

## GODALMING TOWN COUNCIL

Tel: 01483 523575  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

28 August 2020

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held via Zoom on THURSDAY, 3 SEPTEMBER 2020 at 7.00pm.

Andy Jeffery  
Town Clerk

**The meeting of the Policy & Management Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

### **Join Zoom Meeting**

**<https://us02web.zoom.us/j/87258430584?pwd=d21WdDIqS1U5c1BueC9LMU9mckFuZz09>**

**Meeting ID: 872 5843 0584**

**Passcode: 389800**

Committee Members: Councillor Follows – Chair  
Councillor Williams – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor Purvis	Councillor PS Rivers
Councillor Rosoman	Councillor Steel
Councillor Stubbs	Councillor Wardell
Councillor Welland	

## **A G E N D A**

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 30 July 2020, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. 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.

#### 4. 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:

- 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.

#### 5. QUESTIONS BY MEMBERS

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

#### 6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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

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

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

#### 7. BUDGET MONITORING

Members to consider a budget monitoring report to 31 July 2020 (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ year end</b>
	<b>£</b>	<b>£</b>
Head Office Costs	28,818 u/s	3,000 o/s
Civic Expenses	6,771 u/s	1,400 u/s
Town Promotion	6,535 o/s	14,600 o/s
Staycation	3,970 u/s	5,800 u/s
Festivals & Markets	866 o/s	900 o/s
Christmas Lights	0 u/s	3,200 o/s
BWP Community Centre	20,201 o/s	10,300 o/s
Pepperpot	1,823 u/s	600 o/s
The Square	1,240 o/s	8,740 o/s
Allotments	2,184 o/s	2,900 o/s
Wilfrid Noyce Community Centre	8,858 o/s	38,200 o/s
Bandstand	1,396 o/s	1,300 o/s
Godalming Museum	2,526 o/s	1,300 o/s
Land & Property Other	8,172 u/s	2,100 u/s
<b>TOTAL</b>	<b>5,747 u/s</b>	<b>75,740 o/s</b>

The monitoring report shows a current variance of £5,747 underspend against budget.

Items to note in forecast:

- The forecast does not include any monies we might receive from Central Government (either through Waverley Borough Council on the claim they have sent in on our behalf, or the funding for the Re-opening High Street Safety Fund Campaign). Any monies actually received will reduce the forecasted deficit.
- The forecast has been revised to include estimated income from our Community Centres based on regular hirers' plans to re-start in September 2020. We will not be open to casual hire use.
- Town Promotion – this includes £8k for the Town Wardens (Min Nos 10-20 and 51-20 refer) and £14k for the Safer High Street Campaign (Min No 28-20 refers). This cost centre also shows the cost of our social distancing campaign (spray painting and signage) and traffic management costs to enable the safe re-opening of our High Street.
- Included on the agenda is a forecast of our Reserves based on the above and decisions made by this Council. Members to note that the General Reserve is forecasted to drop to £185,000 which is 26% of our current precept. Best practice is to hold General Reserves of 50% of precept. Members will need to develop a plan to rebuild the General Reserve in the 2021/22 Estimates (this plan can be over several years).

#### 8. COMMITTEE WORK PROGRAMME

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

#### 9. RE-OPENING HIGH STREET SAFELY FUND – ITEM FOR DECISION

**Recommendation: Members to resolve to agree to authorise the Town Clerk to enter into an appropriate agreement with WBC in order to submit a claim for reimbursement of expenditure made in support of the Re-opening High Street Safely Fund.**

On 25 June Members considered the Re-opening High Street Safely Fund and were informed that the fund was to be administered by the Ministry of Housing, Communities & Local Government (MHCLG) and provides for reimbursement of expenditure eligible under the grant from the 1 June. Members noted that the detail of the requirements of the European Regional Development Grant would be covered in a funding agreement which, it was hoped, would be available by the 30 June. Until such time, plans would be made against the known criteria set out in the MHCLG guidance document (Min No 28-20 refers).

The Chair of the Committee informed Members that, whilst every care would be taken to confirm eligibility of expenditure and that GTC were confident that the MHCLG would wish to fully reimburse expenditure, prudence dictates that provision is made to underwrite expenditure incurred in the unlikely event that the Council is not fully reimbursed.

Subsequently, on 16 July at the Meeting of the Full Council, Members were informed that the campaign message had been refined and were informed that the campaign would be launched on 3 August 2020.

As set out in the guidance considered on 25 June, Waverley Borough Council are required to enter into a Funding Agreement with HM Government, and whilst it had initially been anticipated that this would be achieved by the end of June and that a Contract Manager would be appointed for the Waverley Funding bid, to date this is still outstanding. However, The Cities & Local Growth Unit at HM Government have now issued WBC with a template Funding Agreement document, which WBC will be required to enter into with the Government to access the funding.

WBC legal department has reviewed the document and have informed GTC that within the agreement (page 39 at 7.2) the agreement asks that Waverley enters a materially similar agreement with its delivery partners, in this particular case Godalming Town Council. Whilst

when the funding was announced WBC had anticipated a fairly simple Service Level Agreement with each Town/Parish, it now appears more likely that something more complex will be required.

The draft funding agreement (attached for the information of Members) is quite a large document (more suited to major projects) however it is the one that the Government has indicated is to be used in order to access the funding.

Given that WBC will need to turn around an agreement with Towns and Parishes as quickly as possible after they have reached the main agreement with the Government, WBC have shared the document so that any specific points of concern may be raised.

WBC has indicated that once a Contract Manager has been assigned to them from the Cities & Local Growth Unit they will ask how much they can slim down the partner agreements, but anticipate that the agreements might have to be very similar.

WBC hope that Towns and Parishes can have confidence in the fact that the draft funding agreement is a Government document and that WBC won't be altering the wording for its partner agreements except to hopefully make them simpler.

It should be noted that it is the ERDF rules that are the main risk around this project and non-compliance may cause the need to return the funds. GTC has and will continue to carefully check its projects against the issued guidance.

As GTC will have to enter into an agreement with WBC in order to submit a claim for reimbursement, it is requested that Members agree that the Town Clerk may enter into an appropriate agreement with WBC in order to submit a claim against expenditure.

## 10. STREET TRADING REVIEW – ITEM FOR DECISION

### **Recommendation:**

- i. GTC to recommend that the proposed revised approach as set out at item i. below is adopted, subject to the adoption of additional safeguards for public consultation prior to the issue of a Street Trading Licence.**
- ii. GTC to request the changes to the existing permitted and consent street listings as detailed at points a-c below.**

Members are requested to consider the consultation letter and Street Trading Policy review by Waverley Borough Council (attached for the information of Members). The consultation asks for Town & Parish Councils views on the following:

- i. the proposed revised approach involving designation of all streets (and public open areas adjacent to a street) in Waverley as 'consent streets', with the exception of those already designated as 'prohibited streets' which would remain 'prohibited streets';
- ii. maintaining the current arrangements for 'prohibited streets' and 'consent streets' (no change);
- iii. whether it is appropriate to make changes to current 'prohibited streets' and 'consent streets' (i.e. any amendments, additions, removal of current 'prohibited' and 'consent' streets);
- iv. suggestions to develop and update the Street Trading Policy (guidelines, applications, process, conditions etc.); and
- v. any other feedback or alternative proposals.

**Consent Streets:** In considering their response, Members may wish to note that previously Godalming Town Council has lobbied on behalf of local businesses to establish Bridge Street as a consent street. As a street not previously designated with either consent or prohibited status, a lengthy committee process had to be undertaken to designate it a consent street before any Street Trading application could be considered.

It is suggested that the proposal to amend the policy to designate a street as a consent street, except where specifically prohibited could provide a more efficient service for applicants. However, it is recommended that any such change be accompanied by robust safeguards for the consultation process required prior to the consideration of an application within the policy. As such the following amendments to paragraph 2.2 of the existing policy are recommended (red = deletion, blue = addition):

'2.2. The Police, Highways Authority and Fire Service are always consulted over any application and a 28 day consultation period will ~~normally be allowed~~ be required. ~~Wherever possible,~~ Local Ward Councillors, Chambers of Commerce and Town or Parish Councils, together with any relevant Portfolio Holder or Committee Chairman, will also be notified of an application – public notification will be achieved through the Council's webpages, ~~posting on the Council's social media platforms and by the display of 'Notice of Applications' within 10 metres (or as close as reasonably practicable) of the proposed Street Trading Licence and at suitable points between 50-75 metres either side of the proposed location, such notices to be displayed by the applicant at the applicant's expense. Photographic evidence of the displaying of the notices is to submitted by email to the designated email account within 24 hours of the notices being put up for display. None compliance to display or provide the requested evidence will void an application.'~~

**Prohibited Street:** Following the establishment of Bridge Street as a consent street, GTC were asked by the Farncombe Initiative to look at possibilities for establishing a consent street in Farncombe (currently no street in Farncombe is designated as a consent street). As such WBC Environmental Services were asked in 2018 to consider altering the following:

- a. remove the prohibition on Farncombe Street from its junction with St Johns Street to its junction with Nightingale Road;
- b. establish a new prohibition on Farncombe Street from its Junction with Station Road/the west side of the Farncombe Street level crossing to its junction with Nightingale Road; and
- c. establish a consent street for Farncombe Street from its junction with St Johns Street to the eastern side of the Farncombe Street level crossings.

The proposal was not taken forward at the time due to the proposed future review of the Street Trading Policy.

The above amendments would allow future use of the area between St Johns Street and the level crossing to be used for events such as 'produce markets, craft markets, community bazaars, small street festivals etc. that could support the economic vibrancy of Farncombe, support the individual identity of Farncombe and offer the opportunity for community events to be established outwith of the Godalming retail centre.

#### 11. GTC COMMUNITY BUILDINGS USAGE/GODALMING & VILLAGES COMMUNITY STORE UPDATE – ITEM FOR NOTE

On 16 July Godalming Town Council (GTC) agreed that if no other suitable location is established prior to 4 September 2020, the Community Store is relocated to Broadwater Park Community Centre. Additionally, Members authorised the Town Clerk to explore offers of alternative locations and in consultation with the Community Store Working Group and the

Group Leaders' Forum to use delegated powers to implement the relocation of the Community Store to the location considered to provide the greater overall benefit to:

- the sustainability of the Community Store;
- the existing and potential future users of the Community Store
- and:
- is acceptable to the administrators of the Voluntary Supporters' Group;
- places no greater staffing requirement upon GTC than the current arrangements.

(Min No 48-20 refers)

In pursuant of the above, a number of alternative options have been explored by the Community Store Working Group, Group Leaders' Forum and the Voluntary Supporters' Group. In looking at the practical and financial implications of the various options, consideration was also given of wellbeing benefits of restarting activities at the Council's community buildings for the widest range and highest number of community groups possible. Additionally, the ability to provide continuing support to the Physiotherapy Department of the RSCH was also factored into the ongoing considerations.

The Facilities Supervisor and RFO have worked with and supported pre-existing users to ensure that as many as possible are able to safely return, which not only benefits the user groups but will also help to reduce the overall revenue loss experienced by the Council.

To date, all users of the Wilfrid Noyce Centre (WNC) who are allowed to return under government guidance and have expressed a wish to return have been accommodated. Members will wish to note that provision has been made for those groups who have enjoyed the use of the WNC in the past but are currently, through no fault of their own, unable to return, this provision is to ensure that no action is taken which could prevent the previous group returning when they are able to do so.

All evening groups at Broadwater Park Community Centre (BWP) that are able to return have been provided with the opportunity to do so. Three daytime groups, who collectively account for less than 8 hours' usage, are unable to return to BWP, where available alternative space at the WNC will be offered.

The estimated weekly income for the Wilfrid Noyce Centre from September is approximately £1,400 per month and Broadwater Park is estimated at £2,800 per month. It should be noted that the ability to continue to hire community buildings remains uncertain, and that a significant proportion of income for the WNC is usually from casual bookings, which currently do not accord with COVID secure operations. Members to note that the Community Centre revenue indicated in the budget monitoring report is a less than that indicated above. Revenue above that indicated in the monitoring report will help to reduce the revenue deficit.

### **Community Store – Update.**

Members to receive an update from the Chair of the Community Store Working Group.

#### **12. MAINTENANCE ASSISTANT – ITEM TO NOTE**

Members to receive an oral report on the recruitment of a temporary Maintenance Assistant.

#### **13. SAFER HIGH STREET – SOCIAL DISTANCING INTERVENTIONS, TEMPORARY ROAD ORDER PROHIBITIONS AND ACCESS – ITEM FOR NOTE**

Members are requested to note that their request to Surrey County Council for an amendment to the operating times of the High Street Traffic Restriction Order was approved

and that the new operating times of 10.30am-3.30pm Mon-Fri was implemented on 12 August.

Additionally, Members will wish to note that the operating keys and a supply of access cards has been received, which allows for the operation of the TRO without the need for a full time presence of staff at the barrier.

14. CONSISTENT APPROACH FOR EVENTS & CHRISTMAS IN GODALMING DURING COVID – ITEM FOR DECISION

**Recommendations - Members to resolve to agree that:**

1. **The Town Clerk is to inform Waverley Borough Council that Godalming Town Council supports the principle of a consistent approach on events during the Covid-19 pandemic.**
2. **Officers have delegated authority to organise and run a Christmas Festival Market that meets the guidelines agreed by WBC for the consistent approach of events.**
3. **In consultation with the Chair of P&M, Officers are authorised to cancel the event if:**
  - a. **Government Guidelines are such that a safe event cannot be provided**
  - b. **Insufficient traders sign up to ensure a viable market**
4. **Officers should endeavour to promote and manage the Christmas Festival Market event on the basis of a balanced income and expenditure.**
5. **Additional expenditure up to £2,000 over income may be incurred to ensure the Christmas Market Festival is Covid Secure.**
6. **A Christmas Festive Video Message from the Mayor is to be used to promote the Godalming Christmas Lights.**

On 8 September Waverley Borough Council Executive will be considering the adoption of a **consistent approach on events during the Covid-19 pandemic** in order to minimise the risks of spread of infection and outbreaks in the borough. The proposed approach has resulted from discussions and concerns from the Surrey Resilience Forum and if adopted WBC would look to Towns and Parishes to also support this approach. The basic outline being:

- That gatherings of up to 30 people be permitted in accordance with the current Government guidelines.
- That gatherings of more than 30 people are only permitted if they;
  - are in line with the requirements of The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, which include a risk assessment, that the organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus taking into account the risk assessment carried out and following sector specific guidance;
  - have satisfactory arrangements for complying with track and trace requirements; and,
  - have satisfactorily complied with and signed off the Surrey checklist which is under regular review.
- That where an event proposal is not considered to meet the requirements of The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, it will be referred to Surrey County Council's Director of Public Health to consider whether the event would pose serious and imminent threat to health relating to coronavirus transmission.
- That in view of the likely difficulties in implementing infection mitigation and prevention measures at certain types of event that these would not generally be supported whilst the current restrictions are in place and the Covid-19 pandemic exists. Such events include bonfires and firework displays and beer festivals.

Godalming Town Council has already recognised the potential risk associated with the 'Traditional High Street Christmas Festival Market and Light Switch On' and agreed that alternative options should be explored.

### **Christmas Market**

The current guidelines would not support a festival market being held in the High Street as it would have the potential to attract many hundreds of people into a relatively confined space without the ability to remain socially distanced. Additionally, as event organisers we would not be able to manage or control access onto the High Street meaning that we could not provide appropriate Track and Trace details as required to do so.

An alternative option would be to hold a Christmas market event on the Bury's Field, which would allow for appropriate social distancing. However, Members should note that the arrangements for such an event may be subject to change depending on the restrictions and guidance prevailing at the time, and indeed it is possible that this type of event could be curtailed at very short notice.

Members should also note that stall holders and traders on our database have been contacted, at present feedback received has been positive, but the unknown element is whether residents would support an off-the-High Street Christmas market.

However, assuming that such an event can be put on, the basic premise would be:

- Event 21 November 2020
- 10.00am-4.30pm (trading period)
- Promoted locally.
- Safely distanced Santa and his Sleigh.
- There will be no Christmas light switch-on event scheduled to take place on the same day as the Christmas market.
- If guidelines allow, it is hoped to be able to arrange live performances during the event.
- Access to the event would be promoted via Eventbrite which would enable Track and Trace information to be gathered.
- Walk-up access would be allowed with numbers of places determined by the number of tickets already booked via Eventbrite (all walk-ups would be required to provide Track and Trace information)

The risks associated with this event, including financial, will fall to GTC as organisers. It is unlikely that traders will sign up to the event without a full refund policy if cancellation is either weather related (due to Burys Field being unusable) or Covid19 related.

Whilst sponsorship will be sought, it is unlikely that it would be at the same sort of level of previous years. Without sponsorship the anticipated income is in the region of £4,000 with expenditure currently estimated in the region of £4,500, (including provisional sums TBC) as such although a normal years Christmas event expenditure would be in the region of £9,000 - £10,000 with a matched income, with the absence of radio advertising and a 'celebrity draw' it is believed that event expenditure would be under £6,000 but that there could be a shortfall of income/expenditure, which would need to be covered by existing festival reserves.

### **Godalming Christmas Lights**

With the traditional Godalming Christmas Light Switch-On event unlikely to be able to be held in 2020, it is suggested that an alternative Christmas Lights Switch-On, involving children from infant schools local to both Godalming & Farncombe as well as the Mayor, all arranged and managed whilst maintaining social distancing protocols is adopted.

Due to social distancing, it is nether feasible nor desirable to hold an event that would have the potential of drawing large numbers of people into Godalming Town or Farncombe Village



centre on a specific date and time to witness the switching on of the Christmas Lights. However, it is desirable to promote the Christmas Lights over the length of the festive season and encourage people to support the retail centres and hospitality venues found in both Godalming and Farncombe. Therefore, to avoid the one off crowds, the date of the Lights Switch-On will not be published in advance except to say it will not be the same day as the Christmas Market, but the Christmas Lights will be promoted once they are illuminated.

In order to achieve this aim, it is proposed that a video is produced that documents the 'virtual' switching on of both Godalming and Farncombe Christmas Lights for use on social media/online and other outlets. The video only being released after the lights have been fully switched on for the first time. This would be (although the exact date will remain a secret) the first time that the Switch-on for both Farncombe & Godalming Lights is 'held' on the same day.

As suggested earlier, it is hoped that the video promoting the Godalming & Farncombe lights would, as well as the Mayor, feature children from the infant schools local to both Godalming & Farncombe. The filming of Farncombe & Godalming's illuminated lights will take place ahead of the date chosen for the video to be published (the appropriate arrangements are in place to be able to film the lights and have that section edited into the film ahead of the (still secret) date for the 'Virtual' Switch-on.

The short video would be used on Social media platforms to promote the fact that the Godalming & Farncombe lights have been switched on.

A quote has been received from a local company setting the production costs at £925. If Members are minded to support this approach the cost for promoting the Godalming & Farncombe Christmas Lights would be taken from the Christmas Lights reserve.

15. REMEMBRANCE DAY – ITEM FOR NOTE

Members to receive an oral report from the Chair of the Mayoralty Committee regarding changes required to ensure that the 2020 Remembrance Day in Godalming is COVID-19 secure, whilst also providing for the community to be able to commemorate Remembrance Day in a respectful and dignified manner.

16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FARNCOMBE DAY CENTRE

Members are asked to note a report from Councillor Hullah on the Farncombe Day Centre (report attached for the information of Members) an organisation upon which Councillor Hullah represents the Town Council.

17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE JOIGNY FRIENDSHIP ASSOCIATION

Members are asked to note a report from Councillor Boyle on the Joigny Friendship Association (report attached for the information of Members) an organisation upon which Councillor Boyle represents the Town Council.

18. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE MAYEN ASSOCIATION

Members are asked to note a report from Councillor Rivers on the Mayen Association (report attached for the information of Members) an organisation upon which Councillor Rivers represents the Town Council.

19. COMMUNICATIONS ARISING FROM THIS MEETING

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

20. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held via Zoom on Thursday, 29 October 2020 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

21. ANNOUNCEMENTS

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

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	355,577	355,577	0	711,154			50.0%	
1102 Community Infrastructure Levy	0	0	0	8,200	0	(8,200)	0			0.0%	
1202 Grants - WBC	0	0	0	5,300	5,300	0	5,300			100.0%	
1303 Other customer/client receipts	744	685	(59)	7,458	2,740	(4,718)	8,220			90.7%	
1401 Interest Received	37	100	63	376	400	24	1,200			31.4%	
1501 Recharges to Godalming JBC	0	0	0	14,840	14,840	0	29,680			50.0%	
Head Office Costs :- Income	<b>781</b>	<b>785</b>	<b>4</b>	<b>391,751</b>	<b>378,857</b>	<b>(12,894)</b>	<b>755,554</b>			<b>51.8%</b>	<b>0</b>
4001 Salaries	19,238	19,745	507	76,952	78,980	2,028	236,940		159,988	32.5%	
4002 Employer's NIC	1,945	2,015	70	7,781	8,060	279	24,180		16,399	32.2%	
4003 Employer's Superannuation	3,539	3,361	(178)	14,194	13,444	(750)	40,332		26,138	35.2%	
4011 Staff Training	0	250	250	90	1,000	910	3,000		2,910	3.0%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500	0.0%	
4013 Other Staff Expenses	0	50	50	0	200	200	600		600	0.0%	
4102 Property Maintenance	0	200	200	386	800	414	2,400		2,014	16.1%	
4103 Maintenance Contracts	0	200	200	792	800	8	2,400		1,608	33.0%	
4111 Energy Costs	0	265	265	0	1,060	1,060	3,200		3,200	0.0%	
4121 Rents	0	100	100	3,142	400	(2,742)	1,200		(1,942)	261.9%	
4131 Rates	0	0	0	0	6,000	6,000	12,000		12,000	0.0%	
4141 Water Services	0	25	25	0	100	100	300		300	0.0%	
4161 Cleaning	0	380	380	0	1,520	1,520	4,560		4,560	0.0%	
4162 Waste Removal	0	55	55	0	220	220	660		660	0.0%	
4163 Domestic Supplies	0	10	10	109	40	(69)	120		11	91.1%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Workshop Consumables	132	0	(132)	794	0	(794)	0		(794)	0.0%	
4202 Car Allowances	0	80	80	136	320	184	1,000		864	13.6%	
4204 Fuel Costs	62	50	(12)	314	200	(114)	600		286	52.3%	
4205 Vehicle Maintenance	0	50	50	317	200	(117)	600		283	52.8%	
4301 Equipment	33	0	(33)	1,102	0	(1,102)	500		(602)	220.5%	
4304 Catering & Hospitality	42	25	(17)	97	100	3	300		203	32.2%	
4305 Clothes, Uniform & Laundry	88	75	(13)	492	300	(192)	900		408	54.6%	
4306 Printing	512	200	(312)	561	800	239	2,400		1,839	23.4%	
4307 Stationery	131	340	209	992	1,360	368	4,090		3,098	24.3%	
4313 Professional Fees - Other	550	830	280	1,350	3,320	1,970	10,000		8,650	13.5%	
4314 Audit Fees	0	2,000	2,000	120	2,255	2,135	3,300		3,180	3.6%	
4315 Insurance	0	0	0	8,891	8,750	(141)	8,750		(141)	101.6%	
4321 Bank Charges	16	30	14	90	120	30	360		270	24.9%	
4322 Postage	0	160	160	208	640	432	1,960		1,752	10.6%	
4323 Telephones	100	100	0	1,057	650	(407)	2,200		1,143	48.0%	
4325 Computing	702	633	(69)	3,235	3,703	468	8,767		5,532	36.9%	
4326 Website	45	50	5	259	200	(59)	1,000		741	25.9%	
4327 Publicity Advertising	280	0	(280)	280	0	(280)	0		(280)	0.0%	
4331 Newsletter	0	0	0	0	1,100	1,100	4,400		4,400	0.0%	
4341 Grants	11,260	5,800	(5,460)	12,374	23,200	10,826	70,000		57,626	17.7%	
4342 Subscriptions	373	500	127	4,061	4,100	39	4,300		239	94.5%	
4401 Payments to Godalming JBC	0	0	0	27,380	27,380	1	54,760		27,381	50.0%	
4900 Miscellaneous Expenses	0	150	150	244	600	356	1,825		1,581	13.4%	
6000 Debt Charges - Principal	4,845	4,845	0	10,179	10,179	0	30,413		20,234	33.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6001 Debt Charges - Interest	6,402	6,402	0	17,385	17,385	0	47,293		29,908	36.8%	
Head Office Costs :- Indirect Expenditure	<b>50,292</b>	<b>48,976</b>	<b>(1,316)</b>	<b>195,362</b>	<b>219,486</b>	<b>24,124</b>	<b>593,110</b>	<b>0</b>	<b>397,748</b>	<b>32.9%</b>	<b>0</b>
5102 Contrib. to Other Provisions	0	0	0	28,500	20,300	(8,200)	20,300		(8,200)	140.4%	
Head Office Costs :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,500</b>	<b>20,300</b>	<b>(8,200)</b>	<b>20,300</b>	<b>0</b>	<b>(8,200)</b>	<b>140.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(49,511)</b>	<b>(48,191)</b>	<b>1,320</b>	<b>167,889</b>	<b>139,071</b>	<b>(28,818)</b>	<b>142,144</b>				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	880	880	2,420		2,420	0.0%	
4304 Catering & Hospitality	0	50	50	0	200	200	600		600	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4325 Computing	200	200	0	800	800	0	2,400		1,600	33.3%	
4332 Mayor's Expenses	16	720	704	(2,091)	2,880	4,971	8,670		10,761	(24.1%)	
4334 Members' Training	0	100	100	0	400	400	1,200		1,200	0.0%	
4900 Miscellaneous Expenses	0	80	80	0	320	320	960		960	0.0%	
Civic Expenses :- Indirect Expenditure	<b>216</b>	<b>1,370</b>	<b>1,154</b>	<b>(1,291)</b>	<b>5,480</b>	<b>6,771</b>	<b>17,550</b>	<b>0</b>	<b>18,841</b>	<b>(7.4%)</b>	<b>0</b>
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(216)</b>	<b>(1,370)</b>	<b>(1,154)</b>	<b>(4,709)</b>	<b>(11,480)</b>	<b>(6,771)</b>	<b>(23,550)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104</u> <u>Town Promotion</u>											
1303 Other customer/client receipts	0	0	0	0	3,300	3,300	3,300			0.0%	
Town Promotion :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>			<b>0.0%</b>	<b>0</b>
4005 Agency Staff & Contractors	5,040	0	(5,040)	6,364	0	(6,364)	0	(6,364)		0.0%	
4162 Waste Removal	0	0	0	0	300	300	300	300		0.0%	
4171 Grounds Maintenance Costs	84	0	(84)	640	6,500	5,860	6,500	5,860		9.8%	
4301 Equipment	773	0	(773)	835	500	(335)	500	(335)		167.0%	
4313 Professional Fees - Other	0	0	0	(315)	0	315	500	815		(63.0%)	
4327 Publicity Advertising	1,850	1,500	(350)	3,651	2,000	(1,651)	2,250	(1,401)		162.3%	
4900 Miscellaneous Expenses	401	0	(401)	1,461	100	(1,361)	395	(1,066)		369.8%	
Town Promotion :- Indirect Expenditure	<b>8,147</b>	<b>1,500</b>	<b>(6,647)</b>	<b>12,635</b>	<b>9,400</b>	<b>(3,235)</b>	<b>10,445</b>	<b>0</b>	<b>(2,190)</b>	<b>121.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,147)</b>	<b>(1,500)</b>	<b>6,647</b>	<b>(12,635)</b>	<b>(6,100)</b>	<b>6,535</b>	<b>(7,145)</b>				
<u>105</u> <u>Staycation</u>											
1303 Other customer/client receipts	0	0	0	0	0	0	320			0.0%	
Staycation :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320</b>			<b>0.0%</b>	<b>0</b>
4001 Salaries	0	0	0	0	0	0	152	152		0.0%	
4002 Employer's NIC	0	0	0	0	0	0	15	15		0.0%	
4162 Waste Removal	0	0	0	0	0	0	900	900		0.0%	
4301 Equipment	0	0	0	0	0	0	520	520		0.0%	
4304 Catering & Hospitality	0	0	0	0	0	0	350	350		0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4313 Professional Fees - Other	0	0	0	0	0	0	300		300	0.0%	
4327 Publicity Advertising	0	500	500	0	3,800	3,800	3,850		3,850	0.0%	
4343 Licensing/PRS	0	170	170	0	170	170	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	90		90	0.0%	
Staycation :- Indirect Expenditure	<b>0</b>	<b>670</b>	<b>670</b>	<b>0</b>	<b>3,970</b>	<b>3,970</b>	<b>6,347</b>	<b>0</b>	<b>6,347</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(670)</b>	<b>(670)</b>	<b>0</b>	<b>(3,970)</b>	<b>(3,970)</b>	<b>(6,027)</b>				
<u>106 Festivals &amp; Markets</u>											
1303 Other customer/client receipts	520	245	(275)	735	6,180	5,445	14,160			5.2%	
Festivals & Markets :- Income	<b>520</b>	<b>245</b>	<b>(275)</b>	<b>735</b>	<b>6,180</b>	<b>5,445</b>	<b>14,160</b>			<b>5.2%</b>	<b>0</b>
4001 Salaries	160	160	0	160	1,055	895	2,265		2,105	7.1%	
4002 Employer's NIC	16	22	6	16	145	129	313		297	5.0%	
4003 Employer's Superannuation	0	0	0	0	85	85	271		271	0.0%	
4162 Waste Removal	0	0	0	0	250	250	600		600	0.0%	
4203 Other Transport Costs	0	0	0	0	200	200	400		400	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	
4304 Catering & Hospitality	0	0	0	0	60	60	180		180	0.0%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	0	900	900	2,100		2,100	0.0%	
4327 Publicity Advertising	0	0	0	0	1,750	1,750	4,380		4,380	0.0%	
4343 Licensing/PRS	0	0	0	0	110	110	220		220	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	200	200	1,000		1,000	0.0%	
Festivals & Markets :- Indirect Expenditure	<b>176</b>	<b>182</b>	<b>6</b>	<b>176</b>	<b>4,755</b>	<b>4,579</b>	<b>12,769</b>	<b>0</b>	<b>12,593</b>	<b>1.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>344</b>	<b>63</b>	<b>(281)</b>	<b>559</b>	<b>1,425</b>	<b>866</b>	<b>1,391</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108</u> <u>Christmas Lights</u>											
1304 Donations	0	0	0	0	0	0	3,200			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,200</u>			<u>0.0%</u>	<u>0</u>
4313 Professional Fees - Other	0	0	0	0	0	0	35,500		35,500	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35,500</u>	<u>0</u>	<u>35,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>(32,300)</b></u>				
<u>201</u> <u>BWP Community Centre</u>											
1301 Premises Hire Charges	2,200	2,200	0	3,900	10,600	6,700	29,000			13.4%	
BWP Community Centre :- Income	<u>2,200</u>	<u>2,200</u>	<u>0</u>	<u>3,900</u>	<u>10,600</u>	<u>6,700</u>	<u>29,000</u>			<u>13.4%</u>	<u>0</u>
4102 Property Maintenance	90	260	170	17,186	1,040	(16,146)	3,120	(14,066)		550.8%	
4103 Maintenance Contracts	236	66	(170)	387	264	(123)	792	405		48.8%	
4111 Energy Costs	77	293	216	306	1,172	866	3,516	3,210		8.7%	
4131 Rates	0	0	0	1,347	1,380	33	1,380	33		97.6%	
4141 Water Services	31	40	9	124	160	36	480	356		25.8%	
4161 Cleaning	50	25	(25)	75	2,050	1,975	8,100	8,025		0.9%	
4162 Waste Removal	43	65	22	443	260	(183)	780	337		56.8%	
4163 Domestic Supplies	0	10	10	0	40	40	120	120		0.0%	
4171 Grounds Maintenance Costs	0	20	20	0	80	80	240	240		0.0%	
4301 Equipment	286	50	(236)	286	200	(86)	600	314		47.7%	
4323 Telephones	29	30	1	117	120	3	360	243		32.6%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4324 Broadband	39	40	1	156	160	4	480		324	32.5%	
4343 Licensing/PRS	0	0	0	0	0	0	300		300	0.0%	
BWP Community Centre :- Indirect Expenditure	<b>882</b>	<b>899</b>	<b>17</b>	<b>20,427</b>	<b>6,926</b>	<b>(13,501)</b>	<b>20,268</b>	<b>0</b>	<b>(159)</b>	<b>100.8%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,318</b>	<b>1,301</b>	<b>(17)</b>	<b>(19,027)</b>	<b>1,174</b>	<b>20,201</b>	<b>6,232</b>				
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	665	800	135	3,002	3,200	198	9,600			31.3%	
1303 Other customer/client receipts	0	0	0	0	0	0	2,083			0.0%	
Pepperpot :- Income	<b>665</b>	<b>800</b>	<b>135</b>	<b>3,002</b>	<b>3,200</b>	<b>198</b>	<b>11,683</b>			<b>25.7%</b>	<b>0</b>
4102 Property Maintenance	0	100	100	19	400	381	1,200		1,181	1.6%	
4103 Maintenance Contracts	0	138	138	198	552	354	1,656		1,458	12.0%	
4111 Energy Costs	40	100	60	178	400	222	1,200		1,022	14.8%	
4131 Rates	0	0	0	0	690	690	690		690	0.0%	
4161 Cleaning	24	25	1	72	490	418	1,860		1,788	3.9%	
4163 Domestic Supplies	51	0	(51)	51	0	(51)	0		(51)	0.0%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	27	30	3	109	120	11	360		251	30.2%	
4324 Broadband	39	38	(1)	156	152	(4)	456		300	34.2%	
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	<b>181</b>	<b>431</b>	<b>250</b>	<b>853</b>	<b>2,874</b>	<b>2,021</b>	<b>8,092</b>	<b>0</b>	<b>7,239</b>	<b>10.5%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>484</u></b>	<b><u>369</u></b>	<b><u>(115)</u></b>	<b><u>(351)</u></b>	<b><u>(2,174)</u></b>	<b><u>(1,823)</u></b>	<b><u>1,091</u></b>				
<u>203 The Square</u>											
1302 Rents	0	0	0	1,500	3,000	1,500	12,000			12.5%	
1303 Other customer/client receipts	0	0	0	1,509	1,550	41	1,550			97.4%	
The Square :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,009</u>	<u>4,550</u>	<u>1,541</u>	<u>13,550</u>			<u>22.2%</u>	<u>0</u>
4315 Insurance	0	0	0	1,249	1,550	301	1,550		301	80.6%	
The Square :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,249</u>	<u>1,550</u>	<u>301</u>	<u>1,550</u>	<u>0</u>	<u>301</u>	<u>80.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>1,760</u></b>	<b><u>3,000</u></b>	<b><u>1,240</u></b>	<b><u>12,000</u></b>				
<u>204 Allotments</u>											
1302 Rents	0	2,000	2,000	0	2,000	2,000	2,000			0.0%	
Allotments :- Income	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	8	6	(2)	31	24	(7)	72		41	43.3%	
4162 Waste Removal	0	0	0	0	215	215	430		430	0.0%	
4171 Grounds Maintenance Costs	51	0	(51)	392	0	(392)	0		(392)	0.0%	
Allotments :- Indirect Expenditure	<u>59</u>	<u>6</u>	<u>(53)</u>	<u>423</u>	<u>239</u>	<u>(184)</u>	<u>802</u>	<u>0</u>	<u>379</u>	<u>52.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(59)</u></b>	<b><u>1,994</u></b>	<b><u>2,053</u></b>	<b><u>(423)</u></b>	<b><u>1,761</u></b>	<b><u>2,184</u></b>	<b><u>1,198</u></b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	(164)	5,000	5,164	343	20,000	19,657	60,000			0.6%	
Wilfrid Noyce Community Centre :- Income	<b>(164)</b>	<b>5,000</b>	<b>5,164</b>	<b>343</b>	<b>20,000</b>	<b>19,657</b>	<b>60,000</b>			<b>0.6%</b>	<b>0</b>
4001 Salaries	0	220	220	114	880	766	2,640		2,526	4.3%	
4002 Employer's NIC	0	0	0	11	0	(11)	0		(11)	0.0%	
4003 Employer's Superannuation	0	38	38	0	150	150	454		454	0.0%	
4102 Property Maintenance	0	300	300	1,672	1,200	(472)	3,600		1,928	46.4%	
4103 Maintenance Contracts	304	545	241	1,294	2,180	886	6,540		5,246	19.8%	
4111 Energy Costs	174	440	266	806	1,760	954	5,280		4,474	15.3%	
4121 Rents	0	0	0	0	0	0	250		250	0.0%	
4131 Rates	0	0	0	0	4,660	4,660	4,660		4,660	0.0%	
4141 Water Services	105	80	(25)	415	320	(95)	960		545	43.3%	
4161 Cleaning	25	25	0	75	3,350	3,275	13,300		13,225	0.6%	
4162 Waste Removal	77	160	83	172	640	468	1,920		1,748	9.0%	
4163 Domestic Supplies	0	50	50	0	200	200	600		600	0.0%	
4301 Equipment	1,161	300	(861)	1,591	1,200	(391)	4,000		2,409	39.8%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,500		1,500	0.0%	
4323 Telephones	54	140	86	218	336	118	784		566	27.8%	
4324 Broadband	39	38	(1)	156	152	(4)	456		300	34.2%	
4343 Licensing/PRS	0	0	0	105	0	(105)	350		245	30.0%	
4900 Miscellaneous Expenses	0	100	100	0	400	400	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	<b>1,938</b>	<b>2,436</b>	<b>498</b>	<b>6,630</b>	<b>17,428</b>	<b>10,798</b>	<b>48,494</b>	<b>0</b>	<b>41,864</b>	<b>13.7%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,103)</b>	<b>2,564</b>	<b>4,667</b>	<b>(8,786)</b>	<b>72</b>	<b>8,858</b>	<b>9,006</b>				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	0	630	630	630			0.0%	
Bandstand :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>630</b>	<b>630</b>	<b>630</b>			<b>0.0%</b>	<b>0</b>
4102 Property Maintenance	896	50	(846)	896	200	(696)	600		(296)	149.3%	
4343 Licensing/PRS	0	0	0	70	0	(70)	100		30	70.0%	
Bandstand :- Indirect Expenditure	<b>896</b>	<b>50</b>	<b>(846)</b>	<b>966</b>	<b>200</b>	<b>(766)</b>	<b>700</b>	<b>0</b>	<b>(266)</b>	<b>137.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(896)</b>	<b>(50)</b>	<b>846</b>	<b>(966)</b>	<b>430</b>	<b>1,396</b>	<b>(70)</b>				
<u>207 Godalming Museum</u>											
1302 Rents	0	1,706	1,706	1,706	3,412	1,706	6,824			25.0%	
1303 Other customer/client receipts	0	240	240	26,740	26,980	240	34,085			78.5%	
Godalming Museum :- Income	<b>0</b>	<b>1,946</b>	<b>1,946</b>	<b>28,446</b>	<b>30,392</b>	<b>1,946</b>	<b>40,909</b>			<b>69.5%</b>	<b>0</b>
4001 Salaries	3,588	3,658	70	14,353	14,632	279	43,896		29,543	32.7%	
4002 Employer's NIC	314	315	1	1,255	1,260	5	3,780		2,525	33.2%	
4003 Employer's Superannuation	641	595	(46)	2,565	2,380	(185)	7,140		4,575	35.9%	
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Property Maintenance	20	200	180	1,097	800	(297)	2,500		1,403	43.9%	
4103 Maintenance Contracts	79	0	(79)	238	0	(238)	0		(238)	0.0%	
4162 Waste Removal	0	0	0	7	0	(7)	0		(7)	0.0%	
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%	
4301 Equipment	225	0	(225)	225	0	(225)	0		(225)	0.0%	
4306 Printing	0	0	0	105	0	(105)	0		(105)	0.0%	
4307 Stationery	0	25	25	0	100	100	300		300	0.0%	
4315 Insurance	0	0	0	0	0	0	6,200		6,200	0.0%	
4322 Postage	0	0	0	67	0	(67)	0		(67)	0.0%	
4323 Telephones	0	25	25	36	100	64	300		264	12.0%	
4325 Computing	192	216	24	768	864	96	2,592		1,824	29.6%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
Godalming Museum :- Indirect Expenditure	<b>5,060</b>	<b>5,034</b>	<b>(26)</b>	<b>20,717</b>	<b>20,136</b>	<b>(581)</b>	<b>71,028</b>	<b>0</b>	<b>50,311</b>	<b>29.2%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	33,125	33,125	0	33,125		0	100.0%	
Godalming Museum :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,125</b>	<b>33,125</b>	<b>0</b>	<b>33,125</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,060)</b>	<b>(3,088)</b>	<b>1,972</b>	<b>(25,395)</b>	<b>(22,869)</b>	<b>2,526</b>	<b>(63,244)</b>				
<u>208 Land &amp; Property - Other</u>											
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	0	325	325	156	1,300	1,144	3,900		3,744	4.0%	
4103 Maintenance Contracts	0	100	100	0	400	400	1,200		1,200	0.0%	
4111 Energy Costs	0	65	65	128	260	132	780		652	16.4%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4131 Rates	0	0	0	3,668	3,706	38	3,706		38	99.0%	
4141 Water Services	134	270	136	456	1,080	624	3,240		2,784	14.1%	
4151 Fixtures & Fittings	0	250	250	0	500	500	1,000		1,000	0.0%	
4161 Cleaning	0	0	0	29	3,510	3,481	14,040		14,011	0.2%	
4171 Grounds Maintenance Costs	0	400	400	198	1,600	1,402	5,000		4,802	4.0%	
4900 Miscellaneous Expenses	0	0	0	0	450	450	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	<b>134</b>	<b>1,410</b>	<b>1,276</b>	<b>4,634</b>	<b>12,806</b>	<b>8,172</b>	<b>36,226</b>	<b>0</b>	<b>31,592</b>	<b>12.8%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(134)</b>	<b>(1,410)</b>	<b>(1,276)</b>	<b>(9,134)</b>	<b>(17,306)</b>	<b>(8,172)</b>	<b>(40,726)</b>				
Grand Totals:- Income	4,002	12,976	8,974	431,187	459,709	28,522	934,306			46.2%	
Expenditure	67,981	62,964	(5,017)	342,406	376,675	34,269	934,306	0	591,900	36.6%	
<b>Net Income over Expenditure</b>	<b>(63,979)</b>	<b>(49,988)</b>	<b>13,991</b>	<b>88,781</b>	<b>83,034</b>	<b>(5,747)</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(63,979)</b>			<b>88,781</b>							

Godalming Town Council  
Reserve Balances 2019/20

	Balance b/f 1 April 2020 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2021 £
<b>Movement in Reserves to March 31 2021 (Actual)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	263,943	-70,414		-8,500		<b>185,029</b>
<b>Sub-total unallocated reserves</b>	<b>263,943</b>					<b>185,029</b>
						<small>Min 73-20 P&amp;M 30 Jul 2020 £2.5k, Min 48-20 FC 16 Jul 2020, Min 68-20 P&amp;M 30 Jul 2020 £4.5k</small>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	8,602		6,000			<b>14,602</b>
						<small>Min 325-19 FC 19 Dec 2019</small>
3 Emerging Projects	48,379		10,300	-26,000		<b>32,679</b>
						<small>Min 325-19 FC 19 Dec 2019; Min 159-19 FC 25 Jul 2019 £10k, Min 484-19 FC 30 Apr 2020 £2k, Min 28-20 P&amp;M 25 Jun 2020 £14k</small>
4 WW1 Memorial	750					<b>750</b>
5 Caudle Memorial Fund	19,300			-14,500		<b>4,800</b>
6 107-109 High Street Maintenance	109,680		33,125	-80,000		<b>62,805</b>
						<small>Min 325-19 FC 19 Dec 2019; Min 358-19 £80k</small>
7 Youth Provision	0		10,000			<b>10,000</b>
						<small>Min 325-19 FC 19 Dec 2019</small>
8 Land & Property Maintenance	28,601		10,000			<b>38,601</b>
						<small>Min 325-19 FC 19 Dec 2019</small>
9 IT Reserve	5,000					<b>5,000</b>
10 Christmas Lights	8,788					<b>8,788</b>
11 Festival Surplus	2,897					<b>2,897</b>
12 Staycation	335					<b>335</b>
13 Flood Wall Maintenance	0		2,000			<b>2,000</b>
						<small>Min 325-19 FC 19 Dec 2019</small>
14 Mayor's Charity	2,822					<b>2,822</b>
15 Farncombe Initiative	3,201					<b>3,201</b>
16 Wilfrid Noyce Key Deposits	80					<b>80</b>
<b>Sub- total Earmarked Reserves</b>	<b>238,434</b>					<b>189,359</b>
<b>Balances</b>	<b>502,377</b>	<b>-70,414</b>	<b>71,425</b>	<b>-129,000</b>	<b>0</b>	<b>374,388</b>
<b>Emerging Projects</b>						
Water Fountains	10,000					<small>Min 159-19 FC 25 Jul 2019 £10k; Min 180-19 P&amp;M 5 Sep 19</small>
Community Store	2,000					<small>Min 484-19 FC 30 Apr 2020</small>
Safe High Street Campaign	14,000					<small>Min 28-20 P&amp;M 25 Jun 2020</small>

8. 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. <b>Due to the current limited use of the Community Centres, no performance monitoring has been undertaken</b>	Quarterly	<b>January 2021</b>
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18).	2 yearly	Nov 2020
APPROVAL OF VARIABLE DIRECT DEBITS	RFO	40-19	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.	Two yearly	May 2020
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council.	Annual	April 2021
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 <b>Updated 16 July 2020</b>	Quarterly	March 2021
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019 <ul style="list-style-type: none"> <li>• <b>Initial Works Notice served</b></li> <li>• <b>Approved Building Control Inspectors appointed</b></li> <li>• <b>Pre-Occupancy Fire Risk Assessment ongoing</b></li> <li>• <b>Fire Detection System Design agreed</b></li> <li>• <b>Intruder Alarm Design agreed</b></li> <li>• <b>Listed Building Consent Condition 2 met</b></li> <li>• <b>Site shut during lockdown, recovery issues relating to staff capacity and availability of trades and materials, limited works have resumed.</b></li> <li>• <b>Bespoke carpentry commissioned, works schedule updated</b></li> <li>• <b>Installation of studwork, fire separation and plasterboarding continues, anticipate plasterers onsite end Sept</b></li> </ul>	Per Meeting	April 2021



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"> <li>• Officers are to identify suitable technical support to conduct an accessibility audit of the Godalming Town Council's website <a href="http://www.godalming-tc.gov.uk">www.godalming-tc.gov.uk</a>;</li> <li>• 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</li> <li>• the Support Services Executive undertakes appropriate training to ensure future content meets the requirements of the 2018 regulations</li> <li>• Support Services Executive has undertaken training on Website accessibility and is working through GTC website to resolve issues</li> </ul> <p><b>Accessibility Audit is being conducted by external contractors, results expected end mid September.</b></p>	<p>23 Sep 2020 7 Mar 2019</p> <p>Jan 2020</p>	23 Sep 2020

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>				<b>Required Date</b>	<b>Revised Date</b>
St Mark's Community Initiative Group	Cllr Ashworth		Report provided	05/03/20	
Godalming Together CIC	Cllr Welland		Report provided	05/03/20	
Waverley Cycle Forum	Cllr Crooks		Report deferred until further notice	16/04/20	
District Scout Council	Cllr Crooks		Report deferred until further notice	16/04/20	
Waverley Citizens' Advice	Cllr Steel		Report deferred from 17 October 2019 until 16 April 2020. Deferred until further notice	16/04/20	
SALC	Cllr Cosser		Report deferred from meeting on 5 March 2020 to 16 April 2020; deferred until further notice	16/04/20	
Godalming Park Run Group	Cllr Duce		Report expected 25 June 2020; deferred until further notice	25/06/20	
Fairtrade Steering Group	Cllr Wardell		Report on this agenda.	30/07/20	
Farncombe Day Centre	Cllr Hullah		Report deferred from 22 May 2019; deferred until further notice	30/07/20	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019; deferred until further notice	30/07/20	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 3 September 2020 – <b>On this agenda</b>	03/09/20	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 3 September 2020 – <b>On this agenda</b>	03/09/20	
Sport Godalming	Cllr Adam		Report expected 15 October 2020	15/10/20	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 15 October 2020	15/10/20	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 26 November 2020	26/11/20	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report expected 26 November 2020	26/11/20	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 17 December 2020	17/12/20	
St Mark's Community Initiative Group	Cllr Ashworth		Report expected 17 December 2020	17/12/20	
Godalming Together CIC	Cllr Welland		Report expected 28 January 2021	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report expected 28 January 2021	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report expected 11 March 2021	11/03/21	
SALC	Cllr Cosser		Report expected 11 March 2021	11/03/21	
Waverley Cycle Forum	Cllr Crooks		Report expected 22 April 2021	22/04/21	
District Scout Council	Cllr Crooks		Report expected 22 April 2021	22/04/21	
Godalming Park Run Group	Cllr Duce		Report expected*		
Fairtrade Steering Group	Cllr Wardell		Report expected*		
Farncombe Day Centre	Cllr Hullah		<b>On this agenda</b>		
St Mark's Community Centre Management Committee	Cllr Ashworth		Report expected*		

\*Dates to be set when Meeting Schedule 2021/22 is agreed.

## Key Dates for Members' Information (Town Events etc.)

Event	Date
Annual Town Meeting	Thursday, 19 March 2020 – <b>Cancelled</b>
Spring Festival – Spring into Godalming	Saturday, 4 April 2020 – <b>Cancelled</b>
Churches Together Easter Procession	Friday, 10 April 2020 – <b>Cancelled</b>
Annual Council/Mayor Making	Wednesday, 6 May 2020 – <b>Cancelled</b>
VE 75 <sup>th</sup> Day Commemorations	Friday, 8 May 2020 – <b>Cancelled</b>
Duck Race	Saturday, 9 May 2020 – <b>Cancelled</b>
VE 75 <sup>th</sup> Commemorations	Sunday, 10 May 2020 – <b>Cancelled</b>
Godalming Run	Sunday, 17 May 2020 – <b>Cancelled</b>
Godalming Town Show & Carnival	Saturday, 6 June 2020 – <b>Cancelled</b>
Godalming Summer Food Festival	Saturday, 5 July 2020 – <b>Cancelled</b>
Staycation	Saturday, 1 – Sunday, 9 August 2020 – <b>Cancelled</b>
Remembrance Sunday	Sunday, 8 November 2020
Godalming Christmas Festival & Lights Switch-on	Saturday, 21 November 2020
Farncombe Christmas Lights Switch-on	Friday, 4 December 2020 – date TBC
Churches Together Christmas Event	Saturday, 12 December 2020
Godalming Pop-Up Saturday – Second Saturday of each month	Saturday, 9 January 2021
Mayor's Pancake Races	Tuesday, 16 February 2021 – Not running as during Half Term
Farmers' Market – Last Saturday of each month Feb-Dec (except Nov)	Saturday, 27 February 2021

**Richard Homewood**  
**Head of Environmental and Regulatory Services**  
E-mail: [richard.homewood@waverley.gov.uk](mailto:richard.homewood@waverley.gov.uk)  
Direct line: 01483 523411

Date: 7 August 2020

Dear Sir / Madam

### **Review of Street Trading Policy**

I write regarding the review of our current Street Trading Policy (attached) which was introduced in 2015 as part of the consultation process.

By way of background, the street trading policy provides a decision making framework for applications to be considered for street trading consents. This activity is regulated under schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. There is no legal requirements for a policy to be set, however, this is in place in order to guide applicants and assist with consistent decision making.

The Council's purpose in regulating street trading is to create a fair street trading environment which is sensitive to the needs of the public, provides diversity and consumer choice, ensures safety and contributes to the character and ambiance of the local environment. The aim is to create a street trading environment which ensures fair trading, protected the amenity of residents (providing protection from nuisance, damage, disturbance and annoyance), ensures safety, and promotes diversity and customer choice and applicants with advice and guidance on the council's approach to administration of applications

A report was considered recently by Waverley's Licensing and Regulatory Committee on 29 June (attached) which summarises issues raised and the need to review implementation and identify improvements to the existing policy and process. This report can be found at: <https://modgov.waverley.gov.uk/documents/g3415/Public%20reports%20pack%2029th-Jun-2020%2010.00%20Licensing%20and%20Regulatory%20Committee.pdf?T=10>

In summary:

- There have been reports regarding a number of undesignated streets where street trading reportedly has an adverse impact on the community, (and concern in terms of balancing needs of the wider community, local community and street traders against the needs of those who may be adversely affected by street trading activities).
- There have been a number of requests received from Town and Parish Councils, and Members, to consider designating/amending streets as 'consent streets' or 'prohibited streets'
- The current Policy was adopted in 2015 and is due to be reviewed.

continued/.....

The first step in the process is an informal consultation with Members, Town and Parish Councils, the Police, Highways (Surrey County Council), Surrey Fire and Rescue Service, Surrey Chambers of Commerce and Parking Services (Guildford Borough Council).

We seek your views to inform a proposed amendment to our current Street Trading Policy, including a draft resolution to designate/amend any 'prohibited streets' and 'consent streets'. Legislation prescribes the nature and timescales for public consultation on the draft Policy, including draft resolution. No changes can be made until the public consultation has taken place. The Committee is also to consider feedback, and agree to make changes to the Street Trading Policy if appropriate.

For further information about street trading in Waverley please see our website, [https://www.waverley.gov.uk/directory\\_record/3406/street\\_trading\\_consent](https://www.waverley.gov.uk/directory_record/3406/street_trading_consent), including a map of current prohibited and consent streets (listed in Appendix 1 of the Policy), [https://www.waverley.gov.uk/info/200188/street\\_trading/2224/street\\_trading\\_locations\\_in\\_waverley](https://www.waverley.gov.uk/info/200188/street_trading/2224/street_trading_locations_in_waverley).

It is important to highlight that street trading consent is not required for pedlars, news vendors, shop forecourts, trading as a rounds man and Waverley as licensing authority does not authorise consent to trade from privately owned land.

Controls are put in place so street trading can be managed, including environmental and safety implications, as well as impacts on the local economy and benefits to the community.

Our Policy has historically worked well with some streets having been determined 'consent' or 'prohibited' streets. Anyone who wishes to trade on a designated 'consent street' (which includes a road, footway or other area to which the public have access without payment) must hold a street trading consent or permission from the council. Whereas, street trading within a prohibited street is not allowed under any circumstances. The aim of the Policy is to prevent obstruction of streets, ensure public safety, recognise the importance of the local economy and community events, and prevent nuisance or annoyance to people in the area.

I would appreciate it if you would let us have your views on the following:

1. a proposed revised approach involving designation of all streets (and public open areas adjacent to a street) in Waverley as 'consent streets', with the exception of those already designated as 'prohibited streets' which would remain 'prohibited streets'.
2. maintaining the current arrangements for 'prohibited streets' and 'consent streets' (no change).
3. whether it is appropriate to make changes to current 'prohibited streets' and 'consent streets' (i.e. any amendments, additions, removal of current 'prohibited' and 'consent' streets).

continued/.....

4. suggestions to develop and update the Street Trading Policy (guidelines, applications, process, conditions etc.).
5. any other feedback or alternative proposals.

Please respond in writing by Friday 18<sup>th</sup> September (email or letter) to :  
[streettradingreview@waverley.gov.uk](mailto:streettradingreview@waverley.gov.uk) so we can consider your views to help inform the review and policy, including changes to designated 'consent streets' and 'prohibited streets' as appropriate.

Thank you for your attention in the matter, and if you have any queries please contact Victoria Buckroyd, Environmental Health Manager ([Victoria.Buckroyd@waverley.gov.uk](mailto:Victoria.Buckroyd@waverley.gov.uk)) or Jeanette Guy, Deputy Environmental Health Manager ([Jeanette.Guy@waverley.gov.uk](mailto:Jeanette.Guy@waverley.gov.uk)).

Yours sincerely



Richard Homewood  
Head of Environmental and Regulatory Services



## STREET TRADING IN WAVERLEY POLICY



<b>Contents:</b>	<b>Page</b>
<b>1. General guidelines</b>	<b>3</b>
<b>2. Schedule 1 individual applications</b>	<b>3</b>
<b>3. Schedule 2 – community and similar events</b>	<b>5</b>
<b>4. General Information – all cases</b>	<b>5</b>
<b>4.1 Decisions</b>	<b>5</b>
<b>4.2 Renewals</b>	<b>6</b>
<b>4.3 Variations</b>	<b>6</b>
<b>4.4 Fees</b>	<b>6</b>
<b>4.5 Conditions</b>	<b>6</b>
<b>4.6 Appeals</b>	<b>6</b>
<b>4.7 Enforcement</b>	<b>6</b>
<b>4.8 Review procedures</b>	<b>7</b>
<b>4.9 Late Applications</b>	<b>7</b>
<b>Appendix I – List of Prohibited and Consent Streets in Waverley</b>	<b>8</b>
<b>Appendix II – Standard Consent Conditions</b>	<b>11</b>
<b>Appendix III – Pool of Conditions</b>	<b>13</b>

## **1. General Guidelines**

- 1.1. This Policy will guide the Council when it considers applications under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. The Council has adopted this legislation and streets have been determined as either 'consent' or 'prohibited' (Appendix I); also available on the Council's website. This means that anyone who wishes to trade on a consent street (which includes a road, footway or other area to which the public have access without payment) must hold a street trading consent. The definition does not include buildings themselves or commercial premises.
- 1.2. The aim of the Street Trading in Waverley Policy (the Policy) is to prevent obstruction of the streets of the Borough and ensure the safety of persons using them. In doing so, it recognises the importance of local businesses to the local economy and that occasional, community-run events and those of a similar nature, are important factors in the life of Waverley. The Policy also seeks to ensure that activities do not cause nuisance or annoyance to the people of the area.
- 1.3. To help deal with applications quickly and to allow applicants to know at an early stage whether their application is likely to be supported Waverley Borough Council has adopted this policy. The Council aims to provide a clear, consistent service for users.
- 1.4. For clarification:
  - Land adjacent to the street may also be included according to local circumstances
  - There are some exemptions from requiring a consent to trade (for example newspaper vendors and 'Big Issue' sellers)
  - Street Trading is defined as "the selling or exposing or offering for sale of any article (or living thing) in a street", and
  - any queries regarding the above can be dealt with by the Environmental Health service on a case by case basis.
- 1.5. Schedule 1 of the policy deals with applications from individuals. Certain community-run events, charitable events or those of a similar nature are the subject of special provisions in Schedule 2 of the Policy.

## **2. Schedule 1 – Individual Applicants**

- 2.1 Waverley's Licensing and Regulatory Committee is made up of 12 Members of the Council. Applications for street trading consents that fall within this policy are delegated to the Environmental Health Manager. Applications that fall outside this policy or those which attract relevant objections will be determined by the Licensing & Regulatory Committee. A relevant objection is one made by a person, business or body that is likely to be directly affected by a successful application. In addition, the objection must not be vexatious or frivolous and should concern itself

only with matters likely to be affected by a successful application. The Head of Policy and Governance will determine whether an objection is relevant according to its merit and any benefit of doubt will be given to the objector.

- 2.2 The police, highways authority and fire service are always consulted over any application and a 28 day consultation period will normally be allowed. Wherever possible, local Ward Councillors, Chambers of Commerce and Town or Parish Councils, together with any relevant Portfolio Holder or Committee Chairman, will also be notified of an application – public notification will be achieved through the Council’s webpages.
- 2.3 In considering any application for the grant or renewal of a street trading consent the following issues will be taken into account before determination:

*2.3.1 Public order*

Whether the street trading activity or activities represent, or are likely to represent, a substantial risk to public order

*2.3.2 Public nuisance*

Whether the street trading activity or activities represent, or are likely to represent, a substantial risk of nuisance to the public from noise or misbehaviour. Particular regard to this will be had in respect of consents in predominantly residential areas and due regard will be had to the character of the neighbourhood.

*2.3.3 Public safety*

Whether the location of the street trading activity or activities represent, or are likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazards or unhygienic conditions, or danger that may occur when a trader is accessing the site.

*2.3.4 Needs of the area*

An applicant for the new grant of a Schedule 1 street trading consent shall provide a copy of a map or plan showing all streets and other public areas within a radius of half a mile (800 metres) from the proposed location of the site. The map or plan shall be a proper Ordnance Survey map, or of equivalent or similar standard, to a scale of 1:5000. It shall clearly indicate the position of the proposed site and indicate the locations of other street traders and outlets already trading in similar commodities to those proposed for sale. The applicant must deliver notices to traders and premises thus identified and to the nearest six premises (being residential, commercial or otherwise) to the proposed site giving details of the application.

- 2.5 In determining an application the sufficiency of other trading outlets to serve the needs of an area will always be considered. A new consent is unlikely to be granted where it is considered that adequate like provision already exists. For special events falling under schedule 2 of this policy the needs test may be exempted where appropriate.

### **3. Schedule 2 - Community and similar events**

- 3.1 At such special events the Council will issue one Consent to the person organising the community or similar event, either on an annual basis for multi-use sites or on an occasional basis for single-use events. This policy is aimed at promoting and supporting such events and encouraging traders to attend. A schedule 2 event can include a street or series of linked streets under one Consent.
- 3.2 The Consent will relate to the duration of the special event and may include specific conditions, in addition to Standard Consent Conditions, according to the individual merits of the event. Where fees are at the discretion of Local Authority, such as for Street Trading Consents, the Council is able to recover the costs associated with the authorisation scheme as long as they are reasonable, proportionate and do not exceed the cost of the procedures. In arriving at fees, the Council may charge a lesser amount – Waverley reduces the charges for Schedule 2 applications in order to promote and support such activities.
- 3.3 Community and similar events will normally be organised by a Town or Parish Council, Waverley Borough Council or by a recognised group or charity with aims of engaging with and providing support to the local community. Each special event application will be judged according to its merit and any applications which fall outside this policy, or those that attract relevant objections (see Schedule 1) will be determined by the relevant Sub-committee.
- 3.4 Special event applications would typically, but not exclusively, include:
- Local Charity events
  - Community fairs and craft events
  - International markets
  - Events celebrating local anniversaries

### **4. General information – in all cases**

#### **4.1 Decisions**

- 4.11 Following the determination of an application the Council will notify the applicant of the decision. Determinations made at Committee will be confirmed in writing and published on the Council's webpages.

## **4.2 Renewals**

4.2.1 Consents are normally issued for a set date or dates, or a period of up to one year. Applicants who wish to continue trading should submit renewal applications at least one month prior to expiry of any current Consent. Renewals are normally allowed but further consultations may be needed if there are causes for concern or if the Consent operation has been the subject of complaint.

## **4.3 Variations**

4.3.1 Holders of a Consent may wish, from time to time, to vary it - for example by requesting a change of trading hours. Consents will specify the location or area to which they apply – a request to vary this will be treated as a new application for the new location.

## **4.4 Fees**

4.4.1 An annual fee is payable for Street Trading Consents and payment should be made on application. A full refund is given should an application be refused. Fees are reviewed annually and published on the Council's website.

## **4.5 Conditions**

4.5.1 Consents will carry Standard Consent Conditions (Appendix II) in all cases in order to promote public safety and avoid obstructions, nuisance and annoyance. Other conditions may be attached to a Consent and will be relevant to the category of Consent issued and the nature of the local environment. A pool of typical conditions, relating to operating hours, sites, locations, goods offered, safety, refuse collection, etc. is shown at Appendix III. A Consent may also attract conditions in addition to or instead of those found in the pool of conditions according to its individual merit.

## **4.6 Appeals**

4.6.1 The governing legislation does not allow for appeals and grounds for refusal need not be given. However, in order to ensure the process is open, fair and transparent, if an application is refused reasons will be given. Officers will refer applications to the Licensing & Regulatory Committee if not minded to grant the application.

## **4.7 Enforcement**

- a. The Council's Environmental Health Service aims to work closely with other enforcement authorities and agencies
- b. Obtaining a Consent does not confer the holder immunity in regard to other legislation that may apply, e.g. Public Liability, Health & Safety at Work, Food Hygiene and Safety, Alcohol and Entertainment Licensing,

- Planning controls, and organisers should ensure all such permissions, etc. are in place.
- c. Where street trading activities are conducted without appropriate Consents the Council will look to gather evidence and take appropriate enforcement action in accordance with its Enforcement Policy
  - d. If the Council feels there is an issue with public order or threat to public safety in any particular instance it will call for assistance from Surrey police
  - e. The Council may call for assistance from appropriate CCTV recordings when dealing with such issues
  - f. The Council will enforce the provisions of all appropriate legislation and will ask persons causing a nuisance to cease the activity that they are conducting and leave the area.
  - g. Enforcement decisions will be made on a case by case basis in light of the Council's Enforcement Policy.

#### **4.8 Review Procedures**

4.8.1 This Policy will be reviewed from time to time should changes occur in relevant legislation, the nature of street trading generally or as a result of local considerations within Waverley. In any case, this Policy will be reviewed within five years of adoption.

#### **4.9 Late Applications<sup>1</sup>**

4.9.1 Where an applicant has not given sufficient notice, consent will not normally be granted unless agreed by the Head of Service, Executive Director and Chairman of the Licensing & Regulatory Committee on receipt of satisfactory responses from the police, fire and highways authorities.

#### NOTES

##### Human Rights

*The Human Rights Act 1998 obliges the Council to comply with the provisions and protections of the European Convention on Human Rights. It is unlawful for a local authority to act in a way which interferes disproportionately with a convention right. The Sub-committee will have regard to the rights protected by the European Convention on Human Rights when exercising its licensing functions.*

---

<sup>1</sup> Versions of this Policy prior to June 2015 dealt with late applications at para. 2.3 – this procedure applies to all late applications and has been moved to Section 4 for clarification .

List of Prohibited and Consent Streets in Waverley<sup>2</sup>**PROHIBITED STREETS****Farnham**

Victoria Road

Union Road

East Street, from the traffic lights at its junction with South Street up to the east end of Dogflud Way (excluding the area immediately fronting Nos 1 – 6 Woolmead)

Dogflud Way

South Street

Bear Lane, from the traffic lights at its junction with South Street to the junction of Woolmead Road

Park Row

Woolmead Road

West Street, from The Borough to its junction with The Hart

A31 from Willey Mill through the Farnham Bypass to the Shepherd and Flock Roundabout

A31 from the Shepherd and Flock in an easterly direction to the Waverley Borough Council boundary

A325 Wrecclesham Road, from the Coxbridge Roundabout to the Railway Bridge

Odiham Road from the junction with Folly Hill to the county boundary

**Tilford**

Tilford Road between All Saints Church and the River Wey (South Branch)

Tilford Road (East Side of the Green) from its junction with Tilford Road to The Street

The Street between its junction with Tilford Road and Whitmead Lane

**Godalming**

Wharf Street, Godalming from its junction with High Street to its junction with Flambard Way

Woolsack Way

Farncombe Street, from its junction with St Johns Street to the junction of Nightingale Road

St Johns Street

Summers Road

Station Road, Farncombe

**Cranleigh**

Dewlands Lane

Ewhurst Road, from the junction of High Street to the junction of Mead Park Drive

Mead Road, from the junction of Ewhurst Road to the junction of Bridge Road Horsham Road to the Borough boundary

---

<sup>2</sup> List of Consent Streets updated in August 2015 to include Bridge Street, Godalming

Overford Drive, from its junction with Horsham Road to the junction of Little Manor Gardens  
Church Lane  
Knowle Lane, from its junction with the High Street to the access at the rear of Stocklund Square  
Victoria Road  
St James's Place  
Guildford Road from the roundabout junction of the B2128 and B2130 to the entrance to Manfield Park Industrial Estate  
Elmbridge Road from the roundabout junction of the B2128 and B2130 to the entrance to Hewitts Industrial Estate  
Park Drive to the junction with Cranbrook Terrace

### **CONSENT STREETS**

#### **Cranleigh**

High Street  
Rowland Road  
The Common

#### **Farnham**

Castle Street  
The Borough  
Downing Street  
Longbridge  
West Street from its junction with The Hart, westward to its junction with Crodall Lane  
Bear Lane, from its junction with Woolmead Road to its junction with High Park Road

#### **Godalming**

High Street  
Church Street  
Great George Street  
Moss Lane  
The whole of Crown Court  
Queen Street  
The whole of Angel Court  
Bridge Street (from the junction of The Burys to the north and Wharf Street & High Street to the south)

#### **Haslemere**

High Street  
Shepherds Hill  
Petworth Road, from its junction with the High Street to the junction of Swan Barn Road  
Lower Street  
Weyhill  
St Christopher's Road  
St Christopher's Green



Junction Place; Lion Lane, from its junction with Lion Green to the junction with Underwood Road  
Lion Mead, from the junction of Lion Green to the junction of Mead Way  
Kings Road from its junction with Lower Street to the junction with Courtshill Road  
Cedar Court  
Tanners Lane from its junction with Lower Street to the junction with Oaklands Sandrock  
West Street  
Well Lane  
College Hill  
Hill Road from its junction with Shepherds Hill to the junction with Park Road  
Cobden Lane  
Access road to High Street Car Park

**Conditions**

**Standard Consent Conditions**

(to be used on all Consents issued)

1. 'Consent Street' means a street in which street trading is prohibited without a Consent from Waverley Borough Council
2. 'Prohibited Street' means a street in which street trading is prohibited at all times
3. 'Street' includes any road, footway, lay-by or other open area to which the public have access without payment
4. 'Street Trading' means (generally) the selling, or exposing or offering for sale, any article in a street
5. The trader shall not cause any obstruction of the street or any danger to any persons or vehicles using the street
6. The trader shall not cause any nuisance or annoyance to any other person, whether that person is using the street or otherwise, or to the occupier of any building in proximity to the consent site
7. The council may at any time vary the conditions of a street trading consent or revoke the consent at any time
8. Public liability insurance providing cover to a minimum amount of 5 million pounds must be in place for the consent site and a certificate of this must be produced on request of an officer of Waverley Borough Council
9. An individual trader shall conspicuously display the council issued Consent at all times whilst trading; for special events, the Consent will be displayed in at least two conspicuous places – typically these shall be attached to the first and last stalls
10. The Consent holder must provide facilities for use by him/herself and customers to collect any waste, refuse or litter. The refuse storage must be of a substantial construction, waterproof and animal-proof. All must be removed from the trading location at the end of each day's trading and properly disposed of, or if the amount of waste and refuse warrants it, when the container is full – whichever is the sooner.
11. The Consent holder shall ensure that all adjacent areas (except the carriageway if open for vehicular use) to a distance of 10 metres be kept free of litter and refuse at all times whilst on site.

12. Authorised vehicles must be roadworthy, have current relevant documentation and internal and external appearance of vehicles &/or stalls shall be maintained in a clean, neat and tidy condition.
13. Any stall or vehicle used for street trading must be immediately removable at all times in the event of an emergency, or at any other time, be removed at the request of any officers of the emergency services or officer of the Council.
14. The name and address of the operator and other address at which the stall or authorised vehicle is normally kept or garaged must be conspicuously and legibly displayed upon it in a place where the public may readily view it.
15. No stall or vehicle shall remain situated for longer than one hour after the authorised trading time(s).
16. No Consent holder shall trade at his / her authorised location on dates when road closure directives are in place for special events otherwise than with the permission of the organisation applying for same.
17. The Consent is non-transferable.
18. Where a structure or vehicle is not removed at the end of trading, no additional permanent or semi-permanent additions or paving shall be erected or constructed adjacent to the structure or vehicle.
19. Failure to comply with any conditions attached to the Consent may result in the revocation of such consent.

**Pool of Conditions**

**Conditions applicable to special Events / Markets, etc**

The Consent holder shall keep records of each stallholder present, to include the stall's site, name (and company name), address, vehicle registration and contact telephone number. This must be produced on the request of an officer from the Council

**Other Conditions**

There shall be no available means of attracting attention for the purposes of trading or any stands or signs away from the consent site

The consent holder must not permit the sale of offensive weapons, including imitation firearms, firearms, airguns, swords and crossbows

The Consent does not imply or give any other permission, consent, licence or authorisation to trade in any other products other than those granted on application or renewal

The trader shall not exhibit on the site any advertising signs, posters or such like except as may be approved by the Council

No animal shall be present on any stall or vehicle

The trader is not permitted to hold any auction or like sale

The trader shall reimburse the Council's costs in repairing all damaged caused by the trader's occupation and use of the consent site

There shall be no discharge of waste water or other liquid waste onto the consent site or surrounding areas

No form of amplified music shall be permitted

## **The Farncombe Day Centre, St John's Street, Farncombe.**

The Farncombe Day Centre (FDC) provides a friendly and welcoming place in the community where people living in the Farncombe and Godalming area can meet and socialise. While the focus of the Centre is on those aged over 50, people of all ages are welcome to come in for coffee/tea and cakes, lunches or to use our services and participate in our activities. Earlier this year the Centre started selling bacon rolls which proved very popular for casual purchase.

The Centre is supported by Waverley Borough Council (registered charity no. 1175294) and run by a committed team of staff and volunteers. It has a proactive and supportive Executive Team.

The Centre offers a range of services, at affordable prices, and activities. Activities are varied, morning and afternoon, throughout the week. Bingo being the most popular is on offer every day. They organise various external visits and also organise major events in the Centre such as the Summer and Christmas Fairs and quiz nights to help raise funds for FDC.

Support services includes hairdressing, chiropody and bathing. There is no membership fee so everyone is welcome to the Centre which is open on weekdays from 10 AM to 4PM.

They have a mini bus to transport users to and from the centre and for visits. GTC has arranged a four year SLA for £5000 towards its upkeep.

Fundraising is a regular topic on the Executive agenda and they have a most successful record of raising funds to keep the fabric of the Centre together with furniture and fittings up to a good standard. It is located in an old school building and this raises a number of maintenance issues. One source of additional income was to hire the building out for other users in the evenings and at weekends.

## **Covid – 19 Arrangements**

From 12<sup>th</sup> March the Executive committee started to consider the implications of Covid – 19 on their services. With lockdown the Centre has been delivering meals to users homes Monday – Friday and all other activities stopped. This change of service was extensively publicised.

Home delivery of labelled hot meals required the purchase of a sealing machine, sealing machine films, food trays and additional PPE costs. Godalming Town Council provided £2500 towards the sealing machine. The mini bus is used to deliver these meals to each home.

Their meal service increased to some 150 a week with new users. By the end of May they had delivered a total of 1453 meals to 73 different customers. This continued to rise and more recently they received a request from WBC to take over their “meals on wheels” service from 1<sup>st</sup> July.

## **Easing of Lockdown**

The building is old and has narrow corridors and this has given the Executive Committee a challenge for maintaining social distancing. They are planning to have a limited meals service in the centre from the autumn. It would initially be for those few clients that are mobile, while

continuing with delivery of meals to others. The requirement for hiring a van to start offering this parallel service to established users is being considered. Volunteers who helped WBC have continued to deliver to former WBC clients. Volunteers who helped WBC with their meals service continue to deliver to former WBC clients.

The hairdressing and chiropody services have recommenced but on alternative weeks to enable social distancing and thorough cleaning. Clients come into the building from a door into the hairdressers to avoid the main entrance. No bathing service is being offered currently.

The cleaning of the building, its facilities and equipment etc. are extensive and PPE is fully used. The Executive Committee have been working on all aspects of preparation for the reopening. It includes the processes to be used should a FDC user catch Covid-19 or there be a local lockdown.

None of the other activities will be possible as yet which is unfortunate as socialising and their various activities were a key benefit for clients' overall wellbeing (cognitive and physical etc.) previously.

### **FDC and the unauthorised use of their car park**

For years there has been a problem as unauthorised drivers park their cars blocking the parking spaces for staff and the mini bus. Sometimes the latter is unable to transport users without the Centre Manager having to ask unauthorised drivers to move their vehicles. It has led to abusive behaviour by the public. The area has very limited car parking for users of the Co-Op, Natter and St John's Church and its various activities. WBC continues to try to find a solution without excluding access for the emergency services and visitors to Bowring House at the rear of FDC.

CCTV has been installed at Bowring House but is not yet operational, awaiting the necessary briefing about the system being given. The FDC car park was covered in broken glass (from bottles of alcohol) very recently. It was reported. However, it is unfortunate that no CCTV footage was available.

### **Finances**

FDC has been given additional financial support to meet the extra costs of providing their service during lockdown from Godalming Town Council, Community Foundation for Surrey, WBC, Waitrose etc. They are very grateful for this additional support and continue to manage their financial position – just.

They no longer have income from facilities hire or from their social or community events.

## GODALMING JOIGNY FRIENDSHIP ASSOCIATION

### Annual Report to Godalming Town Council Policy and Management Committee

Councillor Boyle

3 September 2020

The Godalming Joigny Friendship Association was formed in 1985 and runs events and visits between the towns to promote closer ties between the towns and to promote international understanding. Joigny had already formed links to Mayen in Germany, the other town with which Godalming is “twinned”.

The Association views its relationship with Godalming Town Council as important to its success and is keen to further develop the relationship where it can.

Whilst in the first half of the year covered by this report, planned activities continued, the second half of the year was badly impacted by the Coronavirus pandemic, however some activities with Joigny continued online.

In November , there was a successful Beaujolais Nouveau dinner with 40 participants, including the Mayor and Cllr Paul Rivers.

Sadly, in February, M. Benoit Herr of Joigny, who co-ordinated the twinned towns of Joigny, Godalming and Mayen died suddenly at the age of 61 and the Association sent their condolences to the Mairie and to Benoit's family.

In late February/early March the Mayor and Cllr Paul Rivers visited Joigny (and Mayen). They presented the Mayor with a Gertrude Jekyll rose with an engraved brass plaque saying: “In recognition of the continuing tripartite friendship links between Mayen, Joigny and Godalming, 2020.”

In a long-running tradition, a group from Joigny visits Godalming one year and a group from Godalming visits Joigny the other year. It had been anticipated that Joigny would visit Godalming this year, but that has had to be postponed, hopefully to 2021, although the continuing possibility of quarantine provisions may put this at risk.

The planned VE75 event in Godalming was cancelled when the twinning associations were going to man an information stall near the bandstand in the Phillips Memorial Gardens, and also tempt locals with a game of petanque on a temporary pitch. The Association remain enthusiastic about getting involved in some future GTC-organised events.

The Association sent best wishes to Joigny residents who reported that their lockdown had been much the same as ours. Joigny also launched an online art event “Art [Viral Jovinien](#)” on Facebook and the Mayor coordinated a number of groups in Godalming to provide contributions.

In the coming months the committee hope to arrange the postponed AGM which was originally planned for May, but which may take place in September, and with continuing restrictions on meetings and social events only some tentative planning for a possible Beaujolais Nouveau dinner in November is under way.

A dedicated core team continue to run the Association, whilst pursuing a number of initiatives to promote the relationship with Joigny among Godalming residents, including:

- Looking at possibilities to better engage local schools and youth groups (e.g. Scouts, Guides, church) in the Joigny relationship
- Seeking new volunteers to provide accommodation for visitors from Joigny

The Joigny Association has been approached by the Godalming Mayen Association to find ways of sharing resources and possibly forming an overarching arrangement for accommodation and insurance premiums which at the present time each has to pay separately.

The Godalming Joigny Friendship Association continues its long commitment to developing the relationship with our French friends in the spirit of international cooperation.



## GODALMING MAYEN FRIENDSHIP ASSOCIATION

Report to Godalming Town Council Policy and Management Committee

Councillor Paul Rivers

August 2020

The twinning of Godalming with Mayen dates from April 1982 and followed on from that of their respective Districts, Waverley and Mayen-Koblenz. The Godalming-Mayen Association encourages and facilitates exchange visits between individuals and organisations. The Association views its relationship with Godalming Town Council as important to its success and is keen to develop the relationship where it can. A dedicated core team continues to run the Association, whilst pursuing initiatives to promote the relationship with Mayen among Godalming residents, including:

- Looking at possibilities to engage more fully with local schools and youth groups (e.g. Scouts, Guides, churches)
- Seeking new volunteers to provide accommodation for visitors from Mayen.

The Mayen Association has approached the Godalming Joigny Association to find ways of sharing resources and possibly forming an overarching arrangement for accommodation and insurance.

Since the last report in November 2019, a very successful "St Nicholas Evening" was held on 5th December in the Caudle Room but due to the Covid pandemic, no further events have been planned.

At the end of February, the Mayor and Consort visited Mayen (and Joigny) to reinforce the Town Council's commitment to, and support for the twinning initiatives. Gifts were exchanged, notably from The Meath, Charterhouse and Skillway. The Mayor gave a Gertrude Jekyll rose and plaque for planting in the Rose Garden of the Genovevaburg Castle (home to the Eifel Museum and the Slate Mine). One was given to Joigny and also to Godalming Museum to mark our tripartite friendship.

Sadly, in May, Robert Park died. He was a long-time member of this Association and an indefatigable activist. Robert was a committed European and was tireless in his involvement with the campaign for Britain to remain in the EU. He will be very much missed.

The Godalming Mayen Friendship Association continues its long commitment to developing the relationship with our German friends in the spirit of international cooperation.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

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

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

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

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

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

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

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