

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

16 March 2018

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, 22 MARCH 2018 at 7.00 pm.

Andy Jeffery  
Town Clerk

The meeting will be preceded by prayer with the Revd James Rattue of St Johns, Farncombe officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

Committee Members: Councillor Reynolds – Chairman  
Councillor K 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 18 January 2018 & 1 March 2018, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.

### 4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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

5. PRESENTATION BY WAVERLEY HOPPA COMMUNITY TRANSPORT

Members to receive a presentation from Waverley Hoppa Community Transport ahead of this Committee's considerations, due on 12 April 2018, for SLA funding in support of the 'Hospital Hoppa'.

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

RFO 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. PLANNING MATTERS

Members will be aware that the Waverley Local Plan Part 1 (LLP1) was found, subject to main modifications, to be sound by the Government Appointed Inspector, and adopted (including all the main modifications) by Waverley Borough Council on 20 February 2018.

Members may wish to note the benefits afforded by the adopted LLP1

- Brings key planning policies up to date;
- WBC are better able to defend against speculative proposals inconsistent with planning policy as set out in the plan. With adoption, decisions will need to follow the plan, unless material considerations indicate otherwise;
- WBC are better able to defend its position against 5-year housing supply;
- Provides certainty in relation to housing numbers and other key strategic policies to enable local communities to complete their neighbourhood plans;
- WBC able to move forward with the adoption and implementation of the Community Infrastructure Levy (CIL), which will provide the basis for the provision of necessary infrastructure to support growth. Anticipated adoption date September/October 2018.

In relation to housing numbers, Members will wish to note that the housing numbers allocated directly to Godalming during the period of the plan is now 1,520 and that land at Aarons Hill and Binscombe has been released from the Green Belt. Members should note that a significant number of the housing requirement (1,168 as of 1 April 2017) has already been committed.

Whilst the high percentage of the housing requirement already committed removes a large element of uncertainty for the town, the downside is that, due to the delays in adoption of the Local Plan, Godalming will not receive CIL funding from those properties already completed or in receipt of planning permission before the adoption of the Local Plan. Members should also note that CIL funding for the remaining housing requirement will not be available from developments granted planning permission before the adoption and implementation of the CIL due sometime after September.

## Other Planning Matters

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

No referrals received.

## 9. BUDGET MONITORING

Members to consider a budget monitoring report to 28 February 2018 (detailed report attached for the information of Members). Note that the budget figures have been updated to reflect the Revised Estimates agreed by this Committee on 4 January 2018.

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ year end</b>
	<b>£</b>	<b>£</b>
Head Office Costs	23,587 u/s	15,000 u/s
Civic Expenses	3,502 o/s	1,000 o/s
Town Promotion	6,812 u/s	1,000 o/s
Staycation	33 o/s	33 o/s
Festivals & Markets	483 o/s	483 o/s
Christmas Lights	887 o/s	887 o/s
Fireworks Night	1,313 o/s	1,313 o/s
Neighbourhood Plan	4,870 o/s	0
BWP Community Centre	6,355 u/s	5,000 u/s
Pepperpot	406 o/s	0
The Square	3,198 u/s	198 u/s
Allotments	698 o/s	1,000 o/s
Wilfrid Noyce Community Centre	2,516 o/s	3,000 o/s
Bandstand	205 u/s	205 u/s
Godalming Museum	1,053 o/s	1,000 o/s
Land & Property Other	1,169 o/s	2,000 o/s
<b>TOTAL</b>	<b>23,228 u/s</b>	<b>8,687 u/s</b>

Members to note that the monitoring report shows a current variance of £23,228 underspent against budget. Main contributors to the underspend are as follows:

- The Council continues to hold a staff vacancy (the new Facilities Supervisor won't commence until the new financial year).
- The Professional Fees budget has a significant underspend, however, it should be noted that the invoice for the HR support associated with the recent reorganisation of the Council's staffing establishment remains outstanding.
- Broadwater Community Centre is exceeding its revenue budget and its costs are staying within or below budget.

10. MOTIONS ON NOTICE

a) By Councillor Bolton

The Motion:

This Council believes that a vibrant public market is beneficial to the residents of the town and has the potential to enhance the overall retail offer of Godalming. This Council is aware of the difficulties experienced by 'The Friday Market' due to the changes affecting the existing market site and wishes to explore options for relocating the Godalming weekly market to a more prominent position within the town.

Members are asked to support this motion by agreeing to provide the resources of this Council, both financial and staff resource, to explore the potential options in order to bring to this chamber meaningful proposals for how this Council might be able to secure the future of the Godalming weekly market.

11. GENERAL DATA PROTECTION REGULATIONS (GDPR)

Members are requested to consider an Officer's report regarding preparations for the implementation of the GDPR (report previously circulated to Members with agenda for 1 March meeting). If agreed, Members are requested to resolve to approve the recommendations contained within the report.

12. GODALMING MUSEUM

In preparation for the transfer of the Museum building, GTC surveyed the building and identified a programme of works it considered would be required over an 8-year period to ensure the proper maintenance of the building.

The emergency lighting system was identified as year 1 required works. In line with the planned schedule, a quotation has been sought from the Town Council's existing contractors under FR 12.1(iv) in order to realise future efficiency savings by enabling the smart management of all emergency lighting checks and maintenance. If approved, it is anticipated that works would be undertaken shortly following the Easter school holiday period.

The upgrading of the emergency lighting system will provide for an energy efficient LED system to suit the existing exhibition space layout, allowing for both normal museum use and special function usage. The new installation will meet the current regulatory standards.

Members are requested to resolve to agree expenditure of £3,222.10 against the Museum cost centre

13. INSURANCE

Quotes for Insurance services for the financial year 2018/19 were sought from the following four suppliers who have been used by other Town or Parish Councils in the immediate area, or had made their services known.

- Came & Company
- Aon Insurance
- Zurich
- WPS Insurance Brokers

The first two named suppliers declined to quote citing that they were not offering quotes for new business to local councils.

The remaining two providers have both previously been used by this Council and are considered to be reputable companies. Both were supplied with the Council's Fixed Asset Register and current insurance schedule to ensure they quoted on the same basis.

Members are requested to consider the report and to resolve to agree to engage an insurance company for the provision of Godalming Town Council's insurance services.

14. FLORAL GODALMING

Members will wish to note that by the kind generosity of The Caudle Memorial Fund, Godalming Town Council has been able to identify and purchase specialist 'self-watering' flower containers, which will enable the Town Council, with the support of the Chamber of Commerce, to provide 50 floral displays within Godalming's primary shopping area of Church Street, The High Street, and Bridge Street. A detailed report of the scheme was previously distributed to Members with the agenda for 1 March meeting.

15. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SALC

Members are asked to note a report from Councillor Cosser on the Surrey Association of Local Councils (report previously distributed with the 1 March agenda) an organisation on which Councillor Cosser represents the Town Council. Documents of interest associated with this report will be emailed to Members for their information and will be tabled for Members' inspection half an hour prior to the start of this meeting.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SCC TREE WARDENS

Councillor Williams has indicated that there has been no activity in relation to the SCC Tree Warden Scheme and that he considers it appropriate for this group to be removed as an external body with Town Council representation.

17. WILFRID NOYCE – ADDITIONAL REVENUE STREAM

Members to consider a confidential report (attached for the information of Members) from the Town Clerk relating to an additional revenue stream for the Wilfrid Noyce Centre.

18. DELEGATED AUTHORITY

In consultation with the Chairman of this committee, the Town Clerk negotiated an agreement with the Farncombe and District Allotment Association for Godalming Town Council to take direct management of one plot located on Catteshall Road allotments. The chairman will inform Members regarding the necessity for this agreement. However Members will wish to note an outcome of the agreement will allow access for contractors undertaking work on the allotments for the construction of the flood defence wall (subject to planning approval) without having to bring machinery across cultivated plots. The cost of implementing the agreement was £306.64 from the cost centre 204/4301 (Allotments).

Members will be aware the Meadow, opposite Godalming Junior School, has been prone to surface flooding. Following investigations on the 12 March by Surrey Highways, the route of the drainage pipes was discovered to transverse across the allotments for discharging into Hell Ditch. The Highways Act passes the responsibility to the landowner on whose land the drainage pipe is located. As responsible landowners, the Town Clerk considered Members would wish the cause of flooding by the school crossing point to be rectified as soon as possible. As such work was undertaken on the 14 and 15 March to locate and rectify the cause of the obstruction. The cost of the work being £530 from cost centre 204/4301 (Allotments).

18. ITEMS FOR THE INFORMATION OF MEMBERS

The following documents will be tabled at the meeting for the information of Members:

Letter & Leaflet from ElanCity on The Evolis Radar Speed Sign.

19. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

20. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 12 April 2018 at 7.00 pm in the Council Chamber.

21. ANNOUNCEMENTS

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

6. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	Requirement	Due date
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting.	Quarterly	12 April 2018
ANNUAL REVIEW OF FINANCIAL REGULATIONS	Town Clerk & RFO	Annual Event	To be completed annually by 31 March Reviewed by Audit Committee for Recommendation to Full Council. NB. This item was a relevant standing item for this committee when Audit was sub-committee of P&M. As a full committee Audit now reports directly to Full Council, therefore it is recommended this item be removed from P&M work programme.	Annually	31 March 2018
FARNCOMBE INITIATIVE	Cllr Cosser	274-13	Reports expected at approximately six-monthly intervals.	Bi-annual	12 April 2018
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Full Council signed a Memorandum of Understanding with other agencies and created a £25,000 earmarked reserve for a future Flood Alleviation scheme and, contribution of land.	N/A	Construction Due to begin mid 2018
COMMUNICATIONS WORKING GROUP	Cllr Reynolds		Report received October 2017 – Communications Officer’s Post Established 01 Feb 2017. Comms Officer to submit draft Comms strategy/policy document to Comms Working Group.		October 2018
DEVOLUTION OF SERVICES FROM PRINCIPAL AUTHORITIES	Town Clerk	46-16	Tenancy at Will for public toilets signed and toilets re-opened on 15 November. Solicitors appointed for completion of lease(s)	N/A	Draft Lease to P&M 1 March 2018
WW1 2018 (INC GODALMING WAR MEMORIAL)	Town Clerk	46-16	<b>Meeting to be held 21 Mar to scope 2018 Remembrance. Order placed with mason for new memorial plaques</b>		11/11/2018
FIREWORKS	Town Clerk	173-16	Preparations for 2018 event underway	Annual	12 July 2018

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Next report due Nov 2018	2 yearly	Nov 2018
INVESTMENT STRATEGY	RFO	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy. Strategy to be brought to this committee 24 May		Dec 2018
APPROVAL OF VARIABLE DIRECT DEBITS	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.	25/05/17	25/05/19
ENGAGEMENT OF INTERNAL AUDIT	RFO	N/A	Standing Orders delegates the annual appointment of the Internal Auditor to this Committee. Appointment of Internal Auditors for 2018/19 approved by Full Council on 16 Nov 17.	Annual	Jan 2019
BUSINESS PLAN WORKING GROUP	Town Clerk	328-17	Group held first meeting 20 Feb due to reconvene 4 April		
<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>				<b>Required Date</b>	<b>Revised Date</b>
Sport Godalming	Cllr P Martin	51-16	Report provided	25/05/17	
Godalming/Joigny Friendship Association	Cllr Hunter	81-15	Report provided.	25/05/17	
Godalming/Mayen Association	Cllr Thornton	51-16	Report provided.	13/07/17	
Waverley Citizens' Advice	Cllr S Bott	51-16	Presentation by CAB on 14 Sept	13/07/17	
Godalming Transportation Task Group (SCC)	Cllr Walden Cllr Bolton	51-16	No report as no meetings of the Godalming Transportation Task Group have been held.	07/09/17	



TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Godalming & District Chamber of Commerce	Cllr Poulter	51-16	Report provided	07/09/17	
Go Godalming Association	Cllr Gordon-Smith	51-16	Report provided	19/10/17	
Holloway Hill Sports Association	Cllr T Martin	51-16	Report provided	19/10/17	
Godalming Museum Trust	Cllr Gordon-Smith	51-16	Report provided	30/11/17	
St Mark's Community Centre Management Committee	Cllr Pinches	51-16	Report deferred to 12 July 2018	30/11/17	
St Mark's Community Initiative Group	Cllr Bolton	51-16	Report provided	18/01/18	
Godalming Together CIC	Cllr Purkiss	51-16	Report provided	18/01/18	
SALC	Cllr Cosser	51-16	Report expected 22 March 2018	22/03/18	
SCC – Tree Wardens	Cllr Williams	51-16	Report expected 22 March 2018	22/03/18	
Waverley Cycle Forum	Cllr Purkiss		Report expected 12 April 2018	12/04/18	
District Scout Council	Cllr Wheatley		Report expected (TBC)	TBC	12/07/18
Fairtrade Steering Group	Cllr Wheatley		Report expected (TBC)	TBC	
Farncombe Day Centre	Cllr Gray		Report expected (TBC)	TBC	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE 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
Mayor's Pancake Races ( <i>not running 2018 – Shrove Tues in School hols</i> )	Tuesday, 13 February 2018
Farmers' Market	Saturday, 31 March 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 31/03/2018

Month No : 11

## 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	11,765	12,052	287	120,687	132,572	11,885	144,618	23,931
4002	Employer's NIC	1,239	1,418	179	12,771	15,598	2,827	17,011	4,240
4003	Employer's Superannuation	2,068	2,217	149	21,368	24,387	3,019	26,599	5,231
4005	Agency Staff	0	0	0	1,395	0	-1,395	0	-1,395
4011	Staff Training	120	222	102	1,891	2,442	551	2,669	778
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	13	0	-13	30,013	30,000	-13	30,100	87
4101	Repair/Alteration of Buildings	0	0	0	0	500	500	695	695
4102	Property Maintenance	272	0	-272	422	55	-367	55	-367
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	0	0	0	53	53	1	53	1
4162	Waste Removal	0	0	0	60	60	0	60	0
4163	Domestic Supplies	10	3	-7	44	41	-3	43	-1
4201	Public Transport	0	0	0	16	16	0	16	0
4202	Car Allowances	67	0	-67	437	750	313	1,000	563
4301	Equipment	0	0	0	218	250	32	450	232
4304	Catering	17	17	0	182	187	5	200	18

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4305 Clothes, Uniform & Laundry	0	0	0	25	100	75	200		175
4306 Printing	0	223	223	3,325	2,453	-872	2,673		-652
4307 Stationery	0	226	226	1,943	2,486	543	2,709		766
4313 Professional Fees - Other	510	830	320	3,066	9,130	6,064	10,000		6,934
4314 Audit Fees	0	0	0	1,853	2,000	147	2,000		147
4315 Insurance	0	0	0	8,191	8,191	0	8,191		0
4321 Bank Charges	27	67	40	627	737	110	800		173
4322 Postage	0	0	0	1,103	1,500	397	2,000		897
4323 Telephones	80	134	54	1,726	1,474	-252	1,609		-117
4325 Computing	501	688	187	8,402	7,568	-834	8,260		-142
4326 Website	0	0	0	0	0	0	1,000		1,000
4327 Publicity Advertising	0	0	0	300	300	0	300		0
4331 Newsletter	1,100	0	-1,100	4,950	3,850	-1,100	5,500		550
4341 Grants	2,019	0	-2,019	54,250	55,000	750	55,000		750
4342 Subscriptions	0	392	392	3,740	4,312	572	4,705		965
4401 Payments to Godalming JBC	0	0	0	61,696	61,696	0	61,696		0
4900 Miscellaneous Expenses	36	0	-36	88	1,000	912	1,500		1,412
6000 Debt Charges - Principal	4,515	4,560	45	21,201	21,250	49	21,250		49
6001 Debt Charges - Interest	6,773	6,775	2	31,211	31,220	9	31,220		9
Head Office Costs :- Expenditure	<b>31,133</b>	<b>29,824</b>	<b>-1,309</b>	<b>397,254</b>	<b>421,178</b>	<b>23,924</b>	<b>458,682</b>	<b>0</b>	<b>61,428</b>
1001 Precept	0	0	0	570,896	570,896	0	570,896		
1202 Grants - WBC	0	0	0	9,780	9,780	0	9,780		
1303 Other customer/client receipts	0	0	0	60	60	0	60		
1401 Interest Received	327	175	152	363	700	-337	0		

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## Committee Report

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1501 Recharges to Godalming JBC	0	0	0	27,000	27,000	0	27,000		
Head Office Costs :- Income	<b>327</b>	<b>175</b>	<b>152</b>	<b>608,099</b>	<b>608,436</b>	<b>-337</b>	<b>607,736</b>		
<b>Net Expenditure over Income</b>	<b>30,806</b>	<b>29,649</b>	<b>-1,157</b>	<b>-186,059</b>	<b>-162,472</b>	<b>23,587</b>	<b>-124,268</b>		
<b><u>102 Civic Expenses</u></b>									
5001 Transfers from Reserves	0	0	0	0	0	0	-4,275		-4,275
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>-275</b>	<b>0</b>	<b>-4,275</b>
4005 Agency Staff	0	0	0	150	0	-150	0		-150
4203 Other Transport Costs	0	0	0	171	0	-171	0		-171
4301 Equipment	0	0	0	264	0	-264	0		-264
4304 Catering	0	0	0	306	251	-55	251		-55
4305 Clothes, Uniform & Laundry	0	0	0	486	474	-12	474		-12
4306 Printing	0	0	0	39	400	361	800		761
4313 Professional Fees - Other	0	444	444	5,072	4,884	-188	5,325		253
4322 Postage	0	0	0	11	11	0	11		0
4332 Mayor's Expenses	0	0	0	5,670	2,000	-3,670	8,080		2,410
4333 Members' Expenses	0	42	42	0	462	462	500		500
4900 Miscellaneous Expenses	0	68	68	562	748	186	812		250
Civic Expenses :- Expenditure	<b>0</b>	<b>554</b>	<b>554</b>	<b>12,732</b>	<b>9,230</b>	<b>-3,502</b>	<b>16,253</b>	<b>0</b>	<b>3,521</b>
1304 Donations	0	0	0	125	125	0	125		
Civic Expenses :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>125</b>	<b>125</b>	<b>0</b>	<b>125</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>554</b>	<b>554</b>	<b>16,607</b>	<b>13,105</b>	<b>-3,502</b>	<b>15,853</b>		

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Committee Report

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<b>104 Town Promotion</b>									
5001 Transfers from Reserves	0	0	0	-4,298	-4,312	-14	-4,312		-14
5102 Contrib. to Other Provisions	0	0	0	0	0	0	586		586
Town Promotion :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>-4,298</b>	<b>-4,312</b>	<b>-14</b>	<b>-3,726</b>	<b>0</b>	<b>572</b>
4102 Property Maintenance	345	0	-345	5,111	0	-5,111	0		-5,111
4162 Waste Removal	0	0	0	212	212	0	212		0
4203 Other Transport Costs	0	0	0	167	166	-1	166		-1
4301 Equipment	482	0	-482	4,907	4,426	-481	4,426		-481
4313 Professional Fees - Other	0	0	0	40	40	0	40		0
4327 Publicity Advertising	28	0	-28	554	0	-554	0		-554
4900 Miscellaneous Expenses	28	0	-28	41	14	-27	14		-27
Town Promotion :- Expenditure	<b>882</b>	<b>0</b>	<b>-882</b>	<b>11,033</b>	<b>4,858</b>	<b>-6,175</b>	<b>4,858</b>	<b>0</b>	<b>-6,175</b>
1303 Other customer/client receipts	0	0	0	1,484	1,483	1	1,483		
1304 Donations	13,000	0	13,000	13,000	0	13,000	0		
Town Promotion :- Income	<b>13,000</b>	<b>0</b>	<b>13,000</b>	<b>14,484</b>	<b>1,483</b>	<b>13,001</b>	<b>1,483</b>		
<b>Net Expenditure over Income</b>	<b>-12,118</b>	<b>0</b>	<b>12,118</b>	<b>-7,749</b>	<b>-937</b>	<b>6,812</b>	<b>-351</b>		
<b>105 Staycation</b>									
5001 Transfers from Reserves	0	0	0	-1,500	-1,500	0	-1,500		0
Staycation :- Expenditure	<b>0</b>	<b>0</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>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

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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
4005 Agency Staff	0	0	0	150	150	0	150		0
4203 Other Transport Costs	0	0	0	196	196	0	196		0
4304 Catering	0	0	0	6	0	-6	0		-6
4306 Printing	0	0	0	27	0	-27	0		-27
4313 Professional Fees - Other	0	0	0	785	785	0	785		0
4327 Publicity Advertising	0	0	0	3,783	3,783	0	3,783		0
4900 Miscellaneous Expenses	0	0	0	260	260	0	260		0
Staycation :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,207</b>	<b>5,174</b>	<b>-33</b>	<b>5,174</b>	<b>0</b>	<b>-33</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,707</b>	<b>3,674</b>	<b>-33</b>	<b>3,674</b>		
<b>106 Festivals &amp; Markets</b>									
4001 Salaries	0	0	0	1,600	1,600	0	1,600		0
4002 Employer's NIC	0	0	0	137	140	3	140		3
4005 Agency Staff	0	0	0	50	320	270	320		270
4162 Waste Removal	0	0	0	466	562	96	562		96
4202 Car Allowances	0	0	0	19	0	-19	0		-19
4203 Other Transport Costs	0	0	0	122	300	178	300		178
4301 Equipment	0	0	0	281	607	326	607		326
4304 Catering	0	0	0	185	192	7	192		7
4313 Professional Fees - Other	0	0	0	2,472	2,090	-382	2,090		-382
4327 Publicity Advertising	0	0	0	3,182	3,068	-114	3,618		436
4343 Licensing/PRS	220	0	-220	900	110	-790	110		-790
4900 Miscellaneous Expenses	0	0	0	352	414	62	414		62
Festivals & Markets :- Expenditure	<b>220</b>	<b>0</b>	<b>-220</b>	<b>9,766</b>	<b>9,403</b>	<b>-363</b>	<b>9,953</b>	<b>0</b>	<b>187</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 11

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	0	0	0	15,819	16,070	-251	16,070		
1304 Donations	0	0	0	130	0	130	0		
Festivals & Markets :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,949</b>	<b>16,070</b>	<b>-121</b>	<b>16,070</b>		
<b>Net Expenditure over Income</b>	<b>220</b>	<b>0</b>	<b>-220</b>	<b>-6,184</b>	<b>-6,667</b>	<b>-483</b>	<b>-6,117</b>		
<b><u>108 Christmas Lights</u></b>									
5001 Transfers from Reserves	0	0	0	0	-3,680	-3,680	-3,680		-3,680
Christmas Lights :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3,680</b>	<b>-3,680</b>	<b>-3,680</b>	<b>0</b>	<b>-3,680</b>
4301 Equipment	0	0	0	420	0	-420	0		-420
4313 Professional Fees - Other	1,000	0	-1,000	42,667	45,880	3,213	45,880		3,213
Christmas Lights :- Expenditure	<b>1,000</b>	<b>0</b>	<b>-1,000</b>	<b>43,087</b>	<b>45,880</b>	<b>2,793</b>	<b>45,880</b>	<b>0</b>	<b>2,793</b>
1304 Donations	0	0	0	3,200	3,200	0	3,200		
Christmas Lights :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>	<b>3,200</b>		
<b>Net Expenditure over Income</b>	<b>1,000</b>	<b>0</b>	<b>-1,000</b>	<b>39,887</b>	<b>39,000</b>	<b>-887</b>	<b>39,000</b>		
<b><u>109 Fireworks Night</u></b>									
4001 Salaries	0	0	0	0	250	250	250		250
4005 Agency Staff	0	0	0	1,150	1,245	95	1,245		95
4162 Waste Removal	0	0	0	85	84	-1	84		-1
4202 Car Allowances	0	0	0	6	0	-6	0		-6



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

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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
4203 Other Transport Costs	0	0	0	216	259	43	259		43
4301 Equipment	0	0	0	1,026	688	-338	688		-338
4313 Professional Fees - Other	0	0	0	8,413	7,705	-708	7,705		-708
4315 Insurance	0	0	0	1,000	1,000	0	1,000		0
4327 Publicity Advertising	0	0	0	1,530	1,450	-80	1,450		-80
4343 Licensing/PRS	0	0	0	155	155	0	155		0
4900 Miscellaneous Expenses	0	0	0	240	690	450	690		450
Fireworks Night :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,820</b>	<b>13,526</b>	<b>-294</b>	<b>13,526</b>	<b>0</b>	<b>-294</b>
1303 Other customer/client receipts	0	0	0	10,424	11,653	-1,229	11,653		
1304 Donations	0	0	0	210	0	210	0		
Fireworks Night :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,634</b>	<b>11,653</b>	<b>-1,019</b>	<b>11,653</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,186</b>	<b>1,873</b>	<b>-1,313</b>	<b>1,873</b>		
<b><u>111 Neighbourhood Plan</u></b>									
5001 Transfers from Reserves	0	0	0	0	0	0	-4,843		-4,843
Neighbourhood Plan :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-4,843</b>	<b>0</b>	<b>-4,843</b>
4304 Catering	28	0	-28	28	0	-28	0		-28
4313 Professional Fees - Other	0	0	0	4,843	0	-4,843	4,843		0
Neighbourhood Plan :- Expenditure	<b>28</b>	<b>0</b>	<b>-28</b>	<b>4,870</b>	<b>0</b>	<b>-4,870</b>	<b>4,843</b>	<b>0</b>	<b>-27</b>
<b>Net Expenditure over Income</b>	<b>28</b>	<b>0</b>	<b>-28</b>	<b>4,870</b>	<b>0</b>	<b>-4,870</b>	<b>0</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

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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	0	840	840	8,425	9,240	815	10,077		1,652
4002 Employer's NIC	0	82	82	826	902	76	985		159
4003 Employer's Superannuation	0	152	152	1,512	1,672	160	1,830		318
4101 Repair/Alteration of Buildings	0	117	117	0	1,287	1,287	1,409		1,409
4102 Property Maintenance	0	0	0	386	386	0	386		0
4103 Maintenance Contracts	0	0	0	918	918	0	918		0
4111 Energy Costs	464	275	-189	3,073	3,025	-48	3,300		227
4131 Rates	0	0	0	1,258	1,258	0	1,258		0
4141 Water Services	82	0	-82	691	600	-91	771		80
4161 Cleaning	550	560	10	5,600	6,160	560	6,719		1,119
4162 Waste Removal	118	39	-79	640	429	-211	470		-170
4163 Domestic Supplies	23	10	-13	148	110	-38	124		-24
4171 Grounds Maintenance Costs	0	126	126	2,693	3,060	367	3,194		501
4181 Premises Insurance	0	0	0	950	950	0	950		0
4301 Equipment	0	29	29	72	319	247	352		280
4306 Printing	0	4	4	0	44	44	44		44
4323 Telephones	49	38	-11	539	418	-121	450		-89
4324 Broadband	36	37	1	411	407	-4	444		33
4343 Licensing/PRS	0	0	0	223	280	57	280		57
BWP Community Centre :- Expenditure	<b>1,322</b>	<b>2,309</b>	<b>987</b>	<b>28,365</b>	<b>31,465</b>	<b>3,100</b>	<b>33,961</b>	<b>0</b>	<b>5,596</b>

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

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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
1301 Premises Hire Charges	3,029	2,417	612	29,841	26,587	3,254	29,000		
BWP Community Centre :- Income	<b>3,029</b>	<b>2,417</b>	<b>612</b>	<b>29,841</b>	<b>26,587</b>	<b>3,254</b>	<b>29,000</b>		
<b>Net Expenditure over Income</b>	<b>-1,707</b>	<b>-108</b>	<b>1,599</b>	<b>1,523</b>	<b>7,878</b>	<b>6,355</b>	<b>7,961</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	21	161	140	2,314	1,771	-543	1,927		-387
4103 Maintenance Contracts	0	114	114	1,449	1,254	-195	1,363		-86
4111 Energy Costs	151	64	-87	879	704	-175	770		-109
4121 Rents	0	0	0	2,400	2,170	-230	2,170		-230
4131 Rates	0	0	0	641	641	0	641		0
4161 Cleaning	240	261	21	2,572	2,871	299	3,132		560
4171 Grounds Maintenance Costs	0	0	0	627	627	0	627		0
4181 Premises Insurance	0	0	0	220	220	0	220		0
4301 Equipment	0	0	0	6	0	-6	800		794
4323 Telephones	52	50	-2	554	550	-4	600		46
4324 Broadband	36	37	1	408	407	-1	440		32
4343 Licensing/PRS	0	0	0	70	70	0	70		0
4900 Miscellaneous Expenses	0	0	0	15	15	0	15		0
Pepperpot :- Expenditure	<b>501</b>	<b>687</b>	<b>186</b>	<b>12,153</b>	<b>11,300</b>	<b>-853</b>	<b>12,775</b>	<b>0</b>	<b>622</b>
1301 Premises Hire Charges	1,030	899	131	10,336	9,889	447	10,791		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

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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
1303 Other customer/client receipts	0	0	0	1,260	1,260	0	1,260		
Pepperpot :- Income	<b>1,030</b>	<b>899</b>	<b>131</b>	<b>11,596</b>	<b>11,149</b>	<b>447</b>	<b>12,051</b>		
<b>Net Expenditure over Income</b>	<b>-530</b>	<b>-212</b>	<b>318</b>	<b>2,557</b>	<b>2,151</b>	<b>-406</b>	<b>2,724</b>		
<b><u>203 The Square</u></b>									
4181 Premises Insurance	0	0	0	575	575	0	575		0
The Square :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>575</b>	<b>575</b>	<b>0</b>	<b>575</b>	<b>0</b>	<b>0</b>
1302 Rents	3,198	0	3,198	3,198	0	3,198	3,000		
1303 Other customer/client receipts	0	0	0	575	575	0	575		
The Square :- Income	<b>3,198</b>	<b>0</b>	<b>3,198</b>	<b>3,773</b>	<b>575</b>	<b>3,198</b>	<b>3,575</b>		
<b>Net Expenditure over Income</b>	<b>-3,198</b>	<b>0</b>	<b>3,198</b>	<b>-3,198</b>	<b>0</b>	<b>3,198</b>	<b>-3,000</b>		
<b><u>204 Allotments</u></b>									
5001 Transfers from Reserves	0	0	0	-4,500	-4,500	0	-4,500		0
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>-3,500</b>	<b>-3,500</b>	<b>0</b>	<b>-3,500</b>	<b>0</b>	<b>0</b>
4141 Water Services	5	0	-5	34	34	0	79		45
4162 Waste Removal	0	0	0	297	297	0	297		0
4171 Grounds Maintenance Costs	243	636	393	7,354	6,996	-358	7,631		277
4301 Equipment	339	0	-339	339	0	-339	0		-339

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

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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
4303	Materials	0	0	0	125	125	0	125		0
	Allotments :- Expenditure	<b>587</b>	<b>636</b>	<b>49</b>	<b>8,150</b>	<b>7,452</b>	<b>-698</b>	<b>8,132</b>	<b>0</b>	<b>-18</b>
1302	Rents	0	0	0	2,197	2,197	0	2,197		
	Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,197</b>	<b>2,197</b>	<b>0</b>	<b>2,197</b>		
	<b>Net Expenditure over Income</b>	<b>587</b>	<b>636</b>	<b>49</b>	<b>2,453</b>	<b>1,755</b>	<b>-698</b>	<b>2,435</b>		
	<b><u>205 Wilfrid Noyce Community Centre</u></b>									
5101	Contrib. to Premises Provision	0	0	0	2,000	2,000	0	2,000		0
5102	Contrib. to Other Provisions	0	0	0	2,083	2,083	0	2,083		0
	Wilfrid Noyce Community Centre :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,083</b>	<b>4,083</b>	<b>0</b>	<b>4,083</b>	<b>0</b>	<b>0</b>
4001	Salaries	224	216	-8	2,390	2,376	-14	2,596		206
4005	Agency Staff	0	0	0	100	0	-100	292		192
4101	Repair/Alteration of Buildings	0	113	113	0	1,243	1,243	1,356		1,356
4102	Property Maintenance	210	159	-51	5,549	1,749	-3,800	1,910		-3,639
4103	Maintenance Contracts	144	236	92	3,023	2,596	-427	2,837		-186
4111	Energy Costs	563	500	-63	3,754	5,500	1,746	6,000		2,246
4121	Rents	0	0	0	450	151	-299	151		-299
4131	Rates	0	0	0	4,334	4,334	0	4,334		0
4141	Water Services	304	103	-201	1,777	1,133	-644	1,235		-542
4161	Cleaning	1,105	1,071	-34	11,658	11,781	123	12,855		1,197
4162	Waste Removal	315	185	-130	2,585	2,035	-550	2,216		-369
4163	Domestic Supplies	72	48	-24	646	528	-118	575		-71

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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
4171 Grounds Maintenance Costs	0	0	0	818	818	0	1,068		250
4181 Premises Insurance	0	0	0	1,200	1,200	0	1,200		0
4203 Other Transport Costs	0	0	0	181	181	0	181		0
4301 Equipment	1,233	0	-1,233	5,887	1,851	-4,036	1,851		-4,036
4302 Furniture	0	0	0	700	700	0	700		0
4303 Materials	0	0	0	217	217	0	217		0
4304 Catering	0	0	0	26	4	-22	4		-22
4313 Professional Fees - Other	0	230	230	2,336	2,530	194	2,770		434
4315 Insurance	0	0	0	64	64	0	64		0
4323 Telephones	25	24	-1	264	264	0	290		26
4324 Broadband	25	25	0	717	695	-22	795		78
4343 Licensing/PRS	0	0	0	561	350	-211	350		-211
4900 Miscellaneous Expenses	0	0	0	15	15	0	15		0
<b>Wilfrid Noyce Community Centre :- Expenditure</b>	<b>4,219</b>	<b>2,910</b>	<b>-1,309</b>	<b>49,253</b>	<b>42,315</b>	<b>-6,938</b>	<b>45,862</b>	<b>0</b>	<b>-3,391</b>
1301 Premises Hire Charges	5,424	4,080	1,344	47,887	44,880	3,007	48,963		
1303 Other customer/client receipts	1,413	0	1,413	3,496	2,083	1,413	2,083		
1304 Donations	0	0	0	3	0	3	0		
<b>Wilfrid Noyce Community Centre :- Income</b>	<b>6,837</b>	<b>4,080</b>	<b>2,757</b>	<b>51,386</b>	<b>46,963</b>	<b>4,423</b>	<b>51,046</b>		
<b>Net Expenditure over Income</b>	<b>-2,618</b>	<b>-1,170</b>	<b>1,448</b>	<b>1,951</b>	<b>-565</b>	<b>-2,516</b>	<b>-1,101</b>		
<b>206 Bandstand</b>									
4101 Repair/Alteration of Buildings	0	43	43	0	473	473	512		512

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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
4102 Property Maintenance	0	0	0	45	45	0	45		0
4301 Equipment	0	0	0	194	194	0	194		0
4343 Licensing/PRS	0	0	0	338	70	-268	70		-268
Bandstand :- Expenditure	<b>0</b>	<b>43</b>	<b>43</b>	<b>577</b>	<b>782</b>	<b>205</b>	<b>821</b>	<b>0</b>	<b>244</b>
1301 Premises Hire Charges	0	0	0	627	627	0	627		
1303 Other customer/client receipts	0	0	0	190	190	0	190		
Bandstand :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>817</b>	<b>817</b>	<b>0</b>	<b>817</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>43</b>	<b>43</b>	<b>-240</b>	<b>-35</b>	<b>205</b>	<b>4</b>		
<u>207 Godalming Museum</u>									
5101 Contrib. to Premises Provision	0	0	0	0	0	0	36,500		36,500
Godalming Museum :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,500</b>	<b>0</b>	<b>36,500</b>
4001 Salaries	3,410	3,410	0	17,048	17,050	2	20,460		3,412
4002 Employer's NIC	301	470	169	1,514	2,189	675	2,659		1,145
4003 Employer's Superannuation	569	587	18	2,861	2,932	71	3,519		658
4011 Staff Training	0	0	0	0	0	0	1,000		1,000
4102 Property Maintenance	0	100	100	388	400	12	500		112
4301 Equipment	0	0	0	252	0	-252	0		-252
4304 Catering	0	0	0	186	186	0	186		0
4307 Stationery	0	0	0	197	197	0	197		0
4311 Professional Fees - Legal	184	0	-184	7,232	6,464	-768	6,464		-768
4313 Professional Fees - Other	0	0	0	1,545	0	-1,545	0		-1,545

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 11

## 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
4315 Insurance	0	0	0	4,506	4,564	58	4,564		58
4323 Telephones	0	25	25	31	100	69	125		94
4325 Computing	152	0	-152	5,666	6,290	624	6,290		624
4900 Miscellaneous Expenses	0	0	0	23	23	1	183		161
Godalming Museum :- Expenditure	<b>4,616</b>	<b>4,592</b>	<b>-24</b>	<b>41,449</b>	<b>40,395</b>	<b>-1,054</b>	<b>46,147</b>	<b>0</b>	<b>4,698</b>
1302 Rents	0	0	0	3,413	3,412	1	3,412		
1303 Other customer/client receipts	0	0	0	26,980	26,980	0	26,980		
Godalming Museum :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,393</b>	<b>30,392</b>	<b>1</b>	<b>30,392</b>		
<b>Net Expenditure over Income</b>	<b>4,616</b>	<b>4,592</b>	<b>-24</b>	<b>11,056</b>	<b>10,003</b>	<b>-1,053</b>	<b>52,255</b>		
<b>208 Land &amp; Property - Other</b>									
5001 Transfers from Reserves	0	0	0	-1,350	-1,350	0	-15,850		-14,500
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>-350</b>	<b>-350</b>	<b>0</b>	<b>-14,850</b>	<b>0</b>	<b>-14,500</b>
4101 Repair/Alteration of Buildings	0	137	137	0	828	828	965		965
4102 Property Maintenance	210	300	90	1,432	1,881	449	2,181		749
4111 Energy Costs	161	63	-98	357	250	-107	313		-44
4131 Rates	787	0	-787	1,286	1,750	464	1,750		464
4141 Water Services	762	113	-649	762	450	-312	563		-199
4151 Fixtures & Fittings	0	0	0	443	750	307	750		307
4161 Cleaning	1,890	0	-1,890	1,890	0	-1,890	8,333		6,443
4171 Grounds Maintenance Costs	15	177	162	1,735	1,947	212	2,124		389



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 11

## 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
4301 Equipment	0	0	0	8,463	7,000	-1,463	7,000		-1,463
4303 Materials	0	0	0	-25	-25	0	-25		0
4312 Professional Fees - Surveyors	0	0	0	650	650	0	650		0
4315 Insurance	0	0	0	152	800	648	800		648
4325 Computing	0	0	0	65	0	-65	0		-65
4900 Miscellaneous Expenses	0	0	0	390	150	-240	150		-240
Land & Property - Other :- Expenditure	<b>3,826</b>	<b>790</b>	<b>-3,036</b>	<b>17,600</b>	<b>16,431</b>	<b>-1,169</b>	<b>25,554</b>	<b>0</b>	<b>7,954</b>
<b>Net Expenditure over Income</b>	<b>3,826</b>	<b>790</b>	<b>-3,036</b>	<b>17,250</b>	<b>16,081</b>	<b>-1,169</b>	<b>10,704</b>		
Policy & Management Expenditure	<b>48,334</b>	<b>42,345</b>	<b>-5,989</b>	<b>684,110</b>	<b>684,491</b>	<b>380</b>	<b>770,991</b>	<b>0</b>	<b>86,880</b>
Income	<b>27,421</b>	<b>7,571</b>	<b>19,850</b>	<b>782,494</b>	<b>759,647</b>	<b>22,847</b>	<b>769,345</b>		
<b>Net Expenditure over Income</b>	<b>20,913</b>	<b>34,774</b>	<b>13,861</b>	<b>-98,384</b>	<b>-75,156</b>	<b>23,228</b>	<b>1,646</b>		

11. GENERAL DATA PROTECTION REGULATIONS (GDPR)

As a Data Controller, Godalming Town Council is progressing with the work required for the implementation of the GDPR on 25 May 2018. The Town Clerk and Support Services Officer have attended training and information events and the Support Services Executive along with the Community Services & Communications Officer have undertaken Webinar GDPR training. Additionally, The Museum Curator and Volunteer Co-ordinator have also attended GDPR training events.

The Museum are progressing with data compliance, although they still await to discover if the GDP Act currently going through parliament will provide exemptions for historic archives. The Museum's Data Protection issues fall into two areas; the area of responsibility falling solely to GTC relating to the work of the staff, and the data relating to the work of the Museum Trust. There are obviously areas of overlap and further investigation is required to establish protocols and areas of responsibility. A potential outcome may be an overarching Data Protection Officer (DPO) to cover both entities.

Whilst initially there was some debate about whether the Town Clerk could be the DPO the very clear advice from both SALC and NALC is that the DPO should be an external appointment.

Within the Town Council office area, the Support Services Team are nearing completion of a 100% check of paper files and archive materials and are progressing with identifying data paths. The scope of this task should not be underestimated and remains a top priority for the Support Services Team.

The Town Clerk has been informed that templates relating to the required Deletion Policy, Privacy Statements, Data Retention Policy and Reporting of Personal Data Breaches Policy will shortly be available. Once received these will need to be worked up to GTC specific policies and will need to be adopted by Full Council as soon as practicable.

Members will wish to note the NALC Legal Briefing LO2 -18 (copy attached for the information of Members) regarding Reporting Personal Data Breaches. In considering this Legal Briefing, Members should specifically note the duty placed on them to report personal data breaches to the Data Controller within 72 hours of becoming aware of the breach (this includes weekends). Members are strongly advised to retain a copy of LO2-18 within their Members' Handbook.

As explained within the briefing note, the Council Corporate is the Data Controller and individual staff and councillors are Data Processors. An issue to be resolved is the appointment of a DPO. The advice provided is that no existing member of staff should act as the council's DPO. Amongst other issues the advice is based on:

- Conflicts of interests, which may arise from a staff members' responsibilities as a Data Processor.
- Lack of expert knowledge of data protection law and practices.

As such, Members are strongly advised that Godalming Town Council should appoint an external DPO.

SSALC has introduced GTC to a potential DPO service provider who has advised that GTC would require a 'Gold Level Service' at a cost of £2,000pa (details of the service are attached for the information of Members). It is expected that SSALC will be providing further potential providers, although it is anticipated that the costs for like for like services will be similar. If

Members agree to appoint an external DPO, the first stage of the relationship would be to conduct an audit of GTC's preparations in order to establish an implementation plan.

Members are requested to consider the requirement to appoint an external DPO and to resolve to agree to:

- The appointment of an external provider to act as Data Protection Officer for Godalming Town Council.
- Authorise the Town Clerk, once he has received a second quote for the provision of such services, to appoint a suitable external DPO at an annual cost not exceeding £2,000pa

Members are further requested to:

- Appoint the Town Clerk as the designated point of contact for staff and Members to report a potential personal data breach, with the Support Services Officer being the nominated second point of contact.
- Nominate a 'Lead Member' to assist, if necessary, with an investigation of a potential personal data breach.

It should be noted, that irrespective of the content of any 'model template' used to base GTC's data protection policies, the Town Clerk recommends that GTC's policy requires that a personal data breach be reported to the Council as the Data Controller at the next available meeting of either the Policy & Management Committee or Full Council, whichever is the earlier following the breach.

FEBRUARY 2018

## **LO2-18 | REPORTING PERSONAL DATA BREACHES**

### **Introduction**

When the General Data Protection Regulation (“GDPR”) is introduced on 25 May 2018, data controllers such as councils and parish meetings will have new obligations to (i) keep an internal record of all personal data breaches (ii) report them within 72 hours to the ICO in certain circumstances and (iii) notify an individual affected by a personal data breach in certain circumstances. Data processors will also have a new obligation to notify the data controller of a personal data breach without delay.

A personal data breach may have significant consequences for an individual whose data is affected. Personal data breaches may also cause reputational damage for the council or parish meeting responsible for the breach. In addition, failure to report a breach may result in intervention by the ICO which includes a fine up to €10 million.

This briefing i) explains the new personal data breach reporting obligations, ii) encourages councils and parish meetings to ensure that there are organisational and technical resources in place to minimise the occurrence of personal data breaches and iii) explains how to respond to personal data breaches when they occur.

#### **a) What is a personal data breach?**

GDPR defines this as “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed” (Article 4). Examples of a personal data breach include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

Lawful handling of personal data includes taking steps to reduce the risk of the occurrence of personal data breaches. GDPR specifically requires data controllers and data processors to implement appropriate technical and organisational measures to ensure appropriate levels of security against the risks presented by processing personal data. The risks include the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data (Articles 5 and 32) . The measures set out in GDPR include:

- the pseudonymisation and encryption of personal data;
- the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

#### **b) Consequences of a personal data breach**

Personal data is information held by a data controller or processor about an individual which identifies them and may, for example, include contact details, date of birth, bank details, information about their education, health, personal, business or working life or family. A breach of personal data may result in a loss of control over personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property, social disadvantage.

This means that a breach, depending on the circumstances in each case, can have a range of adverse effects on an individual, which include emotional distress, and physical and material damage.

#### **c) Data controller's duty to report a personal data breach to the ICO**

GDPR provides that a data controller has an obligation to notify the ICO about a personal data breach if it is likely to result in "a risk to the rights and freedoms" of an individual. The breach must be reported "without undue delay and, where feasible, not later than 72 hours after having become aware of it" (Article 33). Where notification to the ICO is not made within 72 hours, it shall be accompanied by reasons for the delay. To notify the ICO of a personal data breach, please see the ICO's website <https://ico.org.uk/for-organisations/report-a-breach/>

When notifying the ICO of a breach which is likely to result in a risk to the rights and freedoms of an individual, a data controller must:

- (i) describe the nature of the personal data breach including where possible, the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
- (ii) communicate the name and contact details of the data protection officer or other contact point where more information can be obtained;
- (iii) describe the likely consequences of the personal data breach and
- (iv) describe the measures taken or proposed to be taken to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.

GDPR provides that in so far as it is not possible to provide the information above at the same time, the above information may be provided in phases without “undue further delay”.

**d) Data controller’s duty to notify an individual that a personal data breach has occurred**

GDPR provides that if a personal data breach is likely to result in “a high risk to the rights and freedoms” of an individual, the data controller must communicate this to him “without undue delay” (Article 34). When communicating with the individual concerned, the data controller must describe in clear and plain language the nature of the personal data breach and provide the information set out in (ii)-(iv) in section c) above .

Examples of personal data breaches about which an affected individual would need to be notified are below.

- a ransomware attack which results in the council’s electronic personal data being encrypted. Back-ups are not available and the data cannot be restored/ made available to the council;
- an HR file is left on a bus;
- the clerk emails a database of council contractors’ payee details to the RFO and copies all councillors;
- an ex-clerk/ councillor refuses to return paper/ electronic files containing personal data;
- unencrypted personal data is emailed to a councillor’s personal device and his emails are hacked;

- a councillor shares sensitive personal data about a council employee on his Facebook account.
- an old council computer which still contains personal data on the hard drive is donated to a local charity.

GDPR provides that a data controller does not need to communicate with an individual if any of the following applies.

- It has implemented appropriate technical and organisational protection measures, and that those measures have rendered the personal data unintelligible to any person who is not authorised to access it, such as encryption;
- it has taken subsequent measures which ensure that the high risk to the rights and freedoms of individual(s) is no longer likely to materialise or
- It would involve disproportionate effort. In such a case, there shall instead be a public communication or similar measure whereby the individual(s) are informed in an equally effective manner.

Even when a data controller is excused from communicating with an individual for the reasons above GDPR provides that the ICO, who should already have been notified of the personal data breach, still has the power to require the data controller to inform the affected individual if it considers there is a high risk to the individual's rights and freedoms.

#### **e) Data processor's duty to notify data controller of a personal data breach**

GDPR provides that when a data processor becomes aware of a personal data breach, it must notify the data controller of this "without undue delay".

A council may outsource its payroll and or HR functions to a business. In this example, the business would be processing the personal data relating to the council's staff on behalf of the council and is a data processor. If the business suffers a temporary loss of personal data due to a power outage which means it cannot pay salaries on time, the business would need to report this to the council.

#### **f) Responding to personal data breaches**

Staff, councillors (and parish meeting chairs) ought to be able to recognise what may constitute a personal data breach. Awareness and training for this purpose is recommended. Anyone should be able to raise / escalate the consideration of an incident to appropriate person(s) to i) determine whether a personal breach has occurred and ii) respond appropriately.

As some breaches may need to be reported by a data controller within 72 hours, it is recommended that each council (and parish meeting) designates person(s), who are available at short notice, with the responsibilities summarised below.

- to promptly investigate potential personal data breaches;
- to respond to personal data breaches discovered by the data controller (including those reported to it by its data processor(s));
- to take steps to address a personal data breach and to mitigate negative consequences and
- to, as appropriate, report a breach to the ICO and the individual(s) affected by the breach.

The designated persons within a council could be the clerk/ RFO who may consult with the Chairman, and or relevant committee chairs and, as appropriate, with businesses which provide the council's IT support services and or host and maintain its server. A committee or sub-committee could not be responsible for investigating or responding to personal data breaches because the notice period for convening a meeting is inconsistent with the urgency of the work involved. The persons responsible for responding to breaches may wish to consult with the council's DPO.

The ICO's website has prepared two checklists which councils and parish meetings can use to ascertain if they are ready to respond to a personal data breach. These can be accessed via <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

#### **g) Data controller's duty to record all personal data breaches**

GDPR requires a data controller to keep an internal record of all personal data breaches (regardless of whether or not they need to be reported to the ICO), comprising the facts relating to the personal data breach, its effects and the remedial action taken (Article 33). An example of a breach which would not need to be reported to the ICO but would need to be recorded internally is the loss of encrypted personal data on a memory stick.





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## Price levels

We provide these services at four price levels. Bronze, Silver and Gold (defined below) are strongly supported by online automation tools. Platinum is a bespoke service for organisations that fall outside the scope of the first three.

- a) **The Bronze Service** is designed for the very small entity that has a legal or strategic requirement to appoint a DPO, but whose budget can only support a nominal fee. To make this possible Satswana have developed an online support resource with email responders to queries or problems, supported by Blogs, newsletters, FAQ's and a Twitter feed.

Applicants must attend a Foundation Workshop, charged separately, when signing up for the first time. Outputs from this will be awareness, briefing on requirements and the issue of a "Discovery" document with an explanation of how to complete it online. Support for this process is provided by a "chat" pane.

This document is reviewed by a DPO who will then deliver an Impact Assessment online with any recommendations for action. Please note that this level is expected to be managed on a single personal computer, by a single executive, so the assessment and recommendations are going to be largely standard. If provision becomes more complex, they will have to move up to either the Silver or Gold service.

Additional services may be chargeable, and subject to a prior quotation. There are two exceptions. If a Member suffers a breach, or is the recipient of aggressive Subject Access Requests, then (providing they have complied with recommendations) they will be supported to the conclusion of the incident, regardless of time.

**Currently Bronze is charged at £150 per annum, plus VAT at the ruling rate.**

- b) **The Silver Service** is designed for those organisations that have more than one executive, with additional staff that may be voluntary or part time. Generally their management and services will be the same as the Bronze Service, but their requirements will be more complex and represent a greater risk that a Breach may be suffered, or that aggressive Subject Access Requests may be received.

They may request, or receive, one personal visit per annum from their DPO for a consultation period of one hour.

**Currently Silver is charged at £500 per annum, plus VAT at the ruling rate.**



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- c) **The Gold Service** expects to support an entity that has a number of departments managed by full time staff, possibly with a turnover (or equivalent value) of around one million Pounds per annum, or with particularly sensitive data, such as schools.

This level will have access to all the support they require from our online services, but the Impact Assessment will be subject to an individual consultation and bespoke recommendations. They will also be entitled to a quarterly personal visit from their DPO.

**Currently Gold is charged at £2000 per annum, plus VAT at the ruling rate. For schools, the fee is currently £2000 per 500 pupils.**

- d) These levels are designed to address the complexity of the subject, so there can be no precise break points. For instance many schools may fall within the Gold Service but a Further Education College is unlikely to – meaning that they will require a bespoke Platinum Contract. Applicants can register for the Gold Service, but may be moved up to Platinum at the Impact Assessment stage.

In terms of contract we would bill annually in advance through the online registration process. The nature of the evolving compliance relationship is such that this should be a recurring “evergreen” arrangement. We should point out that the retained status of a DPO is protected to some degree within the Regulation so, as with the “conflict of interest” provision, a DPO cannot just be sacked on the whim of a Chief Executive who may not like the advice they are being given. Of course all normal reasonable parameters regarding performance apply, so change is not immutable, but it must be for solid reasons.

Once any recommendations contained within the Impact Analysis have been adopted then all your Members should be compliant with GDPR. The role of the DPO thereafter would be as detailed below. This will not be left to chance; a DPO will have their work managed through the computer based support management structure to confirm that they have executed these requirements on a regular basis.

**Fractional DPO Services are required to deliver the following services:**

1. To satisfy the regulatory requirement for the organisation to have a nominated DPO;
2. To deal with all matters arising from that role, especially ensuring that the privacy of the data of natural persons is being protected;
3. To update clients with any change in interpretation, guidance or case law and ensuring their subsequent ongoing compliance;
4. To promote and maintain the currency of a plan to deal with any breach situation;
5. To be specifically available to deal with any breach concerns, and to ensure that any arising problems are managed;
6. To counsel on the impact of any changes in IT, whether that be programs, scope, or to meet an evolving threat;
7. To be continuously aware of any training needs and if identified consult with your ALC for it to be resolved;



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8. To assist clients to answer and manage subject access requests;
9. To assist in the provision of any arising solutions, such as encryption;
10. To advise in any circumstance where data should be removed;
11. To make available an email response service as a problem resolver;
12. To be aware of risks to the client, particularly from a Cloud or Processor source;
13. To provide a reporting conduit to the ICO in the event of a breach;
14. To manage discussions with the ICO on behalf of their client;
15. To provide an interface with data subjects regarding their rights;
16. To support customers with draft policy templates for consideration;
17. To provide support regarding encryption, tokenisation or pseudonymisation as required;
18. To provide model standards for backup and confirm adoption;
19. To offer advice where applicable on penetration testing and hacking risk;
20. The formal basis of our service is that we act as a Data Protection Officer as required by GDPR or DPB, providing a reporting and liaison link with the Information Commissioners Office as required.

14. FLORAL GODALMING

Officers have been working with the Chamber of Commerce, SCC Highways and The Caudle Memorial Fund to look at options to provide sustainable floral displays within the central areas of Godalming. The displays looked at are container troughs on the barrier rails within the town centre with circular containers around a number of bollards and poles, approximately 50 floral displays (not including the normal Pepperpot Displays).

One of the difficulties always encountered during previous considerations of flower planters has been the cost and logistics of ensuring the watering of plant containers in the public realm. Via the '*Clerks magazine*', a British company has been found who manufacture containers for use in the type of locations being considered (they have been doing so for 50 years and some of Winchester's containers are now nearly 20 years old and still in use) these containers have a water reservoir (in the majority of the containers proposed this is 28 litres) and the plants are watered via a capillary system.

In most conditions the planters would need to be filled with water weekly although this could increase in extreme heat to twice weekly. The amount of water required each week would be approx. 1000 litres for the envisaged scheme. Over a 22-week period this is something approaching 22,000 litres or just over 1m<sup>3</sup> at a cost of approx. £45. As riparian land owners we are able to extract up to 20,000 a day, so could, if we wished, extract the water from Old Drift Way. However, we would need to consider the cost of 'metered water' against the cost of a labour charge to extract the water from Old Drift Way (next to the town bridge). We have identified two potential options for managing the weekly watering, both with the ability to expand to twice weekly during extreme weather conditions, with the cost being in the region of £30-45 per watering. Additionally the cost of the containers, installation and end of season take down cost, estimated maintenance costs, contingency for extra watering and planting cost along with the cost for adapting some of the railings have all been identified.

The Caudle Memorial Fund has kindly agreed to fund £13,000 to the schemes capital cost and the first year's operational costs as indicated below. The Chamber of Commerce having indicated their support in meeting any potential shortfall.

Going forward, the aim would be that, having demonstrated the viability and benefit of the project, the Community Support & Communications Officer be tasked with gaining sponsorship for future years so that the project becomes self-sustaining. Early indications from the Chamber of Commerce indicate support amongst businesses for this to be the case. It is anticipated that the level of sponsorship achieved would be known before the 2019/20 budget setting process. If, for whatever reason, the required funds could not be achieved via sponsorship the future of the scheme would be brought back to this committee for consideration. It should be noted that Officers do not consider it would be necessary for any increase in precept as a decision could be made to fund any shortfall from either the existing Town Promotion budget or the Emerging Projects Budget. Irrespective of which budget, the aim would be to know the level of sponsorship for the following year before the budget setting process begins.

Members will note, this scheme is being called Floral Godalming so as to avoid any confusion with the existing Godalming in Bloom organisation, which is primarily a judging competition as opposed to a provider or display installers.

### **One off costs**

Capital cost of plant containers	£3725
30 troughs, 7 bollard/post baskets + 3 baskets at bus stop	
Flower Trees (Church Street) x 2	£910
Flower tree installation	£500
300lt water tanks x 2	£300
Watering accessories	£280
Fettling to existing rails	£1280
Acknowledgement labels	£500
<b>Total</b>	<b>£7495.02</b>

### **Annual Costs**

Planting	£2940
Watering	£990 - £1485
Water costs	£45
Installation	£300
Take down	£300
Maintenance	£500
Sponsor acknowledgement labels	£500
<b>Total</b>	<b>£5575 - 6070</b>

## **SURREY ASSOCIATION OF LOCAL COUNCILS(SALC)**

1. The Town Council is a member of the Surrey Association of Local Councils(SALC).The Association is a membership organisation which provides advice, support and training to Parish and Town councils throughout Surrey. Over the past year this Council has drawn heavily on the support of the Association in connection with its handling of its dispute with the former Town Clerk and also in drawing up and putting in place a new staffing structure following her departure. The Association's Chief Executive has also helped us kick start the process of putting in place a vision and business plan for the Council.

2.I have attached to this report for the benefit of both newer and longer serving councillors three documents which may be of interest. These are :-

- The Association's Annual report and accounts,
- A flyer about the Association's work, and
- The list of 2018 training courses offered by the Association. (If you feel you would benefit from any of these excellent courses please contact the Town Council office).

3 The Town Council is at the present time well represented in the Surrey Association as Cllr Anne Bott is employed as its Assistant Chief Executive, with specific responsibility for advising all affiliated Surrey Towns and Parishes. I have also been elected as a Director of the Board of SALC which has overall control of its affairs.

4. The Town Council office circulate to all Councillors all appropriate SALC And National Council (NALC)bulletins which enables members to keep in touch with current and emerging issues. I am always happy to discuss any issues that members may have in connection with these.

Steve Cosser

February 2018

## 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.