

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
Surrey
GU7 1AQ

3 September 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, 9 SEPTEMBER 2021 at 7.15pm or at the conclusion of the preceding Staffing 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

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 Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Faraday	Councillor Heagin
Councillor Hullah	Councillor Martin
Councillor Neill	Councillor Purvis
Councillor PMA Rivers	Councillor PS Rivers
Councillor Rosoman	Councillor Stubbs
Councillor Welland	

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the extraordinary meeting held on the 2 September 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 August 2021 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	11,252 o/s	15,000 o/s
Civic Expenses	1,118 o/s	2,000 o/s
Town Promotion	1,985 o/s	2,000 o/s
Staycation	1,431 u/s	0 u/s
Festivals & Markets	1,593 u/s	0 o/s
Christmas Lights	0 o/s	0 o/s
BWP Community Centre	17 u/s	0 o/s
Pepperpot	1,332 u/s	0 o/s
The Square	3,244 u/s	3,200 u/s
Allotments	9,163 o/s	7,000 o/s
Wilfrid Noyce Community Centre	7,215 u/s	0 o/s
Bandstand	913 o/s	600 o/s
Godalming Museum	3,048 o/s	7,000 o/s
Land & Property Other	2,995 u/s	0 u/s
107-109 High Street	4,300 o/s	0 o/s
TOTAL	13,952 o/s	30,400 o/s

The monitoring report shows a current variance of £13,952 overspend against budget (excluding the Community Store). 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. Salaries overspend due to part-time Receptionist and part-time Grounds Maintenance Assistant as agreed per Min No 403-20.
- Civic Expenses – £2k over budget due to non-budgeted Professional Fees to produce videos for Annual Town Meeting.
- Town Promotion – costs of feasibility study for Broadwater pavilion changing rooms' renovation per Min No 110-21.
- The Square – Based upon 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. The level of income going forward will be at a reduced rate to that previously achieved, but more than the £3,000 minimum the lease allows for.
- Allotments – Tree works on all allotment sites has been carried out resulting in significant costs. This work is required for public safety. Rental income for Allotments have not yet been invoiced.
- Wilfrid Noyce Centre – The centre has been given some rates relief which has resulted in the current underspend. WBC has indicated this relief will expire shortly and we will then be invoiced for remaining year's rates. The Wyatt Room has been repainted now that the Community Store has vacated the hall. Whilst regular hirers are returning, income levels are still well below pre-COVID levels and below budget.
- Bandstand – Music in the Park has not been invoiced for its use of the Bandstand.
- Museum – A replacement computer has been purchased for the Curator. This is offset by savings on renegotiated insurance. Salaries over budget due to increase in Museum Curator hours per Min No 403-20, and resource required to cover Curator leave.

8. COMMITTEE WORK PROGRAMME

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

9. YOUTH SERVICE OFFICER – ITEM FOR DECISION

Recommendation: Members to consider the recommendation of the Staffing Committee and if agreed, approve the recruitment of the Youth Service Officer, funded from employment starting date until 31 April 2022 from reserves (including the youth provision reserve balance).

On 15 July 2021 Full Council agreed to instigate the provision of a universal, free to access, youth drop-in facility operated and funded by Godalming Town Council, managed by professionally qualified youth workers providing support and activities for young people in the Godalming area of secondary school age. Additionally, the Council also agreed that the salary requirement for a Lead Youth Worker, is set against reserves for the period 1 November 2021 to 31 March 2022 (including the youth provision reserve balance). (Min No 189-21 refers).

On 9 September 2021 the Staffing Committee will consider the job description, personal specification and salary scale, including the starting salary for the Godalming Town Council Youth Service Officer. Additionally, the Staffing Committee will also consider the recruitment process and, if agreed by the Committee, approve the documents outlined above and the recruitment timescale. The Chair of the Staffing Committee will provide a verbal report to the Policy & Management Committee, if the Staffing Committee recommends the recruitment of a Youth Service Officer the Policy & Management Committee is requested to agree the recommendation of the Staffing Committee and authorise the recruitment of the Youth Service Officer at a cost to reserves of up to £14,000. Members to note the youth provision reserve stands at £10,000.

10. PROCESS FOR NOMINATION OF MAYOR ELECT – ITEM FOR DECISION

Recommendation: Members to resolve to agree to a process for nominating a Mayor and Deputy Mayor Elect.

Following Full Council's resolution to dissolve the Mayoralty Committee, the functions of that committee now fall to the Policy & Management Committee (Min No 17-21 refers).

Whilst the election of the Mayor is a reserved matter for the Full Council, and takes place at the Annual Council Meeting, it has been usual practice to nominate a Mayor Elect, who would have a reasonable expectation of being elected at the Annual Council meeting and as such, is able to engage with council staff and others in preparation of their mayoral year. The alternative being that no nominations are made in advance of the Annual Council meeting and therefore council staff would not be able to engage in any preparatory works.

In order to for staff to engage with a Member for whom a reasonable expectation of becoming Mayor exists, Members are requested to consider a mechanism for individual Members to be nominated as Mayor Elect and Deputy Mayor Elect respectively prior to election at the Annual Council meeting.

Members are requested to consider a report relating to a proposal for the nomination of the Mayor and Deputy Mayor Elect (attached for the information of Members)

11. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON COVID SUPPORT FUND (ROTARY CLUBS)

Members are asked to note a report from Councillor Ashworth on the Covid Support Fund (Rotary Clubs) (attached for the information of Members) an organisation upon which Councillor Ashworth represents the Town Council.

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING/JOIGNY FRIENDSHIP ASSOCIATION

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

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – GODALMING/MAYEN ASSOCIATION

Members are asked to note a report from Councillor PS Rivers on the Godalming/Mayen Association (report to be tabled) an organisation upon which Councillor PS Rivers represents the Town Council.

14. COMMUNICATIONS ARISING FROM THIS MEETING

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

15. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 14 October 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

16. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 17 & 18 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED LEGALLY PRIVILEGED INFORMATION AND COMMERCIAL-IN CONFIDENCE.

17. CUSTODIAN TRUSTEE – ITEM FOR DECISION

Recommendation: Members to resolve to agree the recommendations contained within the attached report.

Members to consider a report from the Town Clerk regarding a request for the Town Council to agree to enter a Custodian Trustee arrangement (attached for the information of Members).

18. BURYS OPTIONS

Town Clerk to report on feedback received from Members following the WBC presentation of 2 September 2021 regarding potential options for The Burys area of Godalming.

Members to consider feedback and agree collective feedback to WBC.

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Head Office Costs											
1001 Precept	0	0	0	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%	
1204 Grants - Other	0	0	0	9,061	0	(9,061)	0			0.0%	
1303 Other customer/client receipts	2,048	1,150	(898)	7,669	5,750	(1,919)	13,800			55.6%	
1401 Interest Received	3	50	47	20	250	230	600			3.3%	
1501 Recharges to Godalming JBC	0	0	0	19,888	14,840	(5,048)	29,680			67.0%	
Head Office Costs :- Income	2,051	1,200	(851)	565,363	408,982	(156,381)	816,835			69.2%	0
4001 Salaries	22,216	20,755	(1,461)	109,871	103,775	(6,096)	249,060		139,189	44.1%	
4002 Employer's NIC	2,147	2,140	(7)	10,706	10,700	(6)	25,680		14,974	41.7%	
4003 Employer's Superannuation	4,059	3,750	(309)	20,146	18,750	(1,396)	45,000		24,854	44.8%	
4011 Staff Training	0	250	250	794	1,250	456	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	250	250	600		600	0.0%	
4102 Property Maintenance	20	200	180	297	1,000	703	2,400		2,103	12.4%	
4103 Maintenance Contracts	79	200	121	402	1,000	598	2,400		1,998	16.8%	
4111 Energy Costs	88	265	177	792	1,325	533	3,200		2,408	24.7%	
4121 Rents	0	100	100	887	500	(387)	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	125	125	300		300	0.0%	
4161 Cleaning	312	380	68	1,657	1,900	243	4,560		2,903	36.3%	
4162 Waste Removal	29	55	26	115	275	160	660		545	17.4%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
4163 Domestic Supplies	0	10	10	37	50	13	120		83	31.0%	
4164 Workshop Consumables	86	200	114	1,979	1,000	(979)	2,400		421	82.5%	
4202 Car Allowances	0	80	80	21	400	379	1,000		979	2.1%	
4203 Other Transport Costs	0	0	0	2	0	(2)	0		(2)	0.0%	
4204 Fuel Costs	145	100	(45)	461	500	39	1,200		739	38.4%	
4205 Vehicle Maintenance	607	100	(507)	1,643	500	(1,143)	1,200		(443)	136.9%	
4301 Equipment	0	0	0	3,425	0	(3,425)	1,000		(2,425)	342.5%	
4304 Catering & Hospitality	0	25	25	63	125	62	300		237	21.0%	
4305 Clothes, Uniform & Laundry	167	100	(67)	490	500	10	1,200		710	40.8%	
4306 Printing	0	200	200	186	1,000	814	2,400		2,214	7.7%	
4307 Stationery	164	340	176	701	1,700	999	4,090		3,389	17.1%	
4311 Professional Fees - Legal	0	0	0	125	0	(125)	0		(125)	0.0%	
4312 Professional Fees - Surveyors	3,600	0	(3,600)	3,600	0	(3,600)	0		(3,600)	0.0%	
4313 Professional Fees - Other	0	830	830	2,609	4,150	1,541	10,000		7,391	26.1%	
4314 Audit Fees	1,600	0	(1,600)	1,780	2,255	475	3,300		1,520	53.9%	
4315 Insurance	0	0	0	8,772	9,000	228	9,000		228	97.5%	
4321 Bank Charges	15	30	15	75	150	75	360		285	20.8%	
4322 Postage	0	100	100	253	500	248	1,200		948	21.0%	
4323 Telephones	207	230	23	1,042	1,150	108	2,765		1,723	37.7%	
4325 Computing	605	640	36	4,892	4,375	(517)	8,855		3,964	55.2%	
4326 Website	45	50	5	1,698	250	(1,448)	1,000		(698)	169.8%	
4327 Publicity Advertising	0	0	0	820	0	(820)	0		(820)	0.0%	
4331 Newsletter	0	1,100	1,100	0	2,200	2,200	4,400		4,400	0.0%	
4341 Grants	25	5,800	5,776	43,605	29,000	(14,605)	70,000		26,395	62.3%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
4342 Subscriptions	0	0	0	4,178	4,100	(78)	4,300		122	97.2%	
4401 Payments to Godalming JBC	0	0	0	18,845	18,845	0	37,690		18,845	50.0%	
4900 Miscellaneous Expenses	5	150	145	373	750	377	1,825		1,452	20.5%	
6000 Debt Charges - Principal	5,074	5,074	0	15,569	15,570	1	31,387		15,818	49.6%	
6001 Debt Charges - Interest	6,215	6,215	0	23,282	23,283	1	46,319		23,037	50.3%	
Head Office Costs :- Indirect Expenditure	47,508	49,544	2,036	286,192	268,203	(17,989)	598,871	0	312,679	47.8%	0
5000 Transfers to Reserves	9,061	0	(9,061)	9,061	0	(9,061)	0		(9,061)	0.0%	
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	9,061	0	(9,061)	173,174	23,530	(149,644)	23,530	0	(149,644)	736.0%	0
Net Income over Expenditure	(54,518)	(48,344)	6,174	105,997	117,249	11,252	194,434				
102 Civic Expenses											
4121 Rents	0	0	0	0	880	880	2,420		2,420	0.0%	
4301 Equipment	0	0	0	333	0	(333)	0		(333)	0.0%	
4304 Catering & Hospitality	0	50	50	0	250	250	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%	
4312 Professional Fees - Surveyors	0	0	0	750	0	(750)	0		(750)	0.0%	
4313 Professional Fees - Other	0	0	0	2,090	0	(2,090)	0		(2,090)	0.0%	
4325 Computing	200	200	0	1,000	1,000	0	2,400		1,400	41.7%	
4332 Mayor's Expenses	0	100	100	422	500	78	1,200		778	35.2%	
4334 Members' Training	0	100	100	35	500	465	1,200		1,165	2.9%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
4335 Mayor's Dinner	0	0	0	0	0	0	7,680		7,680	0.0%	
4900 Miscellaneous Expenses	0	80	80	18	400	382	960		942	1.9%	
Civic Expenses :- Indirect Expenditure	200	530	330	4,648	3,530	(1,118)	17,760	0	13,112	26.2%	0
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	0	0	0	6,000	6,000	0	6,000	0	0	100.0%	0
Net Expenditure	(200)	(530)	(330)	(10,648)	(9,530)	1,118	(23,760)				
104 Town Promotion											
1303 Other customer/client receipts	0	0	0	0	3,300	3,300	3,300			0.0%	
Town Promotion :- Income	0	0	0	0	3,300	3,300	3,300			0.0%	0
4005 Agency Staff & Contractors	0	0	0	700	0	(700)	0		(700)	0.0%	
4102 Property Maintenance	0	0	0	254	0	(254)	0		(254)	0.0%	
4162 Waste Removal	0	0	0	0	300	300	300		300	0.0%	
4171 Grounds Maintenance Costs	0	0	0	2,077	6,500	4,424	6,500		4,424	31.9%	
4301 Equipment	0	0	0	2,500	500	(2,000)	500		(2,000)	500.0%	
4304 Catering & Hospitality	0	0	0	60	0	(60)	0		(60)	0.0%	
4313 Professional Fees - Other	2,450	0	(2,450)	2,495	0	(2,495)	500		(1,995)	499.0%	
4327 Publicity Advertising	0	0	0	1,754	2,000	246	2,250		496	78.0%	
4900 Miscellaneous Expenses	0	0	0	764	100	(664)	395		(369)	193.3%	
Town Promotion :- Indirect Expenditure	2,450	0	(2,450)	10,603	9,400	(1,203)	10,445	0	(158)	101.5%	0
5001 Transfers from Reserves	(2,518)	0	2,518	(2,518)	0	2,518	0		2,518	0.0%	
Town Promotion :- Other Costs	(2,518)	0	2,518	(2,518)	0	2,518	0	0	2,518		0
Net Income over Expenditure	68	0	(68)	(8,085)	(6,100)	1,985	(7,145)				

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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>105 Staycation</u>											
1303 Other customer/client receipts	0	320	320	375	320	(55)	320			117.2%	
Staycation :- Income	0	320	320	375	320	(55)	320			117.2%	0
4001 Salaries	0	152	152	0	152	152	152		152	0.0%	
4002 Employer's NIC	0	15	15	0	15	15	15		15	0.0%	
4111 Energy Costs	243	0	(243)	243	0	(243)	0		(243)	0.0%	
4121 Rents	180	0	(180)	180	0	(180)	0		(180)	0.0%	
4162 Waste Removal	0	0	0	0	0	0	900		900	0.0%	
4301 Equipment	0	520	520	0	520	520	520		520	0.0%	
4304 Catering & Hospitality	0	0	0	0	0	0	350		350	0.0%	
4313 Professional Fees - Other	510	300	(210)	935	300	(635)	300		(635)	311.7%	
4327 Publicity Advertising	1,150	50	(1,100)	2,300	3,850	1,550	3,850		1,550	59.7%	
4343 Licensing/PRS	0	0	0	0	170	170	170		170	0.0%	
4900 Miscellaneous Expenses	64	90	26	64	90	26	90		26	71.1%	
Staycation :- Indirect Expenditure	2,147	1,127	(1,020)	3,722	5,097	1,376	6,347	0	2,626	58.6%	0
Net Income over Expenditure	(2,147)	(807)	1,340	(3,347)	(4,777)	(1,431)	(6,027)				
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	555	525	(30)	2,955	1,825	(1,130)	11,600			25.5%	
Festivals & Markets :- Income	555	525	(30)	2,955	1,825	(1,130)	11,600			25.5%	0
4001 Salaries	0	80	80	0	400	400	1,210		1,210	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

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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
4002 Employer's NIC	0	11	11	0	55	55	167		167	0.0%	
4003 Employer's Superannuation	0	15	15	0	75	75	223		223	0.0%	
4162 Waste Removal	0	0	0	0	0	0	350		350	0.0%	
4163 Domestic Supplies	67	0	(67)	67	0	(67)	0		(67)	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%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	800		800	0.0%	
Festivals & Markets :- Indirect Expenditure	67	106	39	67	530	463	8,050	0	7,983	0.8%	0
Net Income over Expenditure	488	419	(69)	2,888	1,295	(1,593)	3,550				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	35,500		35,500	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	0	0	0	0	35,500	0	35,500	0.0%	0
Net Expenditure	0	0	0	0	0	0	(35,500)				

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 BWP Community Centre</u>											
1301 Premises Hire Charges	2,190	2,000	(190)	12,274	10,000	(2,274)	24,000			51.1%	
BWP Community Centre :- Income	2,190	2,000	(190)	12,274	10,000	(2,274)	24,000			51.1%	0
4102 Property Maintenance	181	260	79	2,036	1,300	(736)	3,120		1,084	65.3%	
4103 Maintenance Contracts	79	66	(13)	317	330	13	792		475	40.0%	
4111 Energy Costs	106	293	187	1,184	1,465	281	3,516		2,332	33.7%	
4131 Rates	0	0	0	1,347	1,380	33	1,380		33	97.6%	
4141 Water Services	35	40	5	181	200	19	480		299	37.7%	
4161 Cleaning	0	25	25	2,193	2,075	(118)	8,100		5,907	27.1%	
4162 Waste Removal	29	65	36	129	325	196	780		651	16.6%	
4163 Domestic Supplies	0	10	10	0	50	50	120		120	0.0%	
4171 Grounds Maintenance Costs	0	20	20	2,491	100	(2,391)	240		(2,251)	1037.8%	
4301 Equipment	0	50	50	0	250	250	600		600	0.0%	
4323 Telephones	40	30	(10)	202	150	(52)	360		158	56.2%	
4324 Broadband	0	40	40	0	200	200	480		480	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	300		300	0.0%	
BWP Community Centre :- Indirect Expenditure	471	899	428	10,081	7,825	(2,256)	20,268	0	10,187	49.7%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	1,719	1,101	(618)	(308)	(325)	(17)	1,232				

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202</u> <u>Pepperpot</u>											
1301 Premises Hire Charges	1,064	715	(349)	4,352	3,575	(777)	8,580			50.7%	
Pepperpot :- Income	1,064	715	(349)	4,352	3,575	(777)	8,580			50.7%	0
4102 Property Maintenance	0	100	100	410	500	90	1,200		790	34.2%	
4103 Maintenance Contracts	324	80	(244)	522	400	(122)	960		438	54.4%	
4111 Energy Costs	59	100	41	365	500	135	1,200		835	30.4%	
4131 Rates	0	0	0	175	700	525	700		525	25.0%	
4161 Cleaning	0	25	25	709	515	(194)	1,860		1,151	38.1%	
4301 Equipment	0	0	0	31	0	(31)	600		569	5.2%	
4323 Telephones	40	31	(9)	202	155	(47)	372		170	54.4%	
4324 Broadband	0	40	40	0	200	200	480		480	0.0%	
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	424	376	(48)	2,485	3,040	555	7,442	0	4,957	33.4%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	640	339	(301)	(633)	(1,965)	(1,332)	(1,362)				
<u>203</u> <u>The Square</u>											
1302 Rents	1,932	0	(1,932)	4,932	1,688	(3,244)	6,750			73.1%	
1303 Other customer/client receipts	0	0	0	1,297	1,550	253	1,550			83.6%	
The Square :- Income	1,932	0	(1,932)	6,229	3,238	(2,991)	8,300			75.0%	0

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315 Insurance	0	0	0	1,297	1,550	253	1,550		253	83.6%	
The Square :- Indirect Expenditure	0	0	0	1,297	1,550	253	1,550	0	253	83.6%	0
Net Income over Expenditure	1,932	0	(1,932)	4,932	1,688	(3,244)	6,750				
<u>204 Allotments</u>											
1302 Rents	0	2,400	2,400	0	2,400	2,400	2,400			0.0%	
Allotments :- Income	0	2,400	2,400	0	2,400	2,400	2,400			0.0%	0
4102 Property Maintenance	8	0	(8)	27	0	(27)	300		273	9.1%	
4141 Water Services	17	10	(7)	86	50	(36)	120		34	71.7%	
4162 Waste Removal	0	0	0	0	215	215	430		430	0.0%	
4171 Grounds Maintenance Costs	0	0	0	6,914	0	(6,914)	0		(6,914)	0.0%	
Allotments :- Indirect Expenditure	25	10	(15)	7,028	265	(6,763)	850	0	(6,178)	826.8%	0
Net Income over Expenditure	(25)	2,390	2,415	(7,028)	2,135	9,163	1,550				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	1,736	2,000	264	8,260	10,000	1,740	24,000			34.4%	
Wilfrid Noyce Community Centre :- Income	1,736	2,000	264	8,260	10,000	1,740	24,000			34.4%	0
4001 Salaries	0	224	224	0	1,120	1,120	2,688		2,688	0.0%	
4002 Employer's NIC	0	31	31	0	155	155	371		371	0.0%	
4003 Employer's Superannuation	0	41	41	0	205	205	495		495	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Property Maintenance	1,628	300	(1,328)	1,944	1,500	(444)	3,600		1,656	54.0%	
4103 Maintenance Contracts	158	545	387	1,267	2,725	1,458	6,540		5,273	19.4%	
4111 Energy Costs	183	440	257	1,341	2,200	859	5,280		3,939	25.4%	
4121 Rents	0	0	0	0	0	0	250		250	0.0%	
4131 Rates	0	0	0	1,184	4,750	3,566	4,750		3,566	24.9%	
4141 Water Services	105	100	(5)	566	500	(66)	1,200		634	47.2%	
4161 Cleaning	0	25	25	3,802	3,375	(427)	13,300		9,498	28.6%	
4162 Waste Removal	77	160	83	517	800	283	1,920		1,403	26.9%	
4163 Domestic Supplies	8	50	42	8	250	242	600		592	1.4%	
4301 Equipment	211	300	89	211	1,500	1,289	4,000		3,789	5.3%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,500		1,500	0.0%	
4323 Telephones	62	30	(32)	354	370	16	800		446	44.2%	
4324 Broadband	0	40	40	0	200	200	480		480	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	350		350	0.0%	
4900 Miscellaneous Expenses	0	100	100	0	500	500	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	2,432	2,386	(46)	11,195	20,150	8,955	49,324	0	38,129	22.7%	0
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Wilfrid Noyce Community Centre :- Other Costs	0	0	0	2,500	2,500	0	2,500	0	0	100.0%	0
Net Income over Expenditure	(696)	(386)	310	(5,435)	(12,650)	(7,215)	(27,824)				
<u>206 Bandstand</u>											
1301 Premises Hire Charges	0	0	0	0	630	630	630			0.0%	
Bandstand :- Income	0	0	0	0	630	630	630			0.0%	0

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4102 Property Maintenance	0	50	50	303	250	(53)	600		297	50.6%	
4162 Waste Removal	0	0	0	88	0	(88)	0		(88)	0.0%	
4301 Equipment	0	0	0	72	0	(72)	0		(72)	0.0%	
4343 Licensing/PRS	0	0	0	70	0	(70)	100		30	70.0%	
Bandstand :- Indirect Expenditure	0	50	50	533	250	(283)	700	0	167	76.2%	0
Net Income over Expenditure	0	(50)	(50)	(533)	380	913	(70)				
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	1,706	3,412	1,706	6,824			25.0%	
1303 Other customer/client receipts	0	0	0	6,865	7,105	240	14,210			48.3%	
Godalming Museum :- Income	0	0	0	8,571	10,517	1,946	21,034			40.7%	0
4001 Salaries	3,983	3,790	(193)	19,317	18,950	(367)	45,480		26,163	42.5%	
4002 Employer's NIC	346	410	64	1,704	2,050	346	4,920		3,216	34.6%	
4003 Employer's Superannuation	714	675	(39)	3,459	3,375	(84)	8,100		4,641	42.7%	
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	
4102 Property Maintenance	12	110	98	375	550	175	1,320		945	28.4%	
4103 Maintenance Contracts	158	80	(78)	695	400	(295)	960		265	72.4%	
4162 Waste Removal	0	0	0	7	0	(7)	0		(7)	0.0%	
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%	
4301 Equipment	0	0	0	1,780	0	(1,780)	0		(1,780)	0.0%	
4307 Stationery	0	25	25	30	125	95	300		270	10.0%	
4315 Insurance	0	0	0	3,219	4,500	1,281	4,500		1,281	71.5%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
4322 Postage	0	0	0	476	0	(476)	0		(476)	0.0%	
4323 Telephones	15	25	10	76	125	49	300		224	25.4%	
4325 Computing	200	216	16	1,000	1,080	80	2,592		1,592	38.6%	
4342 Subscriptions	0	0	0	120	0	(120)	3,000		2,880	4.0%	
Godalming Museum :- Indirect Expenditure	5,429	5,331	(98)	32,257	31,155	(1,102)	72,792	0	40,535	44.3%	0
5101 Contrib. to Premises Provision	0	0	0	13,250	13,250	0	13,250		0	100.0%	
Godalming Museum :- Other Costs	0	0	0	13,250	13,250	0	13,250	0	0	100.0%	0
Net Income over Expenditure	(5,429)	(5,331)	98	(36,936)	(33,888)	3,048	(65,008)				
<u>208 Land & Property - Other</u>											
4101 Repair/Alteration of Buildings	0	0	0	0	0	0	1,560		1,560	0.0%	
4102 Property Maintenance	50	325	275	2,134	1,625	(509)	3,900		1,766	54.7%	
4103 Maintenance Contracts	0	100	100	0	500	500	1,200		1,200	0.0%	
4111 Energy Costs	92	65	(27)	373	325	(48)	780		407	47.8%	
4131 Rates	0	0	0	3,668	3,800	132	3,800		132	96.5%	
4141 Water Services	108	270	162	603	1,350	747	3,240		2,637	18.6%	
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000	0.0%	
4161 Cleaning	0	0	0	3,088	3,510	422	14,040		10,952	22.0%	
4171 Grounds Maintenance Costs	700	400	(300)	1,200	2,000	800	5,000		3,800	24.0%	
4900 Miscellaneous Expenses	0	0	0	0	450	450	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	950	1,160	211	11,065	14,060	2,995	36,320	0	25,255	30.5%	0

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	0	0	0	4,500	4,500	0	4,500	0	0	100.0%	0
Net Expenditure	(950)	(1,160)	(211)	(15,565)	(18,560)	(2,995)	(40,820)				
<u>301 107-9 High Street</u>											
4101 Repair/Alteration of Buildings	0	0	0	4,300	0	(4,300)	0		(4,300)	0.0%	
107-9 High Street :- Indirect Expenditure	0	0	0	4,300	0	(4,300)	0	0	(4,300)		0
Net Expenditure	0	0	0	(4,300)	0	4,300	0				
<u>416 Community Store</u>											
1304 Donations	2,327	0	(2,327)	12,464	0	(12,464)	0			0.0%	
Community Store :- Income	2,327	0	(2,327)	12,464	0	(12,464)	0				0
4121 Rents	0	0	0	1,520	0	(1,520)	0		(1,520)	0.0%	
4301 Equipment	2,978	0	(2,978)	4,255	0	(4,255)	0		(4,255)	0.0%	
4304 Catering & Hospitality	342	0	(342)	3,265	0	(3,265)	0		(3,265)	0.0%	
4307 Stationery	0	0	0	17	0	(17)	0		(17)	0.0%	
4323 Telephones	10	0	(10)	10	0	(10)	0		(10)	0.0%	
Community Store :- Indirect Expenditure	3,330	0	(3,330)	9,066	0	(9,066)	0	0	(9,066)		0
Net Income over Expenditure	(1,003)	0	1,003	3,397	0	(3,397)	0				

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
Grand Totals:- Income	11,855	9,160	(2,695)	620,842	454,787	(166,055)	920,999			67.4%	
Expenditure	71,976	61,519	(10,457)	596,445	419,835	(176,610)	920,999	0	324,554	64.8%	
Net Income over Expenditure	<u>(60,121)</u>	<u>(52,359)</u>	<u>7,762</u>	<u>24,397</u>	<u>34,952</u>	<u>10,555</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(60,121)</u>			<u>24,397</u>							

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting. Due to the current limited use of the community centres, no performance monitoring has been undertaken. Due to the closure of the centres for the majority of 2020 and half of 2021, the next monitoring report will be January 2022	Quarterly	January 2022
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	6.Monthly	January 2021
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers indicated below. Request for Head of Terms with WBC		October 2021

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
REPRESENTATION ON EXTERNAL BODIES REPORTS:				Required Date	Revised Date
St Mark's Community Initiative Group	Cllr Ashworth		Report provided.	28/01/21	
Holloway Hill Sports Association	Cllr Martin		Report provided.	28/01/21	
Waverley Citizens' Advice	Cllr Steel		Report provided.	17/10/19	16/04/20 11/03/21
SALC	Cllr Cosser		Report provided.	05/03/20	16/04/20 11/03/21
Godalming Cycle Forum	Cllr Crooks		Report provided	16/04/20	22/04/21
District Scout Council	Cllr Crooks		Report provided	16/04/20	22/04/21
Godalming Park Run Group	Cllr Duce		Report provided	25/06/20	24/06/21
Fairtrade Steering Group	Cllr Faraday		Report provided.	24/06/21	
Farncombe Day Centre	Cllr Hullah		Report provided	08/07/21	
St Mark's Community Centre Management Committee	Cllr Ashworth		Report provided	11/07/19	30/07/20 08/07/21
COVID Support Fund – Rotary Clubs	Cllr Ashworth		Report expected 9 September 2021 – On this agenda	09/09/21	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report expected 9 September 2021 – On this agenda	09/09/21	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report expected 9 September 2021 – On this agenda	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

Action 1	Planning	Progress			
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.					
Action 2	Article 4 Directive				
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.					
Action 3	Wiggins Yard Environmental Improvement Scheme				
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.		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.			
Action 4	Guildford to Godalming Greenway – Cross Godalming Section				
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.		On 6 April 2021, WBC awarded £200,000 Strategic CIL Funding to the Guildford to Godalming Greenway – Godalming Gateway			
Action 5	Current Pedestrianisation				
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.		The Temporary Road Traffic Order is due to expire end of June 2021,			

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
Action 6	Future Pedestrianisation				
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.				GTC nominated Task & Finish Group to consider future options.	
Action 7	Crown Court Pedestrian Area				
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.				Await outcomes of WBC options for the Burys area of Godalming, which may influence considerations for the Crown court area.	
Action 8	Community Events – The Green Environment				
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.				Action Complete	
Action 9	Community Events – The Green Environment				
Investigate options and costing for the repair of the defective flood light column on The Burys Field.				Awaiting quote – Sept 2021	
Action 10	Community Events – The Green Environment				
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.				Pride in Surrey – Ongoing	
Action 11	Community Events – Town Centre Built Environment				
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.				Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&M 17 December 2020 (Min No 275-20). Members to note that a number of community events scheduled for 2021 may be subject to government COVID-19 restrictions	
Action 12	Floral Godalming				
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.				Floral Godalming 2021 progressing on 2019 footprint, options for expansion to be investigate, risk assessed and brought to P&M for additional funding as required.	

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"> Conduct a full audit of street furniture Implement a programme of repair and renovation during 2021 Audit info-signage for accuracy Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage. 			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				
<p>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:</p> <ul style="list-style-type: none"> - 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." 			<p>GTC submitted a bid to the Welcome Back Fund, awaiting outcome of compliance check</p> <p>Compliance check approved all projects, detail of delivery to be confirmed</p>		

TASK	WHO?	MINUTE REF	PROGRESS	REQUIREMENT	DUE DATE
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Action 20	Business Improvement District	
Support Godalming & District Chamber of Commerce with information or resource in preparing a BID plan. Requests for significant staff resource of any financial support to be brought to Policy & Management Committee for consideration.		
Action 21	Devolution of Public Assets	
Report to Members on the progress of requested land transfers from WBC, Charterhouse Green and Lammas Land adjacent Meadow allotments.		GTC wrote to WBC December 2020, request acknowledged and within WBC work programme
Action 22	Devolution of Public Assets	
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>
<i>Summer Food Festival</i>	<i>Sunday, 4 July 2021 – 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

PROTOCOL ON CHOOSING THE MAYOR

CHOOSING THE MAYOR

The Mayor is in a unique position amongst fellow councillors. The Mayor will see more, do more, meet more and have more opportunity than most to make a mark on the area. Although the direct powers of the Mayor have declined over the centuries and some refer today to the post as being merely ceremonial, a Mayor with vision and planning can achieve much. However, it is acknowledged that the job is a demanding one.

There are numerous ways in which a Mayor is selected for nomination at the Annual Meeting. Each Council will have its reasons (traditional, political or geographical) why it chooses its Mayor in a particular way. However, it is increasingly clear that the “traditional” method of selection – “the most senior Member who has not passed the Chair” – is no longer widely practised.

The main options now appear to be:-

- The best person
- Seniority
- Political prize.

BEST PERSON

Defining the ‘best person’ is necessarily problematic as opinions on this are subjective and person specifications are almost non-existent. One could generally get agreement on essential requirements such as “being able to promote the Council in diverse situations” but a good orator at a major trade launch does not always have the “human touch” with a class of five year-olds. Perhaps a real willingness to “do the job” for the right reasons is the best criterion.

SENIORITY

Seniority can clearly have its benefits for civic office. The member knows a considerable amount about the workings of the Council and of the town. This knowledge can be used to great effect and with it the status of the office will be enhanced. However, seniority does not necessarily bring with it all the skills needed for civic life. One can also argue that seniority of service could include service to the community as well as to a particular Council. A member who has spent years actively working in the community may be more experienced/suitable than someone who has seen the corridors of power for many years.

POLITICAL PRIZE

The civic office as a ‘political prize’ is perhaps the most common factor in selection today. The days of the “neutral” Mayor seem to be ending, with the exception of a few noble examples. However, councillors would do well to remember that the general public do still see the office of Mayor as one “above politics” and that it should, therefore, serve all the people. If the office becomes politicised, one suspects that much of its popular appeal and support will disappear. There are arguments for the Mayor to be a member of the ruling political party (thereby being sympathetic to the aims and policies of the Council at the time).

In hung (or balanced) Councils one can understand the need for the Mayor to use the casting vote politically.

SUMMARY

There are numerous variations of schemes for choosing the Mayor. However, the basic ingredient of any successful procedure is goodwill on all sides. It is, of course, preferable that the decision to choose a Mayor at the Annual Meeting is unanimous and anything that can be done to achieve unanimity should be pursued. The dignity accorded to the office of Mayor is not assisted by squabbles in public. Similarly, it is helpful, if possible to select the new Mayor as early as possible as this gives the Mayor, their family and friends, and the officers time to prepare. It is better to hit the ground running than just to hit the ground.

At all times and stages of the selection process, one should remember that it is only the Council at its Annual Meeting who can appoint the Mayor – not a selection committee or party group meeting.

As the objective of dissolving the Mayoralty Committee was to reduce workload, any system for being able to nominate a Mayor and Deputy Mayor Elect before the Annual Meeting should be straightforward and simple. Therefore, the following suggestion is put forward for the consideration of Members.

1. In an election year, due to the possibility of changes to the political make-up of the Council, there is to no presumption that even if re-elected the previous Deputy Mayor is the Mayor Elect . Following the election results the Town Clerk will seek to establish agreement with the leaders of the political groupings prior to the Annual Meeting.
2. Following an election year, the current Deputy Mayor is presumed to be the Mayor Elect for the following civic year.
3. In a non-election year, five weeks prior to the penultimate scheduled Full Council of the civic year, the Town Clerk puts out a request to all Members for their nomination for the position of Deputy Mayor elect for the following civic year.
4. Three week prior to the penultimate scheduled Full Council meeting of the civic year nominations close and the Town Clerk contacts each nominee to check that they wish to be considered.
5. At the penultimate scheduled Full Council meeting of the civic year, if more than one nomination has been received a secret ballot, using a simple majority system, is held at the meeting for Members to elect the Deputy Mayor Elect.
6. In the event of a tie the Chair of the Council will be asked to exercise their casting vote, if they do not wish to exercise their casting vote the matter will be deferred until the Annual Meeting of the Council.
7. In the final year of an administrative term, the nomination for a Deputy Mayor Elect will be held, noting paragraph 1 above.



Rotary's Waverley-wide COVID Support Fund



COVID fund report to Godalming Town Council and Waverley Borough Council, August 2021

The Rotary Waverley-wide COVID Support Fund is now one year old having been launched in August 2020. It is a Fund developed and administered by Rotarians in Godalming, with advice and financial support from Godalming Town Council, Waverley Borough Council, The Shanley Foundation, The Rotary Foundation, as well as personal donations. It was established to provide support to those in financial distress due to the impact of the pandemic. We have been helped in setting up and running this Fund by those involved in the similar fund in Farnham and by the Lions Club in Cranleigh.

When we launched the Fund, we anticipated a lot of applications for help from a variety of people in difficulty as a result of COVID but we experienced a smaller number of applications than expected during the remainder of 2020. We ascribed this to a combination of the effective furlough scheme introduced by the UK Government and the Universal Credit uplift of £20. Similar funds operating in Farnham and by the Cranleigh Lions also experienced lower than expected levels of demand. We advertised the existence and purpose of our Fund on social media and in the local Free Press at the launch of the Fund and again at the start of 2021. We also contacted Town and Parish Councillors in the Waverley area.

During 2021, the number of applications increased and by the middle of August the fund had completed processing 28 applications as shown in the table below. Eleven of these applications, with no connection with COVID, did not qualify but four of those applications where there was evident urgent need were passed to other welfare organisations. All applications have been assessed by a panel of Rotarians and a senior adviser from Citizens Advice Waverley. Panel members have experience of managing similar welfare funds and include two past Town and Borough Councillors.

The Fund was established to make grants to individuals or single families but in November 2020 we introduced group grants for organisations such as schools where there was a need for the same thing by many individuals. In the case of schools, it was to help with the need for simple computers for pupils isolating at home. We have made grants to schools in Bramley, Farncombe, Godalming and Milford totalling £7.2k. We are currently processing two additional group grants for the Haslemere area, one concerning the provision of computers

The two Rotary Clubs in Godalming have created this COVID Support Fund to support their community.

For details, visit the fund website: www.rotaryc19fund.org

Postal address: Rotary COVID Support Fund, c/o Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ

A restricted fund of Rotary Club of Godalming Woolsack Charity Trust Fund. Registered Charity: 1079545

to children on Pupil Premium, to reduce the effects on education of the digital divide, and the other for the provision of a mental health counsellor at Haslewey. The cost of these two grants will be £5k.

All individual applications have come with referees, who have provided the essential information on the underlying need and the basis for the panel decision. In many cases these referees have been advisers with CAW but also Family Support and Home-School Link Workers. Some applicants have been referred by Town and Parish Councillors. Many applications have come from single mothers, sometimes after suffering domestic abuse and often involving mental health problems for either the mother, a child or both. The Fund has helped by providing vouchers for the purchase of children's clothing, the provision of essential household items such as beds and bedding or replacement of items like a refrigerator. In some cases, we have helped with the applicants' purchases of gas or electricity by loading their meter prepayment cards.

Overall, in the first year, help has been arranged for 13 families directly, 4 families indirectly via other welfare organisations and for many more individuals and families through assistance to schools and a counselling service. Whilst our grants have been limited to about £300 for individual applications, we have combined when justified with other grant making trusts to enable a larger need to be met.

Our plan is to continue the current operation until at least the end of 2021, as there could be an upturn in applications following the closure of the Furlough Scheme, especially if the Universal Credit uplift of £20 is stopped. We will then review the situation to decide if there is a need for this Fund to continue in 2022 and for how long.

After payment of the £5,550 in grants to applications now being processed, the fund will still have about £20k in reserves and reserves may remain when this Fund is no longer required. To be consistent with the wishes of donors to this Fund, we are looking at which of the trusts and organisations providing similar help to those in need across Waverley would benefit most from our remaining reserves.

Ian Coult

On behalf of the Rotary Waverley-wide COVID Support Fund

28 August 2021

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The Fund was launched on 23rd August 2020							
This report covers the period from launch to 17 August 2021							
				Prior Periods	Current period		To date
					18/6 to 17/8/21		
				£	£		£
Funds received including Gift Aid				36,578	0		36,578
Payments				-9701	575		-10,276
Bank balance				26,877	575		26,302
					Period	Period	To date
The Panel's actions:				Number	Awards	Number	Awards
				cases	approved	cases	approved
					£		£
Applications received and considered				3		28	
Applications approved and paid				3	0	17	10276
Applications rejected				3	0	7	
Applications passed to another Trust				0	0	4	410
				6		28	
Top ups from other sources				0	0	4	574
Total benefits resulting from completed applications to Fund							£11,260
Cases received and pending since 17 August							5550
Total as at 31 August 2021							£16,810
WRB 27.08.21							

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GODALMING JOIGNY FRIENDSHIP ASSOCIATION

Annual Report to Godalming Town Council Policy and Management Committee

Councillor Boyle

27 August 2021

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

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

For the second year the Association has been badly impacted by the Coronavirus pandemic, and indeed no in person meetings or activities have taken place. However, on line activities were pursued and in November there was a virtual Beaujolais Nouveau event, and the AGM took place online.

Discussions are now under way about how to hold this year’s AGM in person, and there are early discussions on Godalming families hosting some visitors from Joigny in 2022. Some initial thoughts are also being given to once more holding an in person Beaujolais Nouveau event in November.

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

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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