

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

16 May 2019

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on WEDNESDAY 22 MAY 2019 at 7.00 pm.

Andy Jeffery
Town Clerk

Committee Members:

Councillor Alex	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Follows	Councillor Heagin
Councillor Hullah	Councillor Martin
Councillor Neill	Councillor Purvis
Councillor PS Rivers	Councillor Rosoman
Councillor Stubbs	Councillor Wardell
Councillor Welland	Councillor Williams

AGENDA

1. ELECTION OF COMMITTEE CHAIR

To receive nominations for the Chair of the Committee and to elect said Chair.

2. ELECTION OF COMMITTEE VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 11 April 2019, a copy of which has been circulated previously and are available for viewing at <https://godalming-tc.gov.uk/wp-content/uploads/2019/04/1.-11-April-2019-PM-Minutes.pdf>

4. APOLOGIES FOR ABSENCE

5. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

6. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

7. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

8. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Information:	£
2019/2020 Grants Budget	60,000.00
Allocations this year to date	0.00
Balance available for allocation	60,000.00
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2019/20 General Grant Fund Allocation	22,0000.00
Allocations this year to date	0.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	17,333.00
Balance unallocated if applications agreed	4,667.00
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2019/20 SLA Fund Allocation	33,000.00
Allocations this year to date	0.00
SLA Fund applications this meeting	33,000.00
Balance unallocated if applications agreed	0.00
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2019/20 Council Community Fund Allocation	5,000.00
Allocations this year to date	0.00
Council Community Fund applications this meeting	450.00
Balance unallocated if applications agreed	4,550.00
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Total balance unallocated if applications agreed	<u>9,217.00</u>

Members to consider the following applications for grant aid – the summary of the application is given below – the detailed applications are attached for the information of Members.

Applications for General Grant Fund Support

Farncombe Day Centre

£5,233 is applied for to help meet the annual costs of providing its minibus service to pick-up and return people to their homes.

Previous Grants: £4,953 in 2017/8, £5,000 in 2016/17, £544 in 2013/14 and £465 in 1999/00.

Godalming in Bloom

£500 is applied for to assist with the 2019 programme which includes purchases and distribution of seeds and tools for schools, contribution towards insurance, provision of certificates and engraving of trophies, photographic displays, promotional leaflets and publicity, website contribution and judging costs.

Previous Grants: Grant Aid in Kind: 2011/12 £126, 2012/13 £84 and 2013/14 £84; Cash Grants: £500 in 2014/15.

Godalming Town Football Club

£10,000 is applied for to enable pitch repairs to be carried out, replacement of tractor, seed, topsoil as well as materials for renewing clubhouse internals and labour costs involved.

Previous Grants: £1,000 in 2012/13.

Huckleberries Nurture Farm CIC

£600 is applied for to contribute towards a summer programme for 6-8 children to receive 12 wellbeing sessions (2 hr) at the Nurture Farm. The funding will help to secure funding from Bill Meir Trust at 33%. The targeted children with emotional and mental health issues will be referred from a partner school in Godalming. Children will learn skills to adjust the way they think about and react or cope with day to day challenges.

Previous Grants - None

Surrey Association for Visual Impairment (trading as Sight For Surrey)

£500 is applied for to assist with a pan sensory event 'Living with Sight and/or Hearing Loss'.

Previous Grants: None

Waverley Borough Council

£500 is applied for to assist with the costs of running The Specsavers Surrey Youth Games.

Previous Grants: £200 in 1994/95, £200 in 95/96, £200 in 96/97, £200 in 97/98, £200 in 98/99, £300 in 2002/03, £300 in 2006/07, £3,500 in 2008/09, £500 in 2008/09, £500 in 2009/10, £500 in 2010/11, £2,000 in 2015/16, £300 in 2016/17 and £300 2018/19.

Applications for SLA Funding

Members to consider whether the applicants below are to be awarded support under the SLA process agreed by this Committee on 4 January 2018 (Minute No. 354-17 refers).

Members are requested to resolve to agree:

- The amount of grant to each of the applicants applying within the SLA fund.
- The duration of any funding agreement
- The conditions, if any, attached to the funding

Waverley Hoppa Community Transport

£5,000 is applied for to assist with providing an accessible door-to-door, non-emergency patient transport service for the residents of Godalming and Haslemere and the surrounding villages, who do not qualify for free NHS transport. The service goes to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

Previous Grants: £1,000 in 2004/5, £5,000 in 2008/9, £5,000 in 2009/10, £5,000 in 2010/11, £5,000 in 2011/12, £5,000 in 2012/13, £5,000 in 2013/14, £5,000 in 2014/15, £5,000 in 2015/16, £5,000 in 2017/18 and £5,000 in 2018/19.

Officers are able to confirm that Waverley Hoppa Community Transport, reported to Members at Full Council on 15 November 2018 the Hospital Hoppa usage by GU7 residents along with its intention to continue the operation of the Hospital Hoppa Service over the next 12 months, thus fulfilling the requirement of the 2018/19 SLA agreement.

If Members are minded to approve an SLA grant to Waverley Hoppa Community Transport for the operation of the Hospital Hoppa passenger transport scheme, Officers recommend that any funding is conditional upon:

- Waverley Community Transport maintaining the provision of a dedicated Hospital Hoppa transport scheme operating 5 days per week, except public holidays within the GU7 area.

- For the duration of any funding agreement, Waverley Community Transport are required to report Hospital Hoppa usage by GU7 residents by the 31 March of each funding year.
- Waverley Community Transport is required, by the 31 March year of an SLA agreement, to inform Godalming Town Council of its intention to continue the operation of the Hospital Hoppa transport over the following 12 Months (1 April – 31 March)
- Reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Waverley Community Transports annual reporting period, whilst maintaining the intent of these conditions.

Citizens Advice Waverley

£28,000 is applied for to assist with the provision of a locally available, independent, high quality advice services to Godalming residents.

Previous Grants: £2,283 in 1992/3, £2,841 in 1993/4, £3,370 in 1994/5, £4,024 in 1995/6, £5,671.56 in 1996/7, £6,001.40 in 1997/8, £6,152 in 1998/9, £6,358.31 in 1999/00, £6,500 in 2000/01, £18,300 in 2001/02 and 2002/03, £20,500 in 2003/04, £21,115 in 2005/05, £22,074 in 2005/06, £23,052 in 2006/07, £23,744 in 2007/08, £24,456 in 2008/09, £25,455 in 2009/10, £28,040 in 2010/11, £26,250 in 2011/12, 2012/13 and 2013/14, £28,000 in 2014/15, £28,000 in 2015/16, £28,000 in 2016/17, £28,000 in 2017/18 and £28,000 in 2018/19.

Officers are able to confirm that Citizen Advice Waverley (CAW) have provided a 5 day per week client contact advice provision located in Godalming for the duration of the SLA period. Likewise, the Town Clerk can confirm that Members were informed at Full Council of 15 November 2018 that CAW intends to continue with the provision of this service over the next 12 months.

At the meeting of the Full Council of 15 November, following a presentation by CAW, Members requested that CAW provide the following information, which was not available at that time:

- the number and type of contacts for the Godalming Office with a breakdown of the geographical location of those seeking the CAW services at the Godalming Office.

The current application gives details of the number of Godalming residents accessing CAW services.

If Members are minded to approve an SLA grant to Citizens Advice Waverley for the provision of advice services located in Godalming, Officers recommend that any funding is conditional upon:

- Citizen Advice Waverley maintaining a direct client contact advice provision within Godalming that provides 5 day per week access;
- for the duration of any funding agreement, Citizen Advice Waverley are required to report by the 31 November of each funding year on the number of in-person, and telephone advice contacts of GU7 residents;
- Citizen Advice Waverley is required, by the 31 March of each year of an SLA agreement, to inform Godalming Town Council of its intention to continue direct client contact services in Godalming over the following 12 Months (1 April – 31 March); and
- reporting dates may be amended by negotiation with the Town Clerk to enable them to be synchronised with Citizen Advice Waverley annual reporting period, whilst maintaining the intent of these conditions.

Applications for Council Community Funding

Members further to consider whether to renew Grant aid for five organisations that are regular users of the Town Council's premises. There are five requests for grant aid in kind in

the form of free use of the Town Council's premises. There are no supporting grant applications for any of these items.

Farncombe & District Allotment Association

Grant aid in kind of £28 as an exemption from fees for the use of meeting rooms – 2 times per annum for 2 hours per meeting of the Allotment Association

Godalming & District Community First Responders

Grant aid in kind of £126 as an exemption from fees for the use of meeting rooms – 6 times per annum for 3 hours per meeting and training session of the Community Responders.

Go Godalming Association

Grant aid in kind of £42 as an exemption from fees for the use of meeting rooms – 3 times per annum for 2 hours per meeting of the Go Godalming Association committee.

Go Godalming Association

Grant aid in kind of £86 as an exemption from fees for the use of the Caudle Hall of 4 and 3 hours' hire respectively of the Caudle Hall to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards (usually held in October) and Godalming in Bloom for its annual prize-giving (usually held in July).

Godalming Cycle Campaign

Grant aid in kind of £168 as an exemption from fees for the use of The Pepperpot – one Wednesday per month for 2 hours per session.

9. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION**

RFO to report on the accounts paid since the last meeting.

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

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

10. **APPROVAL OF VARIABLE DIRECT DEBITS – ITEM FOR DECISION**

As required by Financial Regulation 6.6 Members are requested to RESOLVE to authorise the RFO to continue payments by use of variable direct debits where current instructions exist. The list of current suppliers paid by variable direct debit is attached for the information of Members, and Members are asked to approve the list and the use of a variable direct debit in each instance.

11. **DOCUMENT REVIEW – SUPPORTING OUR COMMUNITY – ITEM FOR DECISION**

In July 2018, Godalming Town Council adopted a document called Supporting Our Community, (copy in Members' Handbook, tabled for the information of Members – and available for viewing at <https://godalming-tc.gov.uk/supporting-our-community/>) which set out the achievements of the Town Council for the previous 3 years, and sets the Future Aims of the Council.

Members will wish to note that approving and adopting the Council's Aims and Objectives is a reserved matter for the Full Council

However, following the Ordinary Elections of May 2019, Officers recommend that the Policy & Management Committee nominate a working group to bring forward proposals for consideration by this Committee that set out the aims and objectives of this administration in order to provide the foundation for the Council's future action and business plans, and once agreed are then recommended for adoption by the Full Council.

It is suggested that the working group puts forward proposals to the next meeting of the Policy & Management Committee scheduled for 11 July and if approved by the Committee those proposals are forwarded as recommendations for adoption by Full Council on 25 July 2019.

12. **DOCUMENT REVIEW – MEMBERS' CODE OF CONDUCT – ITEM FOR DECISION**

The Members' Code of Conduct was adopted in March 2018, the current Code of Conduct is based on the 2016 Waverley Borough Council (WBC) Code of Conduct. Subsequently, WBC updated their Members' Code of Practice which was adopted on 19 March 2019, consequently, Officers have updated GTC's Members' Code of Conduct to reflect WBC's adopted code.

Members will wish to note that the amendments to the Code of Conduct have not added any extra burdens to Councillors; they aim to provide extra clarification around areas such as dispensations and sensitive interests.

In reviewing the changes Officers have taken the opportunity to reformat the GTC Members' Code of Conduct so that any future amendments required due to amendments of the WBC source document are more easily incorporated and identifiable. Members will no doubt be aware that the Committee on Standards in Public Life recently published their [Review of Local Government Ethical Standards](#)¹ from which further amendments are anticipated.

Members are requested to recommend the attached Code of Conduct for adoption by the Full Council.

13. **FARNCOMBE INITIATIVE – ITEM FOR DECISION**

Members to receive a report from the Town Clerk (attached for the information of Members) regarding the Farncombe Initiative and to consider the recommendations contained therein.

14. **OUTSIDE WORKS AND MAINTENANCE OPERATIVES – ITEM FOR DECISION**

Members to receive a report from the Town Clerk (attached for the information of Members) relating to the engagement of outside works and maintenance operatives and to consider the recommendations contained therein.

15. **WORKING GROUPS – ITEM FOR DECISION**

Introduction – Standing Order 124 - 125

Every Standing Committee may appoint one or more Working Parties for purposes, which shall be specified in terms of reference by the Standing Committee. The Committee shall also prescribe the time limit, not exceeding one-year, within which the Working Party must complete its work. A Working Party shall be disbanded as soon as it has completed the tasks given to it.

Each Working Party will provide a regular update to the appointing Standing Committee, that update shall form a standing item on the agenda of that Committee. Otherwise the procedure of the Working Party may be informal.

¹ <https://www.gov.uk/government/collections/local-government-ethical-standards>

Members are asked to consider the following Working Groups.

Asset Working Group

Godalming Town Council owns or has responsibility for various buildings and land and other assets. In order to identify how these are used and/or managed, the Council set up a four-Member plus one-Officer Working Group to identify and evaluate the value and/or liabilities associated with the Town Council's assets. The terms of reference for this working group are:

- a. to identify GTC's land, property and other significant fixed assets;
- b. to evaluate the value and/or liability of those assets to the Council;
- c. to evaluate the benefit of those assets to the community;
- d. to evaluate whether the current use of land and property is the best value use;
- e. to identify the medium and long term requirements of the GTC office and other staff workplace needs; and
- f. to report its findings to this Committee.

This working group has reported on item e. which has been incorporated within reports considered by the Council on 16 May.

Members are asked whether they wish to continue with the establishment of this working group and, if so, are requested to nominate Members to the working group.

Youth Provision

Following a numbers of concerns expressed about youth activities and provision within the town, on 7 March 2019 Members considered an initial discussion paper on this complex and challenging subject, noting that any proposal for youth provision or support would require detailed considered, debate and deliberation (original report attached to provide background information for Members).

Members approved the establishment of a four-Councillor working group to explore the issues raised within the discussion paper and report its findings to this Committee. However, this working group has not yet been convened. As such, Members are asked whether they wish to continue with the establishment of this working group and, if so, are requested to nominate Members to the working group.

16. COMMITTEE WORK PROGRAMME – ITEM FOR NOTE

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

17. PLANNING MATTERS

Neighbourhood Plan – ITEM FOR NOTE

Members will wish to note that the date of the Godalming & Farncombe Neighbourhood Plan Referendum will be held on **Tuesday, 9 July**. The promoter of the YES campaign is the Town Clerk. The local plan and supporting documents can be viewed at <https://godalming-tc.gov.uk/neighbourhoodplan/>

The Referendum Timetable of Proceedings, and promotional material is attached for the information of Members.

Article 4 Direction – ITEM FOR NOTE

Godalming Town Council has been in discussion with WBC regarding GTC's request for an Article 4 Direction Order to be issued for the area bounded by the railway line and Station Road in Godalming. As part of those ongoing discussions GTC commissioned and

subsequently submitted a report called “Impact of Permitted Development Rights on Godalming Office Market” and accompanying letter to Waverley Borough Council.

In response to GTC’s submission a response was received from WBC on 30 April. The response and GTC’s reply, issued by the Town Clerk as authorised under the Council’s Scheme of Delegation, are attached for the Information of Members. Godalming Town Council is awaiting a reply in order to take this matter further.

18. **BUDGET MONITORING – ITEM FOR NOTE**

Members to consider a budget monitoring report 30 April 2019 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	8,092 u/s	0
Civic Expenses	2,464 u/s	0
Town Promotion	78 u/s	0
Staycation	304 o/s	0
Festivals & Markets	3,006 u/s	3,000 u/s
Christmas Lights	12,000 u/s	0
Fireworks Night	0 u/s	0
Neighbourhood Plan	0 u/s	0
BWP Community Centre	621 u/s	0
Pepperpot	710 o/s	0
The Square	0 o/s	0
Allotments	253 u/s	0
Wilfrid Noyce Community Centre	592 o/s	0
Bandstand	83 u/s	0
Godalming Museum	217 o/s	0
Land & Property Other	931 u/s	0
TOTAL	25,705 u/s	0

The monitoring report shows a current variance of £25,705 underspend against budget.

- The Head Office underspend is a result of timing issues – no Grants have yet been approved and some annual subscriptions have not yet been received.
- Civic Expenses is underspent in the area of member’s training – this has been booked but invoices not yet received.
- Festivals & Markets – the Spring Festival was very successful with above budget revenue and below budget expenses.
- Christmas Lights – a timing issue where the deposit for the 2019 Christmas Lights was budgeted but not yet received as a new contract has been negotiated.

19. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE GROUP – DEFERRED**

Due to newly appointed representatives, this item has been deferred.

20. COMMUNICATIONS ARISING FROM THIS MEETING

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

21. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 11 July 2019 at 7.00 pm in the Council Chamber.

22. ANNOUNCEMENTS

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

10. APPROVAL OF VARIABLE DIRECT DEBITS

Schedule of Direct Debit Instructions for the Town Council's Current Account

Supplier	Frequency	What's it for?
British Telecom	Monthly	Telephones & Broadband BWPCC & PP
BT Group PLC	Monthly	Telephone & Broadband WNCC
Everflow	Monthly	Water BWPCC, Allotments, WNCC & NS and CC Toilets
iHub	Monthly	Telephones GTC Office
Information Commissioners Office	Annually	Data Protection Registration
Opus Energy Ltd	Monthly	Electricity BWPCC, WNCC, PP, NS and CC Toilets
Opus Gas Supply Ltd	Monthly	Gas BWPCC, WNCC, PP, NS and CC Toilets
Public Works Loan Board	Bi annually per loan	Loan Repayments for WNCC
Sage Software Ltd	Monthly	Payroll system
Waverley Borough Council	Bi annually	Rates for BWPCC & PP

GODALMING TOWN COUNCIL'S MEMBERS' CODE OF CONDUCT

INTRODUCTION & INTERPRETATION

1. This Code applies to you as a Member of Godalming Town Council (“the Council”) when you act in your role as a Member, including the use of email or social media platforms.
2. You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.
3. Godalming Town Council is under a duty to promote and maintain high standards of conduct by Members. This Code is based on and is consistent with the seven “Nolan principles” of public life set out in Section 28 of the Localism Act 2011 which Godalming Town Council endorses:
 - (a) **Selflessness.** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
 - (b) **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
 - (c) **Objectivity.** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
 - (d) **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
 - (e) **Openness.** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
 - (f) **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
 - (g) **Leadership** Holders of public office should promote and support these principles by leadership and example.
4. It is your responsibility to comply with the provisions of this Code when acting in your capacity as a Member.

5. In this Code:
- (a) "Member" includes elected councillors, and co-opted members.
 - (b) A "Disclosable Pecuniary Interest" is an interest within the prescribed descriptions set out in Annexe 1 that you have personally, or that is an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners, and you are aware that that person has the interest.
 - (c) "meeting" means any meeting of
 - i. the Council
 - ii. any of the Council's committees, sub-committees, joint committees, joint sub committees, working groups, panels or Boards.
6. If you are unsure about whether or not the code of conduct applies to a particular situation, you should consult the Monitoring Officer, Deputy Monitoring Officer of Waverley Borough Council or the Town Clerk of Godalming Town Council.
7. A failure of a Member to comply with this Code of Conduct will be dealt with in accordance with the arrangements approved by Waverley Borough Council under which allegations of such failure can be investigated and decisions on such allegations be made.
8. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may also result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to five years.

GENERAL OBLIGATIONS

9. **You must** always treat others (including member colleagues, officers, other organisations and members of the public) with respect.
10. **You must not do** anything which may cause the Council to breach any of the equality enactments (as defined in section 33 of the Equality Act 2010).
11. **You must not** conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
12. **You must not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
- (a) you have the consent of a person authorised to give it;
 - (b) you are required by law to do so;
 - (c) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (d) the disclosure is:
 - i. reasonable and in the public interest;
 - ii. made in good faith and in compliance with the reasonable requirements of the Council; and

- iii. you have consulted the Monitoring Officer or Town Clerk or taken other independent legal advice prior to its release.

This particularly includes Godalming Town Council reports which are exempt (confidential reports), which remain confidential until released by a resolution of the Council or Committee of the Council.

13. **You must not** prevent another person from gaining access to information to which that person is entitled by law.
14. **You must not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
15. **You must not** undertake any action that could be regarded as harassment, intimidation and/or bullying of member colleagues, officers, or members of the public.
16. In addition to compliance with this Members Code of Conduct, you are expected to comply with the Statement of Staff Management

GIFTS AND HOSPITALITY

17. **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member.
18. **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
19. **Do** register with the Monitoring Officer any gift with an estimated value of at least £50 or hospitality with an estimated value of at least £100 within 28 days of its receipt.

REGISTRATION OF INTERESTS

20. As a Member of the Council **you must** avoid participating in any decision where you could reasonably be seen as having an interest which compromises your honesty or objectivity. Equally, you should avoid any action which might reasonably lead others to conclude that you were not acting selflessly or with integrity. In order to assist with this and promote openness and accountability, the Town Clerk must, by law, establish and maintain a register of interests, open for inspection by the public at the Council's offices and publicly accessible on the Council's website.
21. **You must** notify the Town Clerk of your Disclosable Pecuniary Interests, or other interests which the Council has decided are appropriate for registration (those listed in paragraph 22). On election, you must do this within 28 days of being elected or appointed to office. Details of disclosable pecuniary interests are set out in the Annexe to this Code. You should give sufficient detail of the interests for a member of the public to understand where there might be a conflict of interest.
22. **Do** similarly notify the Town Clerk of any Disclosable Pecuniary Interest or other interests not already registered within 28 days of your re-election or re-appointment to office. If any of these change you should update your Register of Interests entry promptly.
23. **Do** be aware that Disclosable Pecuniary Interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person. They also apply to any past and reasonably expected future occupational pension, office, trade, profession or vocation as well as present ones.

24. **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies –
- (a) bodies to which you have been appointed or nominated by the Council;
 - (b) bodies exercising functions of a public nature;
 - (c) bodies directed to charitable purposes;
 - (d) bodies one of whose principal purposes include the influence of public opinion or policy.
25. **Sensitive Information** Where a Member of the council has an interest (whether or not a Disclosable Pecuniary Interest) and the nature of the interest is such that they, and the Monitoring Officer, consider that disclosure of the details of the interest could lead to the Member (or a person connected to them) being subject to violence or intimidation, then:
- (a) if the interest is entered in the Register of Interests, copies of the register that are made available for inspection or published on the Council's website, must not include details of the interest (but may state that the Member has an interest the details of which are withheld under this provision of the Code).
 - (b) where a disclosable pecuniary interest is not entered on the Register of Interests and would otherwise require disclosure at a meeting, the Member shall be entitled to merely disclose at the meeting the fact that they have such an interest in the matter concerned.
26. **Removal of entries in the register** An entry in the register of interests will be removed once the person concerned no longer has the interest or is neither a councillor nor a co-opted Member of the council (other than transitorily on re-election or re-appointment).

DISCLOSURE OF INTERESTS AND PARTICIPATION

27. **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure (see paragraph 5(4) above) as soon as you become aware of it.
28. **Do** notify the Town Clerk of any interest not already registered that is disclosed to a meeting under paragraph 6(1) above within 28 days of the disclosure.
29. **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter.
30. **Do** declare any other non-pecuniary interest(s) that you consider to have sufficient weight so as to undermine your ability to make an open-minded and objective decision. Where this is the case, **do** exclude yourself from consideration of the item by withdrawing from the chamber for the duration of it being discussed.

In making a judgement about whether a non-pecuniary interest is of sufficient weight as to undermine your objectivity, you should consider what an ordinary member of the public, with knowledge of the relevant facts, would think.

31. Notwithstanding the provisions of Paragraph 5 (1), **you may** participate in any business of the Council where that business relates to the Council's functions in respect of:
- (a) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

- (b) agreeing an allowance, payment or indemnity given to councillors or co-opted members; and
- (c) setting a precept under the Local Government Finance Act 1992.

DECISION-MAKING AND PREDETERMINATION

- 32. Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.
- 33. However, **do not** place yourself under any financial or other obligation to outside individuals or organizations that might seek to influence you in the performance of your official duties.
- 34. When making a decision, **do** consider the matter with an open mind and on the facts before the meeting at which the decision is to be made, listening to the advice of relevant parties, including advice from officers, and taking all relevant information into consideration, remaining objective and making decisions on merit. Whilst this is particularly relevant for Planning and Licensing Committees, it also applies to other decision-making.

DISPENSATIONS

- 35. A councillor or co-opted member with a disclosable pecuniary interest in a matter may submit a written request to the Monitoring Officer for the grant to a dispensation allowing that councillor or co-opted member to participate in any discussion and/or vote on that matter at a meeting.
- 36. The Monitoring Officer may, after having had regard to all relevant circumstances, grant a dispensation allowing that councillor or co-opted member only if they consider that without the dispensation:
 - (a) the number of persons prohibited from participating in any particular business in relation to the matter would be so great a proportion of the body transacting the business as to impede the transaction of that business, or
 - (b) each member of the Executive would be prohibited from participating in any particular business to be transacted by the Executive in relation to the matter.
 - (c) the representation of different political groups on the body transacting the particular business would be so upset as to alter the likely outcome of any vote relating to that business, or
 - (d) granting the dispensation is in the interests of persons living in the borough, or
 - (e) it is otherwise appropriate to grant the dispensation.
- 37. Any dispensation granted must specify the period for which it has effect, and the period specified may not exceed four years.

ANNEXE 1 – DISCLOSABLE PECUNIARY INTERESTS

- 1. **Employment, office, trade, profession or vocation**
Any employment, occupational pension, office, trade, profession or vocation carried on for profit or gain. If your employment relates to any Waverley service or function you should give full details, including any details of past, present or future contracts with an organisation seeking any permission or licence for Waverley.

2. Sponsorship

Any payment or provision of any other financial benefit (other than from the Council) made or provided within the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7) of the Localism Act 2011 in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3. Contracts

Any contract which is made between you (or a body in which you have a beneficial interest) and the Council-

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

4. Land and property

Any beneficial interest in land or property which is within the area of the Council. This includes your own home if you own it.

5. Licences or Tenancies

Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

6. Corporate Tenancies

Any tenancy where (to your knowledge)-

- (a) the landlord is the Council; and
- (b) the tenant is a body in which you have a beneficial interest.

7. Securities and Shares

Any beneficial interest in securities of a body where-

- (a) that body (to your knowledge) has a place of business or land in the area of the Council;
and
- (b) either –
 - i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

13. FARNCOMBE INITIATIVE

Background

Godalming Town Council first agreed to support the Farncombe Initiative following a presentation of the aims of the initiative on 17 October 2013 (Min No 223-13 refers). Following a public meeting to determine the support within the community for the initiative, on 28 November 2013, Members gave further consideration to the funding and structure of the Farncombe Initiative (Min No 274-13 refers), the outcome of which was that:

- Godalming Town Council would make application to Surrey County Council's Local Committee for £7,000 of Godalming North County Councillor Member's Allocation to fund the Farncombe Initiative;
- Officers should make application to Godalming Town Council's own grants budget for a further £7,000 to fund the Farncombe Initiative;
- reasonable staffing resources would be made available to support the Farncombe Initiative;
- the costs of room hire and reasonable incidental expenses should be met from within the Town Council's budget; and
- the Farncombe Initiative should be placed on the Committee's work programme with the Committee receiving regular updates on the work of the Farncombe Initiative.

Subsequent to the above, Godalming Town Council declined a grant funding application for the Farncombe Initiative, but agreed to allocate £7,000 from the New Initiatives Fund to support the Farncombe Initiative, thereby match funding a £7,000 allocation from Surrey County Council.

Having created a fund of £14,000 of public money, on 24 April 2014 Godalming Town Council gave further consideration to the accountability for the proper use of those funds and agreed that as proposals emerge from the initiative, funds allocated to the Farncombe Initiative can be released by the Town Clerk, in consultation with Chairman of the Farncombe Initiative.

It is the resolution at Minute 444-13 that provides the delegated authority for the Clerk to release funds related to the Farncombe Initiative. The remaining funds currently stand at £3,201.10 of which £1,100 is a grant from SW Trains for community improvements at Farncombe Station. Additionally, at Minute 497-17 the Council agreed to approve the delegation of allocating S106 money specifically for use within the Farncombe area (currently standing at £4,330.89) for projects arising from the work of the Farncombe Initiative, to the Town Clerk in consultation with the Chairman of the Farncombe Initiative (a GTC appointee) and the Chairman of this Policy & Management Committee, the allocation to be reported to this Committee once agreed.

It should be noted that the Farncombe Initiative and GTC staff are working on a public art project in Farncombe on the basis of this S106 funding.

Accountability

The Farncombe Initiative is not a constituted or incorporated body and does not have elected officers, a written constitution or bank account. Its strength lies in its free flowing open forum, where all opinions are equal and ideas for community improvement of the area are considered, debated and agreed on merit.

Chairmanship

In order to provide appropriate oversight and accountability of the resources it allocates to the Farncombe Initiative, Godalming Town Council requires the Chairmanship of the Farncombe Initiative to be held by an elected Member of Godalming Town Council. The current Chairman of the Farncombe Initiative is Cllr Cosser.

The Chairman of the Farncombe Initiative is required to chair the meetings of the Farncombe Initiative (approx. 8 per year), support Members of the Initiative in identifying and managing projects, in collaboration with the Town Clerk, ensure the proper use of staffing resource, report twice yearly to this Committee on the work of the Farncombe Initiative and to work with the Town Clerk to properly manage the funding of the Farncombe Initiative's projects, ensuring agreed projects are limited to capital costs with no revenue or other ongoing liability to the Town Council. Also, importantly, to manage the expectation of the Farncombe Initiative for use of staff resource i.e. staff are employed to support activities which cannot reasonably be undertaken by volunteers.

This model has worked successfully with the Farncombe Initiative achieving outcomes, which have undoubtedly provided both actual and perceived benefits to the community.

It is envisaged that the continued success of the Farncombe Initiative will require the continuation of the partnership working with Godalming Town Council. Of which, given the amount of initial funding remaining, a critical resource for the Farncombe Initiative will be the staff time provided by the Council. As such, if Members wish to continue to support the Farncombe Initiative, Godalming Town Council will continue to require oversight similar to the model applied since 2014.

Recommendations

If Members wish to continue with the existing support arrangements for the Farncombe Initiative, it is recommended that:

- Members seek nominations for the Town Council's appointment of the Chairman of the Farncombe Initiative.
- Members to elect the Chairman of the Farncombe Initiative
- Members resolve that as proposals emerge from the Farncombe Initiative, the funds allocated in the budget for this group may be released by the Town Clerk, in consultation with Chairman of the Farncombe Initiative, using the Town Clerk's delegated authority.

14. OUTSIDE WORKS & MAINTENANCE SERVICES

Introduction:

Outside Works & Maintenance Services:

It is suggested that a directly employed and managed maintenance work force would provide GTC with the flexibility to allocate tasks at an appropriate level, provide the ability to respond to new initiatives, maintain and improve current services, ensure the proper upkeep of GTC property and land, bid for localism funding and provide service delivery in a more effective and efficient manner.

Background:

Godalming Town Council owns, maintains or has a direct or vicarious liability for:

Municipal Buildings – (GTC Offices)
Wilfrid Noyce Centre
Broadwater Park Community Centre
The Pepperpot
Godalming Museum
The Bandstand
Public Conveniences – Crown Court
Public Conveniences – North Street, Farncombe
The Square (limited to vicarious liability over the rights of way between the High Street and South Street)
Eashing Cemetery Lodge
Nightingale Cemetery Lodge
Eashing Chapel Buildings
Nightingale Chapel Buildings
Nightingale Old Mortuary
Nightingale Cemetery – Including Memorial Safety, boundary hedges and railings
Eashing Cemetery – Including Memorial Safety, boundary hedges and fences
Perrior Road – Footpath and boundary fences
The Burys Allotments – Fencing, footpaths and hedges
Peperharow Road Allotments – Boundary fencing and footpaths
Christmas Lights Infrastructure – Godalming Town Centre and Farncombe Village
Bus Shelters – Owned by GTC
Public Benches – Town Centre and GTC owned in other areas
Street Furniture – Godalming Town Centre
Litter Bins – (Provision and maintenance with services managed by WBC) Godalming Town Centre and Farncombe Village
16 acres (approx) Allotment Land¹
Riparian ownership of parts of Hell Ditch – Bridge Road to Catteshall Road (598 metres)
Flood Defence Wall
Various small parcels of land²

Members will see from the list above that Godalming Town Council does not only have considerable assets (£11.1 million at last valuation), but also responsibilities as a landowner, landlord and 'keeper of the public realm'. It could be argued that these assets are also in some cases the Council's greatest potential liability. However, the property portfolio also constitutes GTC's greatest investment, generating a return to the Council in the way of income. In addition to the Parish Precept and Support Grant, GTC/JBC generated an additional income in 2018/19 (excluding one off donations) of £255,864, of which £186,620 (71%) was generated via the councils property and land assets.

¹ Direct responsibility for The Burys, Peperharow Road – hedge cutting, path mowing and boundary fencing. Meadow – hedge cutting. Other allotment sites land safety.

² Chalk Road, Green Lane, The Pound (Brighton Road), land opposite the Mill Medical Practice at Catteshall Road, verge land opposite Binscombe Medical Centre.

Table 1 below shows tasks, which GTC currently outsources that could be brought in-house. However, it should be noted that table 1 does not set out the unplanned /emergency works such as blocked drains/accidental damage repairs/vandalism repairs etc to GTC property that emerge throughout the year.

In order to operate a direct maintenance work force, a capital outlay in equipment would be required; this is discussed later in this paper. It should also be noted that, due to safety issues, a number of these tasks require two operatives, therefore the premise of this paper is based on a Cemetery Grounds Operative partially funded by Godalming Joint Burial Committee and a GTC Buildings and Land Maintenance Operative, who would support each other to achieve the tasks within the respective areas.

Members will wish to note that post 2017/18 staff restructuring exercise, what was the Facilities & Cemeteries Manager's post became the Facilities Supervisor's post, which although has centralised some tasking, thus freeing time from other positions, is not a hands on maintenance role. As such, where some general maintenance tasks were previously undertaken by Facilities & Cemeteries Manager, this is no longer the case and that following the restructuring, both GTC and JBC have increased their reliance of casual ad-hoc contractor support. The option to employ Maintenance Operative(s) would allow for the identified tasking to be achieved in-house, as well as a large proportion of the reactive works.

Based on the information shown in Table 1, the combined task hours (assuming all tasks take no longer than specified), would be in the region of 2211 hours, which equals 299 working days or 60 working weeks (a working week being 37 hours Mon-Fri). However, 997 hours (134 working days/27) working weeks) of that tasking requires two operatives, therefore the actual requirement is 433 staff days / 86.6 working weeks.

Allowing for public holidays and annual leave, the available number of working days, based on a 37-hour working week, is 231 days (46.2 weeks) per annum. As such, with two operatives providing an availability of 462 staff days / 92.4 working weeks, all the tasks identified in table 1 should be achieved with a margin of flexibility for unplanned, emergency works, TOIL etc.

Task Requirement/Time Availability:

GTC/JBC Task Time Requirement = 3,208 Staff Hours / 433 Staff Days

Time Availability per Operative = 1,709 Staff Hours / 231 Staff Days

Two Operatives = 3,418 Staff Hours / 462 Staff days

Flexible Margin/ available capacity = 210 Staff Hours / 28 Staff Days

Outside Works & Maintenance Services Operative(s)

If GTC were to employ 'Outside Works & Maintenance Services' Operative(s), the line-management of the position would fall to the Facilities Supervisor, with oversight from the Town Clerk.

Description (In broad area headings)	Annual Hours
JBC Ashes Plot Grave Preparations	20
Memorial Maintenance	112.5
Cemetery Maintenance (Chapels)	90
Nightingale Lodge Maint (3 year ave)	45
Eashing Lodge House (3 year ave)	45
Grave levelling	37.5
Green Lane	3
The Pound	4
Chalk Road	12
Old Drift Way	6
Burys Allotments Grass Cut	28
Burys Allotments Hedges	31.5
Burys Allotments General	12
Meadrow Hedge	60
Peperharow Road Allotment	24
Broadwater Park CC Grass Cut & Gardening	68
GTC Additional Grounds Maint	105
Festival Facilities	40.5
Fireworks Facilities	90
Staycation Facilities	20
General Maint GTC (5 year ave)	45
Out of Contract Grounds Maint JBC	233
BWP General Maintenance	20
WNC General Maintenance	61.5
Pepperpot General Maintenance	12
Floral Godalming	66
WNC Stage Set-up & Strike Away	10
Public Toilets	56
Museum Maintenance	48
WNC Decorating	60
BWP Decorating	60
Public Realm Maintenance	150
Flood Defence Wall Maintenance	60
Surrey Highways Works	330
7% Work Preparation Time/Equipment Maintenance	145
TOTAL HOURS	2211
TOTAL DAYS	299
TOTAL WEEKS	60

- Items shown in **Bold** require two operatives for safe working

Table 1

Staffing Costs:

Staffing costs, including on costs, are shown in Table 2 below. What is not indicated within the costs is the 'value-added' benefits of a directly managed Outside Works & Maintenance Services Team, which could greatly enhance the Town Council's delivery of civic pride by providing the ability for GTC to respond more quickly and directly to maintenance and other issues, such as graffiti, fly-tipping, damage and vandalism issues as they arise.

When looking at the 'value-added' benefits, it is worth noting that many of the tasks that currently require casual ad-hoc contractor support are of a minor but important or health and safety nature, for example, unblocking WC's or replacing light bulbs in the public toilets, fixing leaking taps, repairing or replacing fixtures and fittings, which although individually may not take a long time to do, can result in considerable delays in conducting repairs due to challenges of finding someone to turn out to conduct a small 15 minute or 30 minute job. Such delays do result in the toilets being shut for longer than is necessary and repairs not being carried out when defects are reported, resulting in further damage and more expensive repairs. The difficulty in engaging someone for small jobs usually means that it is necessary to accumulate tasks in order to 'make it worthwhile' for a contractor to take on the job/GTC to pay the first hour call out premium. Other examples include, clearing up damage caused by vandalism and making buildings, such as the cemetery chapels secure whilst further repairs to broken windows etc. take place.

Year 1 Staff Employment Costs for Outside Works & Maintenance Services Operatives

Position	Spinal Column	2018/19 Salary	Employer's NI	Employer's Pension Contribution	Capitation Cost
Cemetery Grounds Maintenance Operative	18	24,313	2,168	4,182	30,663
Buildings and Land Maintenance Operative	18	24,313	2,168	4,182	30,663

Table 2

Funding:

In 2018/19 a sum of £18,000 was included in the base budget for the potential of a direct labour force, this sum remains within the 2019/20 budget. Additionally for 2019/20, £7,500 of funding has been made available from SCC for outside maintenance works to be conducted on behalf of Surrey County Council of which 50% is allocated as labour costs. Members to note that GTC would recharge the Joint Burial Committee (JBC) for the JBC ad-hoc labour costs.

Funding for Financial Year 2019/20 for the operatives:

£18,000 – Existing GTC/JBC salary budget provision
£4,186 – Savings from transfer of GTC gardening to in-house
£26,011 – GTC 2018/19 ad-hoc labour cost
£10,274 – JBC 2018/19 ad-hoc labour cost
£3,750 – SCC Localism Funding
£62,221 – 2019/20 Funding

It is unlikely that recruitment into post would be achieved before the end of July, therefore the full year costs would be lower.

In the longer term, it is believed that utilising an in-house maintenance team that could be flexibly deployed around the usage of the community centres would result in savings made against some of the larger decorating works. An in-house team would also allow savings against cyclical works associated with allotments, maintenance of cemetery boundary fences and railings and the external maintenance of public toilets which GTC is responsible for. An example being the railings at Nightingale Cemetery (Grade II listed) which will shortly be in

need of repainting. The last time this task was undertaken in 2012, the cost was £8,500, and took one person 20 days to complete the task. Allowing for 30% of that sum being materials, the balance would be £5,950, allowing for the fact that there is usually at least one such task each year. The savings achieved by using an in-house team for these tasks would cover the transport and equipment maintenance costs.

Additionally, the availability of an in-house team could also provide a time saving to the Town Clerk who currently spends approximately 135 hours per year on physical checks of the cemetery and funeral arrangements i.e plot identification and marking etc.

Transport & Equipment

If the Council opts to employ Outside Works & Maintenance Operatives, the provision of council-owned transport then becomes a necessity in order to move the equipment required to conduct works on different council sites.

Van & Trailer: The majority of transportation requirements for the conveyance of goods and materials, could be undertaken using a suitable L1 size vehicle combined with a trailer to support any required additional carrying capacity, such as hedge cutting etc. This combination would be a more economical option than using a larger vehicle, which although capable of covering all requirements, would be an over capacity for the majority of task requirement. The JBC has a suitable trailer. Having consulted with Farnham TC regarding their experiences of vehicle operation over many years for use with maintenance operatives, the advice received was that due to the comparative low mileage accumulated by a TC vehicle, the better option is to purchase a late plate used vehicle, which should last for 7.5 – 10 years.

In addition to the initial purchase, consideration would also have to be given to tax, insurance and servicing, which is approx. £1,500 per annum.

Other Equipment: Godalming Town Council/Godalming Joint Burial Committee are already in possession of many of the hand tools and hand gardening equipment that is likely to be required to support the Outside Works & Maintenance Services Team, although there would be some additional equipment required such as grass cutting machine(s) and a green waste shredder. Whilst some of the cost would fall to the JBC, the anticipated initial equipment cost is approximately £5,000 - £7,500, although by using some hired in equipment funded from revenue, capital expenditure could be planned over a number of years.

Funding of Capital Set Up Costs:

It is suggested that the capital set up costs are funded from the General Reserves which currently stand at £263,000 (40.85% of precept), if the cost of set up for transport and equipment is £20,000, reserves would be reduced to 37.75% of the precept which is outside that recommended by the internal auditors, therefore, as part of the budget setting process Members would be required to determine a strategy for rebuilding the general reserve.

Equipment and Vehicle Security: As is currently the case, portable equipment would be kept secure within the Town Council's workshop. A trailer would be parked in the newly formed grounds compound at Broadwater Park with the vehicle also parked at Broadwater Park (as are the WBC Rangers' vehicles).

Outside & Maintenance Service Team Operating Base: It is anticipated that the team would predominantly operate out of the Town Council's workshop and potentially the Broadwater Park Community Centre's office for access to GTC network system, plus use of mobile devices.

Revenue Budget: In order to properly account for an Outside Works and Maintenance Service Team and to reflect the correct apportionment of the Revenue Budget, the RFO will need to realign a number of budget items to extract the labour costs from the nominal codes, whilst leaving sufficient to cover the cost of materials.

Staffing Issues

If a decision to implement an Outside Works & Maintenance Service was agreed by this Committee it is recommended that the following procedures be used to implement that decision:

Line Management: would be the responsibility of the Facilities Supervisor, with oversight from the Town Clerk (as with all GTC staff).

Terms & Conditions of Service: It is recommended that if P&M were to approve the employment of direct work force operatives, the model contracts of employment are used to provide the required Particulars of Employment.

Probation Period: Any position offered be subject to a six-month probationary period.

First Aid Qualification: Due to the nature of the proposed positions, arrangements should be made for the operatives to attain a first aid at work qualification.

Job Descriptions, Person Specification and Particulars of Employment: The job descriptions, person specifications and particulars of employment for the positions to be developed by the Town Clerk, checked by the Council's HR Providers and approved by the Staffing Committee

Recruitment: The full Job Descriptions and Person Specification along with the Particulars of Employment will need to be approved by the Staffing Committee prior recruitment, the target date for consideration by the Staffing Committee would be 4 July.

The posts will be advertised via the Town Council's website and Facebook page, and local advertising in the Surrey Advertiser, with the recruitment schedule being agreed between the Chairman of Staffing Committee and the Town Clerk. The shortlisting and interview process be conducted by the Town Clerk, Chairman of the Staffing Committee and Facilities Supervisor.

Recommendations

1. Members to resolve to engage a directly employed Outside Works and Maintenance Services Team as set out in this report.
2. If Members agree they wish to proceed to engage an Outside Works & Maintenance Services Team, they are to resolve that the Staffing Committee should approve the Job Descriptions, Person Specification and Particulars of Employment.
3. If Members resolve to approve recommendations 1 – 2, they are further requested to resolve that on approval of the Job Description, Person Specification and Particulars of Employment by the Staffing Committee, the Town Clerk is to conduct the recruitment process.
4. Members to resolve to authorise the capital cost for the purchase of transport & equipment as described in the report to a maximum sum of £20,000.

16. YOUTH PROVISION IN GODALMING – A DISCUSSION

Following some recent incidents of anti-social and criminal behaviour, a number of Members have expressed their concern at either a real or perceived lack of youth provision in the town. This concern is in keeping with those expressed in both the Healthcheck Report and the Neighbourhood Plan household questionnaire.

Youth provision is a complex, challenging and multifaceted subject, and can involve an array of agencies; public, private and charitable/voluntary. However, what Members would first need to establish is what they mean by the term 'youth provision'.

It could be argued that the purpose of youth provision is to provide young people with structure, challenges and leadership opportunities in a safe environment in which they can access information that will help to inform their choices along with the ability to discuss concerns and worries with a trusted, responsible adult who will listen and advise in a non-judgemental manner. By doing so youth provision diverts young people who may be vulnerable from influences that could lead to anti-social and/or criminal activities and thus help produce responsible citizens.

Likewise it could be argued that youth provision is required to manage behaviour that has led to either anti-social or criminal activities. However, it is suggested that this definition would require specialist and targeted intervention programmes that are beyond a local council's ability to provide.

In looking at what type of youth provision, if any, the Town Council could support, it is important to remember that the vast majority of the approximately 2,500, 11 to 18 year old young people in our town are active young people who do not engage in anti-social or criminal activity and many of them will already be taking part in some form of out of school youth activity. So the question has to be asked, who would council-provided youth provision be for?

It is, of course, very easy in this time of social media to form a view that 'the youth of today' are running rampant throughout the town and that it was 'never like that in our day when we had youth clubs'. Young people making ill thought out choices and engaging in risky activities has always occurred. The Council's minute books and the pages of the *Surrey Advertiser* archives are full of stories of misbehaving young people. However, as it was in previous generations, such incidents involve a very small minority but seem to generate more emotions than the many acts of generosity and kindness shown by the majority of young people.

A quick search of youth activities available in Godalming brings up a wide range of out of school activities including:

Angling, Athletics, Air Cadets, Army Cadets, Athletics, Basketball, Brass Band, Bowls, Canoeing, Choirs, Cricket, Dance – ballet and street, Football, Golf, Girl Guiding, Hockey, Martial Arts – Self Defence, Judo, Karate, Tai Chi, Savate, Netball, Music Works, Rifle Club, Running, Rugby, Explorer & Venture Scouts, Swimming, Theatre & Drama, Tennis.

There is also currently a Detached Youth Club operating at Eashing (Aarons Hill) (Mondays 7.30pm to 9.30pm) and a physical youth club, the Loseley Field Youth Café (Mondays 6.45pm – 8.15pm term time) run by the Trinity Trust Team (the café is run in partnership with the Northbourne Action Group). Additionally, a number of faith-based youth activities are run by various faith groups throughout the town.

However, although there are many organised activities, with the exception of the detached youth club, all are membership-based activities with the majority requiring a subscription to attend (although it should be noted that many of the organisations, especially the uniformed groups do have support arrangements).

What appears to be lacking in the Godalming area is a 'universal youth provision'.

The challenge for any organisation that seeks to provide a universal youth provision which is free at the point of use is establishing a criteria for such provision. One model that is used is:

Outcome Focused: Clearly understanding what is trying to be achieved and ensuring all projects combine to work towards the same overall outcomes.

Inclusive: Embracing the diversity and creativity within communities.

Not faith biased: Working equally with young people of all faiths and none.

Relevant: Listening to young people and their communities. Not looking to bring about positive outcomes by 'doing it *to* or *for* them' instead striving to 'do it *with* them'.

Innovative & Effective: Seeking new and creative approaches to engage with young people, whilst remaining committed to high quality, effectiveness and excellence.

Collaborative: The approach should be relational and grounded in local relationships and partnerships. Where possible working in collaboration with the County and Borough Councils, schools, police, religious and community groups, volunteers and other agencies.

Sustainable: Recognising that tackling these issues is not a knee jerk exercise; work needs to be sustainable and long term.

Holistic: Working with others to support young people in multiple contexts in order to meet a complex combination of needs; in their school, family and local area.

From a recent presentation by NALC, one point made is worth bearing in mind. If Members do wish to explore options, 6 or 12 months, or even a year or two may not be overly long in council processes, but it is a lifetime to a 12 or 13 year old. Expectations should be managed and hopes not unrealistically raised. Plans must be thoroughly researched and sustainable, but once agreed quickly implemented.

If Members were minded to explore options to provide some form of youth provision, be it directly or through partnership delivery, it is recommended that a working group is established to determine the questions that need to be asked, find out how they can be asked, analyse the responses and provide conclusions and recommendations for the Council to consider.

16. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting.	Quarterly	July 2019
FARNCOMBE INITIATIVE		274-13	Item on this Agenda	Bi-annual	23 May 2019
FLOOD ALLEVIATION	Town Clerk	405-13 428-14	Piling works have been completed, pumping stations and fitting out works progressing Works are expected to be completed July 2019	N/A	Mid 2019
FIREWORKS	Town Clerk	173-16	Members agreed to support an event in 2019 (Minute 264-18).	Annual	1 November 2019
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Minute 263-18).	2 yearly	Nov 2020
INVESTMENT STRATEGY	RFO	N/A	Financial Regulation (8.4) identifies the need for an Investment Strategy & Policy.	Annually	12 July 2019
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	N/A	Financial Regulations (6.6) require the approval of a use of variable direct debit shall be renewed by this Committee at least every two years. Item on this Agenda	25/05/17	23 May 2019
ASSET WORKING GROUP	Town Clerk		Item on this Agenda		May 2019
OUTSIDE WORKS & MAINTENANCE SERVICES	Town Clerk	142-19	Item on this Agenda		May 2019
ANNUAL SAFETY REPORT	Town Clerk	N/A	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2020
MUSEUM FIRE ESCAPE	Town Clerk	219-18	Submission of Planning Application Planning application approved – Tender Specification to be determined.		Jan 2019 May 2019

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018	Town Clerk	297-18	<p>GTC website compliance with the regulations:</p> <ul style="list-style-type: none"> • Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website www.godalming-tc.gov.uk; • the cost of an accessibility audit and the proposed funding cost centre be brought to this Committee for authorisation prior to any work being undertaken; and • the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations 	<p>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	23 Sep 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
Waverley Cycle Forum	Cllr Purkiss		Report expected 11 April 2019	11/04/19	
District Scout Council	Cllr Wheatley		Report expected 11 April 2019	11/04/19	
Fairtrade Steering Group			Report expected 22 May 2019	22/05/19	
Farncombe Day Centre			Report expected 22 May 2019	22/05/19	
St Mark's Community Centre Management Committee			Report expected 11 July 2019	11/07/19	
Godalming/Joigny Friendship Association	Town Mayor		Report expected 5 September 2019	05/09/19	
Godalming/Mayen Association	Town Mayor		Report expected 17 October 2019	17/10/19	
Waverley Citizens' Advice			Report expected 17 October 2019	17/10/19	
Sport Godalming			Report expected 29 November 2019	29/11/19	
Godalming & District Chamber of Commerce			Report expected 29 November 2019	29/11/19	
Go Godalming Association			Report expected 12 December 2019	12/12/19	
Holloway Hill Sports Association			Report expected 12 December 2019	12/12/19	
Godalming Museum Trust			Report expected 16 January 2020	16/01/20	
St Mark's Community Initiative Group			Report expected 16 January 2020	16/01/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Godalming Together CIC			Report expected 5 March 2020	05/03/20	
SALC			Report expected 5 March 2020	05/03/20	
Waverley Cycle Forum			Report expected 9 April 2020	09/04/20	
District Scout Council			Report expected 9 April 2020	09/04/20	
Fairtrade Steering Group			Report expected (TBC)	TBC	
Farncombe Day Centre			Report expected (TBC)	TBC	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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Key Dates for Members' Information (Town Events etc.)

Event	Date
Mayor's Pancake Races	Tuesday, 5 March 2019
Farmers' Market	Saturday, 30 March 2019
Spring Festival	Saturday, 6 April 2019
Farmers' Market	Saturday, 27 April 2019
St John's Spring Fair	Saturday, 4 May 2019 (TBC)
Annual Council/Mayor Making	Thursday, 16 May 2019
Godalming Run	Sunday, 19 May 2019
Farmers' Market	Saturday, 25 May 2019
Town Show	Saturday, 1 June 2019
Farmers' Market	Saturday, 29 June 2019
Summer Food Festival	Sunday, 7 July 2019
Farmers' Market	Saturday, 27 July 2019
Staycation	Saturday, 3–Sunday, 11 August 2019
Farmers' Market	Saturday, 31 August 2019
Farmers' Market	Saturday, 28 September 2019
Farmers' Market	Saturday, 26 October 2019
Fireworks	Friday, 1 November 2019
Remembrance Sunday	Sunday, 10 November 2019
Christmas Festival & Light Switch-On	Saturday, 30 November 2019
Blessing of Crib & Carol Service (Godalming Town Day)	Saturday, 14 December 2019
Pancake Races	Tuesday, 25 February 2020
Farmers' Market	Saturday, 28 March 2020
Spring Festival – Spring into Godalming	Saturday, 4 April 2020

Waverley Borough Council Godalming & Farncombe Neighbourhood Plan Referendum Timetable of Proceedings for Tuesday 9 July 2019

Publication of Information Statement and Specified Documents	Thursday 30 May 2019
Publication of Notice of Referendum	Tuesday 4 June 2019
Publication of first interim notice of alteration	Wednesday 12 June 2019
Publication of second interim notice of alteration	Wednesday 19 June 2019
Last Date for Registration	Friday 21 June 2019
Receipt of Postal Vote Applications	5:00 pm Monday 24 June 2019
Publication of Notice of Poll	Monday 1 July 2019
Appointment of Polling and Counting Observers	Monday 1 July 2019
Receipt of Proxy Vote Applications	5:00 pm Monday 1 July 2019
Publication of final notice of alteration	Tuesday 2 July 2019
First Day to Issue Replacement Lost Postal Ballot Papers	Wednesday 3 July 2019
Day of Referendum	7:00 am to 10:00 pm Tuesday 9 July 2019
Receipt of Emergency Proxy Vote Applications	5:00 pm Tuesday 9 July 2019
Last Day to Issue Replacement Postal Ballot Papers	5:00 pm Tuesday 9 July 2019

Dated Wednesday 15 May 2019

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GODALMING & FARNCOMBE NEIGHBOURHOOD PLAN REFERENDUM – 9 JULY 2019

What is a Neighbourhood Plan? A neighbourhood plan defines local planning policy. If supported at a referendum all Godalming and Farncombe planning applications would need to be assessed against the Neighbourhood Plan.

Why is it Important? The Neighbourhood Plan focuses on matters that have been identified as important by the local community. The Neighbourhood Plan seeks to deliver the expressed priorities of Godalming and Farncombe and will provide a sound basis for dealing with planning applications in the Godalming and Farncombe area over the next decade or so.

- The Neighbourhood Plan sets out policies to create a '*balanced community*'. One of its principle aims is to accommodate growth and housing need which strikes a balance between much needed housing and the need to protect all the aspects and character of our neighbourhood that makes Godalming and Farncombe so special.
- A successful referendum will see a greater proportion (25%) of developers' Community Infrastructure Levy (CIL) contributions available for use within Godalming & Farncombe.

Independent Examination

The Godalming & Farncombe Neighbourhood Plan has been scrutinised by an independent examiner and has been approved by the Local Planning Authority. For the Godalming & Farncombe Neighbourhood Plan to become an adopted planning policy document, it requires a majority YES vote from a local referendum.

When is the Referendum?

If you are a Godalming or Farncombe elector, you will be able vote in the Godalming & Farncombe Neighbourhood Plan referendum on Tuesday 9 July. More details about the referendum can be found at www.godalming-tc.gov.uk/neighbourhoodplan

What did the Community identify as important for the Godalming & Farncombe Neighbourhood Plan?

- **Environment** - Protect the natural environment of Godalming and Farncombe, ensure sustainable development, in particular water and energy usage, whilst ensuring development minimizes air pollution.
- **Housing** - To address housing and the social care needs of the population of Godalming and Farncombe
- **Transport** - To increase alternatives to car usage, improve public transport, address parking problems, support the use of electric vehicles.
- **Economy** - To provide modern, flexible employment space and ensure the vibrancy and vitality of Godalming Town and Farncombe Village centers
- **Community and Infrastructure** - To safeguard existing community infrastructure and ensure new development provides community facilities that are lacking in the town.
- **Heritage & Design** - To ensure development respects the character of the area.

VOTE YES FOR YOUR COMMUNITY'S FUTURE ON 9 JULY

**Neighbourhood Plan
Referendum
Tuesday
9 July**



**VOTE 'YES'
ON 9 JULY**



for the Godalming and Farncombe Neighbourhood Plan to:

- Protect Our Environment
- Support Our Local Shops & Businesses
- Provide housing needed for a sustainable community
- Provide safe pedestrian and cycle links
- Safeguard Air Quality
- Improve Play Facilities
- Ensure more CIL funds* are available for local infrastructure

**A majority Yes Vote for the Neighbourhood Plan on 9 July will increase the available Community Infrastructure Levy (CIL) for use by the Godalming & Farncombe Community from 15 to 25% of a developers CIL contributions*

www.godalming-tc.gov.uk/neighbourhoodplan



Godalming
Town Council

Supporting Our Community

**Please make sure you are registered to
vote so that you can have your say**

Promoted by A. Jeffery on behalf of Godalming Town Council, Municipal Buildings,
Bridge Street, Godalming, GU7 1HT acting as the Godalming & Farncombe
Neighbourhood Plan Qualifying Body



17. PLANNING MATTERS – ARTICLE 4 DIRECTION

From: Graham Parrott [<mailto:Graham.Parrott@waverley.gov.uk>]
Sent: 30 April 2019 09:39
To: <office@godalming-tc.gov.uk>
Cc:
Subject: Proposed Article 4 Direction for Godalming

Dear Mr Jeffery

I am writing in response to your letter dated in 8th March, addressed to Elizabeth Sims, requesting that Waverley Borough Council make an Article 4 Direction in relation to changes of use from offices to dwelling houses in the Godalming area.

As you know, we have received a number of requests from across the Borough to introduce Article 4 Directions aimed at controlling changes of use from commercial to residential. You will also be aware that in May 2018, the Council's Joint Planning Committee took the decision to make a trial Article 4 Direction in relation to changes of use from commercial to residential in Beacon Hill, Hindhead. The intention was to make the Article 4 Direction in Beacon Hill and monitor its effectiveness, before deciding whether to proceed with Article 4 Directions for other parts of the Borough. For your information, the Article 4 Direction in Beacon Hill has been made and took effect on 18th April 2019.

You have asked that the Council should reconsider its decision and proceed to make an Article 4 Direction in Godalming. You have provided a number of reasons why you consider that an Article 4 Direction is needed. In particular you have raised a concern that the continued loss of B1 offices in the local area is contrary to the desire to achieve sustainable economic growth. You have also questioned whether the trial Article 4 Direction in Beacon Hill will provide a reasonable comparison, given the differences between Beacon Hill and the main settlements.

To support your further request you have submitted a report that you commissioned from the consultants Navigus Planning to provide additional evidence to justify making an Article 4 Direction in Godalming. Let me firstly thank you for providing this additional information, which is certainly of assistance in terms of the type of evidence that the Council would need were it to consider making an Article 4 Direction in Godalming. It highlights the loss of employment in various sectors in Godalming between 2015 and 2017, albeit that total employment rose marginally as a result of the relocation of a business to the area. It also highlights that, in terms of the Prior Approval situation regarding offices to residential, Godalming has seen the largest impact in Waverley in terms of the number of applications and the number of dwellings resulting (Table 3.2 in the report).

Whilst the statistical information on the number of applications and changes in employment is helpful, there still remains the question of what impact this has on the economy and whether the change of use could have been controlled even if planning permission were required. In relation to this it is noted that in the section dealing with the commercial impacts, the principal evidence appears to be from discussions with a local agent. Helpful as this is, there is a question as to whether this alone would be sufficient to justify making an Article 4 Direction.

It is acknowledged that there is also the evidence from the Council's Employment Land Review update of 2016, which identified a need for a net increase in B1 accommodation over the Plan period. That document is helpful in relation to the evidence for the Borough as a whole but does not identify need on a town-by-town basis.

Having reviewed the evidence produced by Navigus, we believe that further evidence may be needed to support an Article 4 Direction were the Council to consider making one for Godalming, in relation to:

- Identification on a plan of the precise area for the Article 4 with justification for identifying the area;
- More information on the economic impact of the loss of office space to residential, taking into account the potential economic benefits of more housing provision;
- Consideration of other factors that may be impacting on the need for office accommodation, particularly the increase in home-working and how this affects the local demand for offices;
- Further consideration of the point raised by the local agent suggesting that the loss of lower quality office accommodation makes higher quality accommodation more vulnerable;
- Any specific evidence that demonstrates a link between the loss of office space in the town and the vitality and viability of town centre premises, given the wide range of factors that influence the viability of town centre retail and other premises.

We would welcome the opportunity to discuss with you these points and any other information on evidence that will assist in informing the Council as to whether it is right to proceed with an Article 4 Direction in Godalming at this time.

Yours sincerely

Graham Parrott
Planning Policy Manager
Waverley Borough Council
Tel: 01483 523472
www.waverley.gov.uk

From: Town Clerk
Sent: 30 April 2019 11:10
To: Graham Parrott <Graham.Parrott@waverley.gov.uk>
Subject: RE: Proposed Article 4 Direction for Godalming

Dear Graham

Thank you for your detailed email, although it is disappointing that there was little explanation as to how an Article 4 Direction Order in Beacon Hill can possibly be used to evaluate the situation experienced in Godalming or indeed any of the other top tier hierarchical settlements within Waverley. As such could I please ask what the evaluation criteria for the Beacon Hill Article 4 Direction Order scheme is and how that will relate to other locations within the borough.

I believe WBC are missing a fundamental point when it states “there still remains the question of what impact this has on the economy and whether the change of use could have been controlled even if planning permission were required” it is the very fact that planning permission would be required, and hence the local scrutiny and accountability that entails, that is at the very heart of what is lacking with the current Permitted Development Rights system.

I would also suggest that the issues raised regarding the loss of B1 accommodation have not been answered in as much as, whilst there is an acknowledgement that Waverley’s Employment Land Review 2016 does not identify on a town for town basis the need for additional B1 accommodation, it does identify an increased need. It seems perverse that having acknowledged on the one hand a

need for a net increase, Waverley is not prepared to take affirmative action to prevent an overall net loss because it has failed to identify where the net gain is required.

In regard to the bullet points, I attach a map of the area for which Godalming Town Council would wish to see an Article 4 Direction order imposed and have noted the other issues raised and would welcome the opportunity to discuss these with Waverley so that a way forward may be found.

In order for Godalming Town Council to provide sufficient evidence to meet Waverley's requirements, I am assuming you would wish to consider the same type and detail of evidence that was used by Waverley Borough Council in considering the application relating to Beacon's Hill?

So that Godalming Town Council can identify where it has an evidential shortfall, could I please ask that WBC share the evidence used to support the decision to impose a Direction 4 Direction Order at Beacon's Hill.

I would also add that since the submission of GTC's letter further prior notices for Permitted Development from B to dwellings have been submitted to WBC relating to offices at Godalming Business Centre and Standard House in Catteshall Lane.

I look forward to receiving the requested information and the arranging of a meeting to discuss this matter.

Regards

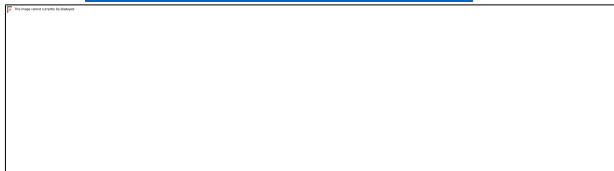
Andy

Andy Jeffery

Town Clerk

Tel: 01483 523575

Email: townclerk@godalming-tc.gov.uk



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Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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	12,479	12,479	0	12,479	12,479	0	12,479	0
	Head Office Costs :- Expenditure	12,479	12,479	0	12,479	12,479	0	0	0
4001	Salaries	14,901	15,025	124	14,901	15,025	124	180,300	165,399
4002	Employer's NIC	1,566	1,561	-5	1,566	1,561	-5	18,732	17,166
4003	Employer's Superannuation	2,564	2,508	-56	2,564	2,508	-56	30,096	27,532
4005	Agency Staff & Contractors	16	0	-16	16	0	-16	18,384	18,368
4011	Staff Training	0	250	250	0	250	250	3,000	3,000
4012	Recruitment Advertising	0	0	0	0	0	0	1,500	1,500
4013	Other Staff Expenses	0	50	50	0	50	50	600	600
4102	Property Maintenance	0	20	20	0	20	20	240	240
4103	Maintenance Contracts	0	750	750	0	750	750	750	750
4121	Rents	0	0	0	0	0	0	15,620	15,620
4163	Domestic Supplies	1	10	9	1	10	9	120	119
4202	Car Allowances	76	80	4	76	80	4	1,000	924
4301	Equipment	0	0	0	0	0	0	500	500
4304	Catering & Hospitality	19	20	1	19	20	1	240	221
4305	Clothes, Uniform & Laundry	0	0	0	0	0	0	200	200
4306	Printing	459	165	-294	459	165	-294	2,000	1,541
4307	Stationery	403	340	-63	403	340	-63	4,090	3,687
4311	Professional Fees - Legal	443	0	-443	443	0	-443	0	-443

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313 Professional Fees - Other	10	830	820	10	830	820	10,000		9,990
4314 Audit Fees	0	255	255	0	255	255	3,300		3,300
4315 Insurance	8,192	8,236	44	8,192	8,236	44	8,236		44
4321 Bank Charges	27	30	3	27	30	3	360		333
4322 Postage	0	160	160	0	160	160	1,960		1,960
4323 Telephones	220	85	-135	220	85	-135	2,000		1,780
4325 Computing	429	600	171	429	600	171	8,240		7,811
4326 Website	45	50	5	45	50	5	1,000		955
4331 Newsletter	0	0	0	0	0	0	4,400		4,400
4341 Grants	0	5,000	5,000	0	5,000	5,000	60,000		60,000
4342 Subscriptions	3,431	5,000	1,569	3,431	5,000	1,569	5,500		2,069
4401 Payments to Godalming JBC	27,418	27,479	61	27,418	27,479	61	54,958		27,540
4900 Miscellaneous Expenses	0	165	165	0	165	165	2,000		2,000
6000 Debt Charges - Principal	0	0	0	0	0	0	26,136		26,136
6001 Debt Charges - Interest	0	0	0	0	0	0	33,620		33,620
Head Office Costs :- Expenditure	60,220	68,669	8,449	60,220	68,669	8,449	499,082	0	438,862
1001 Precept	321,889	321,889	0	321,889	321,889	0	643,778		
1202 Grants - WBC	7,060	7,479	-419	7,060	7,479	-419	7,479		
1303 Other customer/client receipts	62	0	62	62	0	62	0		
1401 Interest Received	0	0	0	0	0	0	1,200		
1501 Recharges to Godalming JBC	14,840	14,840	0	14,840	14,840	0	29,680		
Head Office Costs :- Income	343,851	344,208	-357	343,851	344,208	-357	682,137		
Net Expenditure over Income	-271,152	-263,060	8,092	-271,152	-263,060	8,092	-170,576		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
102 Civic Expenses									
5102 Contrib. to Other Provisions	6,000	6,000	0	6,000	6,000	0	6,000		0
Civic Expenses :- Expenditure	6,000	6,000	0	6,000	6,000	0	6,000	0	0
4102 Property Maintenance	45	0	-45	45	0	-45	0		-45
4304 Catering & Hospitality	156	40	-116	156	40	-116	500		344
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	1,000		1,000
4306 Printing	126	0	-126	126	0	-126	800		674
4313 Professional Fees - Other	45	0	-45	45	0	-45	0		-45
4325 Computing	0	200	200	0	200	200	2,400		2,400
4327 Publicity Advertising	142	0	-142	142	0	-142	0		-142
4332 Mayor's Expenses	-228	700	928	-228	700	928	8,500		8,728
4334 Members' Training	0	2,100	2,100	0	2,100	2,100	3,200		3,200
4900 Miscellaneous Expenses	340	50	-290	340	50	-290	600		260
Civic Expenses :- Expenditure	626	3,090	2,464	626	3,090	2,464	17,000	0	16,374
Net Expenditure over Income	6,626	9,090	2,464	6,626	9,090	2,464	23,000		
104 Town Promotion									
4005 Agency Staff & Contractors	16	0	-16	16	0	-16	0		-16
4171 Grounds Maintenance Costs	331	0	-331	331	0	-331	5,300		4,969
4203 Other Transport Costs	0	120	120	0	120	120	1,400		1,400
4301 Equipment	0	415	415	0	415	415	5,000		5,000
4900 Miscellaneous Expenses	110	0	-110	110	0	-110	0		-110
Town Promotion :- Expenditure	457	535	78	457	535	78	11,700	0	11,243

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1303 Other customer/client receipts	0	0	0	0	0	0	3,000		
Town Promotion :- Income	0	0	0	0	0	0	3,000		
Net Expenditure over Income	457	535	78	457	535	78	8,700		
105 Staycation									
4001 Salaries	0	0	0	0	0	0	152		152
4002 Employer's NIC	0	0	0	0	0	0	15		15
4005 Agency Staff & Contractors	0	0	0	0	0	0	225		225
4162 Waste Removal	0	0	0	0	0	0	750		750
4203 Other Transport Costs	0	0	0	0	0	0	90		90
4301 Equipment	0	0	0	0	0	0	180		180
4304 Catering & Hospitality	304	0	-304	304	0	-304	0		-304
4313 Professional Fees - Other	0	0	0	0	0	0	600		600
4327 Publicity Advertising	0	0	0	0	0	0	3,700		3,700
4900 Miscellaneous Expenses	0	0	0	0	0	0	100		100
Staycation :- Expenditure	304	0	-304	304	0	-304	5,812	0	5,508
1303 Other customer/client receipts	0	0	0	0	0	0	320		
Staycation :- Income	0	0	0	0	0	0	320		
Net Expenditure over Income	304	0	-304	304	0	-304	5,492		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
106 Festivals & Markets									
4001 Salaries	469	615	146	469	615	146	2,585		2,116
4002 Employer's NIC	46	77	31	46	77	31	297		251
4003 Employer's Superannuation	46	71	25	46	71	25	171		125
4005 Agency Staff & Contractors	0	512	512	0	512	512	1,024		1,024
4162 Waste Removal	220	250	30	220	250	30	600		380
4203 Other Transport Costs	4	200	196	4	200	196	400		396
4301 Equipment	140	0	-140	140	0	-140	510		370
4304 Catering & Hospitality	0	60	60	0	60	60	180		180
4306 Printing	0	0	0	0	0	0	530		530
4313 Professional Fees - Other	350	900	550	350	900	550	2,100		1,750
4327 Publicity Advertising	1,440	1,750	310	1,440	1,750	310	4,380		2,940
4343 Licensing/PRS	0	110	110	0	110	110	220		220
4900 Miscellaneous Expenses	1	200	199	1	200	199	1,000		999
Festivals & Markets :- Expenditure	2,717	4,745	2,028	2,717	4,745	2,028	13,997	0	11,280
1303 Other customer/client receipts	6,428	5,450	978	6,428	5,450	978	14,200		
Festivals & Markets :- Income	6,428	5,450	978	6,428	5,450	978	14,200		
Net Expenditure over Income	-3,711	-705	3,006	-3,711	-705	3,006	-203		
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

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4313 Professional Fees - Other	0	12,000	12,000	0	12,000	12,000	45,880		45,880
Christmas Lights :- Expenditure	0	12,000	12,000	0	12,000	12,000	45,880	0	45,880
1304 Donations	0	0	0	0	0	0	3,200		
Christmas Lights :- Income	0	0	0	0	0	0	3,200		
Net Expenditure over Income	0	12,000	12,000	0	12,000	12,000	39,000		
<u>109 Fireworks Night</u>									
4001 Salaries	0	0	0	0	0	0	610		610
4005 Agency Staff & Contractors	0	0	0	0	0	0	1,400		1,400
4162 Waste Removal	0	0	0	0	0	0	100		100
4203 Other Transport Costs	0	0	0	0	0	0	320		320
4301 Equipment	0	0	0	0	0	0	1,500		1,500
4313 Professional Fees - Other	2,000	2,000	0	2,000	2,000	0	6,800		4,800
4327 Publicity Advertising	0	0	0	0	0	0	2,200		2,200
4343 Licensing/PRS	0	0	0	0	0	0	260		260
4900 Miscellaneous Expenses	0	0	0	0	0	0	500		500
Fireworks Night :- Expenditure	2,000	2,000	0	2,000	2,000	0	13,690	0	11,690
1303 Other customer/client receipts	0	0	0	0	0	0	10,800		
Fireworks Night :- Income	0	0	0	0	0	0	10,800		
Net Expenditure over Income	2,000	2,000	0	2,000	2,000	0	2,890		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
201 BWP Community Centre									
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0
BWP Community Centre :- Expenditure	2,500	2,500	0	2,500	2,500	0	2,500	0	0
4102 Property Maintenance	0	300	300	0	300	300	4,000		4,000
4103 Maintenance Contracts	0	35	35	0	35	35	420		420
4111 Energy Costs	599	290	-309	599	290	-309	3,480		2,881
4131 Rates	1,326	1,352	26	1,326	1,352	26	1,352		26
4141 Water Services	31	40	9	31	40	9	480		449
4161 Cleaning	0	25	25	0	25	25	8,100		8,100
4162 Waste Removal	58	65	7	58	65	7	780		722
4163 Domestic Supplies	0	10	10	0	10	10	120		120
4171 Grounds Maintenance Costs	0	124	124	0	124	124	1,488		1,488
4301 Equipment	0	50	50	0	50	50	600		600
4323 Telephones	26	30	4	26	30	4	360		334
4324 Broadband	38	40	2	38	40	2	480		442
4343 Licensing/PRS	0	0	0	0	0	0	300		300
BWP Community Centre :- Expenditure	2,077	2,361	284	2,077	2,361	284	21,960	0	19,883
1301 Premises Hire Charges	2,036	1,700	336	2,036	1,700	336	29,000		
BWP Community Centre :- Income	2,036	1,700	336	2,036	1,700	336	29,000		
Net Expenditure over Income	2,540	3,161	621	2,540	3,161	621	-4,540		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
202 Pepperpot									
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0
Pepperpot :- Expenditure	2,500	2,500	0	2,500	2,500	0	2,500	0	0
4005 Agency Staff & Contractors	160	0	-160	160	0	-160	0		-160
4102 Property Maintenance	176	125	-51	176	125	-51	1,500		1,324
4103 Maintenance Contracts	0	85	85	0	85	85	1,020		1,020
4111 Energy Costs	96	100	4	96	100	4	1,200		1,104
4131 Rates	675	670	-5	675	670	-5	670		-5
4161 Cleaning	24	25	1	24	25	1	1,860		1,836
4301 Equipment	0	0	0	0	0	0	600		600
4323 Telephones	26	54	28	26	54	28	648		622
4324 Broadband	-36	38	74	-36	38	74	456		492
4325 Computing	200	0	-200	200	0	-200	0		-200
4327 Publicity Advertising	590	0	-590	590	0	-590	0		-590
4343 Licensing/PRS	0	0	0	0	0	0	70		70
Pepperpot :- Expenditure	1,911	1,097	-814	1,911	1,097	-814	8,024	0	6,113
1301 Premises Hire Charges	804	700	104	804	700	104	8,400		
Pepperpot :- Income	804	700	104	804	700	104	8,400		
Net Expenditure over Income	3,607	2,897	-710	3,607	2,897	-710	2,124		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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>203 The Square</u>									
4181 Premises Insurance	0	0	0	0	0	0	1,830		1,830
The Square :- Expenditure	0	0	0	0	0	0	1,830	0	1,830
1302 Rents	0	0	0	0	0	0	12,000		
1303 Other customer/client receipts	0	0	0	0	0	0	1,830		
The Square :- Income	0	0	0	0	0	0	13,830		
Net Expenditure over Income	0	0	0	0	0	0	-12,000		
<u>204 Allotments</u>									
4141 Water Services	2	5	3	2	5	3	60		58
4171 Grounds Maintenance Costs	0	250	250	0	250	250	3,000		3,000
Allotments :- Expenditure	2	255	253	2	255	253	3,060	0	3,058
1302 Rents	0	0	0	0	0	0	2,300		
Allotments :- Income	0	0	0	0	0	0	2,300		
Net Expenditure over Income	2	255	253	2	255	253	760		
<u>205 Wilfrid Noyce Community Centre</u>									
5101 Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0
5102 Contrib. to Other Provisions	0	0	0	0	0	0	2,083		2,083
Wilfrid Noyce Community Centre :- Expenditure	2,500	2,500	0	2,500	2,500	0	4,583	0	2,083

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
4001 Salaries	212	212	0	212	212	0	2,544		2,332
4003 Employer's Superannuation	0	36	36	0	36	36	438		438
4102 Property Maintenance	269	400	131	269	400	131	5,000		4,731
4103 Maintenance Contracts	353	570	217	353	570	217	6,840		6,487
4111 Energy Costs	776	440	-336	776	440	-336	5,280		4,504
4121 Rents	30	0	-30	30	0	-30	250		220
4131 Rates	4,566	4,600	34	4,566	4,600	34	4,600		34
4141 Water Services	112	75	-37	112	75	-37	900		788
4161 Cleaning	25	25	0	25	25	0	13,300		13,275
4162 Waste Removal	153	152	-1	153	152	-1	1,824		1,671
4163 Domestic Supplies	0	50	50	0	50	50	600		600
4301 Equipment	1,027	300	-727	1,027	300	-727	4,000		2,973
4313 Professional Fees - Other	0	830	830	0	830	830	3,000		3,000
4323 Telephones	140	26	-114	140	26	-114	541		401
4324 Broadband	26	138	112	26	138	112	536		510
4343 Licensing/PRS	0	0	0	0	0	0	350		350
4900 Miscellaneous Expenses	0	100	100	0	100	100	1,200		1,200
Wilfrid Noyce Community Centre :- Expenditure	7,688	7,954	266	7,688	7,954	266	51,203	0	43,515
1301 Premises Hire Charges	3,642	4,500	-858	3,642	4,500	-858	54,000		
1303 Other customer/client receipts	0	0	0	0	0	0	2,083		
Wilfrid Noyce Community Centre :- Income	3,642	4,500	-858	3,642	4,500	-858	56,083		
Net Expenditure over Income	6,546	5,954	-592	6,546	5,954	-592	-297		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
206 Bandstand									
4102 Property Maintenance	0	83	83	0	83	83	1,000		1,000
4343 Licensing/PRS	0	0	0	0	0	0	100		100
Bandstand :- Expenditure	0	83	83	0	83	83	1,100	0	1,100
1301 Premises Hire Charges	0	0	0	0	0	0	630		
Bandstand :- Income	0	0	0	0	0	0	630		
Net Expenditure over Income	0	83	83	0	83	83	470		
207 Godalming Museum									
5101 Contrib. to Premises Provision	53,000	53,000	0	53,000	53,000	0	53,000		0
Godalming Museum :- Expenditure	53,000	53,000	0	53,000	53,000	0	53,000	0	0
4001 Salaries	3,588	3,586	-2	3,588	3,586	-2	43,032		39,444
4002 Employer's NIC	316	300	-16	316	300	-16	3,600		3,284
4003 Employer's Superannuation	599	584	-15	599	584	-15	7,008		6,409
4011 Staff Training	0	0	0	0	0	0	1,000		1,000
4102 Property Maintenance	156	200	44	156	200	44	2,500		2,344
4202 Car Allowances	0	0	0	0	0	0	320		320
4307 Stationery	0	25	25	0	25	25	300		300
4313 Professional Fees - Other	183	0	-183	183	0	-183	0		-183
4315 Insurance	0	0	0	0	0	0	5,700		5,700
4323 Telephones	0	25	25	0	25	25	300		300

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
4325	Computing	265	170	-95	265	170	-95	2,050		1,785
4342	Subscriptions	0	0	0	0	0	0	3,000		3,000
4900	Miscellaneous Expenses	60	0	-60	60	0	-60	0		-60
	Godalming Museum :- Expenditure	5,167	4,890	-277	5,167	4,890	-277	68,810	0	63,643
1302	Rents	1,706	1,706	0	1,706	1,706	0	6,824		
1303	Other customer/client receipts	26,800	26,740	60	26,800	26,740	60	53,960		
	Godalming Museum :- Income	28,506	28,446	60	28,506	28,446	60	60,784		
	Net Expenditure over Income	29,661	29,444	-217	29,661	29,444	-217	61,026		
	<u>208 Land & Property - Other</u>									
5101	Contrib. to Premises Provision	2,500	2,500	0	2,500	2,500	0	2,500		0
	Land & Property - Other :- Expenditure	2,500	2,500	0	2,500	2,500	0	2,500	0	0
4005	Agency Staff & Contractors	-860	0	860	-860	0	860	0		860
4101	Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560
4102	Property Maintenance	797	325	-472	797	325	-472	3,900		3,103
4103	Maintenance Contracts	0	100	100	0	100	100	1,200		1,200
4111	Energy Costs	138	65	-73	138	65	-73	780		642
4131	Rates	3,609	3,634	25	3,609	3,634	25	3,634		25
4141	Water Services	293	270	-23	293	270	-23	3,240		2,947
4151	Fixtures & Fittings	0	250	250	0	250	250	1,000		1,000
4161	Cleaning	0	0	0	0	0	0	16,540		16,540
4171	Grounds Maintenance Costs	0	650	650	0	650	650	8,000		8,000

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4203 Other Transport Costs	50	0	-50	50	0	-50	0		-50
4301 Equipment	335	0	-335	335	0	-335	0		-335
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,800		1,800
Land & Property - Other :- Expenditure	4,363	5,294	931	4,363	5,294	931	41,654	0	37,291
Net Expenditure over Income	6,863	7,794	931	6,863	7,794	931	44,154		
Policy & Management Expenditure	169,011	194,452	25,441	169,011	194,452	25,441	884,684	0	715,673
Income	385,268	385,004	264	385,268	385,004	264	884,684		
Net Expenditure over Income	-216,257	-190,552	25,705	-216,257	-190,552	25,705	0		

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.