

## **GODALMING TOWN COUNCIL**

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Surrey  
GU7 1AQ

18 June 2021

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 24 JUNE 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery  
Town Clerk

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

**Where possible proceedings will be live streamed via the Town Council's Facebook page.** If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

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

Councillor Adam  
Councillor Boyle  
Councillor Crooks  
Councillor Faraday  
Councillor Hullah  
Councillor Neill  
Councillor PS Rivers  
Councillor Steel  
Councillor Welland

Councillor Ashworth  
Councillor Cosser  
Councillor Duce  
Councillor Heagin  
Councillor Martin  
Councillor Purvis  
Councillor Rosoman  
Councillor Stubbs

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

### **1. MINUTES**

To approve as a correct record the minutes of the meeting held on the 20 May 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 31 May 2021 (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ year end</b>
	<b>£</b>	<b>£</b>
Head Office Costs	19,188 o/s	0 u/s
Civic Expenses	1,738 o/s	2,000 o/s
Town Promotion	1,362 u/s	0 o/s
Staycation	0 u/s	0 u/s
Festivals & Markets	1,152 u/s	0 o/s
Christmas Lights	0 o/s	0 o/s
BWP Community Centre	73 o/s	0 o/s
Pepperpot	832 u/s	0 o/s
The Square	2,000 u/s	2,000 u/s
Allotments	6,902 o/s	7,000 o/s
Wilfrid Noyce Community Centre	6,527 u/s	0 o/s
Bandstand	600 o/s	600 o/s
Godalming Museum	2,360 o/s	0 o/s
Land & Property Other	2,026 u/s	0 u/s
<b>TOTAL</b>	<b>16,963 o/s</b>	<b>7,600 o/s</b>

The monitoring report shows a current variance of £16,963 overspend against budget. Items to note in the forecast:

- Head Office – Equipment budget overspent due to purchase of a new computer for the Receptionist and two new laptops to enable hybrid meetings based at WBC Council Chamber. Grants budget over budget due to payment of SLA grants – this is a timing issue only.
- Civic Expenses – £2k over budget due to non-budgeted Professional Fees to produce videos for Annual Town Meeting.
- The Square – Based on advice given by the Leaseholder, we did not budget for any income in 2021/22 but they have managed to get some monies from the Sub-Leaseholder. This is not expected to continue as new lease is currently being negotiated.
- Allotments – Tree works on all allotment sites has been carried out resulting in significant costs. This work is required for public safety.
- Wilfrid Noyce Centre – The centre has been given some rates relief which has resulted in the current underspend. WBC have indicated this relief will expire shortly and we will then be invoiced for remaining year's rates.
- Bandstand – Music in the Park have not been invoiced for their use of the Bandstand.
- Museum – A replacement computer has been purchased for the Curator. This is offset by savings on renegotiated insurance.

## 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:	£
<b>21/2022 Grants Budget</b>	70,000.00
Allocations this year to date	38,000.00
Balance available for allocation	32,000.00
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<b>21/2022 General Grant Fund Allocation</b>	17,000.00
Allocations this year to date	0.00
General Grant Fund applications this meeting	8,000.00
Balance unallocated if applications agreed	9,000.00
<hr/>	
<b>21/2022 SLA Fund Allocation</b>	38,000.00
Allocations this year to date:	38,000.00
Hospital Hoppa £5,000	
Farncombe Day Centre £5,000	
Citizen Advice Waverley £28,000	
SLA Fund applications this meeting	0.00
Balance unallocated if applications agreed	0.00
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<b>21/2022 Council Community Fund Allocation</b>	5,000.00
Allocations this year to date	00.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	1,226.00
Balance unallocated if applications agreed	3774.00
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<b>21/2022 Carbon Reduction &amp; Biodiversity Fund</b>	10,000.00
<b>Allocation</b> – Information for note only, CRBF is overseen by the E&P committee	
Allocations this year to date	0.00
Balance unallocated	10,000.00
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Total balance unallocated if applications agreed	<u>22,774.00</u>

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

### **Applications for General Grant Fund Support**

#### The Brigitte Trust

£500 is applied for to go towards the Trust's home visiting service in Godalming.

Previous Grants: £500 2019/20

#### Godalming Town Football Club

£1,500 is applied for to purchase a new consumer unit and remedial electrical works to the Club's boardroom.

Previous Grants: £1,000 2012/13 and £3,000 2019/20

Members to note that due to safety requirements to enable the continued use of the Football Club the electrical works outlined in the application have already been undertaken. However, in order to fund those works it was necessary to use funds which had been intended for other improvement works.

#### The Green Hub Project for Teens

£5,000 (up to) applied for structural projects to create garden infrastructure, to purchase gardening materials and plants, to run a series of workshops and to assist with the day-to-day running costs of the project.

Previous Grants: None

#### Parkinson's UK - Guildford & South Surrey Branch

£1,000 applied for to assist with printing and postage costs for its Branch Member magazine, The Park.

Previous Grants: None

### **Applications for Council Community Funding**

#### Godalming Climate Forum – Application Sponsor Cllr Wardell

£500 is applied for to assist with operation costs of managing and providing Climate Forum events.

Previous Grants: £500 2020/21 granted but not drawn upon.

The Godalming Climate Forum, a forum established and supported by Godalming Town Council, aims to bring together local groups with an environmental interest. The Forum is a collaborative endeavour which shares ideas, expertise, resources and publicity across groups. This will hopefully result in practical action, focused effort, reduced duplication and provide support for climate grant applications made by groups, individually or jointly by groups working together.

As part of its objective to raise awareness and share ideas on how to make a positive contribution the Godalming Climate Forum will be arranging/attending or supporting a range of activities throughout the year based on the principles of sharing, learning, creating, connecting and fun for people in Godalming who want to engage with the climate crisis. The

next planned event on 3 July is *Take the Jump* followed by participation at the *Godalming Green Gala* on 14 August. Further planned events include engagement events for [Great Big Green Week](#) in September, which is a nationwide celebration of action on climate change, taking place across the UK from the 18-26 September 2021 and events to bring COP26 to Godalming High Street, [COP26](#) is The 26th UN Climate Change Conference and will be taking place in November 2021.

Events of this nature, whether physical or online, have fixed costs and expenses. In order to engage with as many residents as possible, irrespective of their means, the Godalming Climate Forum hopes that all events planned for the climate engagement events will be free to participants. In support of this aim, the Godalming Climate Forum is requesting £500 from the Council's Community Grant Fund to support climate engagement events.

The Council's Community Fund Grant Scheme is aimed at providing small grants to support community groups. As with other groups who do not hold a dedicated independent bank account, any funds granted from the Council's Community Grant Fund will be retained by the Council and administered by the RFO.

### **Grant Aid in Kind (allocated from the Council Community Fund)**

Members to consider whether to renew Grant aid for six organisations that are regular users of the Town Council's premises and note the Pride in Surrey Grant Aid in Kind agreed at P&M 20 May 2021 (Min No. 51-21 refers).

#### Farncombe & District Allotment Association

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

#### Godalming & District Community First Responders

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

#### Godalming Cycle Campaign

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

#### Godalming Round Table

Grant Aid in Kind of £80 as an exemption from fees for the use of the Wilfrid Noyce Centre for the operational base for the annual Town Show.

#### Go Godalming Association

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

#### Go Godalming Association

Grant Aid in Kind of £90 as an exemption from fees for the use of the Caudle Hall of 4 and 3 hours' hire respectively of the Caudle Hall to enable two groups that come under the 'umbrella' of the Go Godalming Association ie. Sport Godalming for its annual sports awards (usually held in October) and Godalming in Bloom for its annual prize-giving (usually held in July).

#### Pride In Surrey

Grant Aid in Kind of £192 as an exemption from fees for the use of the Wilfrid Noyce Centre for the Youth and Family centre on 25 September (Members to note this request replaces a usual Grant Aid in Kind provision for the Godalming Community Run which was cancelled for 2021).

10. TOWN CENTRE TRAFFIC TASK & FINISH GROUP – ITEM FOR DECISION

**Recommendation: Members to nominate two of their number to the Town Centre Traffic Task & Finish Group**

At the meeting of this Committee held on 20 May, Members agreed that in pursuance of Action Point 6 of the Council's Town Centre Area Plan, two of their number are to be nominated to explore potential options for permanent traffic control/restrictions within the town centre area and to bring forward a report to this Committee for forwarding to the Surrey County Council Local Highways Committee for further consideration (Min No 50-21 refers).

Members are now requested to nominate to the Town Centre Traffic Task & Finish Group. In doing so Members may wish to consider whether one of the nominees should be a County Councillor.

11. FRIDAY/SATURDAY NIGHT PROJECT – ITEM FOR DECISION

**Recommendation: Members to resolve to agree to provide use of Broadwater Park Community Centre for up to 4 hours per week, free of charge, in support of the Friday/Saturday Night Project**

Pre-Covid, WBC Leisure Team, along with a number of community partners, had been investigating options to introduce a Friday or Saturday Night Project (the exact day to be determined) based at the Godalming Leisure Centre using a similar model to that operated at the Cranleigh Leisure Centre.

The project is aimed at providing diversionary activities for young people from the local area. Such activities offered through projects of this type are clearly considered high priority by all community partners (including GTC) due to their focus on children and young people. This is made all the more important from the impact of Covid on them and their physical and mental health.

Whilst the Cranleigh Leisure Centre is well suited to hosting the entirety of the Cranleigh Friday Night Project, the Godalming Leisure Centre, being of a different design with differing facilities, is restricted in its ability to provide the same offering.

In light of this, the WBC Leisure Team would like to investigate the possibility for the Broadwater Community Centre (BWPC) to be used for 3-4 hours per week in conjunction with the leisure centre on either Friday or Saturday night. Members will appreciate that a project of this nature comes with significant costs, some of which WBC will bear. As its contribution to this important community project, Godalming Town Council is being requested to provide Broadwater Park Community Centre on an in-kind basis for 3-4 hours a week.

Subject to funding and community partner support, it is hoped that the project could start in November 2021. Although at present the Friday/Saturday Night Project would be a stand-alone youth programme, without prejudice to the outcomes of the Town Council's youth provision consultation and/or any decisions about the expansion of youth activities or facilities at Broadwater Park as expressed in the Neighbourhood Plan, this project could potentially have a high level of synergy with any future universally accessible youth provision provided by GTC.

In relation to Broadwater Park, when considering the Friday/Saturday Night Project as a stand-alone activity, either Friday nights or Saturday nights would not materially affect the income of BWPC. Based on pre-Covid usage, there were no regular Saturday evening users and casual occupancy of BWPC on a Saturday evening was minimal. Again, pre-Covid there was a regular Friday evening user, however, that is now no longer the case. As

such, under the current accounting arrangements the income loss for 3-4 hours either on a Friday or Saturday evening would be marginal.

12. **EMERGING PROJECTS FUNDING – ITEM FOR DECISION**

An anomaly of the CIL process is that although professional fees may be costed in a CIL bid for the delivery of a CIL project, CIL funding cannot be utilised to support work designed to test the feasibility, design or project costs to prepare for a CIL bid, as such a risk exists that potential CIL bids may be either poorly thought out and/or designed or incorrectly costed. Submitting a CIL bid without first established the these essentials could result in either the CIL project being underfunded and therefore not delivered or over costed, meaning less funds are available for other projects until the final accounts on the over costed project are settled.

The potential refurbishment of the Broadwater Park sports changing rooms and community space fall into this void. Although this Council has allocated funds for the temporary work required to rehouse the Community Store, and the Town Clerk, in conjunction with the main users of the sports changing rooms, has undertaken an outline design and feasibility exercise to determine whether facilities that could meet sports governing bodies' standards could be provided within the available space, the process has stalled due to an inability to validate the concept sketch plans or determine the potential cost of such works required to make an informed CIL bid.

**Members are asked to consider the attached feasibility specification and confidential fees reports and to agree to support the professional fees set out in the reports to determine the design, feasibility, specification and cost estimate requirements to enable an informative CIL bid to be made.**

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

**Recommendations:**

**Members to resolve to agree that:**

- a) the Farncombe Initiative Reserve be renamed the Farncombe Station Reserve; and**
- b) the balance remaining in the reserve on completion of the Southbound Platform Art Project be made available for community use to provide flower planters at Farncombe Station.**

The Responsible Finance Officer requests that in order to more accurately reflect the reason for holding funds in this reserve it is renamed the Farncombe Station Reserve as the funds are allocated against the Farncombe Station Southbound Platform Art Project (@£2,800), which should be completed within the next few weeks, with the balance required to be used for projects at Farncombe Station (or returned to SWR).

It is understood that community engagement is being sought for the provision of flower planters at the station to which the balance of approx £400 could be allocated to.

14. **SOCIAL MEDIA BENCHMARKING – ITEM TO NOTE**

Through its Communications Policy, Godalming Town Council has identified a need to utilise a communications culture that recognises the importance of digital channels to inform residents, partners and stakeholders who are seeking to find, as well as share, news and information. The report below from the Community & Communications Officer provides Members with an indication of the range of GTC's digital communication engagement and the increases in reach over the previous 6 months.

## Social Media Platform Benchmarking 7 December 2020 – 9 June 2021

MEDIUM	7 Dec 2020	9 June 2021	Percentage Growth/ Decrease from Dec 20
Instagram Followers	1,150	1,276	+10.9%
Twitter Followers	228	279	+22. 3%
GTC Facebook Likes	836	973	+16.3%
GTC Facebook Followers	1,000	1,145	+14.5%
WNC Facebook Likes	141	187	+32%
WNC Facebook Followers	153	206	+34%
Museum Facebook Likes	600	706	+17.6%
Museum Facebook Followers	696	815	+17.09%

### 15. PILOT SCHEME

Members to receive a recommendation from the Chair of the Environment & Planning Committee relating to considerations of a confidential item on the agenda of the Environment & Planning Committee meeting that preceded this meeting.

If Members are supportive of the recommendation, they are requested to resolve to agree that the Emerging Projects Fund supports the cost of installing the infrastructure required to undertake the proposed pilot scheme.

### 16. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING PARK RUN GROUP

Members are asked to note a report from Councillor Duce on the Godalming Park Run Group (attached for the information of Members) an organisation upon which Councillor Duce represents the Town Council.

### 17. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON FAIRTRADE STEERING GROUP

Members are asked to note a report from Councillor Faraday on the Fairtrade Steering Group (attached for the information of Members) an organisation upon which Councillor Faraday represents the Town Council.

### 18. COMMUNICATIONS ARISING FROM THIS MEETING

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

### 19. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 8 July 2021 at 7.00pm.

### 20. ANNOUNCEMENTS

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



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

## 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
<b>101 Head Office Costs</b>											
1001 Precept	0	0	0	384,613	384,612	(1)	769,225			50.0%	
1102 Community Infrastructure Levy	0	0	0	140,583	0	(140,583)	0			0.0%	
1202 Grants - WBC	0	0	0	3,530	3,530	0	3,530			100.0%	
1303 Other customer/client receipts	(9,998)	1,150	11,148	3,893	2,300	(1,593)	13,800			28.2%	
1401 Interest Received	4	50	46	10	100	90	600			1.6%	
1501 Recharges to Godalming JBC	0	0	0	19,888	14,840	(5,048)	29,680			67.0%	
<b>Head Office Costs :- Income</b>	<b>(9,994)</b>	<b>1,200</b>	<b>11,194</b>	<b>552,516</b>	<b>405,382</b>	<b>(147,134)</b>	<b>816,835</b>			<b>67.6%</b>	<b>0</b>
4001 Salaries	21,996	20,755	(1,241)	43,224	41,510	(1,714)	249,060		205,836	17.4%	
4002 Employer's NIC	2,169	2,140	(29)	4,276	4,280	4	25,680		21,404	16.7%	
4003 Employer's Superannuation	4,099	3,750	(349)	7,974	7,500	(474)	45,000		37,026	17.7%	
4011 Staff Training	365	250	(115)	794	500	(294)	3,000		2,206	26.5%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500		1,500	0.0%	
4013 Other Staff Expenses	0	50	50	0	100	100	600		600	0.0%	
4102 Property Maintenance	146	200	54	151	400	249	2,400		2,249	6.3%	
4103 Maintenance Contracts	158	200	42	283	400	117	2,400		2,117	11.8%	
4111 Energy Costs	80	265	185	181	530	349	3,200		3,019	5.7%	
4121 Rents	887	100	(787)	887	200	(687)	1,200		313	73.9%	
4131 Rates	0	0	0	0	6,000	6,000	12,000		12,000	0.0%	
4141 Water Services	0	25	25	0	50	50	300		300	0.0%	
4161 Cleaning	276	380	104	733	760	27	4,560		3,827	16.1%	
4162 Waste Removal	29	55	26	58	110	52	660		602	8.7%	
4163 Domestic Supplies	0	10	10	0	20	20	120		120	0.0%	

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Month No: 2

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	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	490	200	(290)	1,048	400	(648)	2,400		1,352	43.7%	
4202 Car Allowances	21	80	59	21	160	139	1,000		979	2.1%	
4203 Other Transport Costs	2	0	(2)	2	0	(2)	0		(2)	0.0%	
4204 Fuel Costs	88	100	12	175	200	25	1,200		1,025	14.6%	
4205 Vehicle Maintenance	0	100	100	760	200	(560)	1,200		440	63.4%	
4301 Equipment	1,266	0	(1,266)	3,033	0	(3,033)	1,000		(2,033)	303.3%	
4304 Catering & Hospitality	13	25	12	15	50	35	300		285	5.0%	
4305 Clothes, Uniform & Laundry	296	100	(196)	296	200	(96)	1,200		904	24.7%	
4306 Printing	0	200	200	186	400	214	2,400		2,214	7.7%	
4307 Stationery	255	340	85	318	680	362	4,090		3,772	7.8%	
4313 Professional Fees - Other	1,095	830	(265)	1,895	1,660	(235)	10,000		8,105	18.9%	
4314 Audit Fees	0	0	0	180	255	75	3,300		3,120	5.5%	
4315 Insurance	0	0	0	8,772	9,000	228	9,000		228	97.5%	
4321 Bank Charges	18	30	12	31	60	29	360		329	8.7%	
4322 Postage	253	100	(153)	253	200	(53)	1,200		948	21.0%	
4323 Telephones	205	230	25	421	460	39	2,765		2,344	15.2%	
4325 Computing	605	640	36	1,209	1,280	71	8,855		7,646	13.7%	
4326 Website	73	50	(23)	118	100	(18)	1,000		882	11.8%	
4327 Publicity Advertising	645	0	(645)	820	0	(820)	0		(820)	0.0%	
4331 Newsletter	0	1,100	1,100	0	1,100	1,100	4,400		4,400	0.0%	
4341 Grants	38,000	5,800	(32,200)	38,000	11,600	(26,400)	70,000		32,000	54.3%	
4342 Subscriptions	355	0	(355)	3,789	3,600	(189)	4,300		511	88.1%	
4401 Payments to Godalming JBC	0	0	0	18,845	18,845	0	37,690		18,845	50.0%	
4900 Miscellaneous Expenses	55	150	95	101	300	199	1,825		1,724	5.5%	

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Month No: 2

## 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
6000 Debt Charges - Principal	5,488	5,488	(0)	5,488	5,488	(0)	31,387		25,899	17.5%	
6001 Debt Charges - Interest	10,829	10,829	0	10,829	10,829	0	46,319		35,490	23.4%	
Head Office Costs :- Indirect Expenditure	<b>90,255</b>	<b>54,572</b>	<b>(35,683)</b>	<b>155,166</b>	<b>129,427</b>	<b>(25,739)</b>	<b>598,871</b>	<b>0</b>	<b>443,705</b>	<b>25.9%</b>	<b>0</b>
5102 Contrib. to Other Provisions	0	0	0	164,113	23,530	(140,583)	23,530		(140,583)	697.5%	
Head Office Costs :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,113</b>	<b>23,530</b>	<b>(140,583)</b>	<b>23,530</b>	<b>0</b>	<b>(140,583)</b>	<b>697.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(100,249)</b>	<b>(53,372)</b>	<b>46,877</b>	<b>233,237</b>	<b>252,425</b>	<b>19,188</b>	<b>194,434</b>				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	440	440	2,420		2,420	0.0%	
4301 Equipment	333	0	(333)	333	0	(333)	0		(333)	0.0%	
4304 Catering & Hospitality	0	50	50	0	100	100	600		600	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4313 Professional Fees - Other	2,090	0	(2,090)	2,090	0	(2,090)	0		(2,090)	0.0%	
4325 Computing	200	200	0	400	400	0	2,400		2,000	16.7%	
4332 Mayor's Expenses	362	100	(262)	362	200	(162)	1,200		838	30.2%	
4334 Members' Training	0	100	100	35	200	165	1,200		1,165	2.9%	
4335 Mayor's Dinner	0	0	0	0	0	0	7,680		7,680	0.0%	
4900 Miscellaneous Expenses	0	80	80	18	160	142	960		942	1.9%	
Civic Expenses :- Indirect Expenditure	<b>2,985</b>	<b>750</b>	<b>(2,235)</b>	<b>3,238</b>	<b>1,500</b>	<b>(1,738)</b>	<b>17,760</b>	<b>0</b>	<b>14,522</b>	<b>18.2%</b>	<b>0</b>
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,985)</b>	<b>(750)</b>	<b>2,235</b>	<b>(9,238)</b>	<b>(7,500)</b>	<b>1,738</b>	<b>(23,760)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	3,000	3,000	0	3,000	3,000	3,300			0.0%	
Town Promotion :- Income	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,300</b>			<b>0.0%</b>	<b>0</b>
4005 Agency Staff & Contractors	0	0	0	700	0	(700)	0		(700)	0.0%	
4102 Property Maintenance	38	0	(38)	254	0	(254)	0		(254)	0.0%	
4162 Waste Removal	0	300	300	0	300	300	300		300	0.0%	
4171 Grounds Maintenance Costs	1,972	6,500	4,528	1,972	6,500	4,528	6,500		4,528	30.3%	
4301 Equipment	0	0	0	0	0	0	500		500	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	500		500	0.0%	
4327 Publicity Advertising	0	500	500	0	500	500	2,250		2,250	0.0%	
4900 Miscellaneous Expenses	0	0	0	112	100	(12)	395		283	28.4%	
Town Promotion :- Indirect Expenditure	<b>2,010</b>	<b>7,300</b>	<b>5,290</b>	<b>3,038</b>	<b>7,400</b>	<b>4,362</b>	<b>10,445</b>	<b>0</b>	<b>7,407</b>	<b>29.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,010)</b>	<b>(4,300)</b>	<b>(2,290)</b>	<b>(3,038)</b>	<b>(4,400)</b>	<b>(1,362)</b>	<b>(7,145)</b>				
<u>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	0	0	0	320			0.0%	
Staycation :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320</b>			<b>0.0%</b>	<b>0</b>
4001 Salaries	0	0	0	0	0	0	152		152	0.0%	
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%	
4162 Waste Removal	0	0	0	0	0	0	900		900	0.0%	
4301 Equipment	0	0	0	0	0	0	520		520	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

## 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
4304 Catering & Hospitality	0	0	0	0	0	0	350		350	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	300		300	0.0%	
4327 Publicity Advertising	0	0	0	0	0	0	3,850		3,850	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	90		90	0.0%	
Staycation :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,347</b>	<b>0</b>	<b>6,347</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(6,027)</b>				
<b>106 Festivals &amp; Markets</b>											
1303 Other customer/client receipts	615	125	(490)	1,190	250	(940)	11,600			10.3%	
Festivals & Markets :- Income	<b>615</b>	<b>125</b>	<b>(490)</b>	<b>1,190</b>	<b>250</b>	<b>(940)</b>	<b>11,600</b>			<b>10.3%</b>	<b>0</b>
4001 Salaries	0	80	80	0	160	160	1,210		1,210	0.0%	
4002 Employer's NIC	0	11	11	0	22	22	167		167	0.0%	
4003 Employer's Superannuation	0	15	15	0	30	30	223		223	0.0%	
4162 Waste Removal	0	0	0	0	0	0	350		350	0.0%	
4203 Other Transport Costs	0	0	0	0	0	0	200		200	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	
4304 Catering & Hospitality	0	0	0	0	0	0	120		120	0.0%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,200		1,200	0.0%	
4327 Publicity Advertising	0	0	0	0	0	0	2,630		2,630	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	110		110	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

## 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	0	0	0	0	0	800		800	0.0%	
Festivals & Markets :- Indirect Expenditure	<u>0</u>	<u>106</u>	<u>106</u>	<u>0</u>	<u>212</u>	<u>212</u>	<u>8,050</u>	<u>0</u>	<u>8,050</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>615</u>	<u>19</u>	<u>(596)</u>	<u>1,190</u>	<u>38</u>	<u>(1,152)</u>	<u>3,550</u>				
<u>108</u> <u>Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	35,500		35,500	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35,500</u>	<u>0</u>	<u>35,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(35,500)</u>				
<u>201</u> <u>BWP Community Centre</u>											
1301 Premises Hire Charges	2,634	2,000	(634)	4,770	4,000	(770)	24,000			19.9%	
BWP Community Centre :- Income	<u>2,634</u>	<u>2,000</u>	<u>(634)</u>	<u>4,770</u>	<u>4,000</u>	<u>(770)</u>	<u>24,000</u>			<u>19.9%</u>	<u>0</u>
4102 Property Maintenance	900	260	(640)	1,505	520	(985)	3,120		1,615	48.3%	
4103 Maintenance Contracts	158	66	(92)	198	132	(66)	792		594	25.0%	
4111 Energy Costs	311	293	(18)	733	586	(147)	3,516		2,783	20.8%	
4131 Rates	0	0	0	1,347	1,380	33	1,380		33	97.6%	
4141 Water Services	35	40	5	74	80	6	480		406	15.4%	
4161 Cleaning	0	25	25	25	50	25	8,100		8,075	0.3%	
4162 Waste Removal	29	65	36	58	130	72	780		722	7.4%	
4163 Domestic Supplies	0	10	10	0	20	20	120		120	0.0%	
4171 Grounds Maintenance Costs	0	20	20	0	40	40	240		240	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

## 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
4301 Equipment	0	50	50	0	100	100	600		600	0.0%	
4323 Telephones	40	30	(10)	81	60	(21)	360		279	22.5%	
4324 Broadband	0	40	40	0	80	80	480		480	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	300		300	0.0%	
BWP Community Centre :- Indirect Expenditure	<b>1,475</b>	<b>899</b>	<b>(576)</b>	<b>4,021</b>	<b>3,178</b>	<b>(843)</b>	<b>20,268</b>	<b>0</b>	<b>16,247</b>	<b>19.8%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,159</b>	<b>1,101</b>	<b>(58)</b>	<b>(1,751)</b>	<b>(1,678)</b>	<b>73</b>	<b>1,232</b>				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	669	715	46	1,397	1,430	34	8,580			16.3%	
Pepperpot :- Income	<b>669</b>	<b>715</b>	<b>46</b>	<b>1,397</b>	<b>1,430</b>	<b>34</b>	<b>8,580</b>			<b>16.3%</b>	<b>0</b>
4102 Property Maintenance	24	100	76	44	200	156	1,200		1,156	3.7%	
4103 Maintenance Contracts	198	80	(118)	198	160	(38)	960		762	20.6%	
4111 Energy Costs	103	100	(3)	170	200	30	1,200		1,030	14.2%	
4131 Rates	0	0	0	0	700	700	700		700	0.0%	
4161 Cleaning	0	25	25	24	50	26	1,860		1,836	1.3%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	40	31	(9)	81	62	(19)	372		291	21.7%	
4324 Broadband	0	40	40	0	80	80	480		480	0.0%	
4343 Licensing/PRS	70	0	(70)	70	0	(70)	70		0	100.0%	
Pepperpot :- Indirect Expenditure	<b>435</b>	<b>376</b>	<b>(59)</b>	<b>587</b>	<b>1,452</b>	<b>865</b>	<b>7,442</b>	<b>0</b>	<b>6,855</b>	<b>7.9%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
<b>Net Income over Expenditure</b>	<b>234</b>	<b>339</b>	<b>105</b>	<b>(1,690)</b>	<b>(2,522)</b>	<b>(832)</b>	<b>(1,362)</b>				
<u>203 The Square</u>											
1302 Rents	1,000	0	(1,000)	2,000	0	(2,000)	6,750			29.6%	
1303 Other customer/client receipts	0	1,550	1,550	1,297	1,550	253	1,550			83.6%	
The Square :- Income	1,000	1,550	550	3,297	1,550	(1,747)	8,300			39.7%	0
4315 Insurance	0	1,550	1,550	1,297	1,550	253	1,550		253	83.6%	
The Square :- Indirect Expenditure	0	1,550	1,550	1,297	1,550	253	1,550	0	253	83.6%	0
<b>Net Income over Expenditure</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>	<b>2,000</b>	<b>0</b>	<b>(2,000)</b>	<b>6,750</b>				
<u>204 Allotments</u>											
1302 Rents	0	0	0	0	0	0	2,400			0.0%	
Allotments :- Income	0	0	0	0	0	0	2,400			0.0%	0
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	16	10	(6)	31	20	(11)	120		89	25.7%	
4162 Waste Removal	0	0	0	0	0	0	430		430	0.0%	
4171 Grounds Maintenance Costs	6,405	0	(6,405)	6,891	0	(6,891)	0		(6,891)	0.0%	
Allotments :- Indirect Expenditure	6,420	10	(6,410)	6,922	20	(6,902)	850	0	(6,072)	814.4%	0
<b>Net Income over Expenditure</b>	<b>(6,420)</b>	<b>(10)</b>	<b>6,410</b>	<b>(6,922)</b>	<b>(20)</b>	<b>6,902</b>	<b>1,550</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

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## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	1,852	2,000	148	2,600	4,000	1,401	24,000			10.8%	
Wilfrid Noyce Community Centre :- Income	<b>1,852</b>	<b>2,000</b>	<b>148</b>	<b>2,600</b>	<b>4,000</b>	<b>1,401</b>	<b>24,000</b>			<b>10.8%</b>	<b>0</b>
4001 Salaries	0	224	224	0	448	448	2,688		2,688	0.0%	
4002 Employer's NIC	0	31	31	0	62	62	371		371	0.0%	
4003 Employer's Superannuation	0	41	41	0	82	82	495		495	0.0%	
4102 Property Maintenance	0	300	300	19	600	581	3,600		3,581	0.5%	
4103 Maintenance Contracts	158	545	387	238	1,090	852	6,540		6,302	3.6%	
4111 Energy Costs	389	440	51	754	880	126	5,280		4,526	14.3%	
4121 Rents	0	0	0	0	0	0	250		250	0.0%	
4131 Rates	0	0	0	0	4,750	4,750	4,750		4,750	0.0%	
4141 Water Services	110	100	(10)	234	200	(34)	1,200		966	19.5%	
4161 Cleaning	25	25	0	25	50	25	13,300		13,275	0.2%	
4162 Waste Removal	134	160	26	268	320	52	1,920		1,652	14.0%	
4163 Domestic Supplies	0	50	50	0	100	100	600		600	0.0%	
4301 Equipment	0	300	300	0	600	600	4,000		4,000	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,500		1,500	0.0%	
4323 Telephones	76	30	(46)	168	170	2	800		632	21.0%	
4324 Broadband	0	40	40	0	80	80	480		480	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	350		350	0.0%	
4900 Miscellaneous Expenses	0	100	100	0	200	200	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	<b>892</b>	<b>2,386</b>	<b>1,494</b>	<b>1,705</b>	<b>9,632</b>	<b>7,927</b>	<b>49,324</b>	<b>0</b>	<b>47,619</b>	<b>3.5%</b>	<b>0</b>

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## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>960</b>	<b>(386)</b>	<b>(1,346)</b>	<b>(1,605)</b>	<b>(8,132)</b>	<b>(6,527)</b>	<b>(27,824)</b>				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	630	630	0	630	630	630			0.0%	
Bandstand :- Income	<b>0</b>	<b>630</b>	<b>630</b>	<b>0</b>	<b>630</b>	<b>630</b>	<b>630</b>			<b>0.0%</b>	<b>0</b>
4102 Property Maintenance	0	50	50	0	100	100	600		600	0.0%	
4343 Licensing/PRS	70	0	(70)	70	0	(70)	100		30	70.0%	
Bandstand :- Indirect Expenditure	<b>70</b>	<b>50</b>	<b>(20)</b>	<b>70</b>	<b>100</b>	<b>30</b>	<b>700</b>	<b>0</b>	<b>630</b>	<b>10.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(70)</b>	<b>580</b>	<b>650</b>	<b>(70)</b>	<b>530</b>	<b>600</b>	<b>(70)</b>				
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	0	1,706	1,706	6,824			0.0%	
1303 Other customer/client receipts	0	0	0	6,625	6,865	240	14,210			46.6%	
Godalming Museum :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,625</b>	<b>8,571</b>	<b>1,946</b>	<b>21,034</b>			<b>31.5%</b>	<b>0</b>
4001 Salaries	3,683	3,790	107	7,367	7,580	213	45,480		38,113	16.2%	
4002 Employer's NIC	324	410	86	647	820	173	4,920		4,273	13.2%	
4003 Employer's Superannuation	659	675	16	1,318	1,350	32	8,100		6,782	16.3%	
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Property Maintenance	32	110	78	32	220	188	1,320		1,288	2.4%	
4103 Maintenance Contracts	158	80	(78)	457	160	(297)	960		503	47.6%	
4162 Waste Removal	7	0	(7)	7	0	(7)	0		(7)	0.0%	
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%	
4301 Equipment	1,021	0	(1,021)	1,707	0	(1,707)	0		(1,707)	0.0%	
4307 Stationery	0	25	25	0	50	50	300		300	0.0%	
4315 Insurance	0	0	0	3,219	4,500	1,281	4,500		1,281	71.5%	
4322 Postage	0	0	0	272	0	(272)	0		(272)	0.0%	
4323 Telephones	15	25	10	30	50	20	300		270	10.1%	
4325 Computing	200	216	16	400	432	32	2,592		2,192	15.4%	
4342 Subscriptions	0	0	0	120	0	(120)	3,000		2,880	4.0%	
Godalming Museum :- Indirect Expenditure	<b>6,099</b>	<b>5,331</b>	<b>(768)</b>	<b>15,576</b>	<b>15,162</b>	<b>(414)</b>	<b>72,792</b>	<b>0</b>	<b>57,216</b>	<b>21.4%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	13,250	13,250	0	13,250		0	100.0%	
Godalming Museum :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,250</b>	<b>13,250</b>	<b>0</b>	<b>13,250</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,099)</b>	<b>(5,331)</b>	<b>768</b>	<b>(22,201)</b>	<b>(19,841)</b>	<b>2,360</b>	<b>(65,008)</b>				
<u>208 Land &amp; Property - Other</u>											
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	411	325	(86)	411	650	239	3,900		3,489	10.5%	
4103 Maintenance Contracts	0	100	100	0	200	200	1,200		1,200	0.0%	
4111 Energy Costs	78	65	(13)	154	130	(24)	780		626	19.8%	
4131 Rates	0	0	0	3,668	3,800	132	3,800		132	96.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

## 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
4141 Water Services	93	270	177	201	540	339	3,240		3,039	6.2%	
4151 Fixtures & Fittings	0	0	0	0	250	250	1,000		1,000	0.0%	
4161 Cleaning	0	0	0	(90)	0	90	14,040		14,130	(0.6%)	
4171 Grounds Maintenance Costs	0	400	400	0	800	800	5,000		5,000	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	<b>582</b>	<b>1,160</b>	<b>578</b>	<b>4,344</b>	<b>6,370</b>	<b>2,026</b>	<b>36,320</b>	<b>0</b>	<b>31,976</b>	<b>12.0%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(582)</b>	<b>(1,160)</b>	<b>(578)</b>	<b>(8,844)</b>	<b>(10,870)</b>	<b>(2,026)</b>	<b>(40,820)</b>				
Grand Totals:- Income	<b>(3,225)</b>	<b>11,220</b>	<b>14,445</b>	<b>572,393</b>	<b>428,813</b>	<b>(143,580)</b>	<b>920,999</b>			<b>62.1%</b>	
Expenditure	<b>111,223</b>	<b>74,490</b>	<b>(36,733)</b>	<b>391,326</b>	<b>230,783</b>	<b>(160,543)</b>	<b>920,999</b>	<b>0</b>	<b>529,673</b>	<b>42.5%</b>	
<b>Net Income over Expenditure</b>	<b>(114,448)</b>	<b>(63,270)</b>	<b>51,178</b>	<b>181,067</b>	<b>198,030</b>	<b>16,963</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(114,448)</b>			<b>181,067</b>							

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	<b>September 2021</b>
CONDITION OF TREES IN THE TOWN COUNCIL'S OWNERSHIP	Town Clerk	414-16	Works to progress as agreed by Members (Min No 263-18). 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 2022
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023 <b>Updated 16 July 2020</b>	Quarterly	<b>July 2021</b>
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers indicated below.  <b>Request for Head of Terms with WBC</b>		October 2021
Youth Provision Survey	Youth Provision Working Group	215-20	Consultation with residents regarding future youth provision  <b>Consultation underway concluding 12 July 2021</b>		May/June 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>				<b>Required Date</b>	<b>Revised Date</b>
St Mark's Community Initiative Group	Cllr Ashworth		Report provided.	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report provided.	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report provided.	<del>17/10/19</del>	<del>16/04/20</del> 11/03/21
SALC	Cllr Cosser		Report provided.	<del>05/03/20</del>	<del>16/04/20</del> 11/03/21
Godalming Cycle Forum	Cllr Crooks		Report provided	<del>16/04/20</del>	22/04/21
District Scout Council	Cllr Crooks		Report provided	<del>16/04/20</del>	22/04/21
Godalming Park Run Group	Cllr Duce		Report deferred from 25 June 2020. Report expected 24 June 2021. <b>Report on this agenda</b>	<del>25/06/20</del>	24/06/21
Fairtrade Steering Group	Cllr Faraday		Report expected 24 June 2021. <b>Report on this agenda</b>	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	<del>11/07/19</del>	<del>30/07/20</del> 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	

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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### Godalming Town Centre Area – Action Plan

<b>Action 1</b>	<b>Planning</b>	<b>Progress</b>			
Continue to provide an opportunity for the public to express their views on planning matters and to provide advocacy for the protection of the character and historic setting of the town centre area. Utilise GTC's social media to promote knowledge of how residents are able to express concerns to Members at meeting of the council or its committees.					
<b>Action 2</b>	<b>Article 4 Directive</b>				
Environment & Planning Committee to monitor planning schedules to ensure that any matter relating to Change of Use development within the Article 4 Direction Order area is subject to a planning application and to review all planning applications for development within the Article 4 Direction Order area.					
<b>Action 3</b>	<b>Wiggins Yard Environmental Improvement Scheme</b>				
To continue to explore options with WBC for the environmental improvement works to Wiggins Yard, bring forward proposals that are within the available S106 funding agreement and also provide the maximum benefit for residents. GTC to consider proposals and if approved, formally accept responsibility for the delivery of the project.		<b>GTC officers reviewed the Wiggins Yard appraisal report and responded to WBC on 22 Feb 2021. A number of issues were raised regarding costs v available funding v community benefit. WBC to take forward a number of legal considerations to progress project.</b>			
<b>Action 4</b>	<b>Guildford to Godalming Greenway – Cross Godalming Section</b>				
When available bring the outcomes of the Design and Feasibility report to the Environment & Planning Committee and, if appropriate, support a bid for Strategic CIL funding.		<b>On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway – Godalming Gateway</b>			
<b>Action 5</b>	<b>Current Pedestrianisation</b>				
Continue to implement the road traffic restrictions upon Godalming High Street to meet the requirements of the Temporary Road Traffic Order. Continue to be informed by Government Covid-19 regulations and social distancing protocols for the operation of the Traffic Order post 21 June 2021.		<b>The Temporary Road Traffic Order is due to expire end of June 2021,</b>			



TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
<b>Action 6</b>	<b>Future Pedestrianisation</b>				
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.				<b>GTC nominated Task &amp; Finish Group to consider future options.</b>	
<b>Action 7</b>	<b>Crown Court Pedestrian Area</b>				
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.					
<b>Action 8</b>	<b>Community Events – The Green Environment</b>				
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.				<b>Action Complete</b>	
<b>Action 9</b>	<b>Community Events – The Green Environment</b>				
Investigate options and costing for the repair of the defective flood light column on The Bury's Field.					
<b>Action 10</b>	<b>Community Events – The Green Environment</b>				
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.				<b>Pride in Surrey – Ongoing</b>	
<b>Action 11</b>	<b>Community Events – Town Centre Built Environment</b>				
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.				<b>Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&amp;M 17 December 2020 (Min No 275-20).</b> Members to note that a number of community events scheduled for 2021 may be subject to government COVID-19 restrictions	
<b>Action 12</b>	<b>Floral Godalming</b>				
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.				<b>Floral Godalming 2021 progressing on 2019 footprint, options for expansion to be investigate, risk assessed and brought to P&amp;M for additional funding as required.</b>	

TASK		WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Action 13	Floral Godalming					
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.						
Action 14	Signage, Rails, Bollards, Bells, Benches & Buildings					
<ul style="list-style-type: none"><li>Conduct a full audit of street furniture</li><li>Implement a programme of repair and renovation during 2021</li><li>Audit info-signage for accuracy</li><li>Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage.</li></ul>				Ongoing - programme of audit and repair for Town Centre street furniture commenced 19 April 2021		
Action 15	The Pepperpot					
Bring forward plans for the exterior repair and repainting of The Pepperpot.						
Action 16	The Pepperpot					
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.				In principle permission provided with 3 benches to be trialled for suitability prior to permanent positioning		
Action 17	Buildings of Local Merit					
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.						
Action 18	Public Art					
GTC to 'champion' the establishment of an Art Forum within Godalming to provide a collective voice to seek opportunities to promote, display or perform art, including art within the public realm.				Cllr PMA Rivers initiated Art Forum.		
Action 19	Regeneration and Supporting the Local Economy					
Work with WBC Economic Development Team (EDT) to promote Godalming as a positive business location, seek feedback from the EDT to identify negative issues that are within GTC powers and identify the role that Godalming Town Council and Waverley Borough Council can play in:  - encouraging small, locally based businesses in order to create a circular economy, keeping money in the local economy and promoting locally sourced and sustainable goods and services;  - encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time."				GTC submitted a bid to the Welcome Back Fund, awaiting outcome of compliance check		

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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<b>Action 20</b>	<b>Business Improvement District</b>	
Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource or any financial support to be brought to Policy & Management Committee for consideration.		
<b>Action 21</b>	<b>Devolution of Public Assets</b>	
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.		<b>GTC wrote to WBC December 2020, request acknowledged and within WBC work programme</b>
<b>Action 22</b>	<b>Devolution of Public Assets</b>	
GTC to agree which assets it wishes WBC to devolve to the Town Council and formally request WBC to transfer those assets of local community value to the Town Council.		

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

Event	Date
<i>Spring Festival</i>	<i>Saturday, 3 April 2021 – Cancelled</i>
<i>St John's Spring Fair</i>	<i>Saturday, 1 May 2021 – Cancelled</i>
Annual Council/Mayor Making	Thursday, 13 May 2021
<i>Godalming Run</i>	<i>Sunday, ? May 2021 – Cancelled</i>
Summer Food Festival	Sunday, 4 July 2021 – <i>Cancelled</i>
Staycation	Saturday, 7–Sunday, 15 August 2021
Godalming Green Gala	Saturday, 14 August 2021
Heritage Weekend	Friday, 18-Sunday, 20 September 2021
Town Show	Saturday, 18 September 2021
Remembrance Sunday	Sunday, 14 November 2021
Christmas Festival & Light Switch-On	Saturday, 27 November 2021
Farncombe Christmas Lights	Thursday, 2 December 2021
Pancake Races	Tuesday, 1 March 2022
Spring Festival – Spring into Godalming	Saturday, 2 April 2022

## GODALMING TOWN COUNCIL

### Application for Grant Aid

1. Name of Voluntary Organisation The Brigitte Trust
2. Contact Name, Address and Telephone Number Katie Heyward, The  
Brigitte Trust, 316 High Street, Dorking RH4 1QX.
3. Details of Organisation; is it
  - a) A Charity?
  - b) A Trust?
  - c) A Private Limited Company?
  - d) Affiliated to any National Body?
  - e) Any other official registration?
4. What are the aims and objectives of the Organisation? To offer free emotional  
support and practical help at home to anyone  
in Surrey facing a life-threatening diagnosis.
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.  
We do not take part in any trading activity.
6. Please state size of membership and annual subscription levels of Organisation. Over  
the last 12 months, our 150 volunteers have supported  
496 clients across Surrey.
7. Please enclose the following information as applicable to your Organisation:-
  - a) Constitution or aims
  - b) Copy of accounts (these will not be required for a new organisation)
  - c) Copy of budget for current financial year
  - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.  
This is included in our report.

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

Our home visiting service in Godalming -  
full details are attached.

- b) Specify
- |   |                      |
|---|----------------------|
| - Total Estimated Cost                            | £3440                |
| - Amount already available                        | £2000                |
| - Amount expected to be available at commencement | £2000                |
| - Dates scheduled to commence and finish          | June 2021 - May 2022 |

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
Surrey Lieutenancy Charitable Trust	£1,000	£1,000
Rowan Bentall Charitable Fund	£500	£500
The Albert Hunt Trust	£500	£500

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £500

b) Whether you have received a previous grant from the Town Council

- Amount £500
- Date July 2019
- Project core work in Godalming

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

A reduction in social isolation and loneliness for  
our clients, all of whom have a life-threatening diagnosis.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed K. Heywood Date 18/05/21.

Capacity in which signed FUNDRAISER.

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.



Spittle Trust 2021 - 2022 Budget by month																			
	1	2	3	4	5	6	7	8	9	10	11	12	Total	Forecast	Variance	% Variance	Comments		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar							
Grants																			
Surrey Downs CCG	4,317	4,317	4,317	4,317	4,317	4,317	4,317	4,317	4,317	4,317	4,317	4,317	51,804	51,799	5	0%			
General Grants - Consultant Led	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	90,000	158,863	- 68,863	-43%			
General Grants - Corporate and LA														1,250	- 1,250				
Grant Funding Total	11,817	11,817	11,817	11,817	11,817	11,817	11,817	11,817	11,817	11,817	11,817	11,817	141,804	211,912	- 70,108	-33%	Expect reduction in grant success post Covid		
Non Grant funding																			
Fundraiser Committee activity																			
Committee led events									1,500			1,500	3,000	4,544	- 1,544	-34%			
Supporter led activity (eg bonfires, restaurants)													-						
Staff led community activity (eg collections, sponsored runs)													-						
Total Fundraiser Committee activity	-	-	-	-	-	-	-	-	1,500	-		1,500	3,000	4,544	- 1,544				
Total Legacies	417	417	417	417	417	417	417	417	417	417	417	417	5,000	18,913	- 13,913	-74%	Only budget for in memoriam		
Donations and Memberships																			
One off Donations																			
Non Clients	167	167	167	167	167	167	167	167	167	167	167	167	2,000	2,045	- 45	-2%			
Volunteer/other Expenses donated								83	83	83	83	83	500	-	500	#DIV/0!			
Clients	100	100	100	100	100	100	100	250	250	250	250	250	2,100	2,275	- 175	-8%			
Organisations	200	200	200	200	200	200	500	500	500	500	500	500	4,200	3,784	416	11%			
Regular Donations																			
Non Clients	333	333	333	333	333	333	333	333	333	333	333	333	4,000	4,481	- 481	-11%			
Clients													-						
Organisations	167	167	167	167	167	167	167	167	167	167	167	167	2,000	1,820	180	10%			
Gift Aid	333	333	333	333	333	333	333	333	333	333	333	333	4,000	4,260	- 260	-6%			
Membership	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,503	- 3	0%			
Total Donations and Memberships	1,425	1,425	1,425	1,425	1,425	1,425	1,958	1,958	1,958	1,958	1,958	1,958	20,300	20,168	132	1%	Same as forecast		
Investment Income	8	8	8	8	8	8	8	8	8	8	8	8	100	107	- 7				
Total Income	13,667	13,667	13,667	13,667	13,667	13,667	14,200	14,200	15,700	14,200	15,700	14,200	170,204	255,644	- 85,440	-33%			
Expenses																			
CEO																			
CEO Salary	2,326	2,326	2,326	2,326	2,418	2,647	2,647	2,647	2,647	2,647	2,647	2,647	30,249						
CEO Pension	54	54	54	54	54	54	54	54	54	54	54	54	650				Salary less £6,240*3%		
CEOs Expenses	60	60	60	60	60	60	60	60	60	60	60	60	710						
Sub total	2,440	2,440	2,440	2,440	2,532	2,761	2,761	2,761	2,761	2,761	2,761	2,761	31,619	26,167	5,452	21%	Salary and hours increased		
Operational																			
Volunteers Expenses							500	500	500	500	500	500	3,000	729	2,271	312%			
Volunteer Recruitment costs	400	400	400	400	400	400	400	400	400	400	400	400	4,800	5,793	- 993	-17%	Assume £400 per month		
Volunteer celebration evening								750					750	0	750				
Service Co-Ordinator	2,143	2,143	2,143	2,143	2,143	2,439	2,439	2,439	2,439	2,439	2,439	2,439	27,784	24,207	3,577	15%	Salary and hours increase		
Service Co-Ordinator Pension	49	49	49	49	49	49	49	49	49	49	49	49	584	528	56	11%	Salary less £6,240*3%		
Service Co-ord Expenses	30	30	30	30	167	167	167	167	167	167	167	167	1,453	965	488	51%			
Volunteer Support Manager	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	15,821	15,821	1,124	7%	Salary and hours increase		
Volunteer Support Manager expenses	10	10	10	10	20	20	20	20	20	20	20	20	200	55	145	264%			
Volunteer Support Manager Pension	25	25	25	25	25	25	25	25	25	25	25	25	299	286	13	4%			
Room Hire	250	250	250	250	250	250	250	250	250	250	250	250	3,000	1,093	1,907	174%	Room hire increase anticipated		
Sub total	4,256	4,256	4,256	4,256	4,203	4,699	5,199	5,949	5,385	5,385	5,385	5,385	58,816	49,477	9,339	19%			
Promotions and Fundraising Staff																			
Community Engagement, Fundraising & Promotions Lead - Salary	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,289	1,423	1,423	1,423	15,557	13,907	1,650	12%	Higher cost than Vanessa		
Community Engagement, Fundraising & Promotions Lead - Pension	22	22	22	22	22	22	22	22	22	22	22	22	263		263				
Grant consultancy	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	12,310	12,037	203	2%	3 to 4 days a month at £340 per day		
Branding	83	83	83	83	83	83	83	83	83	83	83	83	1,000		1,000				
Fundraising Expenses (events)					25	25	25	25	25	25	25	25	200		200	#DIV/0!			
PR expenses	133	133	133	133	133	133	133	133	133	133	133	133	1,600		1,600	#DIV/0!			
Sub total	2,509	2,509	2,509	2,509	2,534	2,534	2,534	2,534	2,573	2,706	2,706	2,706	30,860	25,944	4,916	19%			
Premises																			
Rent	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	3,040	3,040	3,040	18,480				Added £6k from Jan to March for double rent and moving costs		
Rent contribution	-606	-606	-606	-606	-606	-606	-606	-606	-606	-606	-606	-606	-7,272						
Rates	46	46	46	46	46	46	46	46	46	46	46	46	550						
Building Maint	30	30	30	30	30	30	30	30	30	30	30	30	360						
Water and electric	167	167	167	167	167	167	167	167	167	167	167	167	2,000						
Water rates	30	30	30	30	30	30	30	30	30	30	30	30	360						
Utilities contribution	-70	-70	-70	-70	-70	-70	-70	-70	-70	-70	-70	-70	-840						
Office Cleaning	150	150	150	150	150	150	150	150	150	150	150	150	1,800						
Building Insurance	75	75	75	75	75	75	75	75	75	75	75	75	900						
Legal	10	10	10	10	10	10	10	10	10	10	10	10	120				Assume no further sub let		
Sub total	872	872	872	872	872	872	872	872	872	2,872	2,872	2,872	16,458	10,676	5,782	54%	Added £6k from Jan to March for double rent and moving costs		
Administration																			
Business & Digital Co-ordinator - Salary	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,289	1,423	1,423	1,423	15,557						
Business & Digital Co-ordinator - Pension	22	22	22	22	22	22	22	22	22	22	22	22	263						
Administrator Assistant	950	950	950	950	950	950	950	950	950	950	950	950	10,510						
Administrator Assistant - Pension	13	13	13	13	13	13	13	13	13	13	13	13	142						
Book Keeping	208	208	208	208	208	208	208	208	208	208	208	208	2,500						
Payroll	50	50	50	50	50	50	50	50	50	50	50	50	600						
Supplies	165	165	165	165	165	165	165	165	165	165	165	165	1,980						
Telephones	160	160	160	160	160	160	160	160	160	160	160	160	1,920						
Stationery	42	42	42	42	42	42	42	42	42	42	42	42	500						
Office Equipment/IT equipment	250	250	250	250	250	250	250	250	250	250	250	250	3,000				E500 web site costs added		
Postage	21	21	21	21	21	21	21	21	21	21	21	21	250						
Supplies	15	15	15	15	15	15	15	15	15	15	15	15	180						
Bank Charges	8	8	8	8	8	8	8	8	8	8	8	8	90						
Pub. Lia. & Dir. Ins.	120	120	120	120	120	120	120	120	120	120	120	120	1,440						
Staff recruitment	800												800						
Admin Expenses	292	292	292	292	292	292	292	292	292	292	292	292	3,500				Includes £1,500 coaching consultancy		
Trustee expenses																			
Sub total	3,402	3,565	3,565	3,565	3,565	3,565	3,565	3,565	3,604	3,737	3,737	3,797	43,232	28,701	14,531	51%	New position plus salary increase for Ingrid		
Depreciation		25	25	25	25	25	25	25	25	25	25	25	300	37	263				
Total Expenditure	13,503	13,666	13,666	13,666	13,930	14,455	14,955	15,705	15,220	17,486	17,486	17,546	181,284	161,002	125,722	29%			
Net Income	164	1	1	1	-263	-788	-754	-1,504	480	-3,286	-1,786	-3,346	-11,080	114,642	-125,722				

GODALMING TOWN COUNCILApplication for Grant Aid

1. Name of Voluntary Organisation Godalming Town Football Club
2. Contact Name, Address and Telephone Number Matthew Clay, 29 Croft Road  
Godalming, Surrey. GU7 1DB  
07393 995513 email - matthewclay29@gmail.com
3. Details of Organisation; is it ☒ d
  - a) A Charity?
  - b) A Trust?
  - c) A Private Limited Company?
  - d) Affiliated to any National Body? YES The Football Association
  - e) Any other official registration?
4. What are the aims and objectives of the Organisation? To provide football for Men, women  
and youth teams
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.  
Gate receipts from match days with associated kitchen and bar revenue
6. Please state size of membership and annual subscription levels of Organisation. 100, £10
7. Please enclose the following information as applicable to your Organisation:-
  - a) Constitution or aims
  - b) Copy of accounts (these will not be required for a new organisation)
  - c) Copy of budget for current financial year
  - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.  
We are a football club although our activities were severely disrupted in the past year  
as a result of covid 19, as of course have everyone else.  
Due to lack of funds the ground is in a poor state of repair and needs a considerable amount of  
work and money to bring it back to standard. phase one is to reroof the changing rooms,  
carry out remedial works to the boardroom and carry out remedial work to our pitch



9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

A new consumer unit and remedial electrical works to our boardroom

b) Specify	- Total Estimated Cost	£ 1,500
	- Amount already available	£ 1,500
	- Amount expected to be available at commencement	£ 0
	- Dates scheduled to commence and finish	26/5/2021

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
<hr/>		

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1500

b) Whether you have received a previous grant from the Town Council

- Amount £ 3000  
- Date June 2019  
- Project Purchase of mower

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

Godalming Town FC premises are used by a nursery school and the council for elections

We also allow local youth teams to play special matches at the ground

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed  Date 26th May 2021

Capacity in which signed CHAIRMAN

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings,  
Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

**GODALMING TOWN FOOTBALL CLUB DRAFT ACCOUNTS**

**for the year ended**

**31st May 2020**

**Balance Sheet**

	<b>Note</b>	<b>2020 General Fund £</b>	<b>2019 General Fund £</b>
FIXED ASSETS	1	<u>26,654</u>	<u>29,902</u>
CURRENT ASSETS			
Stock in hand		-	701
Sundry debtors & prepayments		1,220	1,220
Santander Business Account		3,771	2,987
Santander Reserve Account		2,485	76
Cash in hand		<u>858</u>	<u>718</u>
		<u>8,334</u>	<u>5,701</u>
CURRENT LIABILITIES			
Sundry creditors & accruals		2,084	2,982
Loans : members		<u>50,807</u>	<u>50,807</u>
		<u>52,890</u>	<u>53,789</u>
NET CURRENT ASSETS		<u>(44,556)</u>	<u>(48,087)</u>
NET ASSETS		<u>(17,902)</u>	<u>(18,185)</u>
FUNDS			
Income		42,737	54,798
Expenditure		<u>(55,336)</u>	<u>(56,971)</u>
Surplus/(deficit) of income over expenditure		(12,598)	(2,173)
Exceptional items:			
Corvigd Grants Received		14,500	-
VAT recovered/(irrecoverable)		(1,619)	(1,261)
Balance brought forward		<u>(18,185)</u>	<u>(14,751)</u>
Balance carried forward		<u>(17,902)</u>	<u>(18,185)</u>

GODALMING TOWN FOOTBALL CLUB DRAFT ACCOUNTS - 31st May 2020

**INCOME**

		2020	2019	2018
	Note			
Profit from bar	2	674	4,365	5,141
Profit from kitchen	3	2,532	977	1,479
Club merchandise		294	349	91
Dinner dance (net)		-	-	-
Donations		(162)	3,370	6,280
Football cards, Golden Goals etc.		181	1,662	932
Gate/programmes		5,107	6,955	10,564
Grants				
Hire premises		3,062	10,324	14,589
Interest received		-	2	-
Pool table		-	-	-
Prize money & FA support		1,015	2,577	10,299
Fund raising & raffles		2,628	-	-
Sponsorship & adverts		14,216	10,180	12,791
Special Events		3,738		
Subscriptions		575	1,585	2,849
Telephone mast		8,878	8,878	8,878
		<u>42,737</u>	<u>54,798</u>	<u>75,603</u>

**EXPENDITURE**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accountancy	275	275
Advertising & printing	1,954	-
Bank Charges	20	
Club merchandise	-	-
Club house & bar sundry	6,224	3,741
Depreciation	3,248	4,167
Entry fees, fines & player insurance	2,689	3,586
Floodlight repairs	-	-
Football equipment	4,845	5,508
Hire training facilities	219	-
Insurances	2,216	2,216
Legal expenses	-	720
Light & heat	9,076	7,152
Managers' expenses	300	-
Mini bus expenses	-	-
Physiotherapy & 1st aid	25	1,605
Pitch maintenance	3,360	-
Players costs	7,415	12,514
Programmes	995	909
Referees	2,127	3,316
Rent	4,050	4,050
Sundries	-	-
Telephone	1,340	430
Tractor maintenance	3,300	750
Travel	260	-
Trophies	113	-
TV , Telephone and Internet costs	1,121	1,933
Water rates	165	524
Website expenses	-	-
	<b>55,336</b>	<b>56,971</b>

## NOTES TO THE FINANCIAL STATEMENTS

1. Fixed Assets	Grounds equipment £	Floodlights £	Furniture £	Equipment £	Total £
Cost					
At 1st June 2019	12,170	15,000	29,325	13,563	70,058
Disposals					-
At 31st May 2020	<u>12,170</u>	<u>15,000</u>	<u>29,325</u>	<u>13,563</u>	<u>70,058</u>
Depreciation					
At 1st June 2019	11,928	-	14,665	13,563	40,156
Charge for year	315	-	2,933	-	3,248
Disposals					-
At 31st May 2020	<u>12,243</u>	<u>-</u>	<u>17,598</u>	<u>13,563</u>	<u>43,404</u>
Net Book Value					
At 31st May 2020	<u>(73)</u>	<u>15,000</u>	<u>11,727</u>	<u>-</u>	<u>26,654</u>
At 31st May 2019	<u>242</u>	<u>15,000</u>	<u>14,660</u>	<u>-</u>	<u>29,902</u>
2. Bar Account	2020		2018		
Sales		7,752		11,934	
Cost of sales:					
Opening stock	580		415		
Purchases	<u>6,498</u>		<u>7,074</u>		
	7,078		7,488		
Closing stock	<u>-</u>		<u>696</u>		
		<u>7,078</u>		<u>6,793</u>	
Profit for year		<u>674</u>	<u>-</u>	<u>5,141</u>	
		8.7%		43.1%	
3. Kitchen Account	2020		2018		
	£	£	£	£	
Sales		3,815		5,080	
Cost of sales:					
Opening stock	121		594		
Purchases	<u>1,162</u>		<u>3,194</u>		
	1,283		3,788		
Closing stock	<u>-</u>		<u>187</u>		
		<u>1,283</u>		<u>3,601</u>	
Profit for year		<u>2,532</u>		<u>1,479</u>	
		66.4%		29.1%	

# GODALMING TOWN COUNCIL

## Application for Grant Aid



### 1. Name of Voluntary Organisation

- The Green Hub Project for Teens

### 2. Contact Name, Address and Telephone Number

- Tone Tellefsen Hughes
- [Tone@greenhub.org.uk](mailto:Tone@greenhub.org.uk)
- Green Hub Project for Teens, c/o Luck's Yard Clinic, Portsmouth Road, Milford, Surrey, GU8 5HZ

### 3. Details of Organisation; is it

- a) A Charity?
  - Yes, The Green Hub Project is a charity, set up as a constituted community group. We are in the process of applying for HMRC charity registration (expected by end May 2021).

### 4. What are the aims and objectives of the Organisation?

We are a new local community project based in Milford, Surrey offering social and therapeutic horticulture therapy to teenagers between 15 and 18 years with low to moderate mental health issues. Over time, our vision is to expand these opportunities to include younger teens.

The Green Hub's aims are to promote the mental health and wellbeing of teenagers through the provision of:

- Social and therapeutic horticulture in the Green Hub garden
- Wellbeing focused talks and workshops
- Information and research via the website, activities and in person

Our goal is to achieve positive, measurable outcomes for teens' mental wellbeing, self-love, active lifestyles, social interaction and inclusion, as well as the development and application of a range of learned skills.

### 5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

- Donations from a few key individuals (2019/20 - £536 & 2020/21 - £40)
- Fund raising activities driven by Founder Tone Tellefsen Hughes through her chiropractic business ((2019/20 - £1312 & 2020/21 - £1444.43)
- Donations for attendance at Teen Summit talks given by Tone Tellefsen Hughes (2019/20 - £2355 & 2020/21 - £10)

Moving into a fully operational phase, the revenue costs will be higher, as well as there being cash required for structural projects in the garden. When the 'teen summit' workshops are able to recommence these will incur some costs but we will continue to request donations from attendees. We are keen to source donations from local businesses too.

***See budget attached.***

**6. Please state size of membership and annual subscription levels of Organisation.**

Green Hub is not a membership organisation. However, there are approximately 20 volunteers currently involved.

**7. Please enclose the following information as applicable to your Organisation:**

- a) Constitution or aims – ***attached***
- b) Copy of accounts (these will not be required for a new organisation) – ***accounts for the prior year, although this was not an operational year and all costs are development based***
- c) Copy of budget for current financial year – ***attached***
- d) Copy of last annual report to members (this will not be required for a new organisation) – ***not applicable***

**8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.**

Year one was a period of development, pulling together a great team, group structure and fundamental policies and procedures. This has been a critical phase due to the sensitivity of the issues and confidentiality required. We now have policies in place to cover privacy, safeguarding, equal opportunities and diversity, and finance, as well as a fully approved constitution.

The website has been fully developed and is able to deliver online support and resources to teens and their families. [www.greenhub.org.uk](http://www.greenhub.org.uk)

The original plan was to also be active in the garden in this time, but Covid restrictions have prevented this. However, in our second year we hope to provide a detailed proof of concept that we can roll out more fully in future years.

In the next 12 months, the goal is to:

- Finalise all aspects of the legal constitution and full set of policies for safe operation (95% complete).
- Establish strong relationships and referral pathways with the local doctors and the local community – NHS Surrey Heartlands CCG (specifically East & West Waverley Primary Care Networks), CAHMS (Child & Adolescent Mental Health Services), Surrey Youth Services and local secondary schools - ensuring a continuous stream of teen referrals. This process is underway with referral pathways being agreed.
- To create a working vision for the garden with all the key infrastructure in place. ***Attached.***
- Work with 24 teen garden volunteers with the majority of them reporting positive outcomes of the experience.
- Continue to build on the website content and resources available online, as well as building an active social media in order to build an audience locally (ongoing).
- Create a robust body of learning to inform future plans for the garden that we will disseminate freely to others in this area so they can benefit.



## 9. Funds

- a) **For what specific project are you now seeking financial assistance from the Town Council; please provide details.**

The current-year budget for the Green Hub is approximately £6,230. Funds raised will be used in four primary areas:

- Structural projects to create the garden infrastructure, improve garden buildings and the garden wall
- The purchase of gardening materials and plants and for the development and general upkeep of the garden.
- To stage a series of workshops (3-4) for teens to help them understand strategies for managing their anxiety; these are also income producing.
- Day to day running of the project, First Aid certification and DBS checks for volunteers, marketing expenses and other basic costs.

- b) Specify

- Total Estimated Cost - **£6230**
- Amount already available - **£1238 (as at May 2021)**
- Amount expected to be available at commencement - **as above**
- Dates scheduled to commence and finish – **ongoing**

## 10. Are you applying for or have you already received other financial assistance for this project?

Please provide details:

Body	Amount Applied for	Amount received
Persimmons Homes Charity Champions	£1000	TBA
Surrey Community Cash Healthwatch	£1000	TBA

## 11. What level of financial assistance are you seeking from Godalming Town Council? State:

- a) Amount – **up to £5000**
- b) Whether you have received a previous grant from the Town Council - **NO**

**12. What benefits do you anticipate will be derived by the Godalming Community from your project?**

Mental health problems among young people are associated with a range of problems such as social pressure, bullying, obesity, substance abuse and inequality.

Specifically, teens may be experiencing social anxiety (particularly post Covid-19 lockdown), other moderate anxieties, low to moderate depression, mild eating disorders and others. These individuals are likely to be on a long waiting list for more specialist help and the aim is to offer a short term therapeutic intervention, possibly even offering an alternative to early medication?

Providing young people in the Godalming and Milford area with a break from the pressures they are facing - allowing them to escape, boosting their resilience and supporting stress recovery - is extremely important. The benefits of gardening include reducing depression and anxiety, promoting recovery from stress and helping people to develop social relationships (Cipriani, et al., 2017; Soga, et al. 2017).

In partnership with the NHS and primary care networks locally, we enable teen referrals to enjoy nature, while gardening alongside and interacting with our skilled volunteers and other teenagers in a safe and friendly space.

An additional community outcome is that any produce or flowers produced by the garden will be donated to local causes, such as Godalming Food Bank.

---

**I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.**

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Capacity in which signed **Founder and Chair of Green Hub Project for Teens**

*Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.*

*Please note that financial information provided may be discussed in a public forum.*

# Initial Garden Plan: Green Hub Project for Teens

## Wildflower Meadow with mown paths around the memorial tree (tree to be planted Autumn 2021).

Provides home and feeding ground to insects and in turn provide food for birds and small mammals.

New seat to be built and placed next to large tree at the top left of the garden. Mown strip in front of bench giving way to wild- flower meadow and mown paths through.

Memorial tree planted, the view from the new seat can take in the tree, the meadow and look back at the rest of the garden beyond.



## Raised beds and larger border bed for vegetables, fruits, flowers

We already have 5 of these beds in the garden along the bottom wall.

An idea would be to create some more – at least 5 more. Idea to incorporate them around the existing willow tree – looks rather like the sun in this design which helps shine a light on the rest of the garden☺.

These beds would be used to grow vegetables and cut flowers that we could then (as an idea) sell to the local community to raise funds for the continued development of the garden.



Additionally: Bird boxes, bug hotels to be made and placed in appropriate points

## Labyrinth Herb Garden

We have some old stones already in the garden that we would like to incorporate into the labyrinth design. Designs can be found online. Teens could help design and build

### Healing and reflection:

Labyrinths date back 4,000 years or more and are used symbolically as a walking meditation. Benefits can be a sense of inner reflection, sense of living in the present, greater creativity and stress reduction. The centre could include a water feature – e.g. water bowl and a solar fountain. Water is soothing, calming and brings reflection and light to the garden.

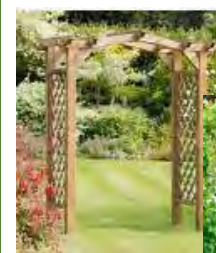
A water bowl can be a simple meditative feature in the garden. A small solar fountain can help us feel relaxed due to the way the water climbs and falls. Water may also attract birds to the garden.

Herbs: Planted within the labyrinths. Herbs are sensory-(fragrant) healing and in some cases medicinal. Would plant herbs such as sage, peppermint, chamomile, rosemary, lavender.



## Welcome Archway

Could have an arch way with a sign that says 'welcome to the Green Hub Garden' or something like that. Arch to be built and signage designed and made by the teens. Can grow flowers and even crops up the sides of the archway.

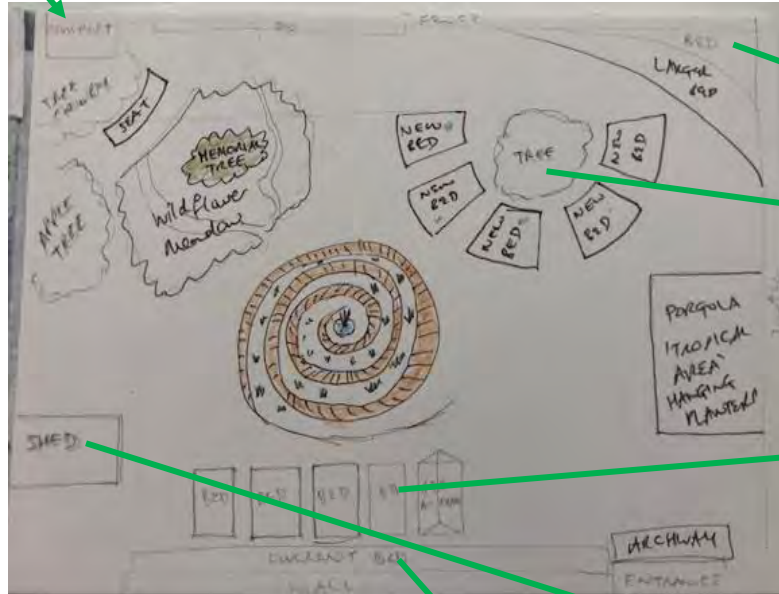


## Pergola- Tropical Garden 'Teen Hang out'

This could provide a more upbeat, funky looking area / chillout area within the garden. We would use plants that have a tropical look but are hardy e.g. hostas, Fatsia Japonica, cannas (in summer) possibly musa (banana) in summer too). Also use some hanging planters which the teens could make.







A photograph of a large, moss-covered tree in a backyard. In the foreground, there are two large metal drums (one white, one brown) and some debris. In the background, there is a wooden fence and a red object.



### Stones for use in the Labyrinth



Planting beds x 5 (3 are edged. 2 are unedged, 1 with the A frame. Can hang hanging planters from here and possibly grow crops up the structure e.g. Beans



## Green Hub Annual budget 2021/22

Item	August	September	October	November	December	January	February	March	April	May	June	July	Total	Contributor
<b><u>Garden</u></b>														
Planting	100.00	100.00	100.00					100.00	100.00	100.00	100.00	100.00	<b>£800.00</b>	HC
Other gardening materials	100.00	100.00	100.00					100.00	100.00	100.00	100.00	100.00	<b>£800.00</b>	HC
Tools												500.00	<b>£500.00</b>	HC
Other equipment												300.00	<b>£300.00</b>	HC
Safety equipment												300.00	<b>£300.00</b>	HC
Garden wall & buildings / repairs												1000.00	<b>£1,000.00</b>	HC
														£3,700.00
<b><u>Insurance and compliance</u></b>														
Insurance								350.00					<b>£350.00</b>	CB
Courses and certification	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	<b>£300.00</b>	TH
DBS Checks	31.20	31.20	31.20	31.20	31.20	31.20	31.20	31.20	31.20	31.20	31.20	31.20	<b>£374.40</b>	CB
														£1,024.40
<b><u>Office general</u></b>														
Paper & office supplies	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	<b>£120.00</b>	VLD
Postage	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	<b>£120.00</b>	VLD
Book keeping		20.00			20.00			20.00			20.00		<b>£80.00</b>	CB
														£320.00
<b><u>Marketing</u></b>														
CRM system				185.00									<b>£185.00</b>	VLD
Website development		50.00			50.00			50.00			50.00		<b>£200.00</b>	VLD
Website hosting - donated free	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>£0.00</b>	VLD
Design / flyers		100.00								100.00			<b>£200.00</b>	VLD
														£585.00
<b><u>Events</u></b>														
Marketing		125.00		125.00			125.00			125.00			<b>£500.00</b>	TH
Venue hire		75.00		75.00			75.00			75.00			<b>£300.00</b>	TH
Refreshments		50.00		50.00			50.00			50.00			<b>£200.00</b>	TH
Course materials		100.00		100.00			100.00			100.00			<b>£400.00</b>	TH
Income (donation by ticket)		-200.00		-200.00			-200.00			-200.00			<b>-£800.00</b>	TH
														£600.00
<b><u>Total</u></b>	<b><u>276.20</u></b>	<b><u>596.20</u></b>	<b><u>276.20</u></b>	<b><u>411.20</u></b>	<b><u>146.20</u></b>	<b><u>76.20</u></b>	<b><u>226.20</u></b>	<b><u>696.20</u></b>	<b><u>276.20</u></b>	<b><u>526.20</u></b>	<b><u>346.20</u></b>	<b><u>2376.20</u></b>	<b><u>6229.40</u></b>	<b><u>6229.40</u></b>

**GODALMING TOWN COUNCIL**

**Application for Grant Aid**

RECEIVED

6 APR 2021

1. Name of Voluntary Organisation

*Guildford and South Surrey branch of Parkinson's UK,*

2. Contact Name, Address and Telephone Number

*Mr Steve Heron, Treasurer,  
11 Merrow Woods,  
Guildford,  
GU1 2LQ*

*Tel 07795 963940*

3. Details of Organisation; is it

- |                                     |      |
|-------------------------------------|------|
| a) A Charity?                       | YES  |
| b) A Trust?                         | NO   |
| c) A Private Limited Company?       | NO   |
| d) Affiliated to any National Body? | YES, |

*TO PARKINSON'S UK*

*HOWEVER, WE (LIKE ALL BRANCHE OF PARKINSON'S UKS) HAVE TO BE FINANCIALLY  
SELF-SUFFICIENT AND RECEIVE NO FUNDING FROM THE NATIONAL CHARITY*

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| e) Any other official registration? | REGISTERED CHARITY NUMBER 258197 |
|-------------------------------------|----------------------------------|

4. What are the aims and objectives of the Organisation?

*To ensure no one has to be alone living with Parkinson's by providing peer support, friendship and activities to those with the condition, and those who look after them. The national charity is the largest funder of research to find the elusive cure or something to stop, slow or reverse the progression of neurological decay but it is the local branches who provide day to day essential peer support and specialised activities that enable better management skills for living with Parkinson's*

5. Apart from general fund-raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

*NO*

6. Please state size of membership and annual subscription levels of Organisation.

*We have 366 branch members of whom at least 70 reside in the Godalming area based on their post codes.*

*There is no joining fee or annual subscription so that our basic services are available to anyone with Parkinson's or affected by it. We subsidise the costs of members participating in the specialist exercise classes and therapeutic activities (e.g., our Parkinsons Choir), with members then paying a nominal charge to the specialist providers.*

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year

**PLEASE NOTE:**

*Our current financial position looks very healthy, thanks to the final allocation from a generous legacy that has enabled us over the past 5 years to extend our activities to the great benefit of our members. Most of the funds shown in the accounts are already budgeted to cover the provision of services during 2021, with £40,000 for our specialist exercise classes, £8000 for choir, £4000 for additional respite care to that provided by Surrey Crossroads (Surrey County Council), £3000 for social activities including regular meetings and £3000 for communications already committed.*

*Unless we can attract additional funds, we will go into 2022 with only a few months funding available and the activities on which our members rely to improve their Parkinson's will have to be severely curtailed.*

*For example, it has been shown that the specialist exercises designed specifically for Parkinson's slows the progression of the condition which no drug can do. We are applying early for grants in order to provide assurance to our members that services will continue in 2022 as uncertainty would increase their stress levels which in turn makes their Parkinson's worse.*

- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

*It has been a difficult year for our members who were classified as vulnerable or sheltered. Parkinson's is an isolating condition as it progresses and many became noticeably worse during the year. In order to keep as much going as possible, all our exercise classes, enjoyed in normal times by over 100 of our members, our choir and the monthly meetings were conducted by zoom. The Parkinson's specific, tailored exercise classes are led by trained neuro physiotherapists, the choir by a professional musician and the Pilates class by a trained practitioner.*

*For the first year of the pandemic, all these classes moved online and the cost of providing these was born entirely from the group funds and individual contributions were waived to encourage participation, especially by the digitally wary.*

*Members were encouraged to keep in touch with each other at virtual coffee mornings or by phone and the magazine continued to be produced.*

*Our choir is one of 5 choirs organised by the same musician and to 'Reclaim 2020' all the choirs came together to perform a virtual Christmas Concert live on YouTube which was a memorable and positive experience for participants and online audiences.*

*We are introducing two new services for our members this spring, a Loud and Clear speech maintenance monthly class provided online by a trained speech therapist and a Dance for Parkinson's class provided by an organisation trained in techniques to aid those with Parkinson's. Whilst their costs to the branch are nominal, to continue them into 2022 and beyond we will need to attract sufficient funds.*

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

*To help our continuing member Communication Strategy in 2022.*

*I particular assistance with the printing and postage costs of our branch member magazine, The Park. It is published 3 times a year as part of our communication with members and the wider public strategy.*

*The Guildford and South Surrey local branch of Parkinson's UK works hard to provide support to this sector of its membership who may not participate in any of the activities but still need help and the advice available from others living with Parkinson's.*

*Communications cost the group around £3000 a year and that includes website maintenance, Zoom licences and the email service. The major item is the printing and posting of 3 editions a year of the branch newsletter, The Park, which is edited by a volunteer who is a member of the group.*

*The Park goes to all members and keeps them informed of past, current and future events and activities and points of contact for services. Printed material is invaluable as not all our members can access technology. Each edition costs around £600 at present membership levels but that will increase if our strategy is successful and more people with Parkinson's hear about the branch and join.*

**b) Specify - Total Estimated Cost £3000**

- Amount already available **£1000**
- Amount expected to be available at commencement **£3000 if grant applications succeed**
- Dates scheduled to commence and finish: *The magazine is printed in January, May and September. We pay our Printers in these same months.*

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
Haslemere TC	£1000	Decision awaited

11. . What level of financial assistance are you seeking from Godalming Town Council?  
State:

- a) Amount **£1000**
- b) Whether you have received a previous grant from the Town Council  
**No**

- Amount £
- Date
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?



*As mentioned earlier, at least 70 of our members live in the Godalming area. The printed magazine plays an important role in our overall communications, keeping our members involved and informed rather than isolated, especially for those who cannot use digital technology. Being kept informed supports their mental health. This reduces stress on family, friends and carers who are also affected by living with Parkinson's, and in turn gives them more time for wider participation within the broader Godalming community*

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed  Date 1. 4. 2021

Capacity in which signed TREASURER

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

## 2021 Budget

Our budget for 2021 is:

### Income:

• Bank account	£72,858	
• Donations	£16,500	<i>(based on previous years)</i>
• New Fundraising Target	£10,000	<i>(need to start!)</i>
• Other	<u>£ 8,000</u>	<i>(Choir 2020 generated income, Cork ride, etc)</i>
	<u><b>£107,358</b></u>	

The donations amount of £16,500 is broadly in line with our combined 2020 income from 'organisations' and our members donations (£10.7k and £5.1k). The £8,000 other income is the monies anticipated from Parkinson's UK for the 2020 Choir fundraising events, etc.

The 'New Fundraising' target is to get us engaged again in real fundraising activities.

### Expenditure:

• Exercise classes	£40,500	<i>(Surrey Hills, Foundations Physio)</i>
• Therapeutic classes	£13,300	<i>(Choir, Pilates, etc)</i>
• Respite Care	£ 4,200	<i>(Crossroads)</i>
• <b>New '2021 only' activities</b>	£14,500	<i>(Longer periods of Respite care, Fighting Fit, etc)</i>
• Park	£ 2,000	
• Social Events	£ 3,000	
• Branch expenses	<u>£ 750</u>	
	<u><b>£78,250</b></u>	

Exercise classes expenditure assumes we return to 'in person' classes after Easter, and also on the latest 2021 Contracts fee structures we have with these Providers. A similar assumption applies for Choir and Pilates classes. The Respite Care figure assumes we move up to provision of more carers taking up our normal offering of 3.5 hours Crossroads care each month. The New '2021 only' activities is the budget we have put aside from the final Legacy funds for a few carers to take longer periods of Respite care as advertised on our website and in the January 2021 Park. There are also funds in this '2021 only' activities for some members to take part in Fighting Fit weekends, if and when they become available. The Park, Social Events and Branch expenses are all in line with previous normal levels of expenditure. Branch expenses is mostly the cost of retaining our Zoom licence and the cost of our website, etc.

### Final Notes

This coming year will be a transition year, where we wean ourselves from providing activities based on our previous Legacy funds, to starting to provide activities based on our own generation of funds.

Based on the 2021 budget we should have approx. £29,000 to carry forward into 2022. However, if we assume our future annual expenditure (*excluding the 2021 only activities*) stays roughly at £64,000 it is already clear we will need to significantly ramp up our fundraising before 2022 to be able to maintain the provision of activities at their current levels of subsidy.

With the current pandemic restrictions, this will not be easy over the next few months. We hope we will start to see a return to normality by the early summer and therefore we must start our fundraising efforts by that time. Your committee are actively seeking volunteers to join the Committee to raise funds and identify other sources of income.

Steve Heron

Treasurer

25/1/2021

**BROADWATER PARK SPORT CHANGING ROOMS  
FARNCOMBE CRICKET CLUB  
WAVERLEY BOROUGH COUNCIL,  
SUMMERS ROAD, GODALMING, GU7 3BE**

Date: 15/06/2021  
Venue: Farncombe Cricket Club, Changing Rooms  
Job Ref: NON

**ATTENDANCE**

Andy Jeffery – (AJ) Town Clerk – Godalming Town Council Chief Officer  
Oliver Kannemeyer (OK) Partner– Drake & Kannemeyer LLP (D&K)  
Arlene Lomibao (AL) Architect – Drake & Kannemeyer LLP (D&K)



1.1	CHECKLIST – OUTLINE DESIGN BRIEF	ACTION
1.1.1	Further to our meeting with Godalming Town Clerk, we were able to view the interior and exterior of the existing changing rooms at Broadwater Park - Farncombe Cricket Club, Godalming.	
1.1.2	<p>The Outline Design Brief criteria requirements:</p> <p>The existing Changing room facilities, we noted interior were old and badly in need of repair, will need to be upgraded and refurbished to meet modern standards and compliance with Building regulations approval consent.</p> <p>Revised and improved existing accommodation layout that will enhance the changing room facilities. Client prepared layout plan provided – D&amp;K to verify and advise on improvements..</p>	

	<p>Provide fixed/non openable 3no window openings/rooflights to allow natural daylight into the various changing spaces (2no changing rooms and common changing area for officials).</p> <p>The building is essentially of timber framed construction, where the main elevations are generally built up with timber slats cladding.</p> <p>Low level walls are build up externally in brick. The main roof – gabled roof is mostly formed in corrugated metal. The building is standalone.</p> <p>New entrance access ramp and external path to accommodate new layout.</p> <p>Consideration to existing timber cladding in compliance with Building Regulations, ensuring good thermal insulation to all ex upgrade to meet U-value / Part L. To be researched to determine requirement as limited heating requirement (frost setting).</p> <p>Determine whether amendments to external envelope require Planning Approval or whether permitted development.</p> <p>No provision for CCTV or security - except main gate/door entrance with Digilock.</p> <p>Remove all existing sanitaryware items and install new.</p> <p>Changing rooms and corridor areas - Upgrade and renew all floors (Non slip), Walls and ceiling – ie moisture resistance board.</p> <p>Main water, electricity are connected. Test certificates to be obtained by client from WBC.</p> <p>Gas present in the plant room and serves boiler.</p> <p>There is currently no heating inside the building.</p> <p>There are mature lined of Oak trees within approx. 10metres to the West.</p> <p>Research Tree Preservation Order on mature trees and consider provision of or/birds/bats roosting – timber boarding – risk of bat roosting in building..</p>	
1.1.3	AJ seek D&K assistance to provide Feasibility Study, Design Advice and Budget Cost Plan.	
1.1.4	<p>The timber frame building repair and restoration –</p> <p>30year life expectancy of the building and envelope.</p> <p>Structural condition of timber frame if retained.</p> <p>Foundation/ brickwork</p>	
1.1.5	Determine condition of roof – consult client / end users regarding leaks.	
1.1.6	<p>Mould present on walls and ceiling areas.</p> <p>The internal walls, corridor and partitions are mostly of painted concrete blockwork with encased to conceal boxing in corners. (timber columns?)</p>	



	<p>Internal perimeter lined walls in plasterboard/fibreboard. (check may contain asbestos) – client to obtain asbestos management report.</p> <p>Requirement for an Asbestos R&amp;D Survey if project proceeds to construction.</p> <p>D&amp;K to confirm requirements in their feasibility.</p>	
1.1.7	<p>Existing floor slab uneven surface – (painted green)</p> <p>There is a little unevenness in the floor slab, particularly in the corridor areas and other changing rooms. New drainage connections and screed finish.</p>	
1.1.8	<p>No requirement for Accessible toilet within changing facility as accessible WC is provide within the pavilion.</p>	
1.1.9	<p>Condition of possible heightened risk of damp and rot? Where the wall's and ceiling surfaces exhibit mould/saturated.</p> <p>New flooring – moisture meter/reading required prior to vinyl floor installation. Possible need for DPM.</p>	
1.1.10	<p>Provision for drainage within the Changing facilities areas. Invert levels to be taken to ensure sufficient falls are provided for showers and toilets etc.</p> <p>CCTV drainage to ascertain existing condition of drains. D&amp;K to obtain specialist quotation?</p>	
1.1.11	<p>Provision of daylight into the space – integrating fixed high level window openings/rooflights to existing roof structure.</p>	
1.1.12	<p>Accessible to wheelchair users.</p>	
1.1.13	<p>External – renew and construct enclosure for grass cutting compost.</p>	
1.1.14	<p>D&amp;K to carry out measured dimensional survey checks on site.</p>	
1.1.15	<p>Structural Engineer's input/advice to demolish existing masonry wall to facilitate new toilets.</p>	
1.1.16	<p>Condition of Electrical supply – will need generally re-wiring</p>	
1.1.17	<p>DPC membrane – condition of existing brickwork / dpc.</p>	
1.1.19	<p>There was no heating inside the building – to be confirmed by survey</p>	
1.1.20	<p>External lighting over doors only.</p>	
1.1.21	<p>There is vehicular private car parking (tarmac)– no works required.</p>	

those present: Including Ted Kannemeyer

**Godalming Park Run Report for Godalming Town Council:**

In 2019, on becoming the representative for Park Run, it has been an ambition for many members to see the development of a Godalming Park Run scheme so that local residents have an opportunity to take part in this very valuable activity with considerable mental and physical health benefits. It also seeks to reduce the amount of commuting to Park Runs further afield and hence reducing CO2 emissions to get to these events. I attended meetings with the Park Run Group alongside Cllr Adam and the financial situation looked positive in terms of the money required in order to start the programme from various different funders. Godalming Town Council approved a motion in its July 2019 Policy & Management Committee that stated:

*Godalming Town Council supports the idea of a Parkrun in the town using its best endeavours alongside the Parkrun organisers, Waverley Borough Council and other key stakeholders to achieve this.*

After this approval, there was some stagnation in developing the scheme because of concerns by the Godalming Angling Society about the number of people who would be involved in Saturday morning park runs, the route around Broadwater Lake and the impact it might have on those fishing. The Godalming Park Run group was very understanding of this perspective and sought other routes. The route was finalised and arranged as part of the Godalming Run during the Staycation event of summer 2019 with much success. Further negotiations between WBC and stakeholder groups, were held to help facilitate the Park Run initiative. However, due to the COVID-19 pandemic, there has been a delay in starting the programme.

In consultation with the Group Leaders, in keeping with its commitment to use its best endeavours, GTC has committed £750 from the Town Promotion budget and it is hopeful that the remaining funding required will be in place to start the event this summer.

**Fair Trade Steering Group Report - June 2021**

Godalming Town Council Representative - Cllr Shirley Wardell

Godalming is still recognised as a Fair-Trade Town,

The impact of Covid has meant that no stalls have been held and the Fair Trade group has not been very active.

The Chair – Nick Pinches sent the following message on Tuesday the 4<sup>th</sup> of May 2021.

*'I'm so sorry for the radio silence from me regarding the Fairtrade Group. Sadly, I've not had a chance to do anything in between work and all the usual stuff. Lockdown has not given me any spare time at all.*

*It would be good to start communicating and starting things up again now lockdown is (hopefully!) coming to an end. I would like to give the Fairtrade Group a last chance before we consider closing it down.'*

Sue Howland is discussing supplying the Museum with Fairtrade teas, coffee and sugar. She asked about the Town Council doing similar, but Shirley assured her they already used Fair Trade supplies where relevant.

June Higgins would like to see a new team established, but with her advanced years her contribution for the future is likely to be inspiration and encouragement.

Nick Pinches - Chair's Report (Nick had nothing new to add for 2021)

### **Godalming Fairtrade Steering Group Update for Godalming Town Council – June 2020**

The Godalming Fairtrade Town Steering Group was first created back in September 2006 by Churches Together in Godalming & District, and having met the original five goals, was declared a Fairtrade Town on 27<sup>th</sup> August 2008. This year will be the 12<sup>th</sup> anniversary of that first declaration.

The Steering Group was co-chaired by local Fairtrade champion June Higgins and Julian Lewry from September 2006, and since September 2009 has been chaired by Nick Pinches.

#### **What is Fairtrade?**

Fairtrade is a simple way to make a difference to the lives of the people who grow the things we love. They do this by making trade fair. Fairtrade is unique. They work with businesses, consumers and campaigners. Farmers and workers have an equal say in everything they do. Empowerment is at the core of who the Fairtrade Foundation is.

They have a vision: a world in which all producers can enjoy secure and sustainable livelihoods, fulfil their potential and decide on their future.

Their mission is to connect disadvantaged farmers and workers with consumers, promote fairer trading conditions and empower farmers and workers to combat poverty, strengthen their position and take more control over their lives.

#### **What is a Fairtrade Town?**

A Fairtrade town is one that has a group to lead the campaign, sells and uses Fairtrade in workplaces, restaurants, cafes, offices, supermarkets, etc. The group works towards informing the Town what it can do to support Fairtrade.

#### **Fairtrade Town Renewal 2020**

There are four stages to the renewal:

1. Information about the Group
2. Looking back at what the group has done in the past two years
3. Our engagement with the Local Authority and political representatives
4. Action plan for next steps

#### **The Future**

The Steering Group has very few members currently and is looking for further support in the future. Plans are to be made for Fairtrade Fortnight 2021 and the subsequent renewal due in March 2022. The Group would like to thank Godalming Town Council for all its support over the past 12 years and hopes to have its support in the future.



## GODALMING TOWN COUNCIL

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

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

**COMMITTEE:**

**DATE:**

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

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

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

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

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

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

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

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