

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

5 March 2021

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 11 MARCH 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

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

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's Facebook page <https://www.facebook.com/Godalmingtc/> alternatively please contact office@godalming-tc.gov.uk by 5.00pm on 11 March 2021 for alternative options.

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 28 January 2021, 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 28 February 2021 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	35,905 u/s	10,000 u/s
Civic Expenses	3,123 u/s	0 u/s
Town Promotion	964 o/s	1,000 o/s
Staycation	10 u/s	10 u/s
Festivals & Markets	292 o/s	500 o/s
Christmas Lights	252 o/s	252 o/s
BWP Community Centre	1,693 o/s	0 o/s
Pepperpot	860 u/s	0 o/s
The Square	4,000 u/s	4,000 u/s
Allotments	2,771 o/s	3,000 o/s
Wilfrid Noyce Community Centre	6,754 u/s	0 o/s
Bandstand	376 o/s	400 o/s
Godalming Museum	5,148 o/s	0 u/s
Land & Property Other	6,506 u/s	0 u/s
TOTAL	45,662 u/s	8,858 u/s

The monitoring report shows a current variance of £45,663 underspend against revised estimates. Items to note in the forecast:

- Income from third parties (i.e. Surrey County Council and the Godalming Joint Burial Committee) has been more than expected.
- Grants budget underspent by £6,200.
- Fees paid for Performing Rights have resulted in underspends in some cost centres and overspends in others, depending upon whether events were cancelled and whether the cost would normally be recharged to a third party.
- For prudence, we did not budget for any rent from The Square but have received monies from the leaseholder.
- We have had tree works done in our allotments for health and safety purposes resulting in an overspend.

8. COMMITTEE WORK PROGRAMME

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

9. APPLICATIONS FOR GRANT AID – ITEM FOR DECISION

Information:	£
21/2022 Grants Budget	60,000.00
Allocations this year to date	54,874.00
Balance available for allocation	5,126.00
21/2022 General Grant Fund Allocation	17,000.00
Allocations this year to date	15,074.00
General Grant Fund applications this meeting (including Grant Aid in Kind)	0.00
Balance unallocated if applications agreed	1,926.00
21/2022 SLA Fund Allocation	38,000.00
Allocations this year to date	38,000.00
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	0.00
21/2022 Council Community Fund Allocation	5,000.00
Allocations this year to date	1,800.00
Council Community Fund applications this meeting	500.00
Balance unallocated if applications agreed	2,700.00
Total balance unallocated if applications agreed	4,626.00

Members to consider the following application for grant aid.

Application for Council Community Funding – Sponsor Cllr Follows

Surrey Hills to South Downs Community Rail Partnership

£500 is applied for to assist with the production of a Line Guide for the Surrey Hills to South Downs Community Rail Partnership, promoting the Surrey Hills and South Downs area as visitor destinations by rail. The Line Guide will promote both Farncombe and Godalming and

destinations accessible from both and will be distributed via the railway operators and also on the CRP's new website and social media platforms. Godalming Town Council is an adoptee of both Farncombe and Godalming Stations and a founding member of the SD2SH CRP (a draft copy of the format of the line guide will be sent to Members for their information). Previous Grants: £500 2019/20

SLA Funding

Members to receive the Farncombe Day Centre Annual Report, an organisation supported by SLA funding from Godalming Town Council (report attached for the information of Members).

10. DIRECT DEBIT FOR COMMERCIAL CARD – ITEM FOR DECISION

In accordance with Financial Regulation 6.6, the Responsible Finance Officer seeks authorisation to set up a direct debit for the payment to HSBC for the commercial card. Payment by direct debit is a requirement by HSBC for the operation of the card.

Given that the value of cumulative transactions on the card can be significant, it is proposed that the Responsible Finance Officer continue to circulate the monthly statement for authorisation each month.

11. 107-109 HIGH STREET, GODALMING – ITEM TO NOTE

Members will be aware that after a number of delays during 2020, the move from Bridge Street to 107-109 High Street is now underway, with a completion due date of 31 March 2021. It is hoped that the move will have little if no discernible impact on service delivery, however, if needed priority will be given to maintaining bereavement services and end of year financial requirements.

Although almost completed a number of jobs remain outstanding. The current build cost of the refurbishment of 107-109 High Street, including connection of the Museum to a new entrance foyer and providing a ground floor accessible WC is £76,300. Moving costs including fitting out and connectivity are expected to come in at approximately £4,500 and an additional sum of £10,400 was incurred by bringing forward the external redecoration of 109a High Street. The balance remaining in the 107-109 Building Maintenance Fund stands at £43,805 and in line with Min No. 223-19, this balance will be transferred to the Land and Other Property Reserve.

Unfortunately, due to increasing costs this project is expected to be delivered slightly over budget but still less than half of the lowest quote received for external project delivery. Members may wish to note that the final building control report stated that 'All works carried out as per current drawings/High Standard of Work'. This statement is a testimony to the skills displayed by the local tradespeople used to support this project as well as the hard work and dedication of the Council's Buildings Maintenance Operative who carried out much of the work and supervision of the contractors.

12. POLICY DOCUMENT REVIEW – ITEM FOR DECISION

Recommendation: Members to resolve to approve the recommendation to Full Council for the re-adoption of the Community Engagement Strategy

Existing policies are published on GTC website. Policies are available for Members' review at: <https://godalming-tc.gov.uk/council-policies-procedures/>

Officers have no recommendations for amendments to the existing Community Engagement Strategy.

13. **RESTRUCTURING – ITEM FOR DECISION**

Recommendation: Members to resolve to agree the recommendations of the Staffing Committee set out below:

At its meeting of 18 February 2021, Members of the Staffing Committee, which has responsibility to review staffing structures to ensure they are sufficient to deliver the aims of the Council and also to make recommendations to the Council on employees' remuneration, considered issues relating to the Council's existing staffing structure. The Staffing Committee resolved to make the recommendations set out below to the Policy & Management Committee.

Members should note that it is for the Staffing Committee to consider the details of staffing structures and make recommendations, it is for the Policy & Management Committee to approve the financial resource required to support the recommendations.

1. The Staffing Committee, having approved a revised staffing structures for Godalming Town Council that will allow the Council to continue to provide the high level of service expected by residents, whilst also ensuring the welfare of its staff requests that the Policy & Management Committee resolve to agree the financial approval to:
 - a. appoint a Grounds Maintenance Assistant as of 1 April 2021, engaged for 30 hours per week starting on NCJ SCP5 within LC1 (5-6);
 - b. appoint a Clerical Assistant & Receptionist as of 3 May 2021, engaged for 22.5 hours per week starting on NCJ SCP1 within Scale range 1-5;
 - c. increase the Museum Coordinator's hours by an additional 6 hours per week at SCP12 effective from 1 October 2021;
 - d. transfer the Building Maintenance Operative from a Fixed Term Contract to a Permanent Contract with effective from 1 April 2021; and
 - e. transfer of the Grounds Maintenance Operative from a Fixed Term Contract to a Permanent Contract effective from 1 April 2021.
2. Subject to a successful validation by the Staffing Committee of the proposed National Joint Council Scale for the positions set out below, Members of the Policy & Management Committee are requested to resolve to agree the financial approval for:
 - a. the re-issuing of Particulars of Employment with a revised Job Description to regrade the current Building Maintenance Operative to the position of Building Maintenance Supervisor, effective from 1 October 2021;
 - b. the re-issuing of Particulars of Employment with a revised Job Description to regrade the current Grounds Maintenance Operative to the position of Grounds Maintenance Supervisor, effective from 1 October 2021;
 - c. the adjustment of the Town Clerk's grade scale within the NJC Scale as confirmed by the validation exercise, effective from 1 October 2021; and
 - d. the adjustment of the Finance & Corporate Services Officer's grade scale within the NJC Scale as confirmed by the validation exercise, effective from 1 October 2021.

Members of the Policy & Management Committee are requested to resolve to approve the use of the budgeted £21,183 uplift in the 2021/22 salaries cost centre, along with the £10,075 increase in income from the Joint Burial Committee for administrative support from GTC to fund the recommended changes to the staffing structure along with a recommendation that any employment cost funding shortfall should be taken from the General Reserve for 2021/2. Members will wish to note that an in year salary shortfall of £4,422 is anticipated and that whilst this sum may be required to be supported from general reserves for 2021/22, it would for subsequent years be built into the base budget.

The Policy & Management Committee will also wish to note that in order to sustain the staffing structure recommended by the Staffing Committee, the 2022/23 salary budget will require

uplifting by £15,433, which equates to 2% of the 2021/22 precept. However, the actual % precept increase will be dependent upon the 2022/23 tax base and revenue generation.

14. **THE SQUARE – ITEM TO NOTE**

Members are asked to note that following on from the Council's decision to approve a Variation of Deed for the lease of The Square to widen the permitted Class of Use, this action has been concluded as per the agreed instructions (Min No 305-20 refers) at no cost to the Council.

Members will also wish to note that the head lease holder has raised concerns regarding alleged unauthorised development on the property boundary. The Town Clerk will be contacting the Planning Authority regarding this matter.

15. **MOTIONS ON NOTICE – ITEM FOR DECISION**

Proposer, Councillor Williams, Seconder, Councillor Follows

Recommendation: Members to consider the Motion set out below and if agreed, resolve to approve to agree the recommendations as set out in the motion.

“20 is Plenty” Motion

Godalming Town Council notes:

- that United Nations have mandated the setting of 30kph (20mph) maximum speed limits wherever pedestrians, cyclists or other vulnerable road users mix in a frequent manner with motor vehicles;
- the growing demand locally for stricter speed limits both on grounds of safety and in order to facilitate active transport;
- research from UK and abroad that has shown wide-area default speed limits of 20mph/30kph have:
 - reduced traffic speeds in the first year of operation, with the largest speed reductions on the fastest roads;
 - reduced road traffic collisions by up to 40% and town and village casualties by 20%;
 - increased journey times by just 10 seconds per mile;
 - made streets quieter – a 10mph reduction in speed halves traffic noise;
 - encouraged walking and cycling, especially for older people and young children;
 - benefited communities, with residents more likely to stop and talk on footpaths;
 - reduced vehicle emissions by 12% due to less acceleration and braking;
 - been popular, as 75% of residents and motorists feel that, after installation, 20mph limits have benefitted the local community;
- that wide-area 20mph limits that make effective use of signage, road markings, technology, and public engagement provide significant budgetary benefits and are more popular with motorists and residents than engineered calming methods such as speed humps.

Godalming Town Council believes that the implementation of a wide-area 20mph speed limit in Godalming, combined with a public information campaign, would have immediate beneficial impacts on road safety, air quality, active transport and community well-being in this location, and would support this Council's climate emergency objectives.

Godalming Town Council therefore calls upon the Leader of the Council to:

- (i) requests that Surrey County Council prioritise the establishment of a wide-area 20mph speed limit in Godalming, tasking SCC officers to work with this Council to draw up detailed plans on the scope, funding and implementation timetable of these schemes; and**
- (ii) requests Waverley Borough Council to task its own officers to work in partnership with Godalming Town Council and Surrey County Council in progressing a wide-area 20 mph speed limit in Godalming.**

Notes and References:

United Nations: 20splenty.org/un_says_20splenty

Speed reductions: eg Bristol: 20splenty.org/bristol_20mph_analysis

Reduction in collisions and casualties: 20splenty.org/20mph_casualty_reduction

Journey times: 20splenty.org/20mph_limits_save_time_and_improve_traffic_flow

Quieter streets: 20splenty.org/noise_and_speed

Increased walking and cycling: See Atkins 20mph Research Study

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757307/20mph-headline-report.pdf , also Bristol 20mph evaluation report (Active Travel)

researchgate.net/publication/327107829_The_Bristol_Twenty_Miles_Per_Hour_Limit_Evaluation_BRITE_Study_Project_Report

Benefits to communities: 20splenty.org/20sfriendly

Reduced vehicle emissions: 20splenty.org/20mph_limits_improve_air_quality

Post implementation satisfaction: Atkins 20mph Research Study 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757307/20mph-headline-report.pdf

Improved cost efficiency of non-engineered calming: 20splenty.org/20mph_limits_vs_isolated_20mph_zones

16. ELECTORAL REVIEW OF WAVERLEY BOROUGH COUNCIL – ITEM TO NOTE

Members will wish to be aware that the Local Government Boundary Commission for England is undertaking an Electoral Review of Waverley Borough Council. Although WBC Members will have already received a Members' Briefing Pack, the same is attached for the information of GTC Members to provide the background and highlight the process of the review.

The timeline for the review is:

- Preliminary Period – until March 2021
- Consultation on Warding Patterns – 27 April-5 July 2021
- Draft Recommendations 5 October – 13 December 2021
- Full Recommendations due – March 2022
- Made Order expected – Summer 2022
- First elections under any new arrangements – 2023

Further information can be found at www.lgbce.org.uk Submissions can be made by email to consultation.lgbce.org.uk

17. HENRY SMITH CHARITY'S TRUSTEE – ITEM FOR DECISION

Recommendation: Members to resolve to approve nominees as the Town's Trustees of the local Henry Smith Charities.

The two charities, the Educational Foundation of Henry Smith Charity and the Henry Smith Charity, based in Godalming (not to be mistaken for the Henry Smith Charity based in London) are jointly operated under a common board of Trustees. These charities exist to make grants to the needy in the ancient parish of Godalming. The joint annual income generated from investments enables grants of approximately £4,000 per annum in support of children/young people and adults in need.

Historically, the Town Council nominates three Trustees to represent the town, (although it should be noted that the Town Council nominees are not restricted to elected members and the 'term of office' of a Trustee is not linked to the election cycle). The Trustees meet formally twice a year but the business of the charities is conducted by email and telephone between meetings.

The current trustees nominated by the Town Council are Cllr Joan Heagin term expiry 2024, Mr Andrew Wilson term expiry 20/3/2021 and Mr Tony Gordon-Smith (currently Chairman) term expiry 20/3/2021.

Mr Wilson has indicated that he wishes to step down as a Trustee. Mr Tony Gordon-Smith has indicated that he would be prepared to continue to be one of the Town's representatives but realises that the Town Council may wish to nominate another person.

18. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON WAVERLEY CITIZENS' ADVICE

Members are asked to note a report from Councillor Steel on the Waverley Citizens' Advice (report to be tabled) an organisation upon which Councillor Steel represents the Town Council.

19. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SSALC

Members are asked to note a report from Councillor Cosser on the Surrey & Sussex Association of Local Councils (SSALC) (report attached for the information of Members) an organisation upon which Councillor Cosser represents the Town Council.

20. COMMUNICATIONS ARISING FROM THIS MEETING

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

21. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 22 April 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

22. ANNOUNCEMENTS

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

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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
101 Head Office Costs											
1001 Precept	0	0	0	711,154	711,154	0	711,154			100.0%	
1102 Community Infrastructure Levy	0	0	0	36,760	36,760	0	36,760			100.0%	
1202 Grants - WBC	0	0	0	35,733	35,733	0	35,733			100.0%	
1301 Premises Hire Charges	0	0	0	284	0	(284)	0			0.0%	
1303 Other customer/client receipts	2,059	1,500	(559)	17,108	12,500	(4,608)	14,000			122.2%	
1401 Interest Received	5	20	15	465	514	49	534			87.0%	
1501 Recharges to Godalming JBC	0	0	0	29,680	29,680	0	29,680			100.0%	
Head Office Costs :- Income	2,064	1,520	(544)	831,183	826,341	(4,842)	827,861			100.4%	0
4001 Salaries	20,263	19,900	(363)	225,478	229,183	3,705	249,083		23,605	90.5%	
4002 Employer's NIC	2,080	2,388	308	23,090	24,969	1,879	27,357		4,267	84.4%	
4003 Employer's Superannuation	3,697	3,780	83	41,801	42,160	360	45,937		4,137	91.0%	
4011 Staff Training	172	250	78	1,017	2,750	1,733	3,000		1,983	33.9%	
4012 Recruitment Advertising	0	0	0	99	0	(99)	1,500		1,401	6.6%	
4013 Other Staff Expenses	0	50	50	0	550	550	600		600	0.0%	
4102 Property Maintenance	0	200	200	386	1,986	1,600	2,186		1,800	17.6%	
4103 Maintenance Contracts	0	200	200	792	1,992	1,200	2,192		1,400	36.1%	
4121 Rents	0	0	0	12,570	9,426	(3,144)	12,568		(2)	100.0%	
4131 Rates	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	
4141 Water Services	520	25	(495)	520	75	(445)	100		(420)	520.3%	
4161 Cleaning	0	380	380	0	1,140	1,140	1,520		1,520	0.0%	
4162 Waste Removal	0	55	55	0	165	165	220		220	0.0%	
4163 Domestic Supplies	0	10	10	109	149	40	159		50	68.8%	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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	70	250	180	1,771	2,201	430	2,451		680	72.2%	
4202 Car Allowances	0	80	80	136	880	744	1,000		864	13.6%	
4203 Other Transport Costs	3	0	(3)	3	0	(3)	0		(3)	0.0%	
4204 Fuel Costs	109	100	(9)	830	930	100	1,030		200	80.6%	
4205 Vehicle Maintenance	0	50	50	1,316	1,167	(149)	1,217		(99)	108.1%	
4301 Equipment	0	0	0	1,349	1,209	(140)	1,709		360	79.0%	
4304 Catering & Hospitality	18	25	7	210	255	45	280		70	74.9%	
4305 Clothes, Uniform & Laundry	0	100	100	1,058	1,204	146	1,304		246	81.1%	
4306 Printing	73	200	127	1,045	2,200	1,155	2,400		1,355	43.5%	
4307 Stationery	316	340	24	2,826	3,740	914	4,090		1,264	69.1%	
4313 Professional Fees - Other	110	830	720	2,189	5,390	3,201	7,000		4,811	31.3%	
4314 Audit Fees	0	0	0	2,330	2,555	225	3,300		970	70.6%	
4315 Insurance	0	0	0	8,891	8,891	(0)	8,891		(0)	100.0%	
4321 Bank Charges	31	30	(1)	238	279	41	309		71	77.1%	
4322 Postage	0	100	100	336	686	350	786		450	42.7%	
4323 Telephones	215	100	(115)	2,622	2,367	(255)	2,717		95	96.5%	
4324 Broadband	0	0	0	64	0	(64)	0		(64)	0.0%	
4325 Computing	409	633	224	7,723	7,459	(264)	8,741		1,018	88.4%	
4326 Website	45	50	5	582	550	(32)	1,000		418	58.2%	
4327 Publicity Advertising	0	0	0	280	280	0	280		0	100.0%	
4331 Newsletter	0	0	0	0	1,100	1,100	2,200		2,200	0.0%	
4341 Grants	0	5,800	5,800	55,774	63,800	8,026	70,000		14,226	79.7%	
4342 Subscriptions	590	0	(590)	4,661	4,100	(561)	4,300		(361)	108.4%	
4401 Payments to Godalming JBC	0	0	0	54,759	54,760	1	54,760		1	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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
4900 Miscellaneous Expenses	0	150	150	284	1,650	1,366	1,825		1,541	15.6%	
6000 Debt Charges - Principal	4,990	4,990	0	30,412	30,413	1	30,413		1	100.0%	
6001 Debt Charges - Interest	6,299	6,299	0	47,291	47,293	2	47,293		2	100.0%	
Head Office Costs :- Indirect Expenditure	40,010	47,365	7,355	534,842	565,904	31,062	611,718	0	76,876	87.4%	0
5102 Contrib. to Other Provisions	0	0	0	56,442	56,443	1	56,443		1	100.0%	
Head Office Costs :- Other Costs	0	0	0	56,442	56,443	1	56,443	0	1	100.0%	0
Net Income over Expenditure	(37,946)	(45,845)	(7,899)	239,899	203,994	(35,905)	159,700				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	440	440	660		660	0.0%	
4304 Catering & Hospitality	0	50	50	0	200	200	250		250	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	250		250	0.0%	
4306 Printing	0	0	0	0	800	800	800		800	0.0%	
4313 Professional Fees - Other	0	0	0	330	0	(330)	0		(330)	0.0%	
4325 Computing	200	200	0	2,561	2,200	(361)	2,400		(161)	106.7%	
4327 Publicity Advertising	0	0	0	2,300	2,450	150	2,450		150	93.9%	
4332 Mayor's Expenses	0	160	160	(11)	1,760	1,771	2,000		2,011	(0.5%)	
4334 Members' Training	0	100	100	180	580	400	680		500	26.5%	
4335 Mayor's Dinner	0	0	0	0	0	0	6,670		6,670	0.0%	
4900 Miscellaneous Expenses	0	80	80	467	520	53	600		133	77.8%	
Civic Expenses :- Indirect Expenditure	200	810	610	5,827	8,950	3,123	16,760	0	10,933	34.8%	0

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(200)</u>	<u>(810)</u>	<u>(610)</u>	<u>(11,827)</u>	<u>(14,950)</u>	<u>(3,123)</u>	<u>(22,760)</u>				
<u>104 Town Promotion</u>											
4005 Agency Staff & Contractors	0	0	0	11,278	10,718	(560)	10,718		(560)	105.2%	
4171 Grounds Maintenance Costs	0	0	0	853	853	(0)	853		(0)	100.0%	
4301 Equipment	0	0	0	883	883	0	883		0	100.0%	
4313 Professional Fees - Other	0	0	0	(315)	185	500	185		500	(170.3%)	
4327 Publicity Advertising	794	0	(794)	11,551	10,752	(799)	10,752		(799)	107.4%	
4900 Miscellaneous Expenses	0	0	0	1,820	1,715	(105)	2,010		190	90.6%	
Town Promotion :- Indirect Expenditure	<u>794</u>	<u>0</u>	<u>(794)</u>	<u>26,070</u>	<u>25,106</u>	<u>(964)</u>	<u>25,401</u>	<u>0</u>	<u>(669)</u>	<u>102.6%</u>	<u>0</u>
5001 Transfers from Reserves	0	0	0	0	0	0	(14,000)		(14,000)	0.0%	
Town Promotion :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(14,000)</u>	<u>0</u>	<u>(14,000)</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(794)</u>	<u>0</u>	<u>794</u>	<u>(26,070)</u>	<u>(25,106)</u>	<u>964</u>	<u>(11,401)</u>				
<u>105 Staycation</u>											
4343 Licensing/PRS	0	0	0	(10)	0	10	0		10	0.0%	
Staycation :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(10)</u>	<u>0</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>10</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>10</u>	<u>0</u>	<u>(10)</u>	<u>0</u>				

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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>106 Festivals & Markets</u>											
1303 Other customer/client receipts	360	0	(360)	4,540	3,480	(1,060)	3,725			121.9%	
Festivals & Markets :- Income	360	0	(360)	4,540	3,480	(1,060)	3,725			121.9%	0
4001 Salaries	0	0	0	560	560	0	720		160	77.8%	
4002 Employer's NIC	0	0	0	55	64	9	84		29	65.3%	
4003 Employer's Superannuation	0	15	15	0	15	15	30		30	0.0%	
4313 Professional Fees - Other	0	0	0	1,455	1,100	(355)	1,100		(355)	132.3%	
4343 Licensing/PRS	483	0	(483)	1,021	0	(1,021)	0		(1,021)	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	400		400	0.0%	
Festivals & Markets :- Indirect Expenditure	483	15	(468)	3,091	1,739	(1,352)	2,334	0	(757)	132.4%	0
Net Income over Expenditure	(123)	(15)	108	1,449	1,741	292	1,391				
<u>108 Christmas Lights</u>											
1304 Donations	0	0	0	250	0	(250)	0			0.0%	
Christmas Lights :- Income	0	0	0	250	0	(250)	0				0
4313 Professional Fees - Other	0	0	0	36,002	35,500	(502)	35,500		(502)	101.4%	
Christmas Lights :- Indirect Expenditure	0	0	0	36,002	35,500	(502)	35,500	0	(502)	101.4%	0
Net Income over Expenditure	0	0	0	(35,752)	(35,500)	252	(35,500)				

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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>201 BWP Community Centre</u>											
1301 Premises Hire Charges	2,000	2,000	0	19,251	19,850	600	21,850			88.1%	
BWP Community Centre :- Income	2,000	2,000	0	19,251	19,850	600	21,850			88.1%	0
4102 Property Maintenance	3,229	260	(2,969)	23,767	18,339	(5,428)	18,599		(5,168)	127.8%	
4103 Maintenance Contracts	0	66	66	1,221	1,366	145	1,432		211	85.2%	
4111 Energy Costs	496	600	104	2,573	2,916	343	3,516		943	73.2%	
4131 Rates	0	0	0	1,347	1,347	(0)	1,347		(0)	100.0%	
4141 Water Services	35	40	5	344	376	32	416		72	82.6%	
4161 Cleaning	0	25	25	5,663	6,125	462	8,100		2,437	69.9%	
4162 Waste Removal	0	65	65	673	804	131	869		196	77.5%	
4163 Domestic Supplies	0	10	10	0	40	40	50		50	0.0%	
4171 Grounds Maintenance Costs	0	20	20	523	80	(443)	100		(423)	523.2%	
4301 Equipment	0	50	50	413	613	200	663		250	62.3%	
4323 Telephones	40	30	(10)	357	324	(33)	354		(3)	100.8%	
4324 Broadband	0	40	40	291	433	142	473		182	61.5%	
4343 Licensing/PRS	0	0	0	185	300	115	300		115	61.8%	
BWP Community Centre :- Indirect Expenditure	3,800	1,206	(2,594)	37,356	33,063	(4,293)	36,219	0	(1,137)	103.1%	0
5001 Transfers from Reserves	0	0	0	(20,700)	(17,500)	3,200	(17,500)		3,200	118.3%	
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	(18,200)	(15,000)	3,200	(15,000)	0	3,200	121.3%	0
Net Income over Expenditure	(1,800)	794	2,594	94	1,787	1,693	631				

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	601	650	49	7,671	7,653	(18)	8,303			92.4%	
Pepperpot :- Income	601	650	49	7,671	7,653	(18)	8,303			92.4%	0
4102 Property Maintenance	0	100	100	321	419	98	519		198	61.9%	
4103 Maintenance Contracts	0	138	138	1,111	1,122	11	1,260		149	88.2%	
4111 Energy Costs	125	100	(25)	753	1,100	347	1,200		447	62.8%	
4161 Cleaning	0	25	25	1,245	1,445	201	1,860		616	66.9%	
4163 Domestic Supplies	0	0	0	51	51	0	51		0	100.0%	
4301 Equipment	0	0	0	112	200	88	600		488	18.7%	
4323 Telephones	40	30	(10)	347	309	(38)	339		(8)	102.3%	
4324 Broadband	0	39	39	292	429	137	468		176	62.5%	
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	166	432	266	4,303	5,145	842	6,367	0	2,064	67.6%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	436	218	(218)	868	8	(860)	(564)				
<u>203</u> <u>The Square</u>											
1302 Rents	1,000	0	(1,000)	7,000	3,000	(4,000)	3,000			233.3%	
1303 Other customer/client receipts	0	0	0	1,509	1,509	(0)	1,509			100.0%	
The Square :- Income	1,000	0	(1,000)	8,509	4,509	(4,000)	4,509			188.7%	0

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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
4315 Insurance	0	0	0	1,249	1,249	(0)	1,249		(0)	100.0%	
The Square :- Indirect Expenditure	0	0	0	1,249	1,249	(0)	1,249	0	(0)	100.0%	0
Net Income over Expenditure	1,000	0	(1,000)	7,260	3,260	(4,000)	3,260				
<u>204 Allotments</u>											
1302 Rents	0	0	0	2,487	2,487	(0)	2,487			100.0%	
Allotments :- Income	0	0	0	2,487	2,487	(0)	2,487			100.0%	0
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	4	8	4	109	117	8	125		16	87.6%	
4171 Grounds Maintenance Costs	1,264	0	(1,264)	5,321	2,613	(2,708)	2,613		(2,708)	203.6%	
4343 Licensing/PRS	0	0	0	71	0	(71)	0		(71)	0.0%	
Allotments :- Indirect Expenditure	1,267	8	(1,259)	5,501	2,730	(2,771)	3,038	0	(2,463)	181.1%	0
Net Income over Expenditure	(1,267)	(8)	1,259	(3,014)	(243)	2,771	(551)				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	0	0	0	3,012	2,792	(220)	2,792			107.9%	
1303 Other customer/client receipts	146	0	(146)	590	267	(323)	267			221.0%	
Wilfrid Noyce Community Centre :- Income	146	0	(146)	3,602	3,059	(543)	3,059			117.7%	0
4001 Salaries	0	220	220	114	994	880	1,214		1,100	9.4%	
4002 Employer's NIC	0	0	0	11	11	(0)	11		(0)	101.4%	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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
4003 Employer's Superannuation	0	38	38	0	151	151	189		189	0.0%	
4102 Property Maintenance	0	250	250	3,773	4,122	349	4,372		599	86.3%	
4103 Maintenance Contracts	79	500	421	4,441	3,610	(831)	4,110		(331)	108.0%	
4111 Energy Costs	485	440	(45)	3,597	4,840	1,243	5,280		1,683	68.1%	
4141 Water Services	110	100	(10)	1,138	1,125	(13)	1,225		87	92.9%	
4161 Cleaning	25	25	0	7,643	10,025	2,382	13,300		5,657	57.5%	
4162 Waste Removal	0	160	160	995	1,101	106	1,261		266	78.9%	
4163 Domestic Supplies	0	50	50	0	200	200	250		250	0.0%	
4301 Equipment	0	300	300	1,591	2,791	1,200	3,491		1,900	45.6%	
4313 Professional Fees - Other	0	0	0	1,400	1,400	0	1,400		0	100.0%	
4323 Telephones	88	54	(34)	697	680	(17)	734		37	95.0%	
4324 Broadband	0	39	39	292	429	137	468		176	62.5%	
4343 Licensing/PRS	0	0	0	325	350	25	350		25	92.7%	
4900 Miscellaneous Expenses	0	100	100	0	400	400	500		500	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	787	2,276	1,489	26,018	32,229	6,211	38,155	0	12,137	68.2%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(641)	(2,276)	(1,635)	(24,916)	(31,670)	(6,754)	(37,596)				
<u>206 Bandstand</u>											
4102 Property Maintenance	0	50	50	1,003	1,096	93	1,146		143	87.6%	
4343 Licensing/PRS	0	0	0	538	70	(468)	70		(468)	768.8%	
Bandstand :- Indirect Expenditure	0	50	50	1,542	1,166	(376)	1,216	0	(326)	126.8%	0
Net Expenditure	0	(50)	(50)	(1,542)	(1,166)	376	(1,216)				

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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>207 Godalming Museum</u>											
1302 Rents	0	0	0	5,119	6,824	1,705	6,824			75.0%	
1303 Other customer/client receipts	0	0	0	33,845	34,085	240	34,085			99.3%	
Godalming Museum :- Income	0	0	0	38,964	40,909	1,945	40,909			95.2%	0
4001 Salaries	3,683	3,700	17	40,518	40,582	64	44,282		3,764	91.5%	
4002 Employer's NIC	324	444	120	3,570	4,049	480	4,493		924	79.4%	
4003 Employer's Superannuation	659	681	22	7,246	7,333	87	8,014		768	90.4%	
4011 Staff Training	0	0	0	0	0	0	500		500	0.0%	
4102 Property Maintenance	154	200	46	14,396	11,839	(2,557)	12,139		(2,257)	118.6%	
4103 Maintenance Contracts	522	0	(522)	1,314	553	(761)	553		(761)	237.7%	
4162 Waste Removal	0	0	0	7	7	0	7		0	99.3%	
4202 Car Allowances	0	0	0	0	0	0	160		160	0.0%	
4301 Equipment	0	0	0	791	261	(530)	261		(530)	303.0%	
4306 Printing	0	0	0	105	105	(0)	105		(0)	100.4%	
4307 Stationery	0	25	25	115	215	100	240		125	48.1%	
4313 Professional Fees - Other	0	0	0	18	0	(18)	0		(18)	0.0%	
4315 Insurance	0	0	0	2,036	2,036	0	2,036		0	100.0%	
4322 Postage	0	0	0	469	335	(134)	335		(134)	140.0%	
4323 Telephones	15	25	10	140	180	40	205		65	68.1%	
4325 Computing	200	216	16	2,196	2,224	28	2,440		244	90.0%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
Godalming Museum :- Indirect Expenditure	5,558	5,291	(267)	72,921	69,719	(3,202)	78,770	0	5,849	92.6%	0

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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
5001 Transfers from Reserves	0	0	0	(9,000)	(9,000)	0	(9,000)		0	100.0%	
5101 Contrib. to Premises Provision	0	0	0	33,125	33,125	0	33,125		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	24,125	24,125	0	24,125	0	0	100.0%	0
Net Income over Expenditure	(5,558)	(5,291)	267	(58,083)	(52,935)	5,148	(61,986)				
<u>208 Land & Property - Other</u>											
1303 Other customer/client receipts	0	0	0	2,500	2,500	0	2,500			100.0%	
Land & Property - Other :- Income	0	0	0	2,500	2,500	0	2,500			100.0%	0
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	0	325	325	3,277	4,185	908	4,510		1,233	72.7%	
4103 Maintenance Contracts	0	100	100	0	400	400	500		500	0.0%	
4111 Energy Costs	60	65	5	520	715	195	780		260	66.6%	
4131 Rates	0	0	0	3,668	3,668	0	3,668		0	100.0%	
4141 Water Services	99	270	171	824	2,970	2,146	3,240		2,416	25.4%	
4151 Fixtures & Fittings	0	0	0	0	250	250	250		250	0.0%	
4161 Cleaning	0	0	0	6,685	7,574	889	11,084		4,399	60.3%	
4171 Grounds Maintenance Costs	0	400	400	531	1,798	1,267	2,398		1,867	22.2%	
4301 Equipment	0	0	0	908	908	0	908		0	100.0%	
4900 Miscellaneous Expenses	0	0	0	900	1,350	450	1,800		900	50.0%	
Land & Property - Other :- Indirect Expenditure	159	1,160	1,001	17,312	23,818	6,506	30,698	0	13,386	56.4%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2021

Month No: 11

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
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(159)</u>	<u>(1,160)</u>	<u>(1,001)</u>	<u>(19,312)</u>	<u>(25,818)</u>	<u>(6,506)</u>	<u>(32,698)</u>				
Grand Totals:- Income	6,172	4,170	(2,002)	918,956	910,788	(8,168)	915,203			100.4%	
Expenditure	53,224	58,613	5,389	849,892	887,386	37,494	954,493	0	104,601	89.0%	
Net Income over Expenditure	<u>(47,053)</u>	<u>(54,443)</u>	<u>(7,390)</u>	<u>69,065</u>	<u>23,402</u>	<u>(45,663)</u>	<u>(39,290)</u>				
Movement to/(from) Gen Reserve	<u>(47,053)</u>			<u>69,065</u>							

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. Due to the current limited use of the community centres, no performance monitoring has been undertaken	Quarterly	September 2021
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). Full Survey conducted in Oct/November 2020, maintenance programme ongoing.	2 yearly	Nov 2022
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 2022
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 Updated 16 July 2020	Quarterly	March 2021
TOWN COUNCIL ADMINISTRATIVE OFFICE MOVE	Town Clerk	30-19	Change of Use and Listed Building Consent application submitted 8 October 2019 • Item on this agenda	Per Meeting	April 2021
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers indicated below. Request for Head of Terms with WBC		October 2021
Youth Provision Survey	Youth Provision Working Group	215-20	Consultation with residents regarding future youth provision YPWG to propose consultation questions and method for consideration by P&M		May 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
St Mark's Community Initiative Group	Cllr Ashworth		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 deferred from 17 October 2019 to 16 April 2020. Report expected 11 March 2021. On this Agenda	17/10/19	16/04/20 11/03/21
SALC	Cllr Cosser		Report deferred from 5 March 2020 to 16 April 2020. Report expected 11 March 2021. On this Agenda	05/03/20	16/04/20 11/03/21
Waverley Cycle Forum	Cllr Crooks		Report deferred from 16 April 2020 to 22 April 2021	16/04/20	22/04/21
District Scout Council	Cllr Crooks		Report deferred from 16 April 2020 to 22 April 2021	16/04/20	22/04/21
Godalming Park Run Group	Cllr Duce		Report deferred from 25 June 2020. Report expected 24 June 2021	25/06/20	24/06/21
Fairtrade Steering Group	Cllr Wardell		Report expected 24 June 2021	24/06/21	
Farncombe Day Centre	Cllr Hullah		Report expected 8 July 2021	08/07/21	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report deferred from 11 July 2019 to 30 July 2020. Report expected 8 July 2021	11/07/19	30/07/20 08/07/21
COVID Support Fund – Rotary Clubs	Cllr Ashworth		Report expected 9 September 2021	09/09/21	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 9 September 2021	09/09/21	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 9 September 2021	09/09/21	
Sport Godalming	Cllr Adam		Report expected 14 October 2021	14/10/21	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 14 October 2021	14/10/21	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Go Godalming Association	Town Mayor/ Cllr Heagin		Report expected 25 November 2021	25/11/21	
Surrey Hills – South Downs Community Rail Partnership	Cllr Follows/ Cllr PMA Rivers		Report expected 25 November 2021	25/11/21	
Godalming Museum Trust	Cllr Purvis/ Cllr Rosoman		Report expected 25 November 2021	25/11/21	

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

Event	Date
Annual Town Meeting	Thursday, 19 March 2020 – Cancelled
Spring Festival – Spring into Godalming	Saturday, 4 April 2020 – Cancelled
Churches Together Easter Procession	Friday, 10 April 2020 – Cancelled
Annual Council/Mayor Making	Wednesday, 6 May 2020 – Cancelled
VE 75 th Day Commemorations	Friday, 8 May 2020 – Cancelled
Duck Race	Saturday, 9 May 2020 – Cancelled
VE 75 th Commemorations	Sunday, 10 May 2020 – Cancelled
Godalming Run	Sunday, 17 May 2020 – Cancelled
Godalming Town Show & Carnival	Saturday, 6 June 2020 – Cancelled
Godalming Summer Food Festival	Saturday, 5 July 2020 – Cancelled
Staycation	Saturday, 1 – Sunday, 9 August 2020 – Cancelled
Remembrance Sunday	Sunday, 8 November 2020
Godalming Christmas Festival & Lights Switch-on	Saturday, 21 November 2020 – Festival Cancelled – Lights will be installed
Farncombe Christmas Lights Switch-on	Friday, 4 December 2020 – Festival Cancelled – Lights will be installed
Churches Together Christmas Event	Saturday, 12 December 2020 - Cancelled
Godalming Pop-Up Saturday – Second Saturday of each month	Saturday, 9 January 2021 – Cancelled
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

Charity Registration No. 1175294

Company Registration No. 10847748 (England and Wales)

FARNCOMBE DAY CENTRE LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

FARNCOMBE DAY CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms S Ayre (Acting Secretary) Ms A Johnson Ms G Loveluck Dr E W Hislop (Chair) Ms S Thompson Mr T M Gammon (Appointed 6 February 2020) Ms L A Grout (Appointed 10 February 2020) Ms A Storrier (Treasurer -11 July 2019 to 31 March 2020) (Appointed 11 July 2019) Mr M E D Fry (Appointed 6 February 2020)
Charity number	1175294
Company number	10847748
Registered office and Principal address	Farncombe Day Centre St John's Street Farncombe Godalming Surrey GU7 3EJ
Independent examiner	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF
Bankers	Co-operative Bank PLC - Manchester 1 Balloon Street Manchester M60 4EP Lloyds Bank PLC - Godalming 49 High Street Godalming Surrey GU7 1AT

FARNCOMBE DAY CENTRE LIMITED

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FARNCOMBE DAY CENTRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Trustees operate a day and social centre for those living in the Farncombe and Godalming area. The Centre is open every weekday throughout the year. The service provided is aimed at those over the age of 50 with the objective of providing a nutritious mid-day meal at a reasonable price, adjusted annually in line with inflation, offering social activities and entertainment, and providing additional services, such as assisted bathing, chiropody, hairdressing etc. Many users would be unable to attend the Centre without transport, so the Charity operates a minibus, which, for a subsidised price, provides individual door to door transport. The minibus is equipped with a tail lift to accommodate wheelchairs and those who cannot use stairs.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Demand for the day centre's services remained strong in 2019-20. The number of people coming to the Day Centre for lunch increased slightly over the year, while demand for both the Day Centre's minibus remained strong. Use of the Assisted Bathing hairdressing and chiropody services also increased during the year.

Generous donations from individuals and community organisations, such as the Co-op, Groundwork UK (Tesco), Syngenta Ltd, Cala Homes, Busbridge Junior School, Farncombe and Binscombe Good Neighbours and Godalming Round Table and successful local fundraising, such as the summer fete, have helped to ensure that many extras for the benefit of users have continued to be provided. This included the variety of social activities and outings, which are greatly enjoyed by users and replacement of aged furniture and fittings.

The Day Centre staff are very dedicated, and they are assisted by supportive and kind volunteers. It is truly a team effort, for which the Trustees and users are very grateful. The Trustees are very appreciative of the services provided by our volunteers, who number about 60 and between them provide some 87 hours of work each week. The cost of providing paid staff to carry out these essential duties would be considerable. Along with many other charitable organisations, we continue to have some difficulty in recruiting volunteers.

In addition to providing financial support for the Day Centre through the partnership, Waverley Borough Council has been most generous in providing and maintaining the Day Centre premises, at a small service fee. Previous discussions with the Council to change this situation with the introduction of a formal lease and new financial arrangements for the use of the premises have been discontinued following a change in policy.

Financial review

The Charity operates independently and generated 36% of its total annual income from user charges for lunches, snacks and minibus pick-up/return, premises hire and other services.

The Charity is supported by Waverley Borough Council both by direct funding and the provision of premises. In accordance with a 3-year Service Level Agreement (SLA), direct grant funding from the Council was £55,000, accounting for 35% of the Charity's running costs. The Trustees appreciate that working together with Waverley Borough Council in the context of this SLA enables the Day Centre to continue to provide its services to the local community for the duration of the agreement.

FARNCOMBE DAY CENTRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2020**

Furthermore, the Community Foundation for Surrey have provided grants of £10,823 for specific projects and to support the general running costs of the Charity. The Godalming Blind Club provided a donation of £4,771, representing half of their funds on the closure of the organisation.

The Day Centre continued to receive grant funding of £12,000 from Waverley Borough Council (previously provided by the Voluntary Grants Panel, administering funds provided by Waverley Borough Council and Surrey County Council Adult Social Care Directorate). This grant funding enables the Day Centre to employ two care assistants, who provide vital support for the increasing number of Day Centre users with higher needs. In addition, the Charity benefitted from generous grant funding to support the running of the Day Centre's daily minibus service for the less mobile and more isolated in the community. The amounts received in the year were £9,375 from the Henry Smith Charity, and £5,000 from Godalming Town Council.

The Charity aims to hold a general reserve of between 6 and 9 months running costs in the belief that this level provides a reasonable buffer against the sudden loss of one or more major sources of income or failure in fundraising. As at 31 March 2020 the reserve represented 10 months running cost. This cushion for contingencies means that the Charity can only continue if it is able to generate a greater level of donations or income from its activities. However, the need to generate income has to be balanced with the need to provide services at an affordable price for users of the Day Centre, many of whom come from the poorest parts of the Waverley Borough. The Charity has set aside sufficient funds to meet its contractual obligations of the minibus leasing agreement. The Trustees have given full consideration to alternative methods of transporting Day Centre users both to the Day Centre and for organised outings and have concluded that leasing is the most cost effective option available to ensure the Day Centre continues to operate effectively and meet the needs of its user community.

The Charity's financial accounts for 2019-20 show a surplus of £27,238 for the year.

As mentioned under 'Structure, governance and management' and reported last year, the Charity took over all the assets and liabilities of Age Concern Farncombe with effect from 1 April 2018. In so doing the unrestricted reserves of £90,945 and restricted funds of £17,254 were transferred from Age Concern Farncombe and have been reported as income in the year 2018-2019. The underlying operating income in the previous year was actually £165,537.

Risk Management

The Trustees prepare a formal Budget each year which enables them to identify significant factors and risks that Farncombe Day Centre is likely to face in the coming period. In addition, the Trustees review regularly the main operational risks to ensure the smooth functioning of its activities. The Trustees have identified and reviewed the risks to which the Charity is exposed and have appropriate controls in place to provide reasonable assurance against fraud and error.

Structure, governance and management

As of 1 April 2018 the Charity operating and managing the Farncombe Day Centre is Farncombe Day Centre Limited, which is controlled by its governing document, Articles of Association of November 2017. This charity has taken over from the previous charity, Age Concern Farncombe with the trustees having set up a new charitable company, limited by guarantee, Farncombe Day Centre Limited (charity 1175294 and company number 10847748). The change was formally approved by the membership of Age Concern Farncombe at an Extraordinary General Meeting on 24 July 2017. The transfer of assets and liabilities of Age Concern Farncombe to Farncombe Day Centre Limited was done by Deed of Declaration on 31 March 2018.

Farncombe Day Centre has a Board of Trustees, who are also Directors of the charitable company. Trustees are appointed by the Board of Trustees at their regular meetings. The Trustees undertake the management function with meetings being held monthly or bi-monthly which are attended by the Manager to whom day to day management is delegated within defined terms of reference.

FARNCOMBE DAY CENTRE LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms S Ayre (Acting Secretary)	
Ms E Baker	(Resigned 24 January 2020)
Mr N Chambers (Treasurer-1 April to 11 July 2019)	(Resigned 11 July 2019)
Ms A Johnson	
Ms G Loveluck	
Dr E W Hislop (Chair)	
Ms S Thompson	
Mr T M Gammon	(Appointed 6 February 2020)
Ms L A Grout	(Appointed 10 February 2020)
Ms A Storrier (Treasurer -11 July 2019 to 31 March 2020)	(Appointed 11 July 2019)
Mr M E D Fry	(Appointed 6 February 2020)

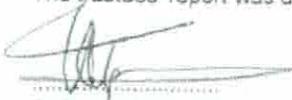
Trustee applications are invited from interested parties and references are taken. An applicant is provided with an induction pack, including the constitution and previous minutes of Trustee meetings. To gain an understanding of the Day Centre's activities and operations, the applicant meets with the Chair and is invited to visit the Day Centre prior to attending Board meetings as an observer. If the Trustees and the applicant mutually agree, the applicant is elected at a subsequent meeting of the Trustees.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Plans for future

The Trustees continue to work to ensure the Day Centre is a valued community asset within the financial constraints under which they operate. This will of necessity involve a continuing review of the services that are offered and the charges that are made, together with continuing efforts to expand the number of users of the Centre. In addition, the Trustees will continue to seek to diversify the Charity's funding sources.

The trustees' report was approved by the Board of Trustees.


Dr E W Hislop (Chairman)

Trustee

Dated: 25/1/2021

FARNCOMBE DAY CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF FARNCOMBE DAY CENTRE LIMITED

I report to the trustees on my examination of the financial statements of Farncombe Day Centre Limited (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Frances Wilde FCCA DChA

Warner Wilde
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 29 January 2021

FARNCOMBE DAY CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
Income from:							
Donations and legacies	3	75,936	42,434	118,370	160,637	47,357	207,994
Charitable activities	4	65,680	-	65,680	65,470	-	65,470
Investments	5	309	-	309	272	-	272
Total income		141,925	42,434	184,359	226,379	47,357	273,736
Expenditure on:							
Charitable activities	6	123,389	33,732	157,121	119,089	33,663	152,752
Net income for the year/ Net movement in funds		18,536	8,702	27,238	107,290	13,694	120,984
Fund balances at 1 April 2019		107,127	13,694	120,821	(163)	-	(163)
Fund balances at 31 March 2020		125,663	22,396	148,059	107,127	13,694	120,821

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FARNCOMBE DAY CENTRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	10		24,567		19,584
Current assets					
Debtors	11	5,201		8,096	
Cash at bank and in hand		131,256		112,880	
		<u>136,457</u>		<u>120,976</u>	
Creditors: amounts falling due within one year	12	<u>(12,965)</u>		<u>(19,739)</u>	
Net current assets			123,492		101,237
Total assets less current liabilities			<u>148,059</u>		<u>120,821</u>
Income funds					
Restricted funds	14		22,396		13,694
Unrestricted funds			125,663		107,127
			<u>148,059</u>		<u>120,821</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 25/1/2021



Dr E V Hislop (Chair)
Trustee



Ms A Storrier (Treasurer)
Trustee

Company Registration No. 10847748

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Farncombe Day Centre Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Farncombe Day Centre, St John's Street, Farncombe, Godalming, Surrey, GU7 3EJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings and equipment	20% straight line
----------------------------------	-------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
Donations and gifts	13,488	-	13,488	104,154	20,404	124,558
Grants receivable	62,448	42,434	104,882	56,483	26,953	83,436
	<u>75,936</u>	<u>42,434</u>	<u>118,370</u>	<u>160,637</u>	<u>47,357</u>	<u>207,994</u>
Grants receivable for core activities						
Waverley Borough Council	55,000	19,050	74,050	54,000	12,000	66,000
Community Foundation Surrey	7,448	3,375	10,823	2,483	-	2,483
Godalming Town Council	-	5,000	5,000	-	4,953	4,953
Henry Smith Foundation	-	9,375	9,375	-	10,000	10,000
Co-operative	-	3,384	3,384	-	-	-
Cala Homes	-	1,250	1,250	-	-	-
Groundword UK	-	1,000	1,000	-	-	-
	<u>62,448</u>	<u>42,434</u>	<u>104,882</u>	<u>56,483</u>	<u>26,953</u>	<u>83,436</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

4 Charitable activities

	Day Centre General 2020 £	Day Centre Catering 2020 £	Minibus Transport 2020 £	Total 2020 £	Day Centre General 2019 £	Day Centre Catering 2019 £	Minibus Transport 2019 £	Total 2019 £
Sales within charitable activities	20,875	31,450	9,932	62,257	16,540	32,088	12,002	60,630
Charitable rental income	2,688	-	-	2,688	4,790	-	-	4,790
Other income	735	-	-	735	-	50	-	50
	<u>24,298</u>	<u>31,450</u>	<u>9,932</u>	<u>65,680</u>	<u>21,330</u>	<u>32,138</u>	<u>12,002</u>	<u>65,470</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

5 Investments

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Interest receivable	309	272
	<u> </u>	<u> </u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

6 Charitable activities

	Day Centre General 2020 £	Day Centre Catering 2020 £	Minibus Transport 2020 £	Total 2020 £	Day Centre General 2019 £	Day Centre Catering 2019 £	Minibus Transport 2019 £	Total 2019 £
Staff costs	57,490	23,563	15,142	96,195	56,235	23,458	15,070	94,763
Depreciation and impairment	7,990	-	-	7,990	7,729	-	-	7,729
Catering purchases	-	14,179	-	14,179	-	12,965	-	12,965
Hairdressing and baths	187	-	-	187	235	-	-	235
Printing, stationery and telephone	2,604	-	-	2,604	2,801	-	-	2,801
Cleaning materials	1,214	-	-	1,214	1,366	-	-	1,366
Social activities	2,852	-	-	2,852	3,336	-	-	3,336
Repairs and renewals	4,293	-	-	4,293	1,069	-	-	1,069
Premises service fee	1,555	-	-	1,555	1,555	-	-	1,555
Minibus lease	-	-	8,579	8,579	-	-	8,002	8,002
Minibus costs -other	-	-	3,473	3,473	-	-	3,423	3,423
Miscellaneous expenses	584	-	-	584	447	-	-	447
	<u>78,769</u>	<u>37,742</u>	<u>27,194</u>	<u>143,705</u>	<u>74,773</u>	<u>36,423</u>	<u>26,495</u>	<u>137,691</u>
Share of support costs (see note 7)	3,497	-	-	3,497	4,909	-	-	4,909
Share of governance costs (see note 7)	9,919	-	-	9,919	10,152	-	-	10,152
	<u>92,185</u>	<u>37,742</u>	<u>27,194</u>	<u>157,121</u>	<u>89,834</u>	<u>36,423</u>	<u>26,495</u>	<u>152,752</u>
Analysis by fund								
Unrestricted funds	72,828	37,742	12,819	123,389	71,124	36,423	11,542	119,089
Restricted funds	19,357	-	14,375	33,732	18,710	-	14,953	33,663
	<u>92,185</u>	<u>37,742</u>	<u>27,194</u>	<u>157,121</u>	<u>89,834</u>	<u>36,423</u>	<u>26,495</u>	<u>152,752</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

7 Support costs

	Support costs	Governance costs	2020	2019
	£	£	£	£
Staff costs	-	7,343	7,343	7,183
Insurance	1,591	-	1,591	1,543
Licences and permits	989	-	989	1,678
IT costs	435	-	435	736
Training	337	-	337	942
Advertising	145	-	145	10
Legal and professional	-	-	-	420
Independent Examiners fee	-	1,296	1,296	1,301
Bank charges	-	323	323	347
Payroll costs	-	957	957	901
	<u>3,497</u>	<u>9,919</u>	<u>13,416</u>	<u>15,061</u>
Analysed between				
Charitable activities	<u>3,497</u>	<u>9,919</u>	<u>13,416</u>	<u>15,061</u>

Governance costs includes Independent Examination fees of £1,115 (2019: £1,115)

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

9 Employees

Number of employees

The average monthly number of employees during the year was:

2020 Number	2019 Number
10	10

Employment costs

	2020 £	2019 £
Wages and salaries	100,351	99,714
Social security costs	1,477	1,378
Other pension costs	1,710	854
	<u>103,538</u>	<u>101,946</u>

The ten staff are comprised of two full time and eight part time posts.

10 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
At 1 April 2019	27,313
Additions	12,973
	<u>40,286</u>
At 31 March 2020	
Depreciation and impairment	
At 1 April 2019	7,729
Depreciation charged in the year	7,990
	<u>15,719</u>
At 31 March 2020	
Carrying amount	
At 31 March 2020	<u>24,567</u>
At 31 March 2019	<u>19,584</u>

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

11 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	1,136	3,150
Prepayments and accrued income	4,065	4,946
	<u>5,201</u>	<u>8,096</u>

12 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Other taxation and social security		666	1,067
Deferred income	13	5,625	14,948
Accruals		6,674	3,724
		<u>12,965</u>	<u>19,739</u>

13 Deferred income

	2020 £	2019 £
Other deferred income	<u>5,625</u>	<u>14,948</u>

The minibus grant is deferred to the extent that it contributes to funding costs incurred in a future period.

FARNCOMBE DAY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds		
	Incoming resources	Resources expended	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 31 March 2020
	£	£	£	£	£	£
Elsley Trust	2,507	-	2,507	-	-	2,507
Kitchen refurbishment	14,114	(6,077)	8,037	-	(6,077)	1,960
Minibus	14,953	(14,953)	-	14,375	(14,375)	-
VGP (Care assistant)	12,000	(12,000)	-	12,000	(12,000)	-
Dining chairs	3,150	-	3,150	5,634	(762)	8,022
Freezers and fridges	633	(633)	-	-	-	-
Ipads and fridge (CFS)	-	-	-	3,375	(218)	3,157
Flooring (WBC)	-	-	-	6,000	-	6,000
Covid 19 grant (WBC)	-	-	-	750	-	750
Older people day (WBC)	-	-	-	300	(300)	-
	<u>47,357</u>	<u>(33,663)</u>	<u>13,694</u>	<u>42,434</u>	<u>(33,732)</u>	<u>22,396</u>

15 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Fund balances at 31 March 2020 are represented by:						
Tangible assets	11,428	13,139	24,567	11,547	8,037	19,584
Current assets/ (liabilities)	114,235	9,257	123,492	95,580	5,657	101,237
	<u>125,663</u>	<u>22,396</u>	<u>148,059</u>	<u>107,127</u>	<u>13,694</u>	<u>120,821</u>

16 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

Local Government Boundary Commission for England

Electoral Review of Waverley Borough Council

A Guide for Councillors

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A Message from the Chair of the Local Government Boundary Commission for England

Professor Colin Mellors OBE

This briefing tells you all you need to know about the electoral review of your council. It tells you what an electoral review is, why we are conducting it and how you can influence the outcome.

The electoral review is an opportunity for you to shape your council for the future. On council size, the review will help you decide how you will represent communities in the future and ensure that your governance arrangements reflect your long-term ambitions. When we come to consider boundaries, we will aim to build electoral wards that reflect communities and lock in electoral fairness for future elections.

The outcome of the review is not pre-determined. The Commission will only take decisions after giving careful consideration to the evidence provided by you, your council and local communities throughout the process.

Your local knowledge will be valuable in helping us come to our conclusions. The best electoral reviews are those where councillors engage with the process. The Commission will take decisions on the strength of evidence provided during the review after we have assessed all submissions against our statutory criteria. It doesn't matter whether evidence comes from the council, council groups or individual councillors, we have an open mind about which proposals we will put forward as formal recommendations.

The electoral arrangements of your council will change. Our experience of electoral reviews clearly shows that changing boundaries in one part of your area will inevitably have an impact on other areas. Most wards are likely to experience a change to one or more of their boundaries, name or number of councillors representing them. We will look to you to influence the nature of those changes.

We will make it as easy as possible for you to influence the process. In addition to our preliminary dealings with the council, we will hold at least two phases of public consultation before we finalise the recommendations of the review. We encourage you to engage with your communities about the review, so we can get the broadest possible spread of evidence.

I hope you find this briefing helpful.

Professor Colin Mellors OBE

Local Government Boundary Commission for England

The Local Government Boundary Commission for England is an independent body established by Parliament in April 2010. We are not part of government and are accountable to Parliament through the Speaker's Committee.

Our organisation consists of the Chair of the Commission and five Commissioners who are supported by approximately 20 members of staff.

What is an Electoral Review?

An electoral review examines and proposes new electoral arrangements for the whole local authority. These are:

- The total number of councillors to be elected to the council: council size.
- The names, number and boundaries of wards.
- The number of councillors to be elected from each ward.

The review is likely to have implications for the whole local authority not just areas with high levels of electoral inequality.

Why Waverley Council?

Electoral reviews look at whether the boundaries of wards or divisions within a local authority need to be altered. We might conduct these reviews either to ensure fairer representation at local government elections after any significant changes in the distribution of electors, or at the request of a local authority for other reasons.

Waverley has not had an electoral review since 1998. The Commission has a statutory duty to review every English local authority 'from time to time'. It will be well over 20 years since a review has taken place in Waverley. The Commission considers this as a reasonable interpretation of 'from time to time'.

The Commission will seek to deliver electoral equality for voters in local elections.

A full table of current wards and their variances can be found at Appendix 1. A map showing the distribution of any electoral imbalances across the authority can be found at Appendix 2.

Electoral Review Process

The electoral review will have two distinct parts;

- **Council size:** before we re-draw ward boundaries, the Commission will come to a view on the total number of councillors to be elected to the council in future. We will come to a conclusion on council size after hearing the council's (and/or councillors') views during the preliminary phase.
- **Ward boundaries:** we will re-draw ward boundaries so that they meet our statutory criteria. You will have an opportunity to put forward your ideas in two phases of public consultation.

You, and the communities you represent, can influence the review. Please refer to the timetable in Appendix 3 to find out when you can have your say.

Part One: Council Size

The first part of the review will determine the total number of councillors to be elected to the council in the future. We call this 'council size'. We will not consider ward boundaries until we have completed this phase.

By the end of the preliminary stage of the review, we expect the council and/or its political groups, to present the Commission with a case for a council size that they believe is right for their authority.

The Commission will make its judgment on council size by considering three broad areas:

- We will look at the **governance arrangements** of the council and how it takes decisions across the broad range of its responsibilities.
- The Commission will look at the council's **scrutiny functions** relating to its own decision making and the council's responsibilities to outside bodies.
- We will also consider the **representational role of councillors in the local community** and how they engage with people, conduct casework and represent the council on local partner organisations.

If you plan to make a submission to us on council size (whether it's for an increase, reduction or maintaining current arrangements), you should make sure you address these areas and that your view is backed up by evidence.

Governance Arrangements

The Commission aims to ensure that councils have the right number of councillors to take decisions and manage the business of the council in an effective way now and in the future.

To support your view, the Commission is looking for evidence about cabinet and/or committee responsibilities, number of committees and their workload, delegation to officials, other bodies and plans for the future.

Scrutiny Functions

Every local authority has mechanisms to scrutinise the executive functions of the council and other local bodies. They also have significant discretion over the kind (and extent) of activities involved in that process. In considering council size, the Commission will want to satisfy itself that these responsibilities can be administered in a convenient and effective way.

To support your view, the Commission is looking for evidence about the number of councillors your authority needs to hold the decision makers to account and ensure that the council can discharge its responsibilities to other organisations (e.g. other public-sector bodies, partnerships, and trusts).

Representational Role of Councillors

The Commission understands that there is no single approach to representation and members will represent and provide leadership to their communities in different ways. However, we are interested in hearing about the extent to which members routinely engage with communities and how this affects workload and responsibilities.

To support your view, the Commission is looking for evidence about how councillors interact with their communities, their caseloads and the kind of support they need effectively to represent local people and groups.

Part Two: Warding Patterns

We will carry out two phases of public consultation when we will invite you to present your proposals for new ward boundaries.

At the first round of consultation will ask for proposals on new ward boundaries. We will use responses to that consultation to draw up draft recommendations for new boundaries across your area. We will hold a second round of consultation on those proposals during which time you will be able to comment on them and propose alternatives.

The Commission will draw up new electoral arrangements that provide the best balance of our statutory criteria. The criteria include three main elements:

- ***Delivering electoral equality for local voters.** This means ensuring that each councillor represents roughly the same number of voters so that the value of your vote is the same regardless of where you live in the local authority area.*
- ***Interests and identities of local communities.** This means establishing electoral arrangements which, as far as possible, avoid splitting local ties and where boundaries are easily identifiable.*
- ***Effective and convenient local government.** This means ensuring that the wards can be represented effectively by their elected representative(s) and that the new electoral arrangements, including both the council size decision*

and warding arrangements, allow the local authority to conduct its business effectively.

You should ensure that any proposal you make to the Commission, during either phase of consultation, takes into account the statutory criteria. The most persuasive cases are those that are also supported by evidence. Over the next five pages, you will find further explanation about the types of evidence the Commission usually receives under each of the criteria. This might help you build your own submission.

Delivering Electoral Equality for Local Voters

The Commission aims to deliver a pattern of wards where each councillor represents approximately the same number of electors.

We base decisions on the number of electors in a ward and not the total population. The Commission's obligation, set out in law, is to deliver electoral equality where councillors represent a similar number of electors. This could not be achieved if we considered population statistics rather than electoral register totals.

Once the Commission has taken a view on council size, it gives us, and anyone interested in submitting proposals to the review, a clear idea of the target for achieving electoral equality for future patterns of wards.

Although we strive for perfect electoral equality for all wards, we recognise that this is unlikely to be exactly achieved. If you propose a boundary that would lead to an electoral variance for the ward (see exhibit 1), the Commission will need to see evidence that such electoral inequality is justified on the grounds of the Commission's other statutory criteria. The higher the level of electoral variance you are proposing for a ward, the more persuasive your evidence will need to be.

The Commission has an obligation, set out in law, to consider electorate forecasts five years after the completion of the review. The purpose of the forecasts is to try and ensure that the review delivers electoral equality for voters in the longer term. We will work with council officers to draw up realistic forecasts for your authority. Further guidance on how we calculate projected electorates are available on our website at: <https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Table 1, below, shows how the Commission calculates and presents electoral variances in its reports. You can read the full report here: <https://www.lgbce.org.uk/all-reviews/south-east/east-sussex/eastbourne>.

Ward name	Number of councillors	Electorate (2015)	Number of electors per councillor	Variance from average %	Electorate (2021)	Number of electors per councillor	Variance from average %
1 Devonshire	3	8,623	2,874	6%	9,006	3,002	5%
2 Hampden Park	3	7,422	2,474	-8%	7,872	2,624	-8%
3 Langney	3	7,817	2,606	-4%	8,197	2,732	-4%
4 Meads	3	8,094	2,698	0%	8,566	2,855	0%
5 Old Town	3	8,339	2,780	3%	8,793	2,931	3%
6 Ratton	3	7,392	2,464	-9%	7,747	2,582	-9%
7 Sovereign	3	9,135	3,045	13%	9,517	3,172	11%
8 St Anthony's	3	8,106	2,702	0%	8,715	2,905	2%
9 Upperton	3	8,018	2,673	-1%	8,420	2,807	-1%
Totals	27	72,946	-	-	76,832	-	-
Averages	-	-	2,702	-	-	2,846	-

Table 1: Final Recommendations for Eastbourne Borough Council (2016)

Interests and Identities of Local Communities

Unlike electoral equality, it isn't possible to measure levels of community identity, so we will be looking for evidence on a range of issues to support your reasoning. The best evidence for community identity is normally a combination of factual information such as the existence of communication links, facilities and organisations along with an explanation of how local people use those facilities.

Below are some issues that we often use to assess community interests and identity. You may wish to use some of these examples to tell us why you are putting forward your view:

- **Transport links.** Are there good communication links within the proposed ward? Is there any form of public transport? If you are proposing that two areas (e.g. streets, estates or parishes) should be included in the same ward together, how easily can you travel between them?
- **Shared interests.** Are there particular issues that affect your community which aren't necessarily relevant to neighbouring areas that might help us determine where a ward boundary should be drawn? For example, many local authorities contain areas which have urban, suburban and rural characteristics. Each of those areas may have different needs and interests though they could be located next to each other. One area might be more affected by urban issues such as the local economy while an adjacent area might be more concerned with local transport matters. We would like to hear evidence about what those issues are and how they mean boundaries should combine or separate the areas in question.
- **Community groups.** Is there a residents' group or any other local organisation that represents the area? What area does that group cover? What kind of activities do they undertake and are there any joint-working relationships between organisations that could indicate shared community interests between different geographical areas?
- **Facilities.** Where do local people in your area go for shopping, medical services, leisure facilities etc? The location of public facilities can represent the centre or focal point of a community as do some service arrangements such as NHS commissioning groups. We would like to hear evidence from local people about how they interact with those facilities so that we can understand the shape of local communities and the movement and behaviours of their residents.
- **Identifiable boundaries.** Natural features such as rivers can often provide strong and recognisable boundaries. Similarly, constructions such as major roads, railway lines or commercial developments can also form well known and effective barriers between communities.
- **Parishes.** In areas where parishes exist, the parish boundaries often represent the extent of a community. In fact, the Commission often uses parishes as the building blocks of wards. Parishes which share a secretariat or other arrangements often fit together well in the same ward.

These are issues you may wish to consider when proposing a pattern of wards or if you are commenting on the Commission's proposals. It is not – and is not intended to be – an exhaustive list of matters the Commission will consider when coming to a conclusion on wards and their boundaries. Similarly, the Commission attaches no specific weighting to any of the issues above when taking decisions. This guide simply intends to provide some prompts for you to be able to have your say.

There are also a number of things the Commission does not consider to be strong evidence when it takes decisions. For example, an area's history and tradition may be the basis of a sense of community identity. However, communities change over time and perceptions can vary between individuals as to the nature of those ties. The Commission would need to hear how and why those traditional arrangements reflect communities now.

In addition, whilst social and economic data (e.g. from the census or other statistical sources) can tell you a lot about individuals living in an area, it doesn't necessarily explain the nature of communities and is often a poor guide their interests and identities. The Commission considers that this kind of evidence can provide useful background information for an area, but we will treat it with caution when proposing new wards.

Effective and Convenient Local Government

We also consider whether a ward pattern would help deliver effective and convenient local government to people. If you are providing evidence to the Commission, there are a number of issues you might want to consider so that our recommendations can help us meet this obligation.

- **Ward size.** We will look at the geographic size of the ward and try to ensure that it is not so large that it would be difficult for a councillor to represent. Similarly, in urban areas, a ward might be so small in area that its councillor might not be able to contribute effectively to the wider business of the council.
- **Ward names.** Councils and their communities are usually able to suggest appropriate names for wards that reflect community identities and mean something to local people. In determining names for wards, we aim to avoid causing confusion amongst local electors and ensure that names are distinct and easily identifiable, for example, our preference is for names that are short rather than those which attempt to describe an area exhaustively.
- **Internal access.** Recommendations for ward boundaries will normally provide for people to move between all parts of the ward without having to venture outside of the ward. This normally means vehicular access by road. However, there may be occasions when parts of a community are linked not by vehicular routes but by footpaths, footways, pedestrianised streets etc. These will be more likely to be acceptable in densely populated residential areas of towns or cities.

- *Barriers.* Transport links such as roads and railway lines can unite communities or serve to divide them. For example, a parade of shops can act as the focal point for an area, but a main road can signify the ward between communities. The Commission will aim to reflect these differences in its recommendations.
- *‘Doughnut’ wards.* We occasionally receive proposals for a pattern of wards which propose an ‘inner’ ward and an ‘outer’ ward for a settlement. We will not normally recommend this kind of pattern because the communication links between the north and south of the outer ward are usually poor and we also often find that people in the northern part of the outer ward share higher levels of community identity with residents in the north of the inner ward than with residents in the south of the outer ward. Where we need to divide a settlement or an estate to achieve electoral equality, we will usually seek an alternative to this pattern.
- *Detached wards.* The Commission is sometimes presented with proposals to include two geographically separate areas in the same ward. We will not usually accept a proposal of this kind, except in extraordinary geographical circumstances such as for offshore islands, as it is unlikely to meet our criteria for promoting community identity and interests or delivering effective and convenient local government.
- *Number of councillors for each ward.* There is no limit, in law, to the number of councillors that can be elected to represent a ward. However, as a matter of policy, the Commission will not accept a proposal for more than three councillors to represent a ward as we do not think such an arrangement would promote effective and convenient local government or local accountability.
- *Electoral Cycles.* For councils that hold whole-council elections every four years, the Commission is able to propose any pattern of wards that it believes best meets its statutory criteria. This is usually a mixture of single-, two- and three-councillor wards.

Councils that elect by whole-council election are able formally to request a single-member ward review. Such a request must be made to the Commission before the start of the first round of consultation opens. In a single-member ward review, the Commission will have a presumption in favour of a uniform pattern of single-member wards for the whole local authority.

Consultation: How to 'Have your say'

An electoral review is a consultative process. You, and your community, can influence the outcome. We have an open mind about adopting proposals from groups or individuals that are supported by evidence and complement the statutory criteria.

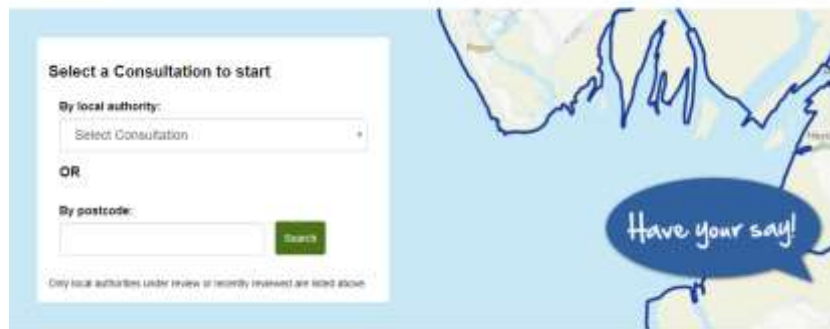
In addition to the preliminary phase of the review, when we gather information about the council and assess your views on council size, we will hold at least two phases of public consultation.

We encourage councillors to take part in each phase of consultation, as individuals or as groups, and we hope that elected members can also encourage communities to take part in consultation.

We are only able to consider evidence that is made to us in writing as all decisions are taken by formal meetings of the whole Commission. The best evidence includes the reasons why you agree with our proposals or why you disagree with them. If you do not think our proposals are right for your area, we would welcome alternative suggestions for boundaries that meet our criteria.

There are several ways in which you can keep up to date with the progress of the review and to have your say:

- *Website*. You can keep track of the electoral review for your area through our website at <http://www.lgbce.org.uk/>. We set up a dedicated web page for each review where you will find details of its timetable, our reports, maps, proposals and guidance. You can comment on our proposals directly through our website or by emailing: reviews@lgbce.org.uk. And you can write to us at the address shown on the contacts page. We also publish all the submissions we receive so you can see what kind of evidence we relied on to make our decisions.
- *Interactive consultation portal*. The portal allows you to view and interact with our maps as well as comment on our proposals directly. By logging on to <https://consultation.lgbce.org.uk/> you will be able to view our proposals down to street level, draw your own pattern of wards or annotate the maps to tell us about the nature of community interests and identities in your area. Below, you can see what the site looks like and how you might be able to put forward your views. Log on to <https://consultation.lgbce.org.uk/> to find out how you can interact with our mapping.



Select a Consultation to start

By local authority:
Select Consultation

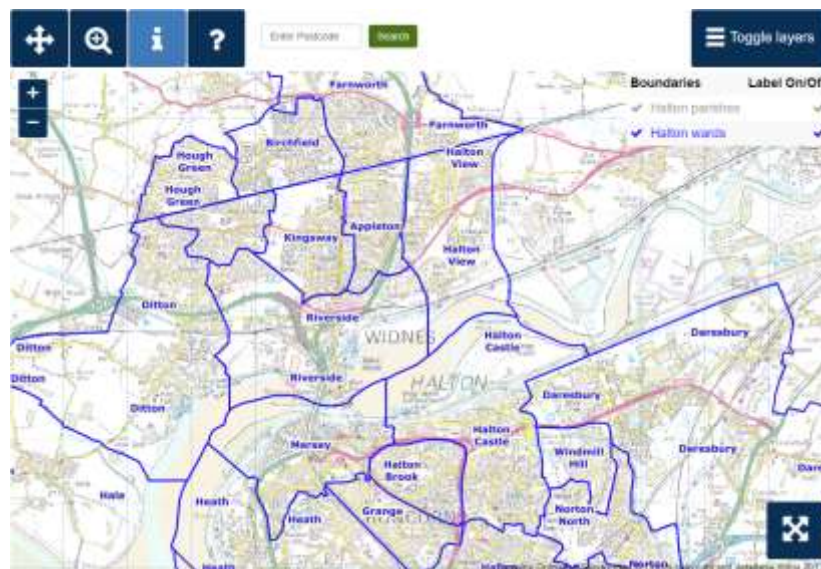
OR

By postcode:
Search

Only local authorities under review or recently reviewed are listed above

Welcome to our consultation area

- Find out if we are consulting in your area
- Explore our proposals
- Draw your boundaries
- Have your say



- **Parishes and/or residents groups.** If your area has parish councils, we will offer to hold a briefing meeting locally at the start of an electoral review with representatives of the parishes. Alternatively, we will consider offering a briefing meeting for resident's associations at the start of a review to brief them on the process.
- **Members of Parliament.** The Commission offers to brief all local MPs at each phase of consultation and will keep them updated on the progress of the review.
- **Lead commissioner.** One of our commissioners will be appointed as lead commissioner for the review and will represent the Commission in meetings with the council though all decisions are taken by the Commission collectively. The lead commissioner and key staff will also conduct at least one tour of the local authority area to assess the issues 'on the ground' and areas of contention as we draw up recommendations.

- **Publicity.** We will issue a press release at every stage of an electoral review to local press and media to encourage engagement in the process by local people. We will also ask the council to publicise the review. We will produce posters at each stage to be displayed in council offices, libraries and by local organisations and we will ensure that we produce hard copies of all our reports and maps for display in council buildings and libraries for those who do not have internet access. Follow us on Twitter @LGBCE.
- **Community groups.** At the start of a review, we will ask your local authority for information and contact details for local community groups and organisations that might be interested in the review and who might also wish to contribute to it. We will write to all those groups with information about the review at each stage and invite evidence from them. We will also ensure that we make contact with local organisations that represent minority groups that might otherwise have been excluded from the consultation process. We will provide translations and accessible versions of our material on request.

Making effective representations

Council Size

When you put forward a council size, we will assess your number (or range of numbers) against your 15 'nearest neighbour' authorities as set out by CIPFA. Refer to Appendix 4 to see how your authority compares to its 'nearest neighbours'.

If your proposal means that your council size would be well above or below the average of your statistical neighbours, you need to ensure your case for that council size is particularly strong. In some cases, your current council size could put you outside the range of your neighbours, so we would need a strong case to retain the status quo.

If you want to make sure your case on council size is as strong as possible, you should:

- Make sure you address your governance arrangements, scrutiny functions and the representational role of councillors.
- Support your case with evidence e.g. of councillor workload, volume of decisions and councillor representation in the community.
- Ensure that you have taken into account future trends and that the council size you suggest will still be right in future years.
- Find out more about council size in our technical guidance:
<https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Boundaries

A persuasive representation regarding the warding arrangements for an authority will usually;

- *Be submitted at the right time.* If you have a view on division boundaries, don't just wait until we have published draft recommendations. Make a submission during the Stage One consultation to ensure we can build in your proposal at the earliest possible stage.
- *Take account of our statutory criteria.* The Commission will judge all submissions, and make recommendations, based on those criteria.
- *Consider the consequences of the proposal across the wider area.* Most proposals will have a knock-on effect elsewhere in the borough.
- *Be based on evidence.* Tell us why your view should be accepted and how your suggestion meets the criteria.
- *Suggest an alternative.* If you are objecting to a proposal, tell us where we should draw the boundaries.

Finally, the Commission welcomes submissions that support its recommendations as much as those that propose alternatives. It is very likely that people who oppose our draft recommendations will get in touch with the Commission to put forward their alternative proposals. So, if you support our recommendations, you should make sure you tell us so that we can balance the evidence.

Recent Reviews

The Commission's rolling programme of reviews means that many other local authorities have been through the process in recent years. You may find their experiences useful for a number of reasons:

- Read their council size submissions to find out what arguments they put to the Commission and the evidence they provided.
- Find out how councils put their ward patterns together and which proposals the Commission found persuasive.
- Look at the submissions we received from groups and individuals during consultation.

Our website includes dedicated web pages for all previous electoral reviews and you can read all the evidence we received as well as our draft and final recommendations reports. Specific examples of some recently completed reviews can be found at Appendix 5.

Contacts

The key contacts for this electoral review of Waverley Borough Council are:

Review Officer	Sonia Sekhon
Email	sonia.sekhon@lgbce.org.uk
Telephone	0330 500 1280
Review Manager	Richard Buck
Email	richard.buck@lgbce.org.uk
Telephone	0330 500 1271

If you want to send in a submission on the review:

Address	Review Officer (Waverley) LGBCE c/o Cleardata Innovation House Coniston Court Riverside Business Park Blyth NE24 4RP
Email	reviews@lgbce.org.uk
Consultation Portal	consultation.lgbce.org.uk

Switchboard: 0330 500 1525

Website: www.lgbce.org.uk

Facebook: www.facebook.com/LGBCE

Twitter: @LGBCE

Appendix 1: Electoral Data Summary

Electoral Variance by Ward

Ward Name	No. Councillors	Electorate*	Variance*
Alfold, Cranleigh Rurals & Ellens Green	1	1,469	-9%
Blackheath & Wonersh	1	1,518	-6%
Bramley, Busbridge & Hascombe	2	3,611	11%
Chiddingfold & Dunsfold	2	3,054	-6%
Cranleigh East	3	5,187	7%
Cranleigh West	2	3,108	-4%
Elstead & Thursley	2	3,069	-5%
Ewhurst	1	1,630	0%
Farnham Bourne	2	3,160	-3%
Farnham Castle	2	3,136	-3%
Farnham Firgrove	2	3,238	0%
Farnham Hale & Heath End	2	3,338	3%
Farnham Moor Park	2	3,646	12%
Farnham Shortheath & Boundstone	2	3,266	1%
Farnham Upper Hale	2	3,211	-1%
Farnham Weybourne & Badshot Lea	2	3,405	5%
Farnham Wrecclesham & Rowledge	2	3,404	5%
Frensham, Dockenfield & Tilford	2	3,086	-5%
Godalming Binscombe	2	3,091	-5%
Godalming Central & Ockford	2	3,672	13%
Godalming Charterhouse	2	2,721	-16%
Godalming Farncombe & Catteshall	2	3,648	12%
Godalming Holloway	2	3,360	4%
Haslemere Critchmere & Shottermill	3	4,389	-10%
Haslemere East & Grayswood	3	5,139	6%
Hindhead	2	3,286	1%
Milford	2	3,184	-2%
Shamley Green & Cranleigh North	1	1,383	-15%
Witley & Hambledon	2	3,050	-6%

*Data based on December 2018 electoral registers.

Data Summary

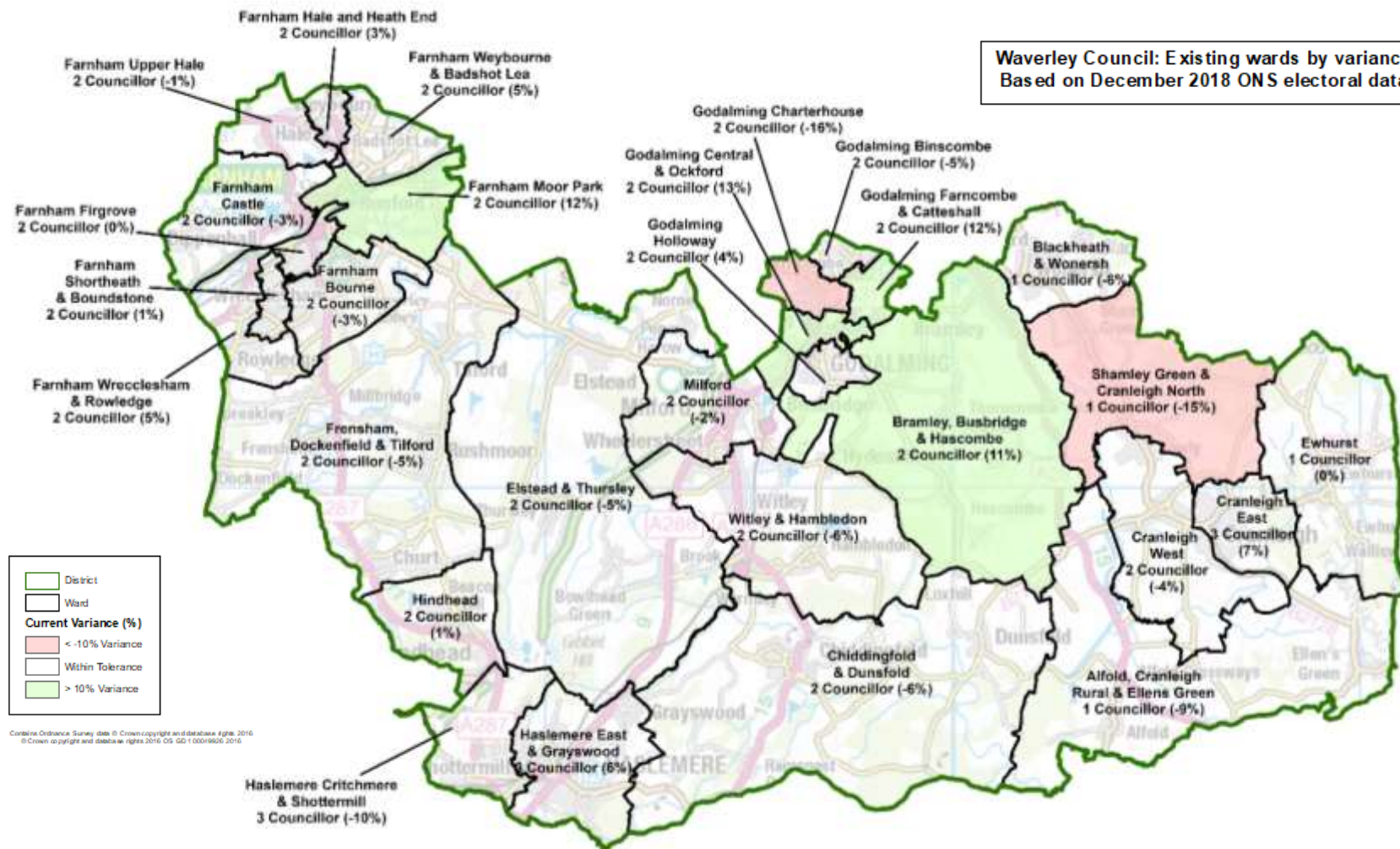
No. Cllrs	No. Electors	Cllr: Elector Ratio
57	92,459	1,622

	No. Wards
One-Councillor Wards	4
Two-Councillor Wards	22
Three-Councillor Wards	3
Total No. Wards	29

Electoral Imbalance	No. Wards	% Wards
>10%	6	21%
>20%	0	0%
>30%	0	0%

Outliers	Positive	Negative
Bramley, Busbridge & Hascombe	11%	
Farnham Moor Park	12%	
Godalming Central & Ockford	13%	
Godalming Charterhouse		-16%
Godalming Farncombe & Catteshall	12%	
Shamley Green & Cranleigh North		-15%

Appendix 2: Map of Electoral Variances



Appendix 3: Electoral Review Timetable

Preliminary Period

Briefings	Attendees		Key Dates
	Council	LGBCE	
Initial Meeting	Council Leader Chief Executive	Chair Chief Executive	12 August 2019
Officer Briefing	Council Officers involved in review	Review Manager Review Officer	7 October 2020
Group Leader Briefing	Council Group Leaders	Lead Commissioner Review Manager Review Officer	10 November 2020
Full Council Briefing	All Councillors	Lead Commissioner Review Manager Review Officer	12 November 2020
Parish/Town Council & Local Groups Briefing	Not required	Review Manager Review Officer	TBC

Council Size

Activity	Involvement		Key Dates
	Council	LGBCE	
Develop council size proposal	Council Political Groups	Officers will be available to answer any technical queries on making a submission.	Now until March 2021
Submission of council size proposals	Council Political Groups	Officers will acknowledge receipt of submissions.	9 March 2021
Commission Meeting: Council Size	Not required	Commission	20 April 2021

Warding Patterns

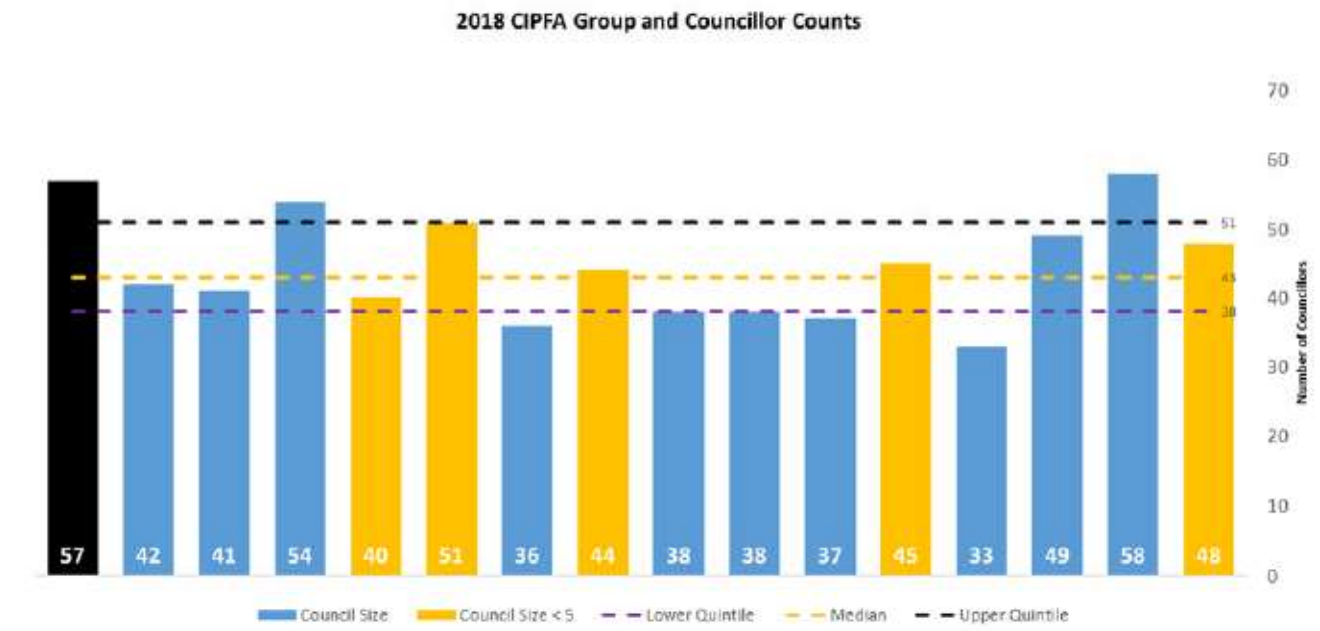
Activity	Involvement		Key Dates
	Council	LGBCE	
Consultation on warding patterns	Council Political Groups General Public	Run consultation, collate & analyse responses.	27 April 2021 to 5 July 2021
Commission Meeting: Draft Recommendations	Not required	Commission	21 September 2021

Consultation on Draft Recommendations	Council Political Groups General Public	Publish draft recommendations. Run consultation, collate & analyse responses.	5 October 2021 to 13 December 2021
Commission Meeting: Final Recommendations	Not required	Commission	15 February 2022

Order

Activity	Involvement		Key Dates
	Council	LGBCE	
Order laid	Not required	Commission	Spring 2022
Order made	Not required	Commission	Summer 2022
Implementation	Council	Not required	2023

Appendix 4: Council Size Expected Range



Appendix 5: Recently Completed Reviews

Babergh Borough Council: <http://www.lgbce.org.uk/all-reviews/eastern/suffolk/babergh>

Carlisle City Council: <http://www.lgbce.org.uk/all-reviews/north-west/cumbria/carlisle>

Crawley Borough Council: <http://www.lgbce.org.uk/all-reviews/south-east/west-sussex/crawley>

Dorset Council <http://www.lgbce.org.uk/all-reviews/south-west/dorset/dorset>

East Hampshire District Council: <http://www.lgbce.org.uk/all-reviews/south-east/hampshire/east-hampshire>

Forest of Dean District Council: <http://www.lgbce.org.uk/all-reviews/south-west/gloucestershire/forest-of-dean>

King's Lynn and West Norfolk District Council: <http://www.lgbce.org.uk/all-reviews/eastern/norfolk/kings-lynn-and-west-norfolk>

Mid Suffolk District Council: <http://www.lgbce.org.uk/all-reviews/eastern/suffolk/mid-suffolk>

North Norfolk District Council: <http://www.lgbce.org.uk/all-reviews/eastern/norfolk/north-norfolk>

Norwich City Council: <http://www.lgbce.org.uk/all-reviews/eastern/norfolk/norwich>

Reigate & Banstead Borough Council: <http://www.lgbce.org.uk/all-reviews/south-east/surrey/reigate-and-banstead>

Richmondshire District Council: <http://www.lgbce.org.uk/all-reviews/yorkshire-and-the-humber/north-yorkshire/richmondshire>

Scarborough Borough Council: <http://www.lgbce.org.uk/all-reviews/yorkshire-and-the-humber/north-yorkshire/scarborough>

Somerset West & Taunton Council: <http://www.lgbce.org.uk/all-reviews/south-west/somerset/somerset-west-and-taunton>

Test Valley Borough Council: <http://www.lgbce.org.uk/all-reviews/south-east/hampshire/test-valley>

West Suffolk Council: <http://www.lgbce.org.uk/all-reviews/eastern/suffolk/west-suffolk>

The Royal Borough of Windsor & Maidenhead Council: <http://www.lgbce.org.uk/all-reviews/south-east/berkshire/windsor-and-maidenhead>

Appendix 6: Frequently Asked Questions

What characterises a good electoral review?

The best electoral reviews are those where the council and councillors have engaged with the process at an early stage.

On council size, authorities that have thought seriously about how they want to manage the business of the council and represent local people for the long term, usually put forward strong submissions.

Where local authorities and/or members have put together a ward pattern that meets our statutory criteria and where the proposals are supported by evidence, we tend to be able to draw up recommendations that are largely built on consensus.

Councils that have been able to gain input from local groups and individuals on their proposals usually put forward a strong submission especially where it is supported by evidence.

What don't you consider in an electoral review?

Polling districts, school catchment areas, addresses and postcodes are not matters the Commission will take into account when drawing new ward boundaries. Although some existing wards may have strong boundaries and reflect local communities, we start with a clean sheet of paper when drawing up recommendations.

We take no account of parliamentary constituency boundaries (see below for more details).

Similarly, we do not take into account possible political implications of our recommendations.

Why can't you consider boundaries at the same time as the number of councillors?

The Commission will make a judgment on council size before we consider ward boundaries. This means that everybody who wishes to take part in the consultation will know the optimum number of electors per councillor which we need to achieve to deliver electoral equality in our pattern of wards. If you do not know the total number of councillors who will be elected to the council, it makes it very difficult to come up with a proposal for a ward pattern that will deliver this crucial statutory criterion.

On some occasions, the Commission will alter its view on council size in its draft or final recommendations by one councillor if that number provides for a scheme of wards which better reflects our statutory criteria.

How much will the review cost?

The Commission does not charge local authorities to undertake an electoral review and our funding is agreed by the Speaker's Committee in the House of Commons.

Every review is different, and some are more resource intensive than others. For example, a county will require more resources than a small district in terms of the quantity of maps, time spent drawing up recommendations and consultation materials.

Like most other public-sector organisations, the Commission is under an obligation to reduce costs. Since 2010, the Commission has reduced its budget by around 30% in real terms and will make further savings in the coming years.

My ward has the right number of electors already. Will it change?

Changes to wards are usually extensive in every review we conduct. For example, if we propose to change council size in a significant way, it is unlikely that your ward will then contain the optimum councillor: elector ratio. In addition, the knock-on effects of changing boundaries in one part of the local authority can have an impact elsewhere which usually leads to substantial changes.

If you wish to retain an existing boundary, you should tell us why such an arrangement complements the statutory criteria.

Will you look at the external boundaries of the council?

No. The electoral review will only consider internal ward boundaries. External boundaries can only be changed through a different type of review called a Principal Area Boundary Review (PABR).

More details on PABRs can be found on our website at:
<https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Will parliamentary constituency boundaries be affected?

Reviews of constituency boundaries are the responsibility of the Boundary Commission for England which is a separate body and operates under different legislation. You can find out more about their work on their website at:
boundarycommissionforengland.independent.gov.uk/.

The Commission has no obligation to consider constituency boundaries as we draw up recommendations. As such, there is a possibility that new wards could cross constituency boundaries.

Will parishes be affected?

We have no powers to alter the external boundaries of local parishes. However, if our recommendations propose to divide parishes between wards, we will alter the electoral arrangements of that parish to create parish wards. We can also make changes to the years in which parish council elections take place so that they do so in the same years as borough elections in their associated wards.

More information about possible implications for parishes are set out in our technical guidance: <https://www.lgbce.org.uk/how-reviews-work/technical-guidance>

Can the council veto your recommendations?

No. We will work consultatively with you throughout the review and seek to build consensus. However, the final recommendations of the review are those of the Commission. After we publish our final recommendations, we will lay a draft order – the legal document that seeks to implement the recommendations – in both Houses of Parliament. It is up to Parliament to approve or reject that draft order before it is implemented.

Will you hold public meetings and/or meet with political groups during the process?

We will always brief a meeting of the full council in the early stages of the review. We will also offer a briefing meeting with local parishes and/or residents groups.

During the rest of the review, we will not usually offer to meet any groups or individuals. We try to ensure that everyone has an equal chance of influencing the Commission during consultation and, as such, we do not want to be seen to favour any group by holding meetings to which other interested parties do not have access.

Why don't you consider the population of wards and not just the electorate?

The Commission has a statutory obligation under the Local Democracy, Economic Development and Construction Act 2009 'to secure that the ratio of the number of local government electors to the number of members of the council to be elected is, as nearly as possible, the same in every electoral area of the council'. This means that we can only consider the number of local government electors when we draw up boundaries which will deliver electoral equality.

In what forms do you accept submissions?

The Commission only accepts submissions which are made in writing by hard copy, email or through our website. The Commission takes decisions collectively and will consider every submission received before coming to a conclusion.

You can also use our consultation portal to draw your own boundaries and submit them directly to the Commission. You are strongly advised to include an explanation of why the boundaries you are putting forward are appropriate and complement our statutory criteria.

Submissions to the Commission are rarely persuasive if they are not supported by an explanation of how the proposal meets the Commission's statutory criteria. As such, petitions which simply object to a proposal do not usually constitute strong evidence on which the Commission can base alternative recommendations. In the same way, resolutions of council which do not provide for alternative arrangements that are supported by a rationale will not normally prove to be persuasive.

To what extent do you change your recommendations during the process and as a result of consultation?

Since the establishment of the Commission as a stand-alone body in April 2010, the Commission has made amendments to its draft recommendations in most cases as

a result of submission received during consultation. We consider every submission and believe the electoral review process is strongest where local authorities have engaged in it.

How will you involve local people in the review?

We will engage with local press and media at every stage of consultation through press releases and social media. We also publish all relevant information on our website, including every submission we receive. Our online consultation portal allows users of the site to draw their own boundaries and engage in the process in a detailed way.

If your area has parishes, we will engage directly with them through a briefing meeting and via correspondence to alert them to each phase of consultation. Similarly, we have asked the council for their help in identifying local resident's groups and organisations, so we can write to them with advice and guidance on the review.

We have also asked the council to help us publicise the review by using its own communication channels with residents and local groups and we will provide posters to display in council buildings. We hope elected members can also use their networks to engage communities in the process.

SURREY ASSOCIATION OF LOCAL COUNCILS (SALC)

1. The Town Council, along with almost all other Town and Parish Councils in Surrey, is a member of the Surrey Association of Local Councils (SALC). The Association is a membership organisation which provides access to a wide range of advice, support, information sharing and training provision for Parish and Town councils throughout Surrey. Often the Association is a vital safety net in providing support that a Council could not get from anywhere else (or at least not without paying significant costs) when difficulties arise in respect of complex employment issues, challenges to decisions, non-compliance, internal conflicts etc. Through their membership of the Surrey Association, a Council also has access to membership of the National Association of Local Councils (NALC) which acts as a national lobbying body for local councils, provides extensive legal and related advice and guidance on national legislation and is a valuable forum for sharing of good practice within the sector.
2. For many years SALC has worked in formal co-operation with the Associations in East and West Sussex through a trading company (SSALC) to provide services to its member councils . Just over a year ago though the West Sussex Association Board decided that it wished to consider looking elsewhere for its services. Because of the increasingly clear messages emerging from the West Sussex Board that they would be going elsewhere it was necessary for the Surrey Board to put together alternative arrangements for service provision to Surrey members . The objective set was to ensure that the Board were able to secure a seamless transition of services providing at least the same level of support to members councils and at no additional cost. This has been achieved and the new arrangements (which have included the recruitment of key experienced existing SSALC staff) will go live on 1 April 2021, following the formal winding up of SSALC on 31 March 2021. Members will have recently been circulated with or will shortly receive a SALC Bulletin giving more information on the new arrangements
3. As the elected Chairman of SALC I have been much involved in leading the development of the new arrangements and believe they provide an exciting opportunity to provide a much sharper Surrey focus to the Board's activities in consultation with member Councils

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

Steve Cosser

March 2021



THE SSALC TEAM WISH YOU ALL A VERY HAPPY NEW YEAR!

UPDATE FROM THE SSALC TEAM

This last year has been an education for many of us with the increasing use of technology to deliver our services. We know that there are also desires for some to get back to 'normal' with face to face meetings. It is highly likely that we will see the introduction of 'hybrid' meetings.

Below are some of the enquiries we have received in 2021 and other matters that may be of interest.

But first.... We are receiving numerous enquiries about the future of SSALC Limited and whilst we too await the decision of WSALC we can respond with the known facts.

SSALC Ltd provide services to Parish Councils in West Sussex, East Sussex and Surrey, it is a not for profit company.

In late 2019 the SSALC Board instructed officers to undertake a review of its services with attending costs, these were temporarily interrupted by the pandemic. Not undeterred we did continue to look at ways our services could be improved. Home working has proved so successful that we will be looking to continue this in the future which will significantly reduce our overheads – office rental, service contracts and the like. Our online training programme has also proved successful – covering finance, employment, communications, use of social media, planning and all aspects of Member training. Many benefits have flowed, not the least because it has proved attractive on costs and enabled training for those councillors who would not normally be able to travel. We will of course include, when the circumstances permit, some face to face training, recognising that networking and sharing experiences has added benefits as does our AGM/Conference.

During 2020, WSALC decided to initiate its own independent 'value for money' review to be concluded in February/March 2021 which included looking at alternative service providers. In terms of a value for money exercise any 'bids' from other organisations/companies would, in all likelihood,

be measured against the current (20/21) rather than future planned expenditure; it is also entirely possible that the level of service, flexibility and commitment may not necessarily be the same as that currently provided by SSALC, particularly if the services are provided from outside the three Counties. These are material factors when comparing the 'value' of the service provision and members need to satisfy themselves that any alternative to SSALC meets their 'needs'.

With the possibility of West Sussex selecting another service provider this has created uncertainty for SSALC, East Sussex and Surrey County Associations and over 300 members.

At the Meeting of the SSALC Board held on 18th January the Chairman of the WSALC Board reported that he expected to receive the report of Professor Copus to discuss at the next WSALC Board meeting on 29th January. Hampshire Association's offer to provide services would be recommended to the parishes in West Sussex in February and if 25 member councils sought an Extraordinary General Meeting one would be called after 6 weeks at which Special Resolutions, properly notified to the Company Secretary could be raised. Our understanding is that if the Hampshire proposal is rejected by West Sussex Parish Councils WSALC would still be looking at alternative providers to SSALC Ltd.

This continuing uncertainty as to the future of SSALC Ltd makes forward planning difficult. Our training programme will be limited post March/April until we have certainty as to our continuing existence. Nevertheless, we have put together a programme which covers a wide breath of training opportunities which can be found on our website [here](#).

On a positive note we are committed to ensuring 'business as usual' and we look forward to continuing to support all members and to 'meeting' chairmen and clerks at the Forums planned for January and February.

The SSALC Team

Updates

Annual Parish Meetings – at present it is likely that the same restrictions and limitations applying to public gatherings will be in place. It is a time to be creative to encourage attendance online – maybe an interesting speaker. Any ideas from Members would be welcome so that we can share them. The timing for some Councils could be affected by local elections.

Local Elections – at the moment the Gov't has announced that they will go ahead. We wait and see 'how'. Maybe the date will be moved? Sufficient notice has to be given to the elections authority. Normally election officers would start planning last Autumn for an early May election - watch this space!

Second hand computers - many of you will know of campaigns for computers for children who do not have them/families who only have one to share between children. Horley Town Council would like to hear from anyone that has equipment they can donate - [contact Horley Town Council](#)

Speed limits - '20s plenty' has and continues to be on many agendas. County Councils set criteria for considering Applications, it would be good to hear from Councils who have been successful so that we can share your experiences with all interested members.

NALC – as part of our remit we share with you all information we receive from NALC. We know that it can be annoying if you have already received it direct but we believe that it is better to ensure that all Councils have the information. NALC have continued to provide the latest Coronavirus guidance and information and regularly update their information page [here](#)

Chairmen/Clerk Forums – these proved to be tremendously successful in 2020. They are not only a useful opportunity for networking and sharing but we will take the opportunity to invite speakers on current specific County issues. At the last session Sussex and Surrey Police joint roads policing unit provided a briefing. This month Surrey will be hearing from SCC re the newly established Community Fund being made available to Parish Councils and other organisations. We are planning a session to provide Clerks and Chairmen with HR guidance relating to home working and 'returning after lockdown', please look out for circulations from Anna.

Assistance with Projects - do you have a project that needs to be done but do not have the time. If so then Dee Thornton has worked with a number of councils on areas of need. If interested Dee can be contacted via Trevor Leggo 07825 506649 or trevor.leggo@ssalc.co.uk



GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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