

office space is lost from the last office cluster around Godalming Station, then this will result in the almost total loss of an office economy in the town.

For this reason it is considered justifiable to put in place an Article 4 Direction restricting the permitted development right for change of use from B1a office to residential use in this area.

5. In addition to the evidence provided within the enclosed report, GTC wishes to make the following points:

5.1 Whilst Permitted Development rights were extended by government to reflect the pro housing and growth agenda, GTC believes that WBC should give equal weight to other government initiatives and planning policies in its deliberations over an Article 4 Direction Order. GTC would bring WBC's attention to the Waverley LPP1 which states that:

The Government's objective is to achieve sustainable economic growth, and an important contribution to this is promoting the vitality and viability of town and other centres

To achieve this, national policy looks to town centres to provide a range of suitable sites to meet the scale and type of retail, leisure, commercial, office, tourism, cultural, community services and residential development.

5.2 GTC contends that the continued loss of B1 office space within Godalming is contrary to sustainable economic growth. Indeed, GTC agrees with the Waverley Local Plan Part 1, which identified through the Employment Land Review that there is a projected shortfall of some 4,659 sq m of B1a/b space over the lifetime of the local plan and that; "...with the Borough having already lost all or part of 90 employment premises under use class B1a to housing since the amendment to the permitted development rights has allowed this change of use without the need for express planning permission. This will continue to reduce the existing supply of employment sites in the plan period". Such continued loss can only add to the shortfall already identified.

5.3 GTC would also argue that further loss of B1 office space within Godalming is likely to constrain business growth and the ability to attract new investment into the town and that WBC should adopt the recommendation of the Employment Land Review (ELR) as stated in the LPP1, "In order to meet the demands of the economy and businesses flexibly, the ELR recommends that the Council [WBC] safeguards its existing sites for B1a/b and explore opportunities to provide additional B1a/b floorspace from B1c, B2 and B8 uses".

5.4 GTC applauds the Local Plan in its objective that "where a proposal involves the loss of an existing employment use, this must be supported by evidence that demonstrates that there is no reasonable prospect of the site or buildings being used or reused for these purposes". However, this objective can only be achieved if the Local Planning Authority has the opportunity to consider an application for Change of Use, which it is denied by the use of PD rights.

5.5 WBC has identified through the ELR that "Good rail access and adequate parking have been identified as important to office occupiers" as such, GTC would strongly suggest that the remaining office space located in the area bounded by the London to Portsmouth railway line, Station Road, Mill Lane (and roads off of it) in Godalming meet this requirement and should be given as much protection as possible.

6. Whilst GTC acknowledges the current 'trial' Article 4 Direction Order located around Beacon Hill, it contends that this trial location is inappropriate to be able to provide the required evidence regarding an Article 4 Direction Order's ability to protect the vitality and viability of one of Waverley's main commercial areas. Whilst GTC would not wish to see the Beacon Hill Article 4 Direction Order withdrawn, it would wish for WBC to run an additional/parallel trial in a main borough hierarchical area (Godalming) and sets out its reasoning below:

- 6.1 Employees working within office spaces such as those existing within the Godalming Town Centre and adjacent areas are likely to make use of the local retail facilities. Therefore, as indicated in GTC's report, the retention of office space for employment is important for the vitality and viability of a commercial and retail area.
 - 6.3 Waverley's retail hierarchy is defined as the Town Centre Areas of Godalming, Farnham, Haslemere High Street and Wey Hill and Cranleigh village centre, Local centres are identified in the LPP1 as Bramley, Farncombe and Milford and a number of other locations are identified as Neighbourhood and Village Shops that provide facilities and services to meet the day-to-day needs of neighbourhood and village communities.
 - 6.4 Although Beacon Hill is not specifically identified within the LPP1 retail hierarchy, it is referenced in relation to the Waverley Settlement Hierarchy. Again, when looking at Beacon Hill's position within this structure, as a community with local services, it is not within the same hierarchical tier as Godalming, Farnham, Haslemere or Cranleigh that are defined as Communities with Key Services.
 - 6.5 It is GTC's view that, whilst in no way wishing to diminish or deny the importance of Beacon Hill's small commercial centre to its community, it cannot be considered as an appropriate comparator for the main settlements of Godalming, Farnham, Haslemere or Cranleigh.
7. Whilst, GTC appreciates that the creation of a second trial area would require the application of additional resource, it considers this to be in the best interests of not only Godalming, but also Waverley Borough as a whole. As such, GTC wishes to explore all democratic avenues available to it to protect Godalming's economy and would, therefore, request that you put, at the earliest opportunity, GTC's request for the implementation of an Article 4 Direction Order under The Town & Country Planning (General Permitted Development) (England) Order 2015 Section 4 (1) to prevent a change of use under Schedule 2, Part 3 (Change of Use) Class O – Offices to Dwelling houses of the Act for the area described above, to the Waverley Joint Planning Committee.

If you require further information or clarification regarding this request, please do not hesitate to contact me.

Yours sincerely

Andrew Jeffery
Town Clerk

Encs: Godalming Town Council – Impact of Permitted Development Rights on Godalming Office Market.
Map of requested Article 4 Direction Order Area.

cc: Cllr J Potts – Leader of Waverley Borough Council
Cllr J. Edwards - Portfolio Holder for Economic and Community Development



ACTION PLAN 2019/2020

Statement of Intent: Godalming Town Council aims to provide the best service possible within the available resource. The Council will fulfil its statutory duties and obligations and strive to maintain, improve and enhance its services provision to the community.

The Town Council has set the following general aims for the period 2018-2021:

- to Improve communications with our residents and local businesses;
- to maintain and improve the built and visual environment;
- to promote the Godalming & Farncombe Neighbourhood Plan;
- to engage with and support local community, voluntary and charitable organisations;
- to continue to support the provision of a major flood alleviation scheme;
- to promote the economic vibrancy and vitality of the town.

The day to day business of the Council is managed by the following committees:

- Policy & Management Committee
- Mayoralty Committee
- Audit Committee
- Staffing Committee

Additionally, Godalming Town Council is the majority constituent member of the Godalming Joint Burial Council (JBC) and manages all administrative, logistical, maintenance and financial functions of the JBC.

The following Action Plan summarises the activities and projects the Council aims to continue or complete during 2019/20. Godalming Town Council's budget for 2019/20 supports the Action Plan.

The Action Plan 2019/20 provides focus to ensure the best use of resources. The Action Plan is a live document that can and should be amended as circumstances change.

The Action Plan is aligned with current staffing resource for committee support, including reports, agenda, clerking of meetings and minutes. Activities such as website maintenance and IT support, HR systems and support, general administration, customer and financial support services and background communications are not identified as specific actions but are integrated services in support of the Action Plan. It should be noted that these functions are fundamental to the operation of the Council.

Full Council – STANDING BUSINESS

Task	Information	Due Date
ANNUAL TOWN MEETING	Holding of the Annual Town Meeting as required by the Local Government Act 1972	18 Apr2019
ANNUAL COUNCIL	To hold the Annual Meeting of the Council	16 May 2019
ELECTION OF CHAIRMAN	Elect a Chairman and Vice-Chairman of the Council (Town Mayor/Deputy Town Mayor)	16 May 2019
ACCEPTANCE OF OFFICE	Delivery by the Town Mayor (Chairman of the Council) and Councillors of their acceptance of office forms	16 May 2019
COMMITTEES	Agree nominations to the existing committees of the Council	16 May 2019
LEADER OF THE COUNCIL	Appoint a Leader of the Council who will normally be expected to hold the position of Chairman of the Policy & Management Committee	16 May 2019
POLICIES & PROCEDURES	Adoption of the following policies and procedures at the Annual Meeting of the Council: <ul style="list-style-type: none"> • Standing Orders • Scheme of Delegation • Financial Regulations • Treasury and Investment Strategy • Equality & Diversity Policy • Health & Safety Policy 	16 May 2019
JOINT BURIAL COMMITTEE	Review of arrangements for the Godalming Joint Burial Committee and receipt of nominations to that Committee	16 May 2019
GENERAL POWER OF COMPETENCE	To confirm eligibility to exercise the General Power of Competence	16 May 2019
BANKING	To approve GTC Bank Mandate for forthcoming civic year	16 May 2019
ANNUAL STATEMENT OF ACCOUNTS AND ANNUAL RETURN	Approve and sign the Annual Statement of Accounts and Annual Return	Apr 2019/2020
BUDGET & PRECEPT	Approve the annual budget and setting of the 2020/2021 precept	Dec 2019
ANNUAL ACTION PLAN	Agree Annual Action Plan	Apr 2020
AUDITS	To receive and, if required, respond to auditor's recommendations	as received
RISK MANAGEMENT	To receive Risk Management Policy Statement and associated risk assessments	as received
DEBT	To review and authorise the write off of debt as appropriate	as required

Policy & Management Committee – STANDING BUSINESS

Task	Information	Due Date
COMMUNITY CENTRES – PERFORMANCE MONITORING	Occupancy rates of the Town Council's Community Buildings: Wilfrid Noyce Centre/ Broadwater Park Community Centre/The Pepperpot	Jan/Apr/Jul/Oct
FARNCOMBE INITIATIVE	Reports of activities from the Chairman of the Farncombe Initiative (NB. Chairman of the Farncombe Initiative is an elected Member of Godalming Town Council)	May/Nov
FEES & CHARGES	Annual review of Fees & Charges: <ul style="list-style-type: none"> • Allotments • Community Buildings • Other Council Services 	Oct
ANNUAL SAFETY REPORT	Health & Safety Policy requires an annual safety report to the Council	Apr
TREES	Audit and implementation of appropriate arboricultural works of GTC tree stock	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	Two yearly renewal of approval of use of use of variable direct debit	May 2019
GRANTS	<ul style="list-style-type: none"> • To consider grant applications for SLA and for General Grant funding • To consider grants for Council Community Fund 	Jan/Apr/Jul/Oct As received
BUDGET MONITORING	To review budget monitoring report	All P&M meetings except December
REVISED ESTIMATE	To review and approve revised estimate	December
BUDGET PROCESS	To agree annual budget proposals and recommend precept to Full Council	December
FLORAL GODALMING	Provision and maintenance of floral displays within the Godalming primary retail area. GTC to seek sponsorship of the floral displays	Jun-Oct
GODALMING MUSEUM	To work with The Godalming Museum Trust for the continued development of Godalming Museum and to provide IT and logistical and HR support to GTC areas of responsibility	Ongoing
ALLOTMENTS	Management of GTC directly controlled allotments and liaison with the Allotment Association for leased allotment lands	Ongoing
PLANNING	To review planning applications as necessary	Ongoing
SCC LOCALISM	To administer SCC localism works	Ongoing
TRAINING	Book & record appropriate Member training	Ongoing
NEIGHBOURHOOD PLAN	Support the Godalming & Farncombe Neighbourhood Plan to achieve a positive referendum outcome	Ongoing

Any other matter within the Committee's remit

Policy & Management Committee – POLICY & PROCEDURE REVIEW

Task	Information	Due Date		
DOCUMENT REVIEW	To review P&M Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary.	Ongoing		
	Policy/Procedure	Adopted	Review	
	Supporting Our Community Document	Jul 18	May 19	Annual
	Members' Code of Conduct	Mar 18	May 19	
	Press Strategy	Jul 09	Jul 19	
	Safeguarding Policy	Jul 17	Sep 19	
	Customer Complaints Procedure – How to Handle a Complaint	Nov 18	Oct 19	
	Customer Complaints Procedure – How to Make a Complaint	Nov 18	Oct 19	
	First Aid Policy	Nov 18	Nov 19	
	Freedom of Information – Publication Schedule	Nov 18	Dec 19	
	Equality & Diversity Policy/Statement	Nov 18	Jan 20	Annual
	Health & Safety Policy/Statement	Jan 19	Jan 20	Annual
	Annual Action Plan	Mar 19	Mar 20	Annual
	Supporting Our Community Document	May 19	Mar 20	Annual
	Standing Orders	May 19	Apr 20	Annual
	Scheme of Delegation	Mar 19	Apr 20	Annual
	Treasury & Investment Strategy	Jul 18	Apr 20	Annual
	GDPR-Removable Media Policy	Jul 18	May 20	
	GDPR-Subject Access Policy	Apr 18	May 20	
	GDPR-Privacy Notice – General	Apr 18	Sep 20	
	GDPR-Privacy Notice-Staff & Councillors	Apr 18	Sep 20	
	GDPR-Document Retention Policy	Jul 18	Oct 20	
	GDPR-Information Data Protection Policy	Jul 18	Nov 20	
	Communications Policy	Sep 18	Dec 20	
	Fire Safety Precautions & Emergency Procedures	Nov 18	Dec 20	
	Equality & Diversity Policy/Statement	May 20	Jan 21	Annual
	Health & Safety Policy/Statement	May 20	Jan 21	Annual
	Annual Action Plan	Jan 20	Mar 21	Annual
	Supporting Our Community Document	Mar 20	Mar 21	Annual
	Standing Orders	Apr 20	Apr 21	Annual
	Scheme of Delegation	Apr 20	Apr 21	Annual
	Treasury & Investment Strategy	Apr 20	Apr 21	Annual
	New Councillor & Staff Induction & Training Policy	Mar 19	Jul 21	
Community Engagement Strategy	Mar 19	Oct 21		
CCTV Policy	Apr 19	Oct 21		

Policy & Management Committee – PROJECTS

Task	Information	Due Date
COUNCILLOR INDUCTION	To provide an Induction event for all Councillors following the local elections 2019	8 May 2019
FLOOD ALLEVIATION	Construction of Flood Alleviation Scheme underway. Support required to assist the Allotment Association re-establish allotment plots affected by the construction works to be determined on completion of the works	Works due for completion mid 2019
OUTSIDE WORKS & MAINTENANCE SERVICES	Determination of method of delivery for conducting outside works and maintenance services	May 2019
ASSET WORKING GROUP	The Asset Working Group to progress its work. <ul style="list-style-type: none"> • land registrations to be reviewed and where required submissions made to the Land Register; • lease of occupancy of Municipal Buildings to be agreed; • land and external fixed assets to be logged and land mapped 	Oct 2019
3 YEAR BUSINESS PLAN	GTC business plan covering a financial forecast for period 2020/21 – 2022/2023 linked to revenue and capital plans for the council and its community	Apr 2020
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	GTC website compliance with the regulations: <ul style="list-style-type: none"> • identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website; • the cost of an accessibility audit and the proposed funding cost centre be identified prior to work being undertaken; and • the Support Services Executive to undertake appropriate training to ensure future content meets the requirements of the 2018 regulations 	Sep 2020
MUSEUM FIRE ESCAPE	Replacement of Means of Escape Stairwell to enable future provision of ground floor accessible toilet – awaiting Bat Survey for planning application	May 2020
PUBLIC NOTICE BOARDS	Program of replacement of Public Noticeboards	Apr 2019
NEW PUBLIC BENCHES	Provision of public benches Green Lane & Spring Grove (S106 Funding)	Mar 2019
FARNCOMBE PUBLIC TOILETS	Renovation of Farncombe public toilet facilities	Mar 2019
MAINTENANCE OF PUBLIC REALM	Maintenance of street furniture	ongoing
COMPOUND	Construction of Green Waste Compound-BWP	Jul 2019

Policy & Management Committee – EVENTS

Council Managed & Partnership Events

Task	Information	Due Date
SPRING FESTIVAL	Godalming Town Centre Spring Festival Street Market & Entertainment	1 st Sat Apr
GODALMING RUN	Partnership Event with Sport Godalming – GTC to manage road closure & event safety	3 rd Sun May
SUMMER FOOD FESTIVAL	Partnership Event with Godalming & District Chamber of Commerce – Town Centre Food Festival & Entertainment GTC provides administration and marketing support plus on day management	1 st Sun Jul
STAYCATION	70+ events promoting Godalming, local clubs, community groups, businesses and organisations, incorporating Staycation Live Music Festival and Dogalming	1 st Week Aug
TOWN FIREWORKS	Partnership Event with Rotary in Godalming, Round Table, 41 Club and Godalming Scouts, Torch-lit procession through Town Centre and Musical Firework Display on The Burys Field	1 st Friday Nov
GODALMING CHRISTMAS FESTIVAL & LIGHTS SWITCH-ON	Partnership Event - Town Centre Christmas Street Market and Entertainment, incorporating the Chamber of Commerce Christmas Grotto and the Town Council's Christmas Lights Switch On event	Last Sat Nov
FARNCOMBE CHRISTMAS LIGHTS SWITCH ON EVENT	Partnership Event with Farncombe Day Centre for Switch On of Farncombe Village Christmas Lights	Friday following Godalming Christmas Festival

Council Supported Events

Task	Information	Due Date
FARMERS' MARKETS	GTC manages road closures and on day management	Last Sat in month Mar-Oct
ST JOHN'S SPRING FAIR	Logistical support for marquees and use of WNC	May
ROUND TABLE TOWN SHOW	Logistical support for marquees and use of WNC, road closure support for Carnival	Jun
FARNCOMBE DAY CENTRE FETE	Logistical support for marquees	29 Jun
CHURCHES TOGETHER TOWN DAY	Logistical and administrative support for road closures and setting out of Street Market	Dec
DEMENTIA FRIENDLY FILM SCREENINGS	Godalming Film Society, Godalming Dementia Action Alliance, logistical, administration and marketing support for Dementia Friendly Film Screenings (potentially three times per annum)	2019

All Managed, Partnership and Supported Events are promoted via GTC communication channels, all town centre events operate on GTC street trading licence and premises entertainment licence

Policy & Management Committee – EXPLORATORY ACTIVITIES

Task	Information	Due Date
YOUTH AWARDS	Possibility of introducing Godalming Young People's civic award scheme	Apr 2020
YOUTH PROVISION	Investigation of youth provision within Godalming	TBC
DISABILITY ACCESS GUIDE	Collate information from volunteers into a user friendly disability access guide for the retail centre	2019
BUSINESS IMPROVEMENT DISTRICT	Working with WBC economic development team to support and promote a Godalming BID	2020
FARNCOMBE STREET MARKET	Explore options for Street/Farmers' Market in Farncombe	2020

Mayoralty Committee – STANDING BUSINESS

Task	Information	Due Date
TOWN MAYOR	To consider and make recommendations to the Full Council on the selection and appointment of the Town Mayor (Chairman of the Council) and Deputy Town Mayor	Mar 2020
ALLOWANCE	To recommend to Full Council an annual allowance to support the civic activities of the Town Mayor	Nov 2019
EVENTS	To review and agree standing Mayoral & Civic events arranged/managed/supported by GTC Staff for following civic year <ul style="list-style-type: none"> • Mayor Making • Civic Service • Remembrance Day • Town Carol Service • Mayor's Christmas Cards • Fundraising Support • Pancake Race • Mayor's Awards for Volunteers • Civic Reception 	Nov 2019
DIARY	Support Services Executive to manage Mayoral and Civic diary	Ongoing
TITLE OF DIGNITY	To review nominations for Titles of Dignity and make appropriate recommendations	Ongoing

Mayoralty Committee – PROJECTS

REGALIA	To consider inspection report on the condition of Councillors' robes and to make appropriate recommendations on repair/replacement/future of civic robing	2019 date tbc
PAST MAYOR'S BADGES	With only 1 Past Mayor's Badge in stock, the Committee to consider the continuance of presentation of Past Mayors' Badges and if agreed seek appropriate funding from P&M	Nov 2019

Mayoralty Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	Criteria for Nomination of Town Mayor and Deputy Mayor – 7 January 2001	Nov 2019
	Review Honorary Freeman Scheme	Jul 2022
	Protocols and Procedures – A Basic Guide for the Mayoralty	Jul 2022

Any other matter within the Committee's remit

Staffing Committee – STANDING BUSINESS

Task	Information	Due Date
STAFFING STRUCTURES	To review the staffing structures to ensure they are sufficient to deliver the aims of the Council	Ongoing
APPRAISAL SYSTEM	To provide oversight for the Council's appraisal system and monitor the effectiveness of the system	Ongoing
MEMBERS' TRAINING	Ensure appropriately trained Members to conduct the Appraisal(s) of the Town Clerk	Jul 2019
LEAVE & TOIL	Monitor staff leave and toil to ensure compliance with employment regulations and directives	Ongoing
HR SERVICES	Provide HR services to meet requirement	Ongoing
JOINT BURIAL COMMITTEE	Where necessary provide HR support to the Joint Burial Committee	Ongoing

Staffing Committee – PROJECTS

PENSION REVIEW	Review of future pension arrangements	2019 date tbc
OUTSIDE WORKS & MAINTENANCE SERVICES – OPERATIVES	If required by P&M, implement the employment requirements, including particulars of employment, job descriptions etc., and recruitment of outside works and maintenance operatives	2019 date tbc

Staffing Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	To review the Staffing Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary	Ongoing																																																																				
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Any other matter within the Committee's remit

Audit Committee – STANDING BUSINESS

Task	Information	Due Date
RISK MANAGEMENT	Through the Committee's work programme, to consider the effectiveness of the Council's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements	Ongoing
INTERNAL AUDIT	To appoint the external auditor To review annually the internal audit	Oct - Annually Apr - Annually
EXTERNAL AUDIT	To review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit	Ongoing
ANNUAL GOVERNANCE STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	Apr - Annually
ANNUAL ACCOUNTING STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	Apr - Annually

Audit Committee – PROJECTS

SUSTAINABILITY	To develop a sustainability policy	2019 tbc
STANDING AND EMERGENCY OPERATING PROCEDURES	To ensure all Standing and Emergency Operating Procedures (SOPs & EOPs) are clearly documented	2019 date tbc

Audit Committee – POLICY & PROCEDURE REVIEW

DOCUMENT REVIEW	To review the Audit Committee's Policies and Procedural documents as detailed below, passing to FC for re-adoption as necessary			Ongoing
	Policy/Procedure	Adopted	Review	Review
	Fixed Asset Policy	Sep 18	Sep 20	Sep 22
	Financial Regulations	Annually	Mar 20	Mar 21
	Business Continuity Plan	Annually	Jan 20	Jan 21
Risk Management Strategy	Annually	Jan 21	Jan 23	

Any other matter within the Committee's remit

Joint Burial Committee – STANDING BUSINESS

Task	Information	Due Date
BEREAVEMENT SERVICE	To provide a bereavement service related to Nightingale and Eashing Cemeteries	Ongoing
INTERNAL AUDIT	To appoint the external auditor To review annually the internal audit	Oct - Annually Jan - Annually
EXTERNAL AUDIT	To review the financial statements, external auditor's opinion and reports to Members, and monitor management action in response to the issues raised by external audit	Ongoing
ANNUAL GOVERNANCE STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	May - Annually
ANNUAL ACCOUNTING STATEMENT	Annual Review to be conducted as part of Annual Governance and Accountability Return	May - Annually
BUDGET MONITORING	To review budget monitoring report	All meetings except November
REVISED ESTIMATE	To review and approve revised estimate	Nov - Annually
BUDGET PROCESS	To agree annual budget proposals and recommend precept to Full Council	Nov - Annually
FEES & CHARGES	Annual review of Fees & Charges	Nov - Annually
STAFF ISSUES	Liaising, where necessary, with Chairman of the Staffing Committee, provide appropriate HR support for cemetery staff	Ongoing
CEMETERY OPERATIONS	To operate Nightingale & Eashing Cemeteries in accordance with Burial Law and Health & Safety requirements, ensuring adherence to best practice, maintenance of grounds and property and attainment of best value to the JBC and its constituent members.	Ongoing
TREES	Audit and implementation of appropriate arboricultural works of JBC tree stock	Nov 2020
LANDLORD RESPONSIBILITIES	To review JBC duties and responsibilities to its residential, commercial and voluntary sector tenants, ensuring adherence to best practice, maintenance of property and attainment of best value to the JBC and its constituent members	Ongoing

Joint Burial Committee – PROJECTS

SAFEGUARDING OF RECORDS	To digitise manuscript records	Jul 2019
SECTION 25 OF THE BURIAL ACT 1857 (AMENDED)	To submit an application for a faculty under Section 25 of the Burial Act 1857 (amended)	Apr 2020
STANDING AND EMERGENCY OPERATING PROCEDURES	To ensure all Standing and Emergency Operating Procedures (SOPs & EOPs) are clearly documented	Apr 2020

Any other matter within the Committee's remit

Scale of Charges per hour for Broadwater Park Community Centre From 1 April 2019

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
<u>BROADWATER PARK COMMUNITY CENTRE</u>			
WHOLE CENTRE	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	28 + (5.60 VAT) (33.60 per hour)
MAIN HALL ONLY	7 + (1.40 VAT) (8.40 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
SMALL HALL ONLY	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80)
KITCHEN (for preparation of food other than tea/coffee)	4 + (80p VAT) (4.80 per hire)	6 + (1.20 VAT) (7.20 per hire)	8 + (1.60 VAT) (9.60 per hire)

VAT is charged at the prevailing rate, currently 20%.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music e.g. a disco, or the performance of live music e.g. a band, will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit between £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Scale of Charges per hour for Pepperpot and Bandstand From 1 April 2019

	*Voluntary Organisations	**GU7 Rate (Casual Hire)	Standard Rate
	£	£	£
<u>PEPPERPOT:</u>			
UPPER ROOM	7 + (1.40 VAT) (8.40 per hour)	14 + (2.80 VAT) (16.80 per hour)	16 + (3.20 VAT) (19.20 per hour)
UNDERCROFT	6 + (1.20 VAT) (7.20 per hour)	7 + (1.40 VAT) (8.40 per hour)	7 + 1.40 VAT) (8.40 per hour)
<u>GODALMING BANDSTAND</u>			
BANDSTAND	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)	11 per hour (Plus PRS fee)

VAT is charged at the prevailing rate, currently 20%.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Undercroft - In certain circumstances (normally when sharing takes place) one half (one pitch) of the Undercroft may be hired out for one half of the standard charge.

Performance of Music - Events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

Damage Deposit: A refundable damage deposit of £30 & £150 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

Scale of Charges per hour for Wilfrid Noyce Centre From 1 April 2019

	Voluntary Organisations (Excluding Fri & Sat Evenings) £	GU7 Rate (Casual Hire) (Excluding Fri & Sat Evenings) £	Standard Rate £
<u>WILFRID NOYCE CENTRE:</u>			
WHOLE CENTRE (including use of Kitchen for catering facilities)	18 + (3.60 VAT) (21.60 per hour)	32 + (6.40 VAT) (38.40 per hour)	40 + (8.00 VAT) (48.00 per hour)
CAUDLE + WYATT (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE + OGLETHORPE (including use of Kitchen for catering facilities)	11 + (2.20 VAT) (13.20 per hour)	20 + (4.00 VAT) (24.00 per hour)	30 + (6.00 VAT) (36.00 per hour)
CAUDLE HALL ONLY (including shared use of Kitchen for tea/coffee facilities)	8 + (1.60 VAT) (9.60 per hour)	13 + (2.60 VAT) (15.60 per hour)	18 + (3.60 VAT) (21.60 per hour)
WYATT ROOM ONLY (including shared use of Kitchen for tea/coffee facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)
OGLETHORPE HALL ONLY (with kitchenette and separate toilet facilities)	6 + (1.20 VAT) (7.20 per hour)	11 + (2.20 VAT) (13.20 per hour)	14 + (2.80 VAT) (16.80 per hour)

VAT is charged at the prevailing rate, currently 20%.

Friday & Saturday Evenings from 18.00. Voluntary Rate increased to GU7 Rate; GU7 Rate increased to Standard Rate.

* **Voluntary Organisation Rate** is only available to local charities and voluntary organisations who have a community link with the Godalming local area (Godalming/Milford/Busbridge/Hascombe/ Witley/Wormley).

** **GU7 Rate** is available to individuals and businesses living or operating within the GU7 postal area (Businesses should indicate whether they are members of Godalming & District Chamber of Commerce. Upon confirmation a members discount may apply)

Round Banqueting Tables, Upholstered Chairs, Crockery, Cutlery, Set up and clear down of Tables & Chairs are available for a flat fee of £100. Please contact office@godalming-tc.gov.uk 01483 523575 for full details.

Performance of Music - With the exception of private family events, i.e. birthday parties, weddings etc., events that involve the playing of either recorded music or the performance of live music will be charged the appropriate tariff charge of the Performing Rights Society (PRS) this includes fundraising events whether free entry or not.

DISCO's Hirers who engage the services of a mobile disco or similar are to ensure they have a Phonographic Performance Licence (PPL) and if required a Pro-DUB licence (reputable mobile discos will hold these licences).

Damage Deposit: A refundable damage deposit between £30 & £500 depending on the nature of the event is required. Deposits will be returned within 15 working days of an event if no claim is required.

A charge of £50.00 per hour will be levied for Christmas Day, Boxing Day, and New Year's Eve evening and New Year's Day.

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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>									
5102	Contrib. to Other Provisions	0	0	0	28,412	28,412	0	28,412	0
	Head Office Costs :- Expenditure	0	0	0	28,412	28,412	0	28,412	0
4001	Salaries	14,512	14,652	140	144,868	146,520	1,652	175,824	30,956
4002	Employer's NIC	1,510	1,530	20	15,062	15,300	238	18,630	3,568
4003	Employer's Superannuation	2,468	2,520	52	25,165	25,287	122	30,327	5,162
4005	Agency Staff & Contractors	0	0	0	114	50	-64	50	-64
4011	Staff Training	65	250	185	2,171	2,500	329	3,000	829
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	0	0	433	433	0	500	67
4102	Property Maintenance	0	0	0	230	230	0	230	0
4103	Maintenance Contracts	0	0	0	732	732	0	732	0
4121	Rents	0	0	0	0	0	0	13,000	13,000
4161	Cleaning	0	0	0	53	53	1	53	1
4163	Domestic Supplies	5	7	2	82	93	11	110	28
4201	Public Transport	0	0	0	107	0	-107	0	-107
4202	Car Allowances	9	80	71	244	800	556	1,000	756
4203	Other Transport Costs	0	0	0	10	0	-10	0	-10
4301	Equipment	1,689	0	-1,689	1,908	250	-1,658	500	-1,408
4304	Catering & Hospitality	26	16	-10	183	160	-23	235	52
4305	Clothes, Uniform & Laundry	0	0	0	0	100	100	200	200

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
4306	Printing	949	200	-749	2,097	1,600	-497	2,000		-97
4307	Stationery	487	350	-137	4,107	3,390	-717	4,090		-17
4311	Professional Fees - Legal	184	0	-184	2,446	2,262	-184	2,262		-184
4312	Professional Fees - Surveyors	0	0	0	2,860	2,860	0	2,860		0
4313	Professional Fees - Other	0	830	830	8,022	7,300	-722	9,000		978
4314	Audit Fees	0	0	0	2,439	2,300	-139	3,300		861
4315	Insurance	0	0	0	7,996	7,996	0	7,996		0
4321	Bank Charges	27	30	3	299	264	-35	360		61
4322	Postage	0	190	190	1,008	1,578	570	1,960		952
4323	Telephones	113	100	-13	1,412	1,600	188	2,000		588
4325	Computing	429	665	236	7,193	6,650	-543	8,400		1,207
4326	Website	45	0	-45	555	500	-55	1,000		445
4331	Newsletter	0	0	0	3,300	3,300	0	4,400		1,100
4341	Grants	0	14,500	14,500	55,598	58,000	2,402	58,750		3,152
4342	Subscriptions	0	0	0	3,809	4,500	691	4,500		691
4401	Payments to Godalming JBC	0	0	0	61,064	61,064	0	61,064		0
4900	Miscellaneous Expenses	0	500	500	1,750	2,000	250	2,000		250
6000	Debt Charges - Principal	4,611	4,611	0	20,665	20,664	-1	25,335		4,670
6001	Debt Charges - Interest	6,636	6,636	0	27,800	27,799	-1	34,420		6,620
	Head Office Costs :- Expenditure	33,764	47,667	13,903	405,781	408,135	2,354	481,588	0	75,807
1001	Precept	0	0	0	622,205	622,205	0	622,205		
1202	Grants - WBC	0	0	0	8,310	8,310	0	8,310		
1303	Other customer/client receipts	0	0	0	-181	-181	0	-181		
1401	Interest Received	0	0	0	1,482	951	531	1,200		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	27,500	27,500	0	27,500		
Head Office Costs :- Income	0	0	0	659,316	658,785	531	659,034		
Net Expenditure over Income	33,764	47,667	13,903	-225,123	-222,238	2,885	-149,034		
<u>102 Civic Expenses</u>									
5001 Transfers from Reserves	0	0	0	-18,870	-6,600	12,270	-6,600		12,270
5102 Contrib. to Other Provisions	0	0	0	12,000	12,000	0	12,000		0
Civic Expenses :- Expenditure	0	0	0	-6,870	5,400	12,270	5,400	0	12,270
4001 Salaries	0	0	0	250	250	0	250		0
4005 Agency Staff & Contractors	0	0	0	812	0	-812	0		-812
4203 Other Transport Costs	0	0	0	75	0	-75	0		-75
4301 Equipment	0	0	0	361	0	-361	0		-361
4304 Catering & Hospitality	0	0	0	1,063	402	-661	402		-661
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500
4306 Printing	0	0	0	632	250	-382	500		-132
4313 Professional Fees - Other	0	0	0	16,925	4,324	-12,601	4,324		-12,601
4325 Computing	200	200	0	1,800	1,800	0	2,200		400
4327 Publicity Advertising	0	0	0	98	98	0	98		0
4332 Mayor's Expenses	2,130	0	-2,130	4,064	2,000	-2,064	8,244		4,180
4333 Members' Expenses	0	100	100	0	858	858	1,058		1,058
4334 Members' Training	0	0	0	603	0	-603	0		-603
4343 Licensing/PRS	15	0	-15	15	0	-15	0		-15

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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	2,969	3,100	131	3,100		131
Civic Expenses :- Expenditure	2,345	300	-2,045	29,667	13,082	-16,585	20,676	0	-8,991
1303 Other customer/client receipts	0	0	0	-52	-52	0	-52		
Civic Expenses :- Income	0	0	0	-52	-52	0	-52		
Net Expenditure over Income	2,345	300	-2,045	22,849	18,534	-4,315	26,128		
<u>104 Town Promotion</u>									
5001 Transfers from Reserves	0	0	0	-47,102	-23,854	23,248	-23,854		23,248
Town Promotion :- Expenditure	0	0	0	-47,102	-23,854	23,248	-23,854	0	23,248
4005 Agency Staff & Contractors	48	0	-48	6,369	5,367	-1,002	5,367		-1,002
4162 Waste Removal	0	0	0	260	260	1	260		1
4171 Grounds Maintenance Costs	0	0	0	2,850	2,850	0	2,850		0
4203 Other Transport Costs	0	0	0	1,290	1,255	-35	1,255		-35
4301 Equipment	0	415	415	3,478	5,282	1,804	6,132		2,654
4304 Catering & Hospitality	0	0	0	138	117	-21	117		-21
4306 Printing	0	0	0	268	209	-59	209		-59
4313 Professional Fees - Other	0	0	0	17,216	15,520	-1,696	15,520		-1,696
4327 Publicity Advertising	550	0	-550	1,650	825	-825	825		-825
4900 Miscellaneous Expenses	0	0	0	24,405	1,035	-23,370	1,035		-23,370
Town Promotion :- Expenditure	598	415	-183	57,923	32,720	-25,203	33,570	0	-24,353
1303 Other customer/client receipts	3,603	0	3,603	11,498	7,563	3,935	7,563		
Town Promotion :- Income	3,603	0	3,603	11,498	7,563	3,935	7,563		
Net Expenditure over Income	-3,005	415	3,420	-677	1,303	1,980	2,153		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

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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	
105 Staycation										
4001	Salaries	0	0	0	152	152	0	152	0	
4002	Employer's NIC	0	0	0	15	15	0	15	0	
4005	Agency Staff & Contractors	0	0	0	225	225	0	225	0	
4161	Cleaning	25	0	-25	25	0	-25	0	-25	
4162	Waste Removal	0	0	0	752	752	0	752	0	
4203	Other Transport Costs	0	0	0	90	90	0	90	0	
4301	Equipment	0	0	0	178	178	0	178	0	
4306	Printing	0	0	0	15	15	0	15	0	
4313	Professional Fees - Other	0	0	0	595	595	0	595	0	
4327	Publicity Advertising	0	0	0	3,708	3,708	0	3,708	0	
4900	Miscellaneous Expenses	0	0	0	92	93	1	93	1	
	Staycation :- Expenditure	25	0	-25	5,847	5,823	-24	5,823	0	-24
1303	Other customer/client receipts	0	0	0	320	320	0	320		
	Staycation :- Income	0	0	0	320	320	0	320		
	Net Expenditure over Income	25	0	-25	5,527	5,503	-24	5,503		
106 Festivals & Markets										
4001	Salaries	0	345	345	1,853	2,199	346	2,399	546	
4002	Employer's NIC	0	0	0	177	240	63	260	83	
4003	Employer's Superannuation	0	0	0	36	130	94	130	94	
4005	Agency Staff & Contractors	0	0	0	547	1,265	718	1,265	718	

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

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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
4162 Waste Removal	0	0	0	779	826	48	826		48
4163 Domestic Supplies	0	0	0	36	0	-36	0		-36
4202 Car Allowances	0	0	0	3	0	-3	0		-3
4203 Other Transport Costs	0	0	0	237	304	67	304		67
4301 Equipment	0	0	0	837	510	-327	510		-327
4304 Catering & Hospitality	0	0	0	127	165	38	165		38
4306 Printing	0	0	0	0	530	530	530		530
4313 Professional Fees - Other	0	0	0	2,987	2,250	-737	2,250		-737
4327 Publicity Advertising	0	0	0	5,214	4,378	-836	4,378		-836
4343 Licensing/PRS	270	20	-250	600	330	-270	330		-270
4900 Miscellaneous Expenses	0	0	0	882	1,165	283	1,165		283
Festivals & Markets :- Expenditure	270	365	95	14,315	14,292	-23	14,512	0	197
1303 Other customer/client receipts	0	0	0	14,685	13,840	845	14,090		
1304 Donations	0	0	0	1,230	1,230	0	1,230		
Festivals & Markets :- Income	0	0	0	15,915	15,070	845	15,320		
Net Expenditure over Income	270	365	95	-1,599	-778	821	-808		
108 Christmas Lights									
5001 Transfers from Reserves	0	0	0	0	0	0	-3,680		-3,680
Christmas Lights :- Expenditure	0	0	0	0	0	0	-3,680	0	-3,680
4313 Professional Fees - Other	373	0	-373	44,944	45,880	936	45,880		936
4900 Miscellaneous Expenses	0	0	0	25	0	-25	0		-25
Christmas Lights :- Expenditure	373	0	-373	44,969	45,880	911	45,880	0	911

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

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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
1304 Donations	0	0	0	3,200	3,200	0	3,200		
Christmas Lights :- Income	0	0	0	3,200	3,200	0	3,200		
Net Expenditure over Income	373	0	-373	41,769	42,680	911	39,000		
109 Fireworks Night									
4001 Salaries	0	0	0	576	610	34	610		34
4002 Employer's NIC	0	0	0	56	0	-56	0		-56
4003 Employer's Superannuation	0	0	0	56	0	-56	0		-56
4005 Agency Staff & Contractors	0	0	0	1,648	1,392	-256	1,392		-256
4162 Waste Removal	0	0	0	0	100	100	100		100
4203 Other Transport Costs	0	0	0	311	311	0	311		0
4301 Equipment	0	0	0	1,225	1,447	222	1,447		222
4313 Professional Fees - Other	0	0	0	6,784	6,784	0	6,784		0
4327 Publicity Advertising	150	0	-150	1,980	2,130	150	2,130		150
4343 Licensing/PRS	0	0	0	260	260	0	260		0
4900 Miscellaneous Expenses	0	0	0	225	225	0	225		0
Fireworks Night :- Expenditure	150	0	-150	13,122	13,259	137	13,259	0	137
1303 Other customer/client receipts	0	0	0	10,294	10,294	0	10,294		
1304 Donations	0	0	0	2,250	2,250	0	2,250		
Fireworks Night :- Income	0	0	0	12,544	12,544	0	12,544		
Net Expenditure over Income	150	0	-150	578	715	137	715		

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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
111 Neighbourhood Plan									
5001 Transfers from Reserves	0	0	0	0	0	0	-2,578		-2,578
Neighbourhood Plan :- Expenditure	0	0	0	0	0	0	-2,578	0	-2,578
4304 Catering & Hospitality	0	0	0	228	230	3	500		273
4306 Printing	0	0	0	191	191	0	191		0
4313 Professional Fees - Other	0	0	0	1,337	1,337	0	1,337		0
4327 Publicity Advertising	0	0	0	550	550	0	550		0
Neighbourhood Plan :- Expenditure	0	0	0	2,305	2,308	3	2,578	0	273
Net Expenditure over Income	0	0	0	2,305	2,308	3	0		
201 BWP Community Centre									
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
BWP Community Centre :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff & Contractors	0	0	0	453	405	-48	405		-48
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	30,000		30,000
4102 Property Maintenance	194	350	156	2,854	2,900	46	3,600		746
4103 Maintenance Contracts	0	35	35	439	350	-89	1,287		848
4111 Energy Costs	837	280	-557	2,430	2,800	370	3,360		930
4131 Rates	0	0	0	1,296	1,296	0	1,296		0
4141 Water Services	26	50	24	286	350	64	450		164
4161 Cleaning	25	600	575	4,875	6,000	1,125	7,293		2,418

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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
4162	Waste Removal	110	65	-45	593	650	57	780		187
4163	Domestic Supplies	0	10	10	18	100	82	120		102
4171	Grounds Maintenance Costs	0	120	120	1,138	1,200	62	1,440		302
4301	Equipment	0	50	50	80	500	420	600		520
4323	Telephones	0	30	30	227	300	73	360		133
4324	Broadband	0	40	40	332	400	68	480		148
4343	Licensing/PRS	0	0	0	0	300	300	300		300
	BWP Community Centre :- Expenditure	1,192	1,630	438	15,019	17,551	2,532	51,771	0	36,752
1301	Premises Hire Charges	2,445	1,000	1,445	25,404	24,300	1,104	29,000		
	BWP Community Centre :- Income	2,445	1,000	1,445	25,404	24,300	1,104	29,000		
	Net Expenditure over Income	-1,253	630	1,883	-7,885	-4,249	3,636	25,271		
	<u>202</u> <u>Pepperpot</u>									
5101	Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0
	Pepperpot :- Expenditure	0	0	0	2,500	2,500	0	2,500	0	0
4005	Agency Staff & Contractors	496	0	-496	511	15	-496	15		-496
4101	Repair/Alteration of Buildings	20,000	25,000	5,000	20,416	25,076	4,660	50,076		29,660
4102	Property Maintenance	166	40	-126	469	400	-69	480		11
4103	Maintenance Contracts	0	85	85	1,134	850	-284	1,020		-114
4111	Energy Costs	171	180	9	785	856	71	1,176		391
4131	Rates	0	0	0	660	670	10	670		10
4161	Cleaning	0	125	125	935	1,263	328	1,513		578

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2019

Month No : 10

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
4163	Domestic Supplies	0	0	0	4	4	1	4		1
4171	Grounds Maintenance Costs	0	25	25	0	250	250	300		300
4203	Other Transport Costs	263	0	-263	263	0	-263	0		-263
4301	Equipment	0	0	0	7	0	-7	600		593
4323	Telephones	0	54	54	476	528	53	636		161
4324	Broadband	0	38	38	332	368	36	444		112
4343	Licensing/PRS	0	0	0	70	70	0	70		0
	Pepperpot :- Expenditure	21,096	25,547	4,451	26,061	30,350	4,289	57,004	0	30,943
1301	Premises Hire Charges	434	700	-266	9,007	8,685	322	10,085		
1304	Donations	0	0	0	80,000	80,000	0	80,000		
	Pepperpot :- Income	434	700	-266	89,007	88,685	322	90,085		
	Net Expenditure over Income	20,662	24,847	4,185	-60,445	-55,835	4,610	-30,581		
	203 The Square									
4181	Premises Insurance	0	0	0	1,745	1,745	0	1,745		0
4311	Professional Fees - Legal	0	0	0	322	322	0	322		0
	The Square :- Expenditure	0	0	0	2,067	2,067	0	2,067	0	0
1302	Rents	3,000	0	3,000	9,000	9,000	0	12,000		
1303	Other customer/client receipts	0	0	0	2,067	2,067	0	2,067		
	The Square :- Income	3,000	0	3,000	11,067	11,067	0	14,067		
	Net Expenditure over Income	-3,000	0	3,000	-9,000	-9,000	0	-12,000		