

PARISH OF GODALMING

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Municipal Buildings
Bridge Street
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Surrey GU7 1HT

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 10 JANUARY 2019 at 7.00pm.

DATED this 4th day of January 2019.

Andy Jeffery
Clerk to the Town Council

The meeting will be preceded by prayer with Father David Parmiter 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.

A G E N D A

1. THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 15 November 2019.
2. TO RECEIVE apologies for absence.
3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

THE TOWN MAYOR to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 5.
4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.
5. TO RECEIVE official announcements, letters, etc.
6. WAVERLEY HOUSING STRATEGY

Members to receive a presentation from Mr Andrew Smith, Head of Strategic Housing of Waverley Borough Council on the Waverley Housing Strategy 2018-2023.

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

7. REVISED ESTIMATES 2018/19 AND BUDGET 2019/20

The Policy & Management Committee recommends the revised estimates for 2018/19 and the 2019/20 budget (attached for the information of Members) to Full Council and recommends that Full Council:

- Resolve to approve the 2018/2019 revised estimates
- Resolve to agree the setting of a precept of £643,778 for the financial year 2019/20.

8. TO RECEIVE Chairmen's reports of the Committees as under:

Policy & Management Committee

Health & Safety Related Policies

Members of the Policy & Management Committee considered the Health & Safety related policies listed below (copies attached for the information of Members) and following a minor amendment to paragraph 6 of the Health & Safety Policy resolved to pass them for adoption by Full Council.

- Health & Safety Statement
- Health & Safety Policy

Full Council is requested to resolve to agree to adopt the policies detailed above. If agreed, the Mayor as Chairman of the Council to sign the Health & Safety Statement.

Mayoralty Committee

As part of the Council's objective to conduct a full review of its policies and procedures during the current civic year, Members of the Mayoralty Committee considered the following documents:

Honorary Freeman Scheme

Having reviewed the Honorary Freeman Scheme policy document and agreed minor amendments, Members of the Mayoralty Committee resolved to recommend the Honorary Freeman Scheme policy document (attached for the information of Members) for adoption by Full Council.

Civic Ceremonial

Protocols and Procedures – A Basic Guide for the Mayoralty

Members considered the Protocols and Procedures – A Basic Guide for the Mayoralty document and having agreed minor amendments resolved to recommend the document (attached for the information of Members) for adoption by the Full Council.

Full Council is requested to resolve to agree to adopt the scheme/procedures detailed above.

9. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Policy & Management Committee	29 November 2018 20 December 2018
Mayoralty Committee	6 December 2018

10. CCLA MANDATE

Godalming Town Council has recently approved that excess reserve funds can be invested in appropriate organisations to maximise interest income (Min No 108-18 refers).

In accordance with the Treasury & Investment Policy adopted on the 19 July 2018, Members are requested to approve that the RFO set up an account with the CCLA Public Sector Deposit Fund which holds an AAmmf Fitch rating and as such meets the Treasury & Investment Policy criteria.

Members are also asked to agree that the Councillors named on the existing Council Bank Mandate (Min No. 19-18 refers) should also be the authorised signatories for the investment fund. Members are further requested to authorise the RFO to be an authorised signatory to enable efficient use of investment strategy (having noted that only the transferring of funds between the Council's main bank account and the investment deposit account is allowed and that no payments to third parties are permitted).

Members are requested to resolve to authorise the RFO to complete the necessary documentation to implement the above decisions.

11. EXTERNAL AUDITOR'S REPORT

Members to note that a letter from the External Auditor was received stating that there is no report as no matters came to their attention during the audit.

12. TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

13. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 21 March 2019 at 7.00 pm in the Council Chamber.

14. ANNOUNCEMENTS

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

THE COUNCIL MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

15. REPORT OF THE MAYORALTY COMMITTEE

Members to receive a confidential oral report from the Chairman of the Mayoralty Committee.

16. NOMINATION FOR TITLE OF DIGNITY

Members are requested to consider a nomination for a Title of Dignity (attached for the information of Members) in accordance with the nomination procedure.

7. BUDGET 2019/20

In preparation of the 2019/20 budget, known factors were applied such as contract agreed increases and inflation at between 1% and 4% depending on the item. This provided the initial base to which were added the costs of the decisions made by the Council or its committees over the preceding year(s), such as Floral Godalming and the maintenance of the Flood Alleviation wall.

2018/19 Precept	622,205	a
Variations from 2018/19 Base Budget:		
1 Add inflation (net) & minor adjustments	14,763	
2 Add GDPR costs	4,400	
3 Add increased computer costs	1,320	
4 Add increased office recharge from WBC	2,620	
5 Add Floral Godalming running costs (net)	2,300	
6 Add Flood Alleviation Wall maintenance	2,000	
7 Add van hire costs	1,400	
8 Add increased water rates for toilets	1,890	
9 Add public realm	5,000	
10 Add councillor training for new administration	2,000	
11 Less reduced contribution to election reserve	-6,000	
12 Less reduced JBC precept (10%)	-6,740	
13 Less increased JBC admin recharge	-2,180	
14 Less interest received	-1,200	
TOTAL VARIATION	21,573	b
2019/20 Budget Requirements (a + b)	643,778	c
Total cash increase required	21,573	
% increase in cash required	3.47%	
Tax base 2019/20	9,240.7	d
Precept per Band D property (= c/d)	£69.67	

The precept requirement for the financial year 2019/20 is £643,778 equating to a Band D equivalent increase on 2018/19 of 1.98% which in cash terms is an increase of £1.36 per annum.

Reserves

The balance of the revenue reserve as of 31 March 2019 is estimated to be £262,217. The internal auditor's report indicates that this is an acceptable level of reserves.

Going forward, depending on decisions made during 2019/20, the level of Revenue Reserve is anticipated to remain the same, with the total available reserve, including Earmarked Reserves, increasing to £551,236.

The most significant increase in reserves is the Museum Building Reserve in line with Members' previous recommendation that over the 5-year period of SLA support from WBC for the management of Godalming Museum, a minimum Earmarked Reserve of £100,000 be created to provide for the upkeep of a 600-year old building.

Statement of Variation

	£	
Base Budget (net) i.e. Precept 2018/19	622,205	
Add inflation at 2% and net minor adjustments	14,763	
Add GDPR costs	4,400	
Add Increased Computer costs	1,320	
Add Increased Office recharge costs from WBC	2,620	
Add Floral Godalming Yr 2 running costs	2,300	
Add Flood Alleviation Wall maintenance	2,000	
Add Van Hire costs	1,400	
Add Toilet Water services increase consumption	1,890	
Add Public realm	5,000	
Add Councillor training for new administration	2,000	
Less reduced contribution to Election reserve	-6,000	
Less reduced JBC precept (10%)	-6,740	
Less increased JBC admin recharge	-2,180	
Less interest received	-1,200	
Estimated Budget Requirement 2019/20	<u>643,778</u>	
Total increase required	21,573	
% increase in cash terms	3.47%	
Tax base 2018/19 (Band D Equivalent figure)	9108.2	
Precept per Band D property (Annual Baseline)	£68.31	
Tax base 2019/20 (Band D Equivalent figure)	9240.7	
Precept per Band D property	£69.67	1.98%
Increase per Band D Property	£1.36	
% Increase per Band D Property	1.98%	

GTC Summary Revenue Budget

2017/18 Actual £	2018/19 Budget £	2018/19 Revised Estimate £	2019/20 Budget £	Variation 2018/19 to 2019/20 £	Notes
Employees					
213,850	284,616	294,614	310,613	25,997	+£18 Direct Labour recategorized; £8k 2% pay rise and step increases
32,869	24,142	6,000	6,100	-18,042	-£18k Direct Labour recategorized
Premises Related Expenditure					
314,558	21,370	125,551	29,930	8,560	Increased maintenance provision for all buildings
9,357	12,210	10,286	10,740	-1,470	
0	0	0	0	0	
14,503	13,920	13,209	15,870	1,950	WBC agreed new formula
7,519	11,302	9,958	10,256	-1,046	
3,833	2,950	4,632	4,680	1,730	Toilets water services underbudgeted in 2018/19
1,348	1,000	250	1,000	0	
32,558	42,734	44,780	44,694	1,960	WBC advised increases
13,829	6,620	8,940	17,788	11,168	£5.3k Floral Godalming
2,945	5,685	1,745	1,830	-3,855	Premises insurance now all included in main GTC policy
54,075	64,000	78,000	63,000	-1,000	
Transport Related Expenditure					
46	0	27	0	0	
1,783	2,280	3,120	3,530	1,250	£1.4k Town Promotion
Supplies & Services					
30,188	11,710	24,760	12,890	1,180	
971	380	1,436	920	540	
511	1,200	700	1,200	0	
6,408	6,774	7,812	7,720	946	
115,219	94,896	115,637	85,976	-8,920	Neighbourhood Plan complete
36,168	31,815	37,903	35,651	3,836	
8,226	9,444	9,302	11,700	2,256	
65,205	68,285	67,630	69,800	1,515	
50,742	23,053	42,495	20,562	-2,491	
2,445	7,860	10,358	7,200	-660	
Third Party Payments					
61,696	61,696	61,064	54,958	-6,738	10% reduction in precept charged
Income					
0	0	0	0	0	
-9,780	-8,310	-8,310	-7,479	831	
-502,735	-198,334	-317,164	-200,464	-2,130	
-363	0	-1,200	-1,200	-1,200	
-66,093	-40,853	-89,665	-35,443	5,410	
501,881	562,445	563,870	584,022	21,577	
52,412	59,760	59,755	59,756	-4	
554,293	622,205	623,625	643,778	21,573	
Net Expenditure by Cost Centre					
£	£	£	£	£	
366,365	409,117	413,416	413,446	4,329	£5.3 staff salary increases; £2.6k WBC rent increase; £2k Grants budget; £5k New Initiatives Fund - total £14.9 offset by £6.7 reduction in JBC precept and £2.1k increase in JBC admin recharge
3,111	780	1,116	760	-20	
-240	470	592	470	0	
-299	-4,338	25,271	-4,540	-202	
39,887	39,000	39,000	39,000	0	
19,162	23,848	26,128	23,000	-848	
0	0	0	0	0	
-6,183	-750	-808	-203	547	
3,187	1,580	715	2,890	1,310	Requirement for Agency staff to set up higher than budgeted
52,110	57,351	60,567	61,026	3,675	£1k increase in Insurance due to building revaluation, £1.2k staff salary increases; £1k maintenance budget
21,905	38,516	42,919	44,154	5,638	
0	0	0	0	0	
2,012	1,005	-30,581	2,124	1,119	£1k increase in maintenance budget
3,707	5,210	5,503	5,492	282	
-3,038	-12,000	-12,000	-12,000	0	
252	5,000	2,153	8,700	3,700	£2.3k net Floral Godalming; £1.4k Van hire costs
-1,425	-2,344	-10,121	-297	2,047	Increase in cleaning costs as advised by WBC
1,368	0	0	0	0	
501,881	562,445	563,870	584,022	21,577	

Cost Centre: 101 GTC Office

2017/18 Actual £		2018/19			Variation £	
		2018/19 Budget £	Revised Estimate £	2019/20 Budget £		
Employees						
132551	Direct employee expenses	Salaries	175824	175824	180300	4476
14024		Er's NIC	18360	18630	18732	372
23453		Er's Supn	29660	30327	30096	436
1395		Agency staff & Contractors	0	50	18384	18384
2250	Indirect employee expenses	Training	3000	3000	3000	0
120		Advertising	1500	1500	1500	0
30499		Other	18642	500	600	-18042
Premises Related Expenditure						
422	Repairs, alteration & maintenance of buildings		750	962	990	240
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
11620	Rents		13000	13000	15620	2620
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
158	Cleaning & domestic supplies		50	163	120	70
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
1600	Contribution to premises-related provisions		0	0	0	0
Transport Related Expenditure						
16	Public transport		0	0	0	0
705	Car allowances		1000	1000	1000	0
Supplies & Services						
218	Equipment, furniture and materials		500	500	500	0
203	Catering & Hospitality		200	235	240	40
25	Clothes, uniform & laundry		200	200	200	0
6145	Printing, stationery & general office expenses		5220	6090	6090	870
6436	Services	Professional Fees	10000	14122	10000	0
1853		Audit fees	3300	3300	3300	0
8191		Insurance	8715	7996	8236	-479
649		Bank charges	720	360	360	-360
2003	Communications & computing	postage	1560	1960	1960	400
1918		telephones	1660	2000	2000	340
8903		computers	8000	8400	8240	240
0		website	2000	1000	1000	-1000
300		publicity advert	0	0	0	0
4950		newsletter	4400	4400	4400	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
54250	Grants & Subscriptions	Grants	58000	58750	60000	2000
3740		Subscriptions	6000	4500	5500	-500
23186	Contributions to provisions		8970	28412	12479	3509
89	Miscellaneous expenses		2000	2000	2000	0
Third Party Payments						
61696	Godalming Joint Burial Committee		61696	61064	54958	-6738 10% reduction in precept charged
Income						
-9780		Government Grants	0	0	0	0
-60		Other grants etc	-8310	-8310	-7479	831
-363		Customer & client receipts	0	181	0	0
-27000		Interest	0	-1200	-1200	-1200
		Recharges	-27500	-27500	-29680	-2180
366365	Net Expenditure		409117	413416	413446	4329

Cost Centre: 102 Civic Expenses

2017/18 Actual £		2018/19				Account Code	
		2018/19 Budget	Revised Estimate	2019/20 Budget	Variation		
	Employees						
0	Direct employee expenses						
0	Salaries	0	250	0	0	4001	
0	Er's NIC	0	0	0	0	4002	
0	Er's Supn	0	0	0	0	4003	
150	Agency staff & Contractors	0	0	0	0	4005	
0	Indirect employee expenses	0	0	0	0	4011	
0	Training	0	0	0	0	4012	
	Advertising	0	0	0	0	4013	
	Premises Related Expenditure						
0	Repairs, alteration & maintenance of buildings	0	0	0	0	4101/4102/4103	
0	Energy costs	0	0	0	0	4111	
0	CRC allowances	0	0	0	0		
0	Rents	0	0	0	0	4121	
0	Rates	0	0	0	0	4131	
0	Water services	0	0	0	0	4141	
0	Fixtures and fittings	0	0	0	0	4151	
0	Cleaning & domestic supplies	0	0	0	0	4161/4162/4163	
0	Grounds maintenance costs	0	0	0	0	4171	
0	Premises insurance	0	0	0	0	4181	
0	Contribution to premises-related provisions	0	0	0	0	5101	
	Transport Related Expenditure						
0	Public transport	0	0	0	0	4201	
171	Car allowances	0	0	0	0	4202/4203	
	Supplies & Services						
264	Equipment, furniture and materials	0	0	0	0	4301/4302/4303	
306	Catering & Hospitality	0	402	500	500	4304	
486	Clothes, uniform & laundry	1000	500	1000	0	4305	
39	Printing, stationery & general office expenses	804	500	800	-4	4306/4307/4308	
5072	Services	0	4324	0	0	4311/4312/4313	£5k By Election costs
0	Professional Fees	0	4324	0	0		
0	Audit fees	0	0	0	0	4314	
0	Insurance	0	0	0	0	4315	
0	bank charges	0	0	0	0	4321	
11	Communications & computing	0	0	0	0	4322	
0	postage	0	0	0	0		
0	telephones	0	0	0	0	4323/4324	
0	computers	0	2200	2400	2400	4325	
0	website	0	0	0	0	4326	
0	publicity advert	0	98	0	0	4327	
0	newsletter	0	0	0	0	4331	
0	Expenses	0	0	0	0		
7818	Mayor's expenses	8244	8244	8500	256	4332	
408	Members' training	1200	1058	3200	2000	4333/4334	
0	Grants & Subscriptions	0	0	0	0	4341	
0	Subscriptions	0	0	0	0	4342	
4000	Contributions to provisions	12000	12000	6000	-6000	5102	£4k General Election; £2k By Election
562	Miscellaneous expenses	600	3100	600	0	4343/4900	
	Third Party Payments						
0	Godalming Joint Burial Committee	0	0	0	0	4401	
0	Income						
0	Government Grants	0	0	0	0	1101	
0	Other grants etc	0	0	0	0	1201/1202/1203/1204	
-125	Customer & client receipts	0	52	0	0	1303/1304	
0	Interest	0	0	0	0	1401	
0	Recharges	0	-6600	0	0	1501/1502	£4.1k tfr from Election Reserve; £2.5k tfr from New Initiatives
19162	Net Expenditure	23848	26128	23000	-848		

Cost Centre: 104 Town Promotion

2017/18		2018/19	2018/19	2019/20	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
Employees					
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	5367	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
Premises Related Expenditure					
5111	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
33	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
212	Cleaning & domestic supplies	0	260	0	0
0	Grounds maintenance costs	0	2850	5300	5300 £5.3k Floral Godalming
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
167	Car allowances	0	1255	1400	1400 £1.4k van hire as Facilities Supervisor does not have suitable vehicle
Supplies & Services					
8882	Equipment, furniture and materials	5000	6132	5000	0 £5k God. Run, Town Show, Town day, Heritage Day
13	Catering & Hospitality	0	117	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	209	0	0
40	Services	0	15520	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
554		0	825	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
21473	Contributions to provisions	0	0	0	0
49	Miscellaneous expenses	0	1035	0	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0		0	0	0	0
0		0	0	0	0
-31984		0	-7563	-3000	-3000 £3k Floral Godalming Sponsorship
0		0	0	0	0
-4298		0	-23854	0	0
252	Net Expenditure	5000	2153	8700	3700

Cost Centre: 105 Staycation

2017/18 Actual £		2018/19			2019/20 Budget £	Variation £	Account Code	
		2018/19 Budget	Revised £ Estimate	2019/20 Budget				
	Employees							
0	Direct employee expenses							
	Salaries	0	152	152	152	4001	Staff time at Dogalming	
0	Er's NIC	0	15	15	15	4002		
0	Er's Supn	0	0	0	0	4003		
150	Agency staff & Contractors	150	225	225	75	4005		
0	Indirect employee expenses							
	Training	0	0	0	0	4011		
0	Advertising	0	0	0	0	4012		
						4013		
	Premises Related Expenditure							
0	Repairs, alteration & maintenance of buildings	0	0	0	0	4101/4102/4103		
0	Energy costs	0	0	0	0	4111		
0	CRC allowances	0	0	0	0			
0	Rents	0	0	0	0	4121		
0	Rates	0	0	0	0	4131		
0	Water services	0	0	0	0	4141		
0	Fixtures and fittings	0	0	0	0	4151		
0	Cleaning & domestic supplies	0	752	750	750	4161/4162/4163	Staycation Live waste removal	
0	Grounds maintenance costs	0	0	0	0	4171		
0	Premises insurance	0	0	0	0	4181		
0	Contribution to premises-related provisions	0	0	0	0	5101		
	Transport Related Expenditure							
0	Public transport	0	0	0	0	4201		
196	Car allowances	200	90	90	-110	4202/4203		
	Supplies & Services							
0	Equipment, furniture and materials	0	178	180	180	4301/4302/4303		
6	Catering & Hospitality	0	0	0	0	4304		
0	Clothes, uniform & laundry	0	0	0	0	4305		
27	Printing, stationery & general office expenses	0	15	0	0	4306/4307/4308		
785	Services	800	595	600	-200	4311/4312/4313		
0	Professional Fees							
0	Audit fees	0	0	0	0	4314		
0	Insurance	0	0	0	0	4315		
0	bank charges	0	0	0	0	4321		
0	Communications & computing							
0	postage	0	0	0	0	4322		
0	telephones	0	0	0	0	4323/4324		
0	computers	0	0	0	0	4325		
0	website	0	0	0	0	4326		
3783	publicity advert	3800	3708	3700	-100	4327	£1.3k increase in advertising in Vantage Point	
0	newsletter	0	0	0	0	4331		
0	Expenses							
0	Staff expenses	0	0	0	0			
0	Mayor's expenses	0	0	0	0	4332		
0	Members' training	0	0	0	0	4333/4334		
0	Grants & Subscriptions							
0	Grants	0	0	0	0	4341		
0	Subscriptions	0	0	0	0	4342		
0	Contributions to provisions	0	0	0	0	5102		
260	Miscellaneous expenses	260	93	100	-160	4343/4900		
	Third Party Payments							
0	Godalming Joint Burial Committee	0	0	0	0	4401		
	Income							
0	Government Grants	0	0	0	0	1101		
0	Other grants etc	0	0	0	0	1201/1202/1203/1204		
0	Customer & client receipts	0	-320	-320	-320	1303/1304	Dogalming entrance fees	
0	Interest	0	0	0	0	1401		
-1500	Recharges	0	0	0	0	1501/1502		
3707	Net Expenditure	5210	5503	5492	282			

Cost Centre: 106 Festivals & Markets

2017/18		2018/19		2018/19		2019/20			
Actual		Budget	£	Revised	Estimate £	Budget	£	Variation £	
£									
Employees									
1600	Direct employee expenses		1600	2399	2585		985	4001	
137			160	260	297		137	4002	
0			0	130	171		171	4003	
50			2140	1265	1024		-1116	4005	Include external contractors and staff costs
0	Indirect employee expenses		0	0	0		0	4011	
0			0	0	0		0	4012	
							0	4013	
Premises Related Expenditure									
0	Repairs, alteration & maintenance of buildings		0	0	0		0	4101/4102/4103	
0	Energy costs		0	0	0		0	4111	
0	CRC allowances		0	0	0		0		
0	Rents		0	0	0		0	4121	
0	Rates		0	0	0		0	4131	
0	Water services		0	0	0		0	4141	
0	Fixtures and fittings		0	0	0		0	4151	
466	Cleaning & domestic supplies		600	826	600		0	4161/4162/4163	
0	Grounds maintenance costs		0	0	0		0	4171	
0	Premises insurance		0	0	0		0	4181	
0	Contribution to premises-related provisions		0	0	0		0	5101	
Transport Related Expenditure									
0	Public transport		0	0	0		0	4201	
141	Car allowances		500	304	400		-100	4202/4203	
Supplies & Services									
281	Equipment, furniture and materials		510	510	510		0	4301/4302/4303	
185	Catering & Hospitality		180	165	180		0	4304	
0	Clothes, uniform & laundry		0	0	0		0	4305	
0	Printing, stationery & general office expenses		530	530	530		0	4306/4307/4308	
2472	Services		2250	2250	2100		-150	4311/4312/4313	
0			0	0	0		0	4314	
0			0	0	0		0	4315	
0			0	0	0		0	4321	
0	Communications & computing		0	0	0		0	4322	
0			0	0	0		0	4323/4324	
0			0	0	0		0	4325	
0			0	0	0		0	4326	
3182			3670	4378	4380		710	4327	
0			0	0	0		0	4331	
0	Expenses		0	0	0		0		
0			0	0	0		0	4332	
0			0	0	0		0	4333/4334	
0	Grants & Subscriptions		0	0	0		0	4341	
900			310	330	220		-90	4342/4343	
0	Contributions to provisions		0	0	0		0	5102	
352	Miscellaneous expenses		1000	1165	1000		0	4900	
Third Party Payments									
0	Godalming Joint Burial Committee		0	0	0		0	4401	
Income									
0			0	0	0		0	1101	
0			0	0	0		0	1201/1202/1203/1204	
-15949	Customer & client receipts		-14200	-15320	-14200		0	1303/1304	
0	Interest		0	0	0		0	1401	
0	Recharges		0	0	0		0	1501/1502	
-6183	Net Expenditure		-750	-808	-203		547		

Cost Centre: 108 Christmas Lights

2017/18		2018/19	2018/19	2019/20	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
420	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
42667	Services	45880	45880	45880	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-3200	Customer & client receipts	-3200	-3200	-3200	0
0	Interest	0	0	0	0
0	Recharges	-3680	-3680	-3680	0
39887	Net Expenditure	39000	39000	39000	0

Cost Centre: 109 Fireworks

2017/18 Actual £		2018/19				Variation £
		2018/19 Budget £	Revised Estimate £	2019/20 Budget £		
Employees						
0	Direct employee expenses					
	Salaries	250	610	610		360
0	Er's NIC	0	0	0		0
0	Er's Supn	0	0	0		0
1150	Agency staff & Contractors	1200	1392	1400		200 2 contractors @ two 12 hour days
0	Indirect employee expenses					
	Training	0	0	0		0
0	Advertising	0	0	0		0
Premises Related Expenditure						
0	Repairs, alteration & maintenance of buildings	0	0	0		0
0	Energy costs	0	0	0		0
0	CRC allowances	0	0	0		0
0	Rents	0	0	0		0
0	Rates	0	0	0		0
0	Water services	0	0	0		0
0	Fixtures and fittings	0	0	0		0
85	Cleaning & domestic supplies	100	100	100		0
0	Grounds maintenance costs	0	0	0		0
0	Premises insurance	0	0	0		0
0	Contribution to premises-related provisions	0	0	0		0
Transport Related Expenditure						
0	Public transport	0	0	0		0
222	Car allowances	260	311	320		60
Supplies & Services						
1026	Equipment, furniture and materials	500	1447	1500		1000
0	Catering & Hospitality	0	0	0		0
0	Clothes, uniform & laundry	0	0	0		0
0	Printing, stationery & general office expenses	220	0	0		-220
8413	Services					
	Professional Fees	6150	6784	6800		650
0	Audit fees	0	0	0		0
1000	Insurance	1020	0	0		-1020 Insurance now included within main policy
0	Bank charges	0	0	0		0
0	Communications & computing					
	postage	0	0	0		0
0	telephones	0	0	0		0
0	computers	0	0	0		0
0	website	0	0	0		0
1530	publicity advert	1525	2130	2200		675
0	newsletter	0	0	0		0
0	Expenses					
	Staff expenses	0	0	0		0
0	Mayor's expenses	0	0	0		0
0	Members' training	0	0	0		0
0	Grants & Subscriptions					
	Grants	0	0	0		0
155	Subscriptions	155	260	260		105
0	Contributions to provisions	0	0	0		0
240	Miscellaneous expenses	1000	225	500		-500
Third Party Payments						
0	Godalming Joint Burial Committee		0			0
Income						
0	Government Grants	0	0	0		0
0	Other grants etc	0	0	0		0
-10634	Customer & client receipts	-10800	-12544	-10800		0
0	Interest	0	0	0		0
0	Recharges	0	0	0		0
3187	Net Expenditure	1580	715	2890		1310

Cost Centre: 111 Neighbourhood Plan

2017/18		2018/19	2018/19	2019/20	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	Employees				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
28	Catering & Hospitality	0	500	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	191	0	0
6754	Services	7590	1337	0	-7590
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	550	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
-6782	Recharges	-7590	-2578	0	7590
0	Net Expenditure	0	0	0	0

Cost Centre: 201 Broadwater Park Community Centre

2017/18			2018/19	2018/19	2019/20	
Actual			Budget	Revised	Budget	Variation
£			£	£	£	£
	Employees					
8425	Direct employee expenses	Salaries	0	0	0	0
826		Er's NIC	0	0	0	0
1512		Er's Supn	0	0	0	0
0		Agency staff & Contractors	0	405	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
						0
	Premises Related Expenditure					
1379	Repairs, alteration & maintenance of buildings		3420	34887	4420	1000
3496	Energy costs		3360	3360	3480	120
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
1258	Rates		1352	1296	1352	0
870	Water services		600	450	480	-120
0	Fixtures and fittings		0	0	0	0
6976	Cleaning & domestic supplies		8100	8193	9000	900
2693	Grounds maintenance costs		1440	1440	1488	48
950	Premises insurance		970	0	0	-970
3000	Contribution to premises-related provisions		3500	2500	2500	-1000
	Transport Related Expenditure					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	Supplies & Services					
72	Equipment, furniture and materials		600	600	600	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
0	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
1012		telephones	1020	840	840	-180
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
223		Subscriptions	300	300	300	0
0	Contributions to provisions					0
0	Miscellaneous expenses					0
0	Income	Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-32991		Customer & client receipts	-29000	-29000	-29000	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-299	Net Expenditure		-4338	25271	-4540	-202

Cost Centre: 202 The Pepperpot

2017/18		2018/19	2018/19	2019/20	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
Employees					
0	Direct employee expenses				
	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	15	0	0
0	Indirect employee expenses				
	Training	0	0	0	0
	Advertising	0	0	0	0
					0
Premises Related Expenditure					
3773	Repairs, alteration & maintenance of buildings	1500	51576	2520	1020
1047	Energy costs	900	1176	1200	300
	0 CRC allowances	0	0	0	0
2400	Rents	920	0	0	-920
641	Rates	670	670	670	0
	0 Water services	0	0	0	0
	0 Fixtures and fittings	0	0	0	0
2788	Cleaning & domestic supplies	1500	1517	1860	360
627	Grounds maintenance costs	600	300	0	-600
220	Premises insurance	225	0	0	-225
2000	Contribution to premises-related provisions	2500	2500	2500	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
6	Equipment, furniture and materials	600	600	600	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services				
	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
1050	telephones	1040	1080	1104	64
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
70	Subscriptions	70	70	70	0
0	Contributions to provisions	0	0	0	0
15	Miscellaneous expenses	0	0	0	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-12625	Customer & client receipts	-9520	-90085	-8400	1120
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
2012	Net Expenditure	1005	-30581	2124	1119

Cost Centre: 203 The Square

2017/18		2018/19	2018/19	2019/20	
Actual		Budget	Revised	Budget	Variation
£		£	Estimate £	£	£
	Employees				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
					0
	Premises Related Expenditure				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
575	Premises insurance	3200	1745	1830	-1370
0	Contribution to premises-related provisions	0	0	0	0
					Property now occupied which lowers insurance - allowed for 3% CPI increase
	Transport Related Expenditure				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	Supplies & Services				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
192	Services	0	322	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	Third Party Payments				
0	Godalming Joint Burial Committee	0	0	0	0
0	Income				
0		0	0	0	0
0		0	0	0	0
-3805	Customer & client receipts	-15200	-14067	-13830	1370
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
-3038	Net Expenditure	-12000	-12000	-12000	0

Cost Centre: 204 Allotments

2017/18 Actual £		2018/19 Budget £	2018/19 Revised Estimate £	2019/20 Budget £	Variation £
Employees					
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	91	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
					0
Premises Related Expenditure					
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	CRC allowances	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
57	Water services	100	30	60	-40
0	Fixtures and fittings	0	0	0	0
297	Cleaning & domestic supplies	0	0	0	0
7895	Grounds maintenance costs	2880	3000	3000	120
0	Premises insurance	0	0	0	0
1000	Contribution to premises-related provisions	0	0	0	0
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
559	Equipment, furniture and materials	0	77	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-2197	Customer & client receipts	-2200	-2082	-2300	-100
0	Interest	0	0	0	0
-4500	Recharges	0	0	0	0
3111	Net Expenditure	780	1116	760	-20

Cost Centre: 205 Wilfrid Noyce Centre

2017/18			2018/19	2018/19	2019/20	
Actual			Budget	Revised	Budget	Variation
£			£	£	£	£
Employees						
2623	Direct employee expenses	Salaries	2340	2766	2544	204
0		Er's NIC	0	0	0	0
0		Er's Supn	396	165	438	42
100		Agency staff & Contractors	0	1100	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
Premises Related Expenditure						
8748	Repairs, alteration & maintenance of buildings		6540	9134	11840	5300
4300	Energy costs		7200	5000	5280	-1920
0	CRC allowances		0	0	0	0
450	Rents		0	209	250	250
4334	Rates		5640	4464	4600	-1040
1882	Water services		900	900	900	0
0	Fixtures and fittings		0	0	0	0
16311	Cleaning & domestic supplies		12384	12969	15724	3340
879	Grounds maintenance costs		700	350	0	-700
1200	Premises insurance		1290	0	0	-1290
2000	Contribution to premises-related provisions		3500	3500	2500	-1000
Transport Related Expenditure						
0	Public transport		0	0	0	0
181	Car allowances		0	0	0	0
Supplies & Services						
7208	Equipment, furniture and materials		4000	7323	4000	0 RE - Pedestrian Gate
44	Catering & Hospitality		0	17	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
2336	Services	Professional Fees	3000	5493	3000	0 Xmas Lights; Goodman Nash re NNDr rebate
0		Audit fees	0	0	0	0
64		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
1031		telephones	1016	1067	1077	61
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
741		Subscriptions	350	350	350	0
2083	Contributions to provisions		2083	2083	2083	0 Re Chamber Contr to Refurb
15	Miscellaneous expenses		1200	900	1200	0
Third Party Payments						
0	Godalming Joint Burial Committee		0	0	0	0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-57955		Customer & client receipts	-52800	-65828	-54000	-1200 RE includes £8.8k NNDR rebate - one-off
0		Interest	0	0	0	0
0		Recharges	-2083	-2083	-2083	0
-1425	Net Expenditure		-2344	-10121	-297	2047
52412	Capital Finance Costs (Not included in net costs of Services)		59760	59755	59756	-4

Cost Centre: 206 Bandstand

2017/18			2018/19		2019/20	
Actual			2018/19	Revised	2019/20	Variation
£			Budget	Estimate	Budget	£
	Employees					
0	Direct employee expenses	Salaries	0	0	0	0
0		Er's NIC	0	0	0	0
0		Er's Supn	0	0	0	0
0		Agency staff & Contractors	0	300	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
						0
	Premises Related Expenditure					
45	Repairs, alteration & maintenance of buildings		1000	1000	1000	0
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	Transport Related Expenditure					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	Supplies & Services					
194	Equipment, furniture and materials		0	826	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
0	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
338		Subscriptions	100	70	100	0
0	Contributions to provisions		0	0	0	0
0	Miscellaneous expenses		0	0	0	0
	Third Party Payments					
0	Godalming Joint Burial Committee					0
0	Income	Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-817		Customer & client receipts	-630	-1604	-630	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
-240	Net Expenditure		470	592	470	0

2017/18		2018/19	2018/19	2019/20		
Actual		Budget	Revised	Budget	Variation £	
£		£	Estimate £	£		
Cost Centre: 207 Museum						
Employees						
20458	Direct employee expenses	Salaries	41736	41736	43032	1296
1816		Er's NIC	3720	3720	3600	-120
3430		Er's Supn	7080	7080	7008	-72
0		Agency staff & Contractors	0	119	0	0
0	Indirect employee expenses	Training	1000	1000	1000	0
0		Advertising	0	0	0	0
Premises Related Expenditure						
388	Repairs, alteration & maintenance of buildings		1500	10234	2500	1000
0	Energy costs		0	0	0	0
0	CRC allowances		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		0	0	0	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
36500	Contribution to premises-related provisions		53000	68000	53000	0
Transport Related Expenditure						
30	Public transport		0	27	0	0
0	Car allowances		320	160	320	0
Supplies & Services						
252	Equipment, furniture and materials		0	857	0	0
186	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
197	Printing, stationery & general office expenses		0	277	300	300
8777	Services	Professional Fees	0	1420	0	0
0		Audit fees	0	0	0	0
4570		Insurance	4655	5534	5700	1045
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
58		telephones	300	300	300	0
5818		computers	1824	2967	2050	226
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	3000	3000	3000	0 SMCC Partnership
0	Contributions to provisions		0	0	0	0
23	Miscellaneous expenses		0	40	0	0
Third Party Payments						
0	Godalming Joint Burial Committee					0
Income						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-30393		Customer & client receipts	-60784	-75784	-60784	0 £15k from WBC for Fire Escape in 2018/19
0		Interest	0	0	0	0
0		Recharges	0	-10120	0	0
52110	Net Expenditure		57351	60567	61026	3675

Cost Centre: 208 Land & Property Other

2017/18 Actual £		2018/19 Budget £	2018/19 Revised Estimate £	2019/20 Budget £	Variation £
Employees					
0	Direct employee expenses				
	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	221	0	0
0	Indirect employee expenses				
	Training	0	0	0	0
0	Advertising	0	0	0	0
Premises Related Expenditure					
1582	Repairs, alteration & maintenance of buildings	6660	17758	6660	0
514	Energy costs	750	750	780	30
	0 CRC allowances	0	0	0	0
	0 Rents	0	0	0	0
1286	Rates	3640	3528	3634	-6
1024	Water services	1350	3252	3240	1890
	443 Fixtures and fittings	1000	250	1000	0
5265	Cleaning & domestic supplies	20000	20000	16540	-3460
1735	Grounds maintenance costs	1000	1000	8000	7000
	0 Premises insurance	0	0	0	0
1000	Contribution to premises-related provisions	1500	1500	2500	1000
Transport Related Expenditure					
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
Supplies & Services					
8699	Equipment, furniture and materials	0	5710	0	0
	0 Catering & Hospitality	0	0	0	0
	0 Clothes, uniform & laundry	0	0	0	0
	0 Printing, stationery & general office expenses	0	0	0	0
650	Services				
	Professional Fees	0	400	0	0
0	Audit fees	0	0	0	0
152	Insurance	816	0	0	-816
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
0	telephones	0	0	0	0
65	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
840	Miscellaneous expenses	1800	1800	1800	0
Third Party Payments					
0	Godalming Joint Burial Committee	0	0	0	0
Income					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
-1350	Recharges	0	-13250	0	0
21905	Net Expenditure	38516	42919	44154	5638

£2k Flood Alleviation Wall maintenance; £5k Public Realm

Godalming Town Council
Revised Estimates 2018/19 and Budget 2019/20

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves/ Bal. Sheet £	Balance c/f 31 March 2018 £
Movement in Reserves to March 31 2018 (Actual)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	222,031	16,606				238,637
Sub-total unallocated reserves	222,031					238,637
Earmarked Reserves						
2 Election Expenses Fund	9,702		4,000			13,702
3 WW1 Memorial	13,020					13,020
4 IT Reserve	3,000					3,000
5 Other Land & Property Maintenance	20,000		10,600	-4,850		25,750
6 New Initiatives Fund	0		23,186	-5,798		17,388
7 Farncombe Initiative	2,735		541			3,276
8 Neighbourhood Plan	12,433			-6,782		5,651
9 Festival Surplus	2,897					2,897
10 Staycation	335					335
11 Christmas Lights	11,557					11,557
12 Wilfrid Noyce Key Deposits	80					80
13 Wilfrid Noyce Refurbishment Scheme	20,663		6,975	-20,663		6,975
14 Wilfrid Noyce Chamber of Commerce Cont	-12,500		2,083			-10,417
15 Mayor's Charity	1,324			-1,324		0
16 Balance of Mayor's Allowance	0					0
17 Flood Alleviation	24,200			-1,000		23,200
18 Caudle Memorial Fund			20,932			20,932
19 Godalming Museum			36,500			36,500
Sub- total Earmarked Reserves	109,445					173,846
Balances	331,476	16,606	104,818	-40,417		412,483

Godalming Town Council
Revised Estimates 2018/19 and Budget 2019/20

	Balance b/f 1 April 2018 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2019 £
BUDGET 2018/19 - Projection of Reserves to March 31 2019 (Balances b/f restated to match actuals at 31/03/18)						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	238,637		25,000			263,637
Sub-total unallocated reserves	238,637					263,637
Earmarked Reserves						
2 Election Expenses Fund	13,702		12,000			25,702
3 WW1 Memorial	13,020					13,020
4 IT Reserve	3,000		2,000			5,000
5 Other Land & Property Maintenance	25,750		11,000			36,750
6 New Initiatives Fund	17,388		21,470			38,858
7 Farncombe Initiative	3,276					3,276
8 Neighbourhood Plan	5,651			-7,590		-1,939
9 Festival Surplus	2,897					2,897
10 Staycation	335					335
11 Christmas Lights	11,557			-3,680		7,877
12 Wilfrid Noyce Key Deposits	80					80
13 Wilfrid Noyce Refurbishment Scheme	6,975					6,975
14 Wilfrid Noyce Chamber of Commerce Cont	-10,417		2,083			-8,333
15 Mayor's Charity	0					0
16 Balance of Mayor's Allowance	0					0
17 Flood Alleviation	23,200					23,200
18 Caudle Memorial Fund	20,932					20,932
19 Godalming Museum	36,500		13,500			50,000
	173,846					224,629
Balances	412,483	0	87,053	-11,270	0	488,266

Godalming Town Council
Revised Estimates 2018/19 and Budget 2019/20

	Balance b/f 1 April 2018 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2019 £
REVISED ESTIMATES 2018/19 - Projection of Reserves to March 31 2019						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	238,637	-1,420	25,000			262,217
Sub-total unallocated reserves	238,637					262,217
Earmarked Reserves						
2 Election Expenses Fund	13,702		12,000	-4,100		21,602
3 WW1 Memorial	13,020					13,020
4 IT Reserve	3,000		2,000			5,000
5 Other Land & Property Maintenance	25,750		11,000	-4,720		32,030
6 New Initiatives Fund	17,388		39,912	-14,000		43,300
7 Farncombe Initiative	3,276			-75		3,201
8 Neighbourhood Plan	5,651			-2,578		3,073
9 Festival Surplus	2,897					2,897
10 Staycation	335					335
11 Christmas Lights	11,557			-3,680		7,877
12 Wilfrid Noyce Key Deposits	80					80
13 Wilfrid Noyce Refurbishment Scheme	6,975					6,975
14 Wilfrid Noyce Chamber of Commerce Cont	-10,417		2,083			-8,333
15 Mayor's Charity	0					0
16 Balance of Mayor's Allowance	0					0
17 Flood Alleviation	23,200					23,200
18 Caudle Memorial Fund	20,932			-20,932		0
19 Godalming Museum	36,500		28,500	-10,120		54,880
	173,846					209,136
Balances	412,483	-1,420	120,495	-60,205	0	471,353

Godalming Town Council
Revised Estimates 2018/19 and Budget 2019/20

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2020 £
Budget 2019/20 - Projection of Reserves to March 31 2020						
Reserves						
Unallocated Reserves						
1 Revenue Reserve	262,217					262,217
Sub-total unallocated reserves	262,217					262,217
Earmarked Reserves						
2 Election Expenses Fund	21,602		6,000			27,602
3 WW1 Memorial	13,020					13,020
4 IT Reserve	5,000					5,000
5 Other Land & Property Maintenance	32,030		10,000			42,030
6 New Initiatives Fund	43,300		12,479			55,779
7 Farncombe Initiative	3,201					3,201
8 Neighbourhood Plan	3,073					3,073
9 Festival Surplus	2,897					2,897
10 Staycation	335					335
11 Christmas Lights	7,877		-3,680			4,197
12 Wilfrid Noyce Key Deposits	80					80
13 Wilfrid Noyce Refurbishment Scheme	6,975					6,975
14 Wilfrid Noyce Chamber of Commerce Cont	-8,333			2,083		-6,250
15 Mayor's Charity	0					0
16 Balance of Mayor's Allowance	0					0
17 Flood Alleviation	23,200					23,200
18 Caudle Memorial Fund	0					0
19 Godalming Museum	54,880		53,000			107,880
	209,136					289,019
Balances	471,353	0	77,799	2,083	0	551,236

GODALMING TOWN COUNCIL HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

1. Elected Members' Obligations

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- (a) the implementation of the safety policy; and
- (b) regular monitoring and review of health and safety practices, procedures and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Town Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

2. The Town Clerk

The responsibility for fulfilling the safety policy of the Council rests with the Town Clerk. The Town Clerk will ensure that the policy is carried out through responsible delegation of duties to the Facilities Supervisor - as defined below.

The Town Clerk is responsible for ensuring that:-

- (i) Staff are aware of their obligations and carry them out in accordance with the Safety Policy;
- (ii) effective reporting and communication exists within the organisation and with the users of the Council's premises; and
- (iii) unresolved problems of health and safety are brought to the attention of the Council.

N.B. In the absence of the Town Clerk, the Facilities Supervisor will be responsible for the implementation of this policy.

3. The Facilities Supervisor

The Facilities Supervisor will ensure that the Health and Safety Policy is implemented within all the Town Council's premises and on all Town Council land (and Joint Burial Committee land and buildings).

The Facilities Supervisor shall:-

- (1) ensure that programmed risk assessments are undertaken for work activities in the Town Council's premises. Where significant risks are identified the Facilities Supervisor is to ensure that safe systems of work or other control strategies are put into place in order to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum. These procedures shall be monitored and reviewed periodically;
- (2) advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Policy;
- (3) ensure that, where a problem cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- (4) ensure all work undertaken by Contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
 - (a) undertaking suitable and sufficient risk assessment before work commences;
 - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
 - (c) co-ordinating exchange of information between any contractors, Council staff and any others who may be affected by any Council contract;
 - (d) providing contractors with the latest edition of GTC Safety Rules for Contractors and ensuring compliance with those requirements;
- (5) ensure that all those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- (6) keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are reported to the Town Clerk;
- (7) consistently set a good personal example;

4. Godalming Town Council Employees

All Town Council employees shall:

- (1) take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by their acts and omissions at work;
- (2) co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- (3) attend as necessary health and safety training as directed by the Council, utilise or follow such training and use any personal protective clothing or other safety equipment provided to them, as necessary;

- (4) report any hazard or defect involving equipment, systems, procedures or buildings through the Facilities Supervisor to the Town Clerk;
- (5) report any accident or aggressive incident in accordance with established procedures.

5. Responsible Finance Officer

Responsible for notifying the Council with regards to insurance inspections and claims investigations.

6. Other Health & Safety Policies and Procedure Documents

Godalming Town Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for GTC's elected members and staff to follow.

8. HONORARY FREEMAN SCHEME

Background

In November 2011, the Council adopted its first policy for an Honorary Freeman Scheme. In order to achieve the Council's objective of a full audit of its policies and procedure documents, the Honorary Freeman Scheme, has been brought to this committee for review.

The existing policy was, being the first policy of this type after the introduction of the enabling legislation, a basis for adaptation according to experience gained both in Godalming and elsewhere.

In reviewing the 2011 document, its limitations are apparent, for example, if a Godhelman achieved national recognition for an outstanding feat, under the 2011 policy it would be difficult for a nomination to meet the criteria for an award of 'Honorary Freeman or Freewoman of the Town of Godalming'. The revised policy below, seeks to address this point.

Policy Statement

From 12 January 2010, all local councils may exercise powers to confer the title of "honorary freeman" or "honorary freewoman" to persons of distinction and those who, in the Council's opinion, have rendered eminent services to the Council's area (section 249(5) and (6) of the Local Government Act 1972).

From time to time, members of the community demonstrate outstanding service and/or contribution to the wellbeing of the Town or outstanding feats of endeavour or achievement that bring credit to the community and it is recognised that their commitment should be acknowledged. The Council may choose to do so by awarding to an individual the title of Honorary Freeman/woman of the Town of Godalming'.

Service

The nominee may have given extensive and eminent service to the Civil Parish of Godalming and its local community or may have made a significant contribution to the well-being of its residents, the preservation of its historic character or its natural or built environment. The nominee must have made an outstanding contribution to the Town such that the nominee's contribution can be seen to have been a wholly altruistic and public-spirited desire to contribute to the benefit of the town and its residents. Exceptionally, a nominee may have achieved outstanding feats of endeavour or achievement which brings national or international credit to the community.

Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman/woman of the Town:-

1. Service in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
2. Town Councillors or Officers of the Town Council are not excluded from consideration, however, any nominated Town Councillor or Council Officer must have retired from the post.

3. Nominees need not necessarily be residents of Godalming, but will be judged on their contribution to the Town.
4. The nominee's contribution to the wellbeing of the community must be considered outstanding, exceptional or unique.

Nomination Procedure

1. Nominations must be made by Town Councillors in the strictest confidence without the nominee's knowledge.
2. Nominations must be made in writing to the Town Clerk. Any nominations received will be considered by the Mayoralty Committee at its next scheduled meeting
3. If the Mayoralty Committee agrees the nomination, the matter will be put before the Full Council in confidential session with a secret ballot. If Full Council resolves that the nominee should be made an Honorary Freeman/woman of the Town, the nominee will be invited to accept the honour. If agreed, the nomination will then be put before Full Council in open session.
4. No fewer than 14 of the Town Councillors must vote in favour of the nomination.
5. The decisions of the Council on all nominations (whether affirmative or negative) are final.

Entitlements

The rights attached to the honorary position are not stipulated in legislation, accordingly, this Council will invite its Honorary Freeman/woman to the Town's civic events.

Any person declared an Honorary Freeman/woman of the Town may designate himself/herself 'Honorary Freeman/woman of the Town of Godalming.

The award shall be made at a small ceremony which may take place at a Council meeting. A scroll will be presented to the recipient.

Limitation on Holders of Award

The Council to bear in mind the special nature of this award and limit its numbers accordingly.



CIVIC CEREMONIAL

Protocols and Procedures – A Basic Guide for the Mayoralty

This Briefing Guide has been prepared to provide general guidance for incoming Town Mayors and Deputy Mayors on their roles and procedures whilst undertaking approved Town Council, civic functions and attending meetings of Full Council.

The information in this document is not exhaustive and only covers key points. Advice can be sought from the Town Clerk, or the Support Services Executive as appropriate at any time.

STATUS AND LEGAL BACKGROUND

Both the Town Mayor and Deputy Mayor must be elected Councillors of the Council and both remain in office until the election of their successors unless they resign, cease to be qualified or become disqualified from holding office with the Town Council. The Town Mayor is the proper person to represent the Town Council on all ceremonial functions within the Town Council's boundaries or elsewhere. The Town Mayor, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual Council meeting when the successor is chosen and the appropriate Declarations of Acceptance of Office have been signed.

REQUIREMENTS OF THE OFFICE – DUTIES AND ROLES

Town Mayor:

There are four important roles for the Town Mayor:-

- **A symbol of the Authority** – the Mayor is clearly seen as a figurehead of the Council and its area, with the insignia of the civic mace, robes and chains of office etc.
- **A symbol of open society** – a modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the Town's first citizen.
- **An expression of social cohesion** – the many and varied social engagements that are undertaken by the Mayor are an expression of giving cohesion to life within the Town, linking various bodies and organisations as the Mayor visits. In this way the Council's aims and objectives can be conveyed to those bodies achieving the Council's social, community, educational and economic aims.
- **Chairman to the Council** – The Chairman/Mayor is elected by the Members of the Council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972).
- The Mayor's main role as Chairman of the Council is to run full council meetings. The Chairman is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the Clerk, guides activities by managing the meetings of the Council.

The Chairman is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chairman summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long. The Chairman has a casting vote. His/her first vote is a personal vote as a Member of the Council. If there is a tied vote, the Chairman can have a second, casting vote.

The Mayor will often be the public face of the Council and will represent the Council at official events and may be asked to speak on behalf of the Council. In such circumstances they should only express the agreed views of the Council and not their personal views.

- The Chairman cannot legally make a decision on behalf of the Council.

Deputy Mayor:

The Deputy only has a civic legal and royal status in the absence of the Mayor, therefore:

- Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right, but only when deputising for the Mayor.
- All invitations should be sent for consideration by the Mayor and if the Mayor cannot attend, it may be appropriate to “pass down” an invitation. This, however, should not be automatic or necessarily desirable and is the decision of the Mayor in liaison with the Support Services Executive. With over 300 civic functions each year, it is inevitable that the Mayor will need to decline a proportion of functions to undertake this substantial workload.

THE DEMANDS OF BECOMING A TOWN MAYOR/DEPUTY MAYOR

Being a Town Mayor is different to being a Councillor. Consequently, before taking on this demanding role, Councillors should consider the following which will be affected during their year in office:-

- The effect of becoming Mayor on family and friends
- The effect on a career or job
- The effect on a political career
- The effect on personal and religious beliefs
- The pomp, circumstance and protocols that are involved
- The effect on non-Council interests
- The effect on the Mayoral partner
- The effect on a Mayor's relationships with other Councillors
- The effect on the Mayor's relationships with his/her constituents

THE CIVIC YEAR

During the civic year, the Mayor supports a wide variety of events throughout the area. The Mayor receives invitations to all kinds of events, functions and engagements and each invitation is considered equally. Invitations to functions should not be sent directly to (or solicited by) the Mayor. If the Mayor cannot attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Acting as host on behalf of the Council at functions organised by the Council.
- Attending functions and engagements in Godalming and on occasion outside the town, as a ceremonial representative of the Council.
- Undertaking official openings or presentations on behalf of the Council.
- Organising events to raise funds for the Mayor's chosen charities.

- Representing the Council during Royal, Celebrity or VIP visits to the town.

The Mayor may choose their own escort who can be either a spouse/partner, fellow Councillor, family member or friend. The escort will be referred to as the Mayoress or Consort, as appropriate. The escort is entitled to equivalent respect and dignity whenever accompanying the Mayor on Civic Engagements, but cannot attend as Mayoress/Consort at a function if the Mayor is not present.

SUPPORT FOR THE MAYOR

Day to day support for the Mayor is provided by the Support Services Executive under the general direction of the Town Clerk. The Support Services Executive is an employee of Godalming Town Council who, as well as carrying out other duties for the Council, assists the Mayor during his/her term of office.

The Support Services Executive will arrange an induction meeting with the new Mayor, once elected at the Annual Council Meeting of the Town Council, to review the civic year, discuss lines of communication, diary management, and specific support required. Each Mayor may have different needs or preferences in the way they wish to be supported.

The Support Services Executive receives invitations for the Mayor at the Council offices and as soon as is practically possible, the Mayor will be notified of the invitations (usually at the weekly callover meeting, or earlier if necessary). A programme of confirmed events will be distributed weekly. On occasion, the Mayor may be personally approached to attend an event, these requests should be directed to the Support Services Executive in order to avoid any confusion or double bookings – please see the Protocol on the Acceptance of Invitations attached.

The Mayor will be asked to respond as to whether or not they wish to attend, and advise whether their escort will be accompanying them. If the Mayor cannot attend the Deputy Mayor may be requested to attend on the Mayor's behalf.

Once it has been confirmed who, if anyone, is attending, an appropriate response will be sent to the host by the Support Services Executive, who will also check on any details regarding the event, e.g. if a speech or any specific duty is required, dress code, insignia preferred, transport, parking arrangements etc.

All correspondence for the Mayoralty is kept in the Council offices and it is courteous of the Mayor to send a letter of thanks to his/her host after the event.

Royal & Significant Events/Visits (Min No. 301/06 refers)

For significant events (such as Royal visits) when both the Mayor and Deputy Mayor are unable to attend then the Town Council should be represented by the most recent past Mayor who is available and willing to attend providing that such past Mayor is still a serving Godalming Town Councillor.

The Sergeant-at-Mace will liaise with the Support Services Executive regarding the arrangements for Civic Events, carrying out his/her duties as the Council Mace Bearer.

THE MAYOR'S CHARITY

The Mayor may, if they so wish, raise funds for local charities in Godalming. It is advisable to choose one main or two charities or good causes and the Mayor should advise the Support Services Executive at the induction meeting. The chosen charities will be formally notified by the Support Services Executive and all funds raised at events will be held according to the protocol for Mayoral Charities & Handling of Funds (attached) and presented at the end of the year in office.

During the Mayor's term of office, it is recommended that a main fundraising event is held for the nominated charities. Events must be cost neutral to the Council, although the Council will grant two

uses of its community buildings in support of mayoral fund raising events. The Support Services Executive will be able to advise on suitable events.

Funds raised for the Mayor's charities cannot be used for any other purpose than as a donation to the aforementioned charities, save to cover all reasonable costs associated with raising the funds.

Cheque Presentation

The Mayor will announce the total amount raised for his/her charities at the end of the term of office and may wish to present cheques to the nominated charities at the Annual Town Meeting.

CIVIC ALLOWANCES AND WHAT EXPENSES CAN BE MET

The incumbent Mayor will be informed of the Mayoral expenses agreed by the Council. These allowances may be used to meet related expenses for the costs of being in office including:

- clothing
- collections
- sending flowers
- partner's clothing
- donations to charities
- purchase of raffle tickets
- purchase of tickets for mayoralty events (limited to one guest)
- personal hospitality (inc. drinks, lunches and dinners)
- one off civic events to meet travel costs or fund raising events tickets
- the annual civic dinner
- mayor-making reception and supper (except that guests are expected to pay for their own supper)
- refreshments and other expenses for civic service
- Mayor's Christmas card
- gifts (including twinning)
- travel and accommodation (including twinning)

By convention the Allowance is managed by the Responsible Finance Officer and all payments are made via the Godalming Town Council account and therefore the expenditure has to be made in accordance with the Town Council's Financial Regulations and is subject to audit. It is possible to pay the Allowance straight to the Mayor and have the Mayor meet all necessary expenses directly, however, this is inadvisable because if the Allowance is paid directly to the Mayor it is deemed to be a taxable benefit. At the end of the year if the Mayoral Allowance has been overspent then the Mayor is asked to pay the balance to the Town Council. If the Allowance is underspent then the balance is returned to Council funds.

The Town Council requires all Councillors including the Mayor to make declarations of any gifts or hospitality received, whether accepted or declined. The record book for declarations is kept by the Town Clerk. The declaration should be made before the end of 28 days beginning with the day of receipt/acceptance.

CIVIC INSIGNIA, ROBES, CHAIN AND MACE

It is customary for the Mayor to wear the ceremonial robes of office and regalia for all Full Council including the Statutory Annual Meeting (Mayor Making). The other civic occasions upon which the Mayor will wear the robes are:

- Civic Service of the Godalming Town Council
- Civic Receptions (but the robe will be removed prior to being seated for a meal)
- Remembrance Sunday

- Town Day

The Town Mayor and Deputy Mayor each have separate, chains and badges. The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events.

The Town Mayor or Deputy Mayor should not wear any civic insignia in another Town, District or Parish areas without the express permission of that Council, this is requested by the Support Services Executive.

When wearing official robes and hats the Mayor/Deputy Mayor (male) should remove their hats and females should bow:-

- acknowledging salutes
- during the playing of the National Anthem
- in the presence of a member of the Royal family
- as each section passes the salute
- when the colours pass

It is traditional for outgoing Mayors to be given a past Mayor's badge of office.

PROTOCOL ON THE ACCEPTANCE OF INVITATIONS

The diary of the Mayor's engagements is maintained by the Support Services Executive. All invitations to the Mayor should be received through the office and while inevitably some organisations and individuals will approach the Mayor directly, the Mayor must ask that organisation/individual to liaise direct with the office. If the Mayor accepts an invitation that has not been directed through the office then that is a personal engagement and not a Mayoral one¹. Note: it is considered bad form for the Mayor to solicit invitations.

All new invitations are presented to the Mayor at the weekly callover meeting with the Support Services Executive (unless the timescale is short in which case the Support Services Executive will contact the Mayor by phone or E-Mail). If the Mayor is unable to accept an invitation then the Deputy Mayor will normally be asked to attend as the Mayor's representative (though the Mayor may decide this is unnecessary).

For events when both the Mayor and Deputy Mayor are unable to attend and the Mayor deems that a Town Council representative is required then the Town Council should be represented by the most recent past Mayor who is available and willing to attend providing that such past Mayor is still a serving Godalming Town Councillor.

Once the Mayor has indicated at a callover meeting that they wish to accept an invitation then the Support Services Executive sends a formal acceptance and asks for an Attendance Form to be completed supplying all the necessary information for the Mayor to complete the engagement. Once the acceptance letter has been despatched the engagement should be considered a firm arrangement.

The Mayor then receives a weekly programme of appointments – with all Attendance Forms, tickets and other documentation. It is expected that the Mayor will take relevant tickets or invitations to an event.

¹ *Note: While this seems bureaucratic, experience shows that it is only possible to keep a record of the order of invitations and the date they are received when all are handled in the office; in the past appointments have been missed because the engagement was not handled through the office causing embarrassment to the Mayor and disappointment to the organisation that expected the Mayor's attendance. There are also issues of insurance to be considered – the Mayor and civic regalia are insured when on Mayoral business but this can only be demonstrated if the office has handled the appointment. Also, if the Mayor's diary were not kept as a public record and open to inspection under the terms of the Members' Code of Conduct the Mayor would have to declare personally all hospitality (over £25) received.*

PROTOCOL: MAYORAL CHARITIES & HANDLING OF FUNDS
(Agreed by Full Council 04/01/07 Min No 301/2006 refers)

Nomination of Charity or Charities

At the beginning of their mayoral year the Mayor should be asked to nominate one or more registered charities as the Mayoral Charity(ies) for that Civic Year. One or more charities should be identified even when the Mayor has indicated that it is not their intention to do any charitable fundraising during the year, because there are often occasions during the year when it is appropriate for an unanticipated donation to be received by the Mayor's Charity.

Should the Mayor wish to nominate a cause that is not a registered charity then that should be subject to agreement by Full Council.

Accounting for Funds Raised

Separate bank accounts should not be opened for this purpose. All funds raised for the Mayoral Charity(ies) should be paid either to Godalming Town Council or direct to the charity concerned (it may be more effective for individuals wishing to "gift aid" their donations to make payment direct to the charity and sign the appropriate declarations).

All sums paid to Godalming Town Council will be accounted for separately from the Town Council accounts and the Town Mayor should indicate whether or not funds raised should be paid to the charity(ies) as they are raised or paid in one lump sum towards the end of the Mayoral year. Monies raised will be paid over to the charity before the end of the Mayoral year.

Publicity

Where funds are passed to a charity during a Mayoral Year, and it is the wish of the Mayor, then the Town Clerk will issue a press release and endeavour to arrange a suitable "photo opportunity" of the Mayor handing over a cheque. It would not be appropriate to seek publicity for such charitable donations made by a Mayor after the end of their mayoral year.

Handling Cash & Cheques

All cheques received as donations to the Mayor's Charity(ies) should be made payable to either Godalming Town Council or the charity concerned. Cheques made payable to the Godalming Mayor's Charity (or any such variant) cannot be banked. On rare occasions the Mayor may receive a cheque payable to the Mayor personally; if it is inappropriate to go back to the individual donor and invite them to change the name of the payee then the Mayor should inform the Town Clerk and bank the cheque replacing it with one issued on their own account.

Where any collection is made in cash then normal, sensible procedures should be followed; if the cash collection is made in a public place then a street collection license should be obtained first from Waverley Borough Council and Waverley's regulations concerning street collections should be followed. In any event all collections should be taken in clearly marked and sealed containers. All containers should be returned sealed to the Town Clerk or Responsible Finance Officer who will arrange for the counting and banking of the money.

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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