Costs)	518,426	520,072	562,445	44,019	

Cost Centre: 101 GTC Office

2015/16 Actual £		2017/18			Variation £		
		2017/18 Budget £	Revised Estimate £	2018/19 Budget £			
Employees							
156548	Direct employee expenses	Salaries	165378	144618	175630	10252	Suzie's costs from BWP now included here
14287		Er's NIC	21500	17011	17292	-4208	NIC rate changed from 13.8% to 12% for main band
27584		Er's Supn	31420	26599	29660	-1760	Contribution rate lowered from 19% to 17.2%
3321		Agency staff	0	0	0	0	
1648	Indirect employee expenses	Training	3000	2669	3000	0	
0		Advertising	1500	1500	1500	0	
111		Other	200	30100	19484	19284	One-off settlement payment in 2017/18; possible direct labour force :
Premises Related Expenditure							
1498	Repairs, alteration & maintenance of buildings		750	750	750	0	
0	Energy costs		0	0	0	0	
0	CRC allowances		0	0	0	0	
11620	Rents		13000	13000	13000	0	
0	Rates		0	0	0	0	
0	Water services		0	0	0	0	
0	Fixtures and fittings		0	0	0	0	
23	Cleaning & domestic supplies		30	156	50	20	
0	Grounds maintenance costs		0	0	0	0	
0	Premises insurance		0	0	0	0	
1600	Contribution to premises-related provisions		1600	1600	0	-1600	Reserves at sufficient levels
Transport Related Expenditure							
91	Public transport		0	16	0	0	
791	Car allowances		1000	1000	1000	0	
Supplies & Services							
1037	Equipment, furniture and materials		500	450	500	0	
232	Catering		200	200	200	0	
95	Clothes, uniform & laundry		200	200	200	0	
4859	Printing, stationery & general office expenses		5200	5382	5220	20	
0	Services	Professional Fees	10000	10000	10000	0	
1939		Audit fees	3300	2000	3300	0	
7926		Insurance	8500	8191	8715	215	
788		Bank charges	900	800	720	-180	
1888	Communications & computing	postage	2000	2000	1560	-440	
1390		telephones	1500	1609	1660	160	
8273		computers	8000	8260	8000	0	
0		website	2000	1000	2000	0	
125		publicity advert	0	300	0	0	
4000		newsletter	4000	5500	4400	400	New contract prices
0	Expenses	Staff expenses	0	0	0	0	
0		Mayor's allowance	0	0	0	0	
0		Members' expenses	0	0	0	0	
48000	Grants & Subscriptions	Grants	55000	55000	58000	3000	£33k SLA Grants; £22k General Grants; £3k Council Community Fund
4740		Subscriptions	6000	4705	6000	0	
-5478	Contributions to provisions		23186	23186	9970	-13216	2018/19 £7,970 New Initiatives Fund, £2k IT Reserve
575	Miscellaneous expenses		2000	1500	2000	0	
Third Party Payments							
61521	Godalming Joint Burial Committee		61696	61696	61696	0	2018/19 Subject to change after Band D figures confirmed
0 Income							
-13540		Government Grants	0	0	0	0	
5307		Other grants etc	-9783	-9780	-8310	1473	15% reduction in Council Tax Support Grant
-1284		Customer & client receipts	0	-60	0	0	
-25750		Interest	-700	0	0	700	
		Recharges	-27000	-27000	-27500	-500	
325765	Net Expenditure		396077	394158	409697	13620	

Cost Centre: 102 Civic Expenses

2015/16 Actual £		2017/18				Variation £
		2017/18 Budget	Revised Estimate	2018/19 Budget	£	
	Employees					
0	Direct employee expenses	0	0	0	0	0
0		0	0	0	0	0
0		0	0	0	0	0
0		0	0	0	0	0
0	Indirect employee expenses	0	0	0	0	0
0		0	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	0	0	0	0
0	Energy costs	0	0	0	0	0
0	CRC allowances	0	0	0	0	0
198	Rents	0	0	0	0	0
0	Rates	0	0	0	0	0
0	Water services	0	0	0	0	0
0	Fixtures and fittings	0	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0	0
0	Grounds maintenance costs	0	0	0	0	0
0	Premises insurance	0	0	0	0	0
0	Contribution to premises-related provisions	0	725	0	0	0
	Transport Related Expenditure					
0	Public transport	0	0	0	0	0
0	Car allowances	0	0	0	0	0
	Supplies & Services					
1201	Equipment, furniture and materials	0	0	0	0	0
487	Catering	0	251	0	0	0
2994	Clothes, uniform & laundry	1000	474	1000	0	0
357	Printing, stationery & general office expenses	800	800	804	4	0
23735	Services	0	5325	0	0	£5k By Election costs
0		0	0	0	0	0
0		0	0	0	0	0
0		0	0	0	0	0
0	Communications & computing	0	11	0	0	0
0		0	0	0	0	0
0		0	0	0	0	0
0		0	0	0	0	0
0		0	0	0	0	0
0		0	0	0	0	0
0	Expenses	0	0	0	0	0
5644		8080	8080	8244	164	0
914	Members' expenses	1200	500	1200	0	0
0	Grants & Subscriptions	0	0	0	0	0
21	Subscriptions	0	0	0	0	0
						£12k Election Reserve - rebuild after by-election plus normal contribution for 2019 elections
4000	Contributions to provisions	4000	4000	12000	8000	0
1354	Miscellaneous expenses	600	812	600	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0	0
0	Income	0	0	0	0	0
0		0	0	0	0	0
0		0	-125	0	0	0
0		0	0	0	0	0
-19036	Recharges	0	-5000	0	0	£5k tfr from Election Reserve
21869	Net Expenditure	15680	15853	23848	8168	

Cost Centre: 104 Town Promotion

2015/16 Actual £		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Variation £
Employees					
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
Premises Related Expenditure					
7198	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
9231	Fixtures and fittings	0	0	0	0
6	Cleaning & domestic supplies	0	212	0	0 Litter bins - Town show - offset by Customer receipts
26	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
67	Car allowances	0	166	0	0 Van Hire - God Run - offset by Customer Receipts
Supplies & Services					
263	Equipment, furniture and materials	0	4426	5000	5000 2017/18 £219 God Run barriers and walkie talkies; £4.1k Marquees - offset by transfer from New Initiatives fund; 2018/19 new budget for signage, street furniture, etc. Includes £1.2k for Heritage Weekend; £650 Town Day and £1k Sports Godalming
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	40	0	0 Photo of Flood Barrier exercise
0	Professional Fees	0	40	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
53	computers	0	0	0	0
0	website	0	0	0	0
270	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
15	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	14	0	0 Farncombe Initiative - Blue Plaque
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
-6119	Government Grants	0		0	0
0	Other grants etc	0		0	0
0	Customer & client receipts	0	-1483	0	0
0	Interest	0		0	0
-11010	Recharges	0	-3726	0	0 £4.3k Transfer from New Initiatives for Marquees; £586 tfr to Farncombe Initiative
0	Net Expenditure	0	-351	5000	5000

Cost Centre: 105 Staycation

2015/16 Actual £		2017/18			
		2017/18 Budget	Revised Estimate	2018/19 Budget	Variation
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	150	150	150
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
90	Public transport	0	0	0	0
0	Car allowances	0	196	200	200
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	785	800	800
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
2000	publicity advert	2000	3783	3800	1800 £1.3k increase in advertising in Vantage Point
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
1110	Miscellaneous expenses	1200	260	260	-940
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
0	Recharges	0	-1500	0	0
3200	Net Expenditure	3200	3674	5210	2010

Cost Centre: 106 Festivals & Markets

2015/16			2017/18			
Actual			2017/18	Revised	2018/19	
£			Budget £	Estimate £	Budget £	
					Variation £	
Employees						
1400	Direct employee expenses	Salaries	1860	1600	1600	-260
137		Er's NIC	240	140	160	-80
0		Er's Supn	0	0	0	0
0		Agency staff	0	320	2140	2140
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
						0
Premises Related Expenditure						
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
195	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
459	Cleaning & domestic supplies		0	562	600	600
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
Transport Related Expenditure						
678	Public transport		0	0	0	0
0	Car allowances		0	300	500	500
Supplies & Services						
622	Equipment, furniture and materials		0	607	510	510
142	Catering		0	192	180	180
0	Clothes, uniform & laundry		0	0	0	0
620	Printing, stationery & general office expenses		0	0	530	530
1654	Services	Professional Fees	0	2090	2250	2250
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
3080		publicity advert	0	3618	3670	3670
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
590		Subscriptions	0	110	310	310
185	Contributions to provisions		0	0	0	0
1771	Miscellaneous expenses		0	414	1000	1000
Third Party Payments						
0	Godalming Joint Burial Committee		0	0	0	0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-11933		Customer & client receipts	-2500	-16070	-14200	-11700
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-400	Net Expenditure		-400	-6117	-750	-350

Cost Centre: 108 Christmas Lights

2015/16			2017/18		2018/19	
Actual			2017/18	Revised	2018/19	Variation
£			Budget	Estimate	Budget	£
	Employees					
0	Direct employee expenses	Salaries	0	0	0	0
0		Er's NIC	0	0	0	0
0		Er's Supn	0	0	0	0
0		Agency staff	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
20	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	Supplies & Services					
0	Equipment, furniture and materials		0	0	0	0
0	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
31559	Services	Professional Fees	45880	45880	45880	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	0	0	0	0
10621	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		0	0	0	0
			0	0	0	
	Third Party Payments					
0	Godalming Joint Burial Committee		0	0	0	0
	Income					
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-3200		Customer & client receipts	-3200	-3200	-3200	0
0		Interest	0	0	0	0
0		Recharges	-3680	-3680	-3680	0
39000	Net Expenditure		39000	39000	39000	0

Cost Centre: 109 Fireworks

2015/16

Actual

£

2017/18

2017/18

Revised

2018/19

Budget

Estimate

Budget

Variation

Employees

0	Direct employee expenses	Salaries	250	250	250	0
0		Er's NIC	0	0	0	0
0		Er's Supn	0	0	0	0
0		Agency staff	0	1245	1200	1200
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0

2 contractors @ two 12 hour days

Premises Related Expenditure

0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	84	100	100
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0

Transport Related Expenditure

0	Public transport		0	0	0	0
0	Car allowances		0	259	260	260

Supplies & Services

0	Equipment, furniture and materials		2000	688	500	-1500
0	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	220	220
0	Services	Professional Fees	8000	7705	6150	-1850
0		Audit fees	0	0	0	0
0		Insurance	1000	1000	1020	20
0		Bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	600	1450	1525	925
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	145	155	155	10
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		0	690	1000	1000

Third Party Payments

0	Godalming Joint Burial Committee		0	0		0
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0	Income	Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
0		Customer & client receipts	-11995	-11653	-10800	1195
0		Interest	0	0	0	0
0		Recharges	0	0	0	0

0	Net Expenditure		0	1873	1580	1580
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Cost Centre: 111 Neighbourhood Plan

2015/16			2017/18		2018/19	
Actual			2017/18	Revised	2018/19	Variation
£			Budget	Estimate	Budget	£
	Employees					
0	Direct employee expenses	Salaries	0	0	0	0
0		Er's NIC	0	0	0	0
0		Er's Supn	0	0	0	0
0		Agency staff	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
						0
	Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	Supplies & Services					
0	Equipment, furniture and materials		0	0	0	0
374	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
4957	Printing, stationery & general office expenses		0	0	0	0
460	Services	Professional Fees	3668	4843	7590	3922
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
4013	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
1380		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
108		Subscriptions	0	0	0	0
4166	Contributions to provisions		0	0	0	0
40	Miscellaneous expenses		0	0	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee		0	0	0	0
	Income					
0	Government Grants		0	0	0	0
-7498	Other grants etc		0	0	0	0
0	Customer & client receipts		0	0	0	0
0	Interest		0	0	0	0
0	Recharges		-3668	-4843	-7590	-3922
8000	Net Expenditure		0	0	0	0

Cost Centre: 201 Broadwater Park Community Centre

2015/16			2017/18	2017/18	2018/19	
Actual			2017/18	Revised	2018/19	Variation
£			Budget £	Estimate £	Budget £	£
	Employees					
10210	Direct employee expenses	Salaries	10170	10077	0	-10170 Moved Suzie to Head Office due to change in role
998		Er's NIC	1322	985	0	-1322
0		Er's Supn	1932	1830	0	-1932
0		Agency staff	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
						0
	Premises Related Expenditure					
1644	Repairs, alteration & maintenance of buildings		3000	2713	3420	420
3119	Energy costs		3300	3300	3360	60
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
1296	Rates		1330	1258	1352	22
518	Water services		500	771	600	100
0	Fixtures and fittings		0	0	0	0
6980	Cleaning & domestic supplies		8000	7313	8100	100
1101	Grounds maintenance costs		1200	3194	1440	240
900	Premises insurance		950	950	970	20
3000	Contribution to premises-related provisions		3000	3000	2500	-500
	Transport Related Expenditure					
0	Public transport		0	0	0	0
4	Car allowances		0	0	0	0
	Supplies & Services					
174	Equipment, furniture and materials		700	352	600	-100
0	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
71	Printing, stationery & general office expenses		100	44	0	-100
50	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
16	Communications & computing	postage	0	0	0	0
240		telephones	300	894	1020	720
803		computers	900	0	0	-900
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
266		Subscriptions	280	280	300	20
0	Contributions to provisions					0
0	Miscellaneous expenses					0
	Income					
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-23270		Customer & client receipts	-29000	-29000	-29000	0 Risk of losing Surrey Dance Academy - £14k pa
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
8120	Net Expenditure		7984	7961	-5338	-13322

Cost Centre: 202 The Pepperpot

2015/16		2017/18	2017/18	2018/19	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	Employees				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
		0	0	0	0
					0
	Premises Related Expenditure				
2113	Repairs, alteration & maintenance of buildings	1500	3290	1500	0 Repaint due to graffiti
860	Energy costs	1100	770	900	-200
0	CRC allowances	0	0	0	0
0	Rents	0	2170	920	920
660	Rates	680	641	670	-10
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
2867	Cleaning & domestic supplies	3600	3132	1500	-2100
324	Grounds maintenance costs	0	627	600	600
200	Premises insurance	220	220	225	5
2000	Contribution to premises-related provisions	2000	2000	2500	500
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
77	Equipment, furniture and materials	800	800	600	-200
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
556		560	1040	1040	480
249		250	0	0	-250
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
249		0	70	70	70
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	15	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Income				
0		0	0	0	0
0		0	0	0	0
-9020		-9500	-12051	-9520	-20
0		0	0	0	0
0		0	0	0	0
1135	Net Expenditure	1210	2724	1005	-205

Cost Centre: 203 The Square

2015/16		2017/18	2017/18	2018/19	
Actual		2017/18	Revised	2018/19	
£		Budget £	Estimate £	Budget £	Variation £
Employees					
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
6589	Premises insurance	7200	575	3200	-4000
3375	Contribution to premises-related provisions	0	0	0	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
0	Equipment, furniture and materials	0	0	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
17155	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	Bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
0	Income	0	0	0	0
-6589	Government Grants	0	0	0	0
-12000	Other grants etc	0	0	0	0
0	Customer & client receipts	-10200	-3575	-15200	-5000
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
8530	Net Expenditure	-3000	-3000	-12000	-9000

Received refund as property now occupied - that also lowers insurance going forward

Cost Centre: 204 Allotments

2015/16		2017/18	2017/18	2018/19	
Actual		2017/18	Revised	2018/19	Variation
£		Budget	Estimate	Budget	£
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
408	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
80	Water services	100	79	100	0
0	Fixtures and fittings	0	0	0	0
288	Cleaning & domestic supplies	0	297	0	0 Skip hire to clear allotments
4021	Grounds maintenance costs	2000	7631	2880	880 Includes tree works
0	Premises insurance	0	0	0	0
1000	Contribution to premises-related provisions	1000	1000	0	-1000
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	125	0	0 Fencing
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
530	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
20	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-2268	Customer & client receipts	-2100	-2197	-2200	-100
0	Interest	0	0	0	0
0	Recharges	0	-4500	0	0 Tree works
4079	Net Expenditure	1000	2435	780	-220

Cost Centre: 205 Wilfrid Noyce Centre

2015/16		2017/18	2017/18	2018/19		
Actual		2017/18	Revised	2018/19		
£		Budget £	Estimate £	Budget £	Variation £	
Employees						
0	Direct employee expenses	Salaries	2250	2596	2340	90
0		Er's NIC	0	0	0	0
0		Er's Supn	430	192	396	-34
900		Agency staff	0	100	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
Premises Related Expenditure						
5769	Repairs, alteration & maintenance of buildings		6000	6103	6540	540 Running costs Oglethorpe
1502	Energy costs		6000	6000	7200	1200 Running costs Oglethorpe
0	CRC allowances		0	0	0	0
14218	Rents		0	151	0	0
1326	Rates		5300	4334	5640	340 4% increase on 2017/18 actual plus 25% increase for Oglethorpe
419	Water services		900	1235	900	0
382	Fixtures and fittings		0	0	0	0
7065	Cleaning & domestic supplies		15000	15646	12384	-2616 New contract - change from Cara to WBC
566	Grounds maintenance costs		700	1068	700	0
2213	Premises insurance		1200	1200	1290	90
2000	Contribution to premises-related provisions		2000	2000	3500	1500
Transport Related Expenditure						
193	Public transport		0	0	0	0
0	Car allowances		0	181	0	0
Supplies & Services						
1105	Equipment, furniture and materials		2000	2768	4000	2000
1480	Catering		0	4	0	0
0	Clothes, uniform & laundry		0	0	0	0
251	Printing, stationery & general office expenses		0	0	0	0
1060	Services	Professional Fees	2770	2770	3000	230 Xmas Lights
0		Audit fees	0	0	0	0
0		Insurance	0	64	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
92		telephones	300	1085	1016	716
298		computers	620	0	0	-620
0		website	0	0	0	0
406		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
4210	Grants & Subscriptions	Grants	0	0	0	0
355		Subscriptions	350	350	350	0
0	Contributions to provisions		2090	2083	2083	-7 Re Chamber Contr to Refurb
0	Miscellaneous expenses		0	15	1200	1200
Third Party Payments						
0	Godalming Joint Burial Committee		0	0	0	0
Income						
-500		Government Grants	0	0	0	0
-20074		Other grants etc	0	0	0	0
0		Customer & client receipts	-47310	-48963	-52800	-5490 + £5,500 re third hall
0		Interest	0	0	0	0
0		Recharges	0	-2083	-2083	-2083
25236	Net Expenditure		600	-1101	-2344	-2944
11289	Capital Finance Costs (Not included in net costs of Services)		52470	52470	59760	7290

Cost Centre: 206 Bandstand

2015/16
Actual
£

2017/18
2017/18 Revised 2018/19
Budget £ Estimate £ Budget £ Variation £

Employees

0	Direct employee expenses	Salaries	0	0	0	0
0		Er's NIC	0	0	0	0
0		Er's Supn	0	0	0	0
0		Agency staff	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0

Premises Related Expenditure

297	Repairs, alteration & maintenance of buildings		1000	557	1000	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0

Transport Related Expenditure

0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0

Supplies & Services

0	Equipment, furniture and materials		0	194	0	0
0	Catering		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
0	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's allowance	0	0	0	0
0		Members' expenses	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
328		Subscriptions	100	70	100	0
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		0	0	0	0

Third Party Payments

0	Godalming Joint Burial Committee					0
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Income

0	Government Grants		0	0	0	0
0	Other grants etc		0	0	0	0
-786	Customer & client receipts		-900	-817	-630	270
0	Interest		0	0	0	0
0	Recharges		0	0	0	0

-161 Net Expenditure

200 4 470 270

Cost Centre: 207 Museum

2016/17 Actual £		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Variation £
Employees					
0	Direct employee expenses				
	Salaries	0	20460	41736	41736
0	Er's NIC	0	2659	4140	4140
0	Er's Supn	0	3519	7080	7080
0	Agency staff	0	0	0	0
0	Indirect employee expenses				
	Training	0	1000	1000	1000
0	Advertising	0	0	0	0
					0
Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	500	1500	1500
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	36500	53000	53000
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	160	320	320
Supplies & Services					
0	Equipment, furniture and materials	0	0	0	0
0	Catering	0	186	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	197	0	0
0	Services				
	Professional Fees	0	6464	0	0 Legal fees for cost of property transfer
0	Audit fees	0	0	0	0
0	Insurance	0	4564	4655	4655
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
0	telephones	0	125	300	300
0	computers	0	6290	1824	1824 Largely the cost to set Museum up on our IT system
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
0	Subscriptions	0	0	3000	3000 SMCC Partnership
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	52225	23	0	-52225
Third Party Payments					
0	Godalming Joint Burial Committee				0
Income					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	-30392	-60784	-60784
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
0	Net Expenditure	52225	52255	57771	5546 £5k transfer from Grants budget

Cost Centre: 208 Land & Property Other

2015/16 Actual £		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Variation £
Employees					
0	Direct employee expenses				
	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses				
	Training	0	0	0	0
0	Advertising	0	0	0	0
Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	1650	10146	6660	5010 2017/18 includes £6k to replace driers; 2018/19 £5.1k Toilets
0	Energy costs	0	313	750	750 Toilets
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	1750	3640	3640 Toilets - includes 4% increase
0	Water services	0	563	1350	1350 Toilets
0	Fixtures and fittings	1000	750	1000	0
0	Cleaning & domestic supplies	0	8333	20000	20000 Toilets
359	Grounds maintenance costs	1000	2124	1000	0 Tree works
0	Premises insurance	0	0	0	0
1000	Contribution to premises-related provisions	1000	1000	1500	500
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
0	Equipment, furniture and materials	0	-25	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services				
	Professional Fees	0	650	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	800	816	816 Toilets
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	150	1800	1800 Toilets - lock up service
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
0	Recharges	0	-15850	0	0 Transfer from New Initiative Fund to cover costs of Toilets
1359	Net Expenditure	4650	10704	38516	33866

Cost Centre: 301 Wilfrid Noyce Centre Refurbishment

2015/16		2017/18	2017/18	2018/19	
Actual		2017/18	Revised	2018/19	Variation
£		Budget £	Estimate £	Budget £	£
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
921252	Repairs, alteration & maintenance of buildings	0	296528	0	0
21	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
20384	Fixtures and fittings	0	905	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	10000	0	0 Retention for third hall
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
41257	Equipment, furniture and materials	0	1531	0	0
0	Catering	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
72680	Services	0	11257	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	412	0	0
295	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
550	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's allowance	0	0	0	0
0	Members' expenses	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee				0
-841000	Income				
-2450	Government Grants	0	0	0	0
-40083	Other grants etc	0	0	0	0
0	Customer & client receipts	0	-300000	0	0
0	Interest	0	0	0	0
-173086	Recharges	0	-20633	0	0 Retention paid for phase 1 work
-180	Net Expenditure	0	0	0	0

Cost Centre: 110 Community Navigator

2015/16			2017/18	2017/18	2018/19	
Actual			Budget	Revised	Budget	Variation
£			£	£	£	£
	Employees					
24482	Direct employee expenses	Salaries	0			0
2260		Er's NIC	0			0
4652		Er's Supn	0			0
		Agency staff	0			0
325	Indirect employee expenses	Training	0			0
		Advertising	0			0
						0
	Premises Related Expenditure					
	Repairs, alteration & maintenance of buildings		0			0
	Energy costs		0			0
	CRC allowances		0			0
	Rents		0			0
	Rates		0			0
	Water services		0			0
	Fixtures and fittings		0			0
	Cleaning & domestic supplies		0			0
	Grounds maintenance costs		0			0
	Premises insurance		0			0
	Contribution to premises-related provisions		0			0
	Transport Related Expenditure					
	Public transport		0			0
860	Car allowances		0			0
	Supplies & Services					
19	Equipment, furniture and materials		0			0
8	Catering		0			0
0	Clothes, uniform & laundry		0			0
55	Printing, stationery & general office expenses		0			0
	Services	Professional Fees	0			0
		Audit fees	0			0
		Insurance	0			0
		bank charges	0			0
	Communications & computing	postage	0			0
207		telephones	0			0
0		computers	0			0
		website	0			0
		publicity advert	0			0
		newsletter	0			0
15	Expenses	Staff expenses	0			0
		Mayor's allowance	0			0
		Members' expenses	0			0
	Grants & Subscriptions	Grants	0			0
		Subscriptions	0			0
0	Contributions to provisions		0			0
2117	Miscellaneous expenses		0			0
	Third Party Payments					
	Godalming Joint Burial Committee		0			0
	Income					
-35000		Government Grants	0			0
		Other grants etc	0			0
		Customer & client receipts	0			0
		Interest	0			0
		Recharges	0			0
	Net Expenditure		0	0	0	0

Godalming Town Council
Revised Estimates 2016/17 and Budget 2017/18

	Balance b/f 1 April 2016 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves/ Bal. Sheet £	Balance c/f 31 March 2017 £
Movement in Reserves to March 31 2017 (Actual)							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	194,702	21,431			5,898		222,031
Sub-total unallocated reserves	194,702						222,031
Earmarked Reserves							
2 Election Expenses Fund	5,702		4,000		0		9,702
* WW1 Memorial	0		13,020				13,020
* Doubtful Debts Provision	0		12,000	-12,000			0
6 Deposits Held - High Str Parking	2,423					-2,423	0
7 The Square	27,000				-27,000		0
8 IT Reserve	3,688				-688		3,000
9 Other Land & Property Maintenance	16,583		10,600	-5,000	-2,183		20,000
10 New Initiatives Fund			21,630	-20,360	-1,270		0
11 Farncombe Initiative	5,437		384	-3,085			2,735
16 Business Boards	4,195			-4,101	-94		0
17 Neighbourhood Plan	15,118			-2,685			12,433
18 Enhancement of God High Street	505			-505			0
19 Festival Surplus	4,242			-1,345			2,897
20 Staycation	335						335
21 Christmas Lights	15,237			-3,680			11,557
25 Wilfrid Noyce Key Deposits	80						80
26 Wilfrid Noyce Refurbishment Scheme	7,092			-29,175	42,746		20,663
* Wilfrid Noyce Chamber of Commerce Cont	0		2,083		-14,583		-12,500
28 Community Navigator	6,586			-3,761	-2,826		0
29 Twinning	0						0
30 Mayor's Charity	3,017		1,324	-3,017			1,324
31 Balance of Mayor's Allowance	0						0
32 Flood Alleviation	24,200						24,200
Sub- total Earmarked Reserves	141,440						109,446
Balances	336,142	21,431	65,041	-88,714	0		331,477

Godalming Town Council
Revised Estimates 2016/17 and Budget 2017/18

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves £	Balance c/f 31 March 2018 £
BUDGET 2017/18 - Projection of Reserves to March 31 2018 (Balances b/f restated to match actuals at 31/03/17)							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	222,031	-1,646					220,385
Sub-total unallocated reserves	222,031						220,385
Earmarked Reserves							
2 Election Expenses Fund	9,702		4,000				13,702
3 WW1 Memorial	13,020						13,020
4 IT Reserve	3,000						3,000
5 Other Land & Property Maintenance	20,000		10,600				30,600
6 New Initiatives Fund	0		23,293				23,293
7 Farncombe Initiative	2,735						2,735
8 Neighbourhood Plan	12,433			-3,668			8,765
9 Festival Surplus	2,897						2,897
10 Staycation	335						335
11 Christmas Lights	11,557			-3,680			7,877
12 Wilfrid Noyce Key Deposits	80						80
13 Wilfrid Noyce Refurbishment Scheme	20,663						20,663
14 Wilfrid Noyce Chamber of Commerce Cont	-12,500		2,090				-10,410
15 Mayor's Charity	1,324						1,324
16 Balance of Mayor's Allowance	0						0
17 Flood Alleviation	24,200						24,200
* Caudle Memorial Fund							0
* Godalming Museum							0
	109,446						142,081
Balances	331,477	-1,646	39,983	-7,348	0	0	362,466

Godalming Town Council
Revised Estimates 2016/17 and Budget 2017/18

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves £	Balance c/f 31 March 2018 £
REVISED ESTIMATES 2017/18 - Projection of Reserves to March 31 2018							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	222,031	-1,646					220,385
Sub-total unallocated reserves	222,031						220,385
Earmarked Reserves							
2 Election Expenses Fund	9,702		4,000	-5,000			8,702
3 WW1 Memorial	13,020						13,020
4 IT Reserve	3,000						3,000
5 Other Land & Property Maintenance	20,000		10,600	-4,850			25,750
6 New Initiatives Fund	0		23,186	-20,300			2,886
7 Farncombe Initiative	2,735		586				3,321
8 Neighbourhood Plan	12,433			-4,843			7,590
9 Festival Surplus	2,897						2,897
10 Staycation	335						335
11 Christmas Lights	11,557			-3,680			7,877
12 Wilfrid Noyce Key Deposits	80						80
13 Wilfrid Noyce Refurbishment Scheme	20,663		10,000	-20,663			10,000
14 Wilfrid Noyce Chamber of Commerce Cont	-12,500						-12,500
15 Mayor's Charity	1,324			-1,324			0
16 Balance of Mayor's Allowance	0						0
17 Flood Alleviation	24,200			-1,000			23,200
* Caudle Memorial Fund	0		17,500				17,500
* Godalming Museum	0		36,500				36,500
	109,446						150,158
Balances	331,477	-1,646	102,372	-61,660	0	0	370,543

Godalming Town Council
Revised Estimates 2016/17 and Budget 2017/18

	Balance b/f 1 April 2018 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Direct Inc/Exp £	Transfers between Reserves £	Balance c/f 31 March 2019 £
Budget 2018/19 - Projection of Reserves to March 31 2019							
Reserves							
Unallocated Reserves							
1 Revenue Reserve	220,385		25,000				245,385
Sub-total unallocated reserves	220,385						245,385
Earmarked Reserves							
2 Election Expenses Fund	8,702		12,000				20,702
3 WW1 Memorial	13,020						13,020
4 IT Reserve	3,000		2,000				5,000
5 Other Land & Property Maintenance	25,750		11,000				36,750
6 New Initiatives Fund	2,886		21,470				24,356
7 Farncombe Initiative	3,321						3,321
8 Neighbourhood Plan	7,590			-7,590			0
9 Festival Surplus	2,897						2,897
10 Staycation	335						335
11 Christmas Lights	7,877			-3,680			4,197
12 Wilfrid Noyce Key Deposits	80						80
13 Wilfrid Noyce Refurbishment Scheme	10,000						10,000
14 Wilfrid Noyce Chamber of Commerce Cont	-12,500		2,083				-10,417
15 Mayor's Charity	0						0
16 Balance of Mayor's Allowance	0						0
17 Flood Alleviation	23,200						23,200
* Caudle Memorial Fund	17,500						17,500
* Godalming Museum	36,500		13,500				50,000
	150,158						150,158
Balances	370,543	0	87,053	-11,270	0	0	395,543

10. GRANT AID WORKING GROUP REPORT

On 19 October 2017 the Policy & Management Committee agreed to establish a working group to consider the existing arrangements for the awarding of grant support from Godalming Town Council to community organisations (Min No. 249-17 refers). The Working Group to consist of the following members:

Cllr Reynolds – Chairman
Cllr Bolton
Cllr S Bott
Cllr Cosser
Acting Town Clerk

The Terms of Reference of the Working Group require them to:

- Review the adequacy of the existing process;
- consider grant awarding processes operated by other Town & Parish Councils, and
- determine recommendations for a grant awarding process for Godalming Town Council.

The Grant Aid Working Group has considered the following issues:

1. Minimum Criteria for Consideration of a Grant Application. The Working Group considered the existing criteria, as set out below is adequate for purpose;

- Applicants must provide the following in support of the application:
 - 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)
- The organisation/group must have a bank account in the name of the organisation/group.
- The grant must primarily benefit residents of Godalming.

Selection Criteria (Applications will be assessed on the degree to which it meets the following)

- Applications should fit the Town Council's vision and priorities.
- The group must not have received any other grant funding from the Town Council for the project applied for in the same financial year.
- Priority will be given to those applications for which the grant will lever in/match other funds.

Grant Conditions

Successful applicants will be asked to provide a bank deposit slip or an original bank statement (dated within the last three months) as evidence of the bank account details above. The bank statement will be returned to the applicant. Grants will be paid by bank transfer.

Successful applicants will also be expected to sign a form agreeing to the Council's grant conditions which are:

The grant should be applied to the purpose for which it was awarded and evidence should be provided to the Town Council within one year of the award of this grant that this was the case (or the grant returned).

Grant recipients must work with the Town Council to make opportunities to recognise the Council's contribution to the project the grant has been provided for. The Town Council would like to arrange an appropriate press release and photo opportunity with the applicant/group and the Mayor of Godalming. Godalming Town Council will provide copies of its logo for printed and digital media and where appropriate, a simple certificate for display.

Discussion Conclusions

2. From its consideration of grants awarded over the previous 10 years the working group submits the following for consideration by the Policy & Management Committee:

a. Three organisations who have received continuous support be removed from the Grant awarding process:

- Godalming Trust – Heritage Open Days
- Sport Godalming – Godalming Run
- Churches Together – Town Day

The Working Group considered that these events are beneficial in the wider promotion of the Town and that the level of any support for these events from Godalming Town Council be met from the Town Promotion Budget. However, the process used to establish any funding support from the Council should be similar to that for a general grant ie. each organisation should submit a funding request to the Town Clerk who will bring the request to the Policy & Management Committee for approval.

b. That having set funds available for grants as part of the overall budget setting process, the grants budget is allocated to three discrete areas:

- Service Level Agreement (SLA) awards, to be announced to the recipient organisations on completion of the budget setting process. The Working Group believe the following organisations to be eligible for consideration of a SLA:
 - Citizens Advice Waverley
 - Waverley Hospital Hoppa

SLA's will be developed with the respective organisations capturing the Council's expectations. The Council expects to receive an annual presentation from the organisation in the September or October, prior to the start of the budget setting process.

- The majority of the remaining funds be allocated to the General Grants Fund, to be operated under the existing criteria and to be considered each quarter by the Policy & Management Committee.
- A Council Community Fund for initiatives identified by Members costing under £500 per application. Applications from Members to be submitted to the Town Clerk who will bring them for consideration to the next available P&M meeting. The criteria for an award should meet the basic selection criteria of the General

Grants Fund, ie. fit the Town Council's vision and priorities and be of benefit to the wider community or a community group. Support of an individual should not be considered under this scheme.

3. Members will note from the budget papers that the current budget proposals allow for the implementation of the recommendations proposed below. Depending on Members' decisions, appropriate adjustments to cost centres would be made within the agreed budget.

Recommendations

4. The Grant Aid Working Group RECOMMENDS the following proposals:
 - a. The following events be accepted as promoting the town and Members agree that the funding of these events be allocated against the Town Promotion Budget, the level of funding to be agreed by the Policy & Management Committee:
 - Heritage Open Day
 - Godalming Run
 - Town Day.
 - b. Members to apportion the Grants Budget between:
 - SLA support for service delivery by external organisations
 - General Grants Fund
 - Council Community Fund.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

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