

GODALMING TOWN COUNCIL

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107-109 High Street
Godalming
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8 October 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, 14 OCTOBER 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

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 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 meeting held on the 9 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.

The following questions have been received from Councillor Cosser for the Town Clerk:

As no report has been considered publicly for some time on the use of the Wilfrid Noyce Centre and as I have been informed that no further report to Committee is planned this year can I please be informed:-

1. The number of families using the Community Store at the WNC on a weekly basis during the months of July, August and September.
2. The number of requests from community groups and others for bookings at the WNC it has been necessary to refuse during this same period as a consequence of the space required by the potential hirer being used by the Community Store and the estimated total loss of income to the Council to date as a consequence.
3. How many of those refused use of the WNC has it been possible to assist in finding other venues?
4. The current state of discussions/negotiations on finding an alternative venue for the Community Store and when it is expected that a move will take place.

The following question has been received from Councillor Adam for the Chair of P&M:

Is the Chair of P&M able to provide Members with an update on the situation with Broadwater Golf Club and specifically when it is expected that ongoing legal discussions will be resolved?

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 30 September 2021 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Head Office Costs	15,156 o/s	15,000 o/s
Civic Expenses	596 o/s	2,000 o/s
Town Promotion	5,278 o/s	3,300 o/s
Staycation	2,681 u/s	0 u/s
Festivals & Markets	1,629 u/s	0 o/s
Christmas Lights	14,670 u/s	0 o/s
BWP Community Centre	1,636 u/s	0 o/s
Pepperpot	2,177 u/s	0 o/s
The Square	2,120 u/s	2,000 u/s
Allotments	6,884 o/s	7,000 o/s
Wilfrid Noyce Community Centre	13,687 u/s	0 o/s
Bandstand	1,110 o/s	600 o/s
Godalming Museum	850 o/s	7,000 o/s
Land & Property Other	7,694 u/s	0 u/s
107-109 High Street	4,300 o/s	0 o/s
Community Store	3,263 u/s	0 o/s
TOTAL	15,385 u/s	32,900 o/s

The monitoring report shows a current variance of £15,385 underspend 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. Salaries overspend due to part-time Receptionist and part-time Grounds Maintenance Assistant as agreed per Min No 403-20. Surveyors Fees include costs of feasibility study for Broadwater pavilion changing rooms' renovation per Min No 110-21
- Civic Expenses – £2k over budget due to non-budgeted Professional Fees to produce videos for Annual Town Meeting.
- Town Promotion – £3.3k budgeted for Sponsorship of Floral Godalming but given current environment, this has not been sought.
- Christmas Lights – deposit has not yet been paid.
- 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.
- 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 Volunteer Co-ordinator's 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. LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW

On 5 October the Local Government Boundary Commission issued draft recommendations for the restructure of Waverley Borough Council wards. The Commission's recommendations are now subject to consultation between 5 October and 13 December 2021.

The [full report](#) can be viewed here. The summary document provided by the Commission is attached for the information of Members.

Draft recommendations summary – **WBC**

- Waverley to be represented by 50 Councillors, seven fewer than present;
- Waverley to have 22 wards, seven fewer than present; and
- the boundaries for most wards, excepting Farnham Castle will change.

Draft recommendations summary – **Godalming – WBC wards**

- WBC Councillors reduce from ten to nine;
- Godalming wards reduce from five to four;
- Binscombe and Charterhouse wards combine to form a new ward of three councillors;
- remaining wards are each represented by 2 councillors; and
- each ward identified by the prefix "Godalming".

In relation to the use of the prefix, the Commission is seeking comments on whether it would be appropriate to remove the word 'Godalming' from the ward names.

The use of the word 'Godalming' provides a geographic identity and whilst the ward names are long, they are no longer than others within the borough and in some instances are shorter – Alfold, Dunsfold & Chiddingfold, Ewhurst & Ellens Green, Farnham Wrecclesham & Rowledge for example are no shorter than Godalming Holloway, Godalming Central & Ockford. The removal of the Godalming prefix would mean that only those Waverley wards in Godalming would have no clear parish locality identifier.

Recommendation: Members to resolve to approve the Town Clerk makes a submission to the Commission stating that Godalming Town Council wishes the 'Godalming' prefix to be retained for the names of the proposed new Waverley Borough Council electoral wards within the parish of Godalming.

Draft recommendations summary – **Godalming – GTC wards**

- GTC Councillors remain at present number of 20;
- Godalming wards increased from five to six;
- Binscombe and Charterhouse wards combine to form a new ward of seven councillors;
- Central & Ockford are separated to form two wards, each represented by two councillors; and
- a new ward 'Croft' is formed represented by one councillor.

At the request of the Committee Chair, Officers have reviewed the Commission's report with a view of forming a proposal for consideration by Members that would remove the extremes proposed by the Commission ie. wards ranging from 1 Member to 7 Member and provide close equity of representation per elected Member.

The Commission's recommendation for GTC electoral wards of Godalming Binscombe & Charterhouse, Farncombe & Catteshall and Holloway to remain cognate with the proposed WBC electoral wards, whilst dividing Central and Ockford into two parish wards and also creating the new parish ward of 'Croft', would remove the existing co-terminus link between WBC and GTC ward boundaries in Godalming. In doing so it is likely that the clarity of locality identity would be diminished and benefits of partnership working between WBC & GTC ward councillors could be weakened by use of different borough and parish ward boundaries. It could be argued that local government is complicated enough for residents without introducing yet more complexity by utilising different wards for town and borough within the same geographical localities.

From the total number of electors predicted for 2027, the average per councillor electorate representation at Borough level for the Godalming area would be 1 Councillor per 2,042 electorate. The current Godalming 20 councillor Town Council equates to an average ratio 1:919 based on the 2027 electorate figures.

The Commission's proposal of retaining a 20 member council would continue to see Godalming with more town councillors than Farnham at 18 councillors, although the predicted 2027 electorate of Farnham at 33,954 would be 84.5% greater than that of Godalming's 18,380. That said, locality identity is an important factor in determining local representation and the number of councillors within a local council must reflect fair representation across the parish area.

However, if the WBC ward boundaries proposed by the Commission for Godalming were used alongside a reduction in the total number of Town Councillors, a reasonable equality of representation could be achieved, whilst also maintaining the simplicity of locality identity and sufficiency of elected Members to provide an effective administration. Table 1 below indicates the per capita representation for Town Council representation over the four proposed WBC ward boundary areas based on an 18 councillor model for Godalming Town Council. This model indicates electors would retain representation at the Town Council at a rate of more than twice that of the equivalent Borough representation (GTC - $18,380/18 = 1021$, WBC – $18,380/9 = 2042$) and would reflect the existing representation model of a 2:1 ratio of Town Councillors to Borough Councillors (current 2021 figures being 20 GTC councillors to 10 WBC councillors).

Ward	2027 Electorate	18 Councillors @ average of 1021 Electors Per Councillor		
		Councillors Per Ward		
		2 Decimal Points	Rounded	Percentage From Average %
Binscombe & Charterhouse	6394	6.27	6 (1065)	+4.3%
Farncombe & Catteshall	3932	3.85	4 (983)	-3.7%
Holloway	4028	3.95	4 (1007)	-1.4%
Central & Ockford	4026	3.94	4 (1007)	-1.4%

Recommendation: Members to consider whether they wish the Town Clerk to make the following representations to the Local Government Boundary Commission:

1. For the boundaries of both Waverley & Godalming Town Council electoral wards to be co-terminus
2. For the number of Godalming Town Councillors to be reduced from 20 to 18 distributed as indicated in the table above.

10. **SAFEGUARDING REPORT FOR THE QUARTER ENDED 30 SEPTEMBER 2021 – ITEM TO NOTE**

There have been no safeguarding incidents to report during this period.

11. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON GODALMING & DISTRICT CHAMBER OF COMMERCE**

Members are asked to note a report from Councillor Stubbs on the Godalming & District Chamber of Commerce (report attached for the information of Members) an organisation upon which Councillor Stubbs represents the Town Council.

12. **TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON SPORT GODALMING**

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

13. **COMMUNICATIONS ARISING FROM THIS MEETING**

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

14. **DATE OF NEXT MEETING**

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 25 November 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

15. **ANNOUNCEMENTS**

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

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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	8,173	1,150	(7,023)	15,842	6,900	(8,942)	13,800			114.8%	
1401 Interest Received	3	50	47	23	300	277	600			3.8%	
1501 Recharges to Godalming JBC	0	0	0	19,888	14,840	(5,048)	29,680			67.0%	
Head Office Costs :- Income	8,176	1,200	(6,976)	573,539	410,182	(163,357)	816,835			70.2%	0
4001 Salaries	22,049	20,755	(1,294)	131,920	124,530	(7,390)	249,060		117,140	53.0%	
4002 Employer's NIC	1,657	2,140	483	12,363	12,840	477	25,680		13,317	48.1%	
4003 Employer's Superannuation	4,059	3,750	(309)	24,205	22,500	(1,705)	45,000		20,795	53.8%	
4011 Staff Training	0	250	250	794	1,500	706	3,000		2,206	26.5%	
4012 Recruitment Advertising	1,290	0	(1,290)	1,290	0	(1,290)	1,500		210	86.0%	
4013 Other Staff Expenses	0	50	50	0	300	300	600		600	0.0%	
4102 Property Maintenance	229	200	(29)	526	1,200	674	2,400		1,874	21.9%	
4103 Maintenance Contracts	40	200	160	442	1,200	758	2,400		1,958	18.4%	
4111 Energy Costs	143	265	122	934	1,590	656	3,200		2,266	29.2%	
4121 Rents	0	100	100	887	600	(287)	1,200		313	73.9%	
4131 Rates	12,048	0	(12,048)	12,048	6,000	(6,048)	12,000		(48)	100.4%	
4141 Water Services	0	25	25	0	150	150	300		300	0.0%	
4161 Cleaning	346	380	34	2,003	2,280	277	4,560		2,557	43.9%	
4162 Waste Removal	76	55	(21)	191	330	139	660		469	28.9%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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	60	23	120		83	31.0%	
4164 Workshop Consumables	219	200	(19)	2,198	1,200	(998)	2,400		202	91.6%	
4202 Car Allowances	27	80	53	48	480	432	1,000		952	4.8%	
4203 Other Transport Costs	0	0	0	2	0	(2)	0		(2)	0.0%	
4204 Fuel Costs	111	100	(11)	572	600	28	1,200		628	47.7%	
4205 Vehicle Maintenance	0	100	100	1,643	600	(1,043)	1,200		(443)	136.9%	
4301 Equipment	0	500	500	3,425	500	(2,925)	1,000		(2,425)	342.5%	
4304 Catering & Hospitality	59	25	(34)	122	150	28	300		178	40.6%	
4305 Clothes, Uniform & Laundry	207	100	(107)	696	600	(96)	1,200		504	58.0%	
4306 Printing	245	200	(45)	431	1,200	769	2,400		1,969	18.0%	
4307 Stationery	12	340	328	713	2,040	1,327	4,090		3,377	17.4%	
4311 Professional Fees - Legal	475	0	(475)	600	0	(600)	0		(600)	0.0%	
4312 Professional Fees - Surveyors	0	0	0	3,600	0	(3,600)	0		(3,600)	0.0%	
4313 Professional Fees - Other	360	830	470	2,969	4,980	2,011	10,000		7,031	29.7%	
4314 Audit Fees	240	0	(240)	2,020	2,255	235	3,300		1,280	61.2%	
4315 Insurance	0	0	0	8,772	9,000	228	9,000		228	97.5%	
4321 Bank Charges	11	30	19	86	180	94	360		274	23.9%	
4322 Postage	0	100	100	253	600	348	1,200		948	21.0%	
4323 Telephones	208	230	23	1,249	1,380	131	2,765		1,516	45.2%	
4325 Computing	759	640	(119)	5,651	5,015	(636)	8,855		3,204	63.8%	
4326 Website	2,046	50	(1,996)	3,744	300	(3,444)	1,000		(2,744)	374.4%	
4327 Publicity Advertising	0	0	0	820	0	(820)	0		(820)	0.0%	
4331 Newsletter	0	0	0	0	2,200	2,200	4,400		4,400	0.0%	
4341 Grants	1,500	5,800	4,300	45,105	34,800	(10,305)	70,000		24,895	64.4%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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	121	150	29	494	900	406	1,825		1,331	27.1%	
6000 Debt Charges - Principal	0	0	0	15,569	15,570	1	31,387		15,818	49.6%	
6001 Debt Charges - Interest	0	0	0	23,282	23,283	1	46,319		23,037	50.3%	
Head Office Costs :- Indirect Expenditure	48,535	37,655	(10,880)	334,727	305,858	(28,869)	598,871	0	264,144	55.9%	0
5000 Transfers to Reserves	0	0	0	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	0	0	0	173,174	23,530	(149,644)	23,530	0	(149,644)	736.0%	0
Net Income over Expenditure	(40,359)	(36,455)	3,904	65,638	80,794	15,156	194,434				
102 Civic Expenses											
4121 Rents	0	220	220	0	1,100	1,100	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	300	300	600		600	0.0%	
4305 Clothes, Uniform & Laundry	0	250	250	0	250	250	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	1,200	1,200	0	2,400		1,200	50.0%	
4332 Mayor's Expenses	50	100	50	472	600	128	1,200		728	39.3%	
4334 Members' Training	0	100	100	35	600	565	1,200		1,165	2.9%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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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
4335 Mayor's Dinner	0	0	0	0	0	0	7,680		7,680	0.0%	
4900 Miscellaneous Expenses	228	80	(148)	246	480	235	960		715	25.6%	
Civic Expenses :- Indirect Expenditure	478	1,000	523	5,126	4,530	(596)	17,760	0	12,634	28.9%	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	(478)	(1,000)	(523)	(11,126)	(10,530)	596	(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	278	0	(278)	278	300	23	300		23	92.5%	
4171 Grounds Maintenance Costs	191	0	(191)	2,267	6,500	4,233	6,500		4,233	34.9%	
4301 Equipment	2,194	0	(2,194)	4,694	500	(4,194)	500		(4,194)	938.8%	
4304 Catering & Hospitality	50	0	(50)	110	0	(110)	0		(110)	0.0%	
4306 Printing	209	0	(209)	209	0	(209)	0		(209)	0.0%	
4313 Professional Fees - Other	0	0	0	2,495	0	(2,495)	500		(1,995)	499.0%	
4327 Publicity Advertising	350	0	(350)	2,104	2,000	(104)	2,250		146	93.5%	
4900 Miscellaneous Expenses	22	0	(22)	786	100	(686)	395		(391)	198.9%	
Town Promotion :- Indirect Expenditure	3,293	0	(3,293)	13,895	9,400	(4,495)	10,445	0	(3,450)	133.0%	0

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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5001 Transfers from Reserves	0	0	0	(2,518)	0	2,518	0		2,518	0.0%	
Town Promotion :- Other Costs	0	0	0	(2,518)	0	2,518	0	0	2,518		0
Net Income over Expenditure	(3,293)	0	3,293	(11,378)	(6,100)	5,278	(7,145)				
<u>105 Staycation</u>											
1303 Other customer/client receipts	0	0	0	375	320	(55)	320			117.2%	
Staycation :- Income	0	0	0	375	320	(55)	320			117.2%	0
4001 Salaries	0	0	0	0	152	152	152		152	0.0%	
4002 Employer's NIC	0	0	0	0	15	15	15		15	0.0%	
4111 Energy Costs	0	0	0	243	0	(243)	0		(243)	0.0%	
4121 Rents	0	0	0	180	0	(180)	0		(180)	0.0%	
4162 Waste Removal	0	900	900	0	900	900	900		900	0.0%	
4301 Equipment	0	0	0	0	520	520	520		520	0.0%	
4304 Catering & Hospitality	0	350	350	0	350	350	350		350	0.0%	
4313 Professional Fees - Other	0	0	0	935	300	(635)	300		(635)	311.7%	
4327 Publicity Advertising	0	0	0	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	0	0	0	64	90	26	90		26	71.1%	
Staycation :- Indirect Expenditure	0	1,250	1,250	3,722	6,347	2,626	6,347	0	2,626	58.6%	0
Net Income over Expenditure	0	(1,250)	(1,250)	(3,347)	(6,027)	(2,681)	(6,027)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Festivals & Markets</u>											
1303 Other customer/client receipts	455	525	70	3,410	2,350	(1,060)	11,600			29.4%	
Festivals & Markets :- Income	455	525	70	3,410	2,350	(1,060)	11,600			29.4%	0
4001 Salaries	0	80	80	0	480	480	1,210		1,210	0.0%	
4002 Employer's NIC	0	11	11	0	66	66	167		167	0.0%	
4003 Employer's Superannuation	0	15	15	0	90	90	223		223	0.0%	
4162 Waste Removal	0	0	0	0	0	0	350		350	0.0%	
4163 Domestic Supplies	0	0	0	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	0	106	106	67	636	569	8,050	0	7,983	0.8%	0
Net Income over Expenditure	455	419	(36)	3,343	1,714	(1,629)	3,550				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	330	15,000	14,670	330	15,000	14,670	35,500		35,170	0.9%	
Christmas Lights :- Indirect Expenditure	330	15,000	14,670	330	15,000	14,670	35,500	0	35,170	0.9%	0
Net Expenditure	(330)	(15,000)	(14,670)	(330)	(15,000)	(14,670)	(35,500)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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	1,286	2,000	714	13,560	12,000	(1,560)	24,000			56.5%	
BWP Community Centre :- Income	1,286	2,000	714	13,560	12,000	(1,560)	24,000			56.5%	0
4102 Property Maintenance	108	260	152	2,145	1,560	(585)	3,120		975	68.7%	
4103 Maintenance Contracts	233	66	(167)	549	396	(153)	792		243	69.4%	
4111 Energy Costs	59	293	234	1,242	1,758	516	3,516		2,274	35.3%	
4131 Rates	0	0	0	1,347	1,380	33	1,380		33	97.6%	
4141 Water Services	(198)	40	238	(17)	240	257	480		497	(3.6%)	
4161 Cleaning	25	1,975	1,950	2,218	4,050	1,832	8,100		5,882	27.4%	
4162 Waste Removal	60	65	5	190	390	200	780		590	24.3%	
4163 Domestic Supplies	0	10	10	0	60	60	120		120	0.0%	
4171 Grounds Maintenance Costs	0	20	20	2,491	120	(2,371)	240		(2,251)	1037.8%	
4301 Equipment	0	50	50	0	300	300	600		600	0.0%	
4323 Telephones	40	30	(10)	243	180	(63)	360		117	67.4%	
4324 Broadband	0	40	40	0	240	240	480		480	0.0%	
4343 Licensing/PRS	189	0	(189)	189	0	(189)	300		111	62.8%	
BWP Community Centre :- Indirect Expenditure	516	2,849	2,333	10,597	10,674	77	20,268	0	9,671	52.3%	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	770	(849)	(1,619)	462	(1,174)	(1,636)	1,232				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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	1,274	715	(559)	5,626	4,290	(1,336)	8,580			65.6%	
Pepperpot :- Income	1,274	715	(559)	5,626	4,290	(1,336)	8,580			65.6%	0
4102 Property Maintenance	268	100	(168)	678	600	(78)	1,200		522	56.5%	
4103 Maintenance Contracts	64	80	16	586	480	(106)	960		374	61.1%	
4111 Energy Costs	84	100	16	449	600	151	1,200		751	37.4%	
4131 Rates	0	0	0	175	700	525	700		525	25.0%	
4161 Cleaning	24	415	391	733	930	197	1,860		1,127	39.4%	
4301 Equipment	0	0	0	31	0	(31)	600		569	5.2%	
4323 Telephones	40	31	(9)	243	186	(57)	372		129	65.2%	
4324 Broadband	0	40	40	0	240	240	480		480	0.0%	
4343 Licensing/PRS	0	0	0	70	70	0	70		0	100.0%	
Pepperpot :- Indirect Expenditure	480	766	286	2,966	3,806	840	7,442	0	4,476	39.9%	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	794	(51)	(845)	161	(2,016)	(2,177)	(1,362)				
<u>203</u> <u>The Square</u>											
1302 Rents	563	1,687	1,125	5,495	3,375	(2,120)	6,750			81.4%	
1303 Other customer/client receipts	0	0	0	1,297	1,550	253	1,550			83.6%	
The Square :- Income	563	1,687	1,125	6,791	4,925	(1,866)	8,300			81.8%	0

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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	563	1,687	1,125	5,495	3,375	(2,120)	6,750				
<u>204 Allotments</u>											
1302 Rents	2,502	0	(2,502)	2,502	2,400	(102)	2,400			104.2%	
Allotments :- Income	2,502	0	(2,502)	2,502	2,400	(102)	2,400			104.2%	0
4102 Property Maintenance	137	0	(137)	164	0	(164)	300		136	54.8%	
4141 Water Services	16	10	(6)	102	60	(42)	120		18	85.1%	
4162 Waste Removal	0	0	0	0	215	215	430		430	0.0%	
4171 Grounds Maintenance Costs	80	0	(80)	6,994	0	(6,994)	0		(6,994)	0.0%	
Allotments :- Indirect Expenditure	233	10	(223)	7,261	275	(6,986)	850	0	(6,411)	854.2%	0
Net Income over Expenditure	2,269	(10)	(2,279)	(4,759)	2,125	6,884	1,550				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	4,375	2,000	(2,375)	12,634	12,000	(634)	24,000			52.6%	
1303 Other customer/client receipts	100	0	(100)	100	0	(100)	0			0.0%	
Wilfrid Noyce Community Centre :- Income	4,475	2,000	(2,475)	12,734	12,000	(734)	24,000			53.1%	0
4001 Salaries	0	224	224	0	1,344	1,344	2,688		2,688	0.0%	
4002 Employer's NIC	0	31	31	0	186	186	371		371	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Employer's Superannuation	0	41	41	0	246	246	495		495	0.0%	
4102 Property Maintenance	796	300	(496)	2,741	1,800	(941)	3,600		859	76.1%	
4103 Maintenance Contracts	328	545	217	1,595	3,270	1,675	6,540		4,945	24.4%	
4111 Energy Costs	781	440	(341)	2,123	2,640	517	5,280		3,157	40.2%	
4121 Rents	0	250	250	0	250	250	250		250	0.0%	
4131 Rates	0	0	0	1,184	4,750	3,566	4,750		3,566	24.9%	
4141 Water Services	96	100	4	662	600	(62)	1,200		538	55.2%	
4161 Cleaning	25	3,275	3,250	3,827	6,650	2,823	13,300		9,473	28.8%	
4162 Waste Removal	354	160	(194)	871	960	89	1,920		1,049	45.3%	
4163 Domestic Supplies	0	50	50	8	300	292	600		592	1.4%	
4301 Equipment	198	300	102	409	1,800	1,391	4,000		3,591	10.2%	
4313 Professional Fees - Other	200	1,500	1,300	200	1,500	1,300	1,500		1,300	13.3%	
4323 Telephones	62	30	(32)	415	400	(15)	800		385	51.9%	
4324 Broadband	0	40	40	0	240	240	480		480	0.0%	
4343 Licensing/PRS	548	0	(548)	548	0	(548)	350		(198)	156.5%	
4900 Miscellaneous Expenses	0	100	100	0	600	600	1,200		1,200	0.0%	
Wilfrid Noyce Community Centre :- Indirect Expenditure	3,388	7,386	3,998	14,583	27,536	12,953	49,324	0	34,741	29.6%	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	1,087	(5,386)	(6,473)	(4,349)	(18,036)	(13,687)	(27,824)				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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>206</u> <u>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
4102 Property Maintenance	0	50	50	303	300	(3)	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	246	0	(246)	316	0	(316)	100		(216)	316.1%	
Bandstand :- Indirect Expenditure	246	50	(196)	780	300	(480)	700	0	(80)	111.4%	0
Net Income over Expenditure	(246)	(50)	196	(780)	330	1,110	(70)				
<u>207</u> <u>Godalming Museum</u>											
1302 Rents	1,706	0	(1,706)	3,413	3,412	(1)	6,824			50.0%	
1303 Other customer/client receipts	240	0	(240)	7,105	7,105	0	14,210			50.0%	
Godalming Museum :- Income	1,946	0	(1,946)	10,518	10,517	(1)	21,034			50.0%	0
4001 Salaries	4,385	3,790	(595)	23,701	22,740	(961)	45,480		21,779	52.1%	
4002 Employer's NIC	346	410	64	2,050	2,460	410	4,920		2,870	41.7%	
4003 Employer's Superannuation	714	675	(39)	4,173	4,050	(123)	8,100		3,927	51.5%	
4011 Staff Training	0	500	500	0	500	500	1,000		1,000	0.0%	
4102 Property Maintenance	0	110	110	375	660	285	1,320		945	28.4%	
4103 Maintenance Contracts	79	80	1	774	480	(294)	960		186	80.6%	
4162 Waste Removal	0	0	0	7	0	(7)	0		(7)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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
4202 Car Allowances	0	160	160	0	160	160	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	150	120	300		270	10.0%	
4315 Insurance	0	0	0	3,219	4,500	1,281	4,500		1,281	71.5%	
4322 Postage	0	0	0	476	0	(476)	0		(476)	0.0%	
4323 Telephones	15	25	10	91	150	59	300		209	30.4%	
4325 Computing	200	216	16	1,200	1,296	96	2,592		1,392	46.3%	
4342 Subscriptions	0	0	0	120	0	(120)	3,000		2,880	4.0%	
Godalming Museum :- Indirect Expenditure	5,739	5,991	252	37,996	37,146	(850)	72,792	0	34,796	52.2%	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	(3,793)	(5,991)	(2,198)	(40,729)	(39,879)	850	(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	216	325	109	2,350	1,950	(400)	3,900		1,550	60.3%	
4103 Maintenance Contracts	0	100	100	0	600	600	1,200		1,200	0.0%	
4111 Energy Costs	92	65	(27)	465	390	(75)	780		315	59.7%	
4131 Rates	0	0	0	3,668	3,800	132	3,800		132	96.5%	
4141 Water Services	111	270	159	715	1,620	905	3,240		2,525	22.1%	
4151 Fixtures & Fittings	0	0	0	0	500	500	1,000		1,000	0.0%	
4161 Cleaning	0	3,510	3,510	3,088	7,020	3,932	14,040		10,952	22.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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
4171 Grounds Maintenance Costs	0	400	400	1,200	2,400	1,200	5,000		3,800	24.0%	
4900 Miscellaneous Expenses	0	450	450	0	900	900	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	420	5,120	4,700	11,486	19,180	7,694	36,320	0	24,834	31.6%	0
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	(420)	(5,120)	(4,700)	(15,986)	(23,680)	(7,694)	(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	130	0	(130)	12,594	0	(12,594)	0			0.0%	
Community Store :- Income	130	0	(130)	12,594	0	(12,594)	0				0
4121 Rents	0	0	0	1,520	0	(1,520)	0		(1,520)	0.0%	
4301 Equipment	264	0	(264)	4,519	0	(4,519)	0		(4,519)	0.0%	
4304 Catering & Hospitality	0	0	0	3,265	0	(3,265)	0		(3,265)	0.0%	
4307 Stationery	0	0	0	17	0	(17)	0		(17)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

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
4323 Telephones	0	0	0	10	0	(10)	0		(10)	0.0%	
Community Store :- Indirect Expenditure	<u>264</u>	<u>0</u>	<u>(264)</u>	<u>9,331</u>	<u>0</u>	<u>(9,331)</u>	<u>0</u>	<u>0</u>	<u>(9,331)</u>		<u>0</u>
Net Income over Expenditure	<u>(134)</u>	<u>0</u>	<u>134</u>	<u>3,263</u>	<u>0</u>	<u>(3,263)</u>	<u>0</u>				
Grand Totals:- Income	20,806	8,127	(12,679)	641,648	462,914	(178,734)	920,999			69.7%	
Expenditure	63,922	77,183	13,261	660,367	497,018	(163,349)	920,999	0	260,632	71.7%	
Net Income over Expenditure	<u>(43,116)</u>	<u>(69,056)</u>	<u>(25,940)</u>	<u>(18,719)</u>	<u>(34,104)</u>	<u>(15,385)</u>	<u>0</u>				
Movement to/(from) Gen Reserve	<u>(43,116)</u>			<u>(18,719)</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 now complete	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 2022
Transfer of Land Assets	Town Clerk	280-20	Members resolved to authorise the negotiation of the potential asset transfers. 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 expected on 13 January 2022.	13/01/22	
Holloway Hill Sports Association	Cllr Martin		Report expected on 13 January 2022	13/01/22	
Waverley Citizens' Advice	Cllr Steel		Report expected on 10 March 2022	10/03/22	
SALC	Cllr Cosser		Report expected on 10 March 2022	10/03/22	
Godalming Cycle Forum	Cllr Crooks		Report expected 21 April 2022	21/04/22	
District Scout Council	Cllr Crooks		Report expected 21 April 2022	21/04/22	
Godalming Park Run Group	Cllr Duce		Report expected 26 May 2022	26/05/22	
Fairtrade Steering Group	Cllr Faraday		Report expected 26 May 2022	26/05/22	
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 provided	09/09/21	
Godalming/Joigny Friendship Association	Town Mayor/ Cllr Boyle		Report provided	09/09/21	
Godalming/Mayen Association	Town Mayor/ Cllr PS Rivers		Report provided	09/09/21	
Sport Godalming	Cllr Adam		Report expected 14 October 2021 – On this agenda	14/10/21	
Godalming & District Chamber of Commerce	Cllr Stubbs		Report expected 14 October 2021 – On this agenda	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 Steel/ 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

Have your say

We are now consulting local people on a new pattern of wards for Waverley Borough Council. We have an open mind about our final recommendations, and we will consider every piece of evidence we receive from local groups and people, regardless of whom it is from or whether it relates to the whole council area or just a part of it.

If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Waverley we want to hear alternative proposals for a different pattern of wards.

Waverley Borough Council

Draft Recommendations on the new electoral arrangements

We aim to propose a pattern of wards for Waverley Borough Council which delivers:

- **Electoral equality:** each councillor represents a similar number of electors.
- **Community identity:** reflects the identity and interests of local communities.
- **Effective and convenient local government:** helping your council discharge its responsibilities effectively.

A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

Electoral equality

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in the council area?

Community identity

- **Transport links:** are there good links across your proposed ward? Is there any form of public transport?
- **Community groups:** is there a parish council, residents association or another group that represents the area?
- **Facilities:** does your pattern of wards reflect where local people go for shops, medical services, leisure facilities etc?

Write to:

Review Officer (Waverley)
LGBCE
PO BOX 133,
Blyth,
NE24 9FE

- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

Effective local government

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?

Useful tips

- Our website has a special consultation area where you can explore the maps. You can find it at consultation.lgbce.org.uk.
- We publish all submissions we receive on our website. Go to: www.lgbce.org.uk

Our consultation area:

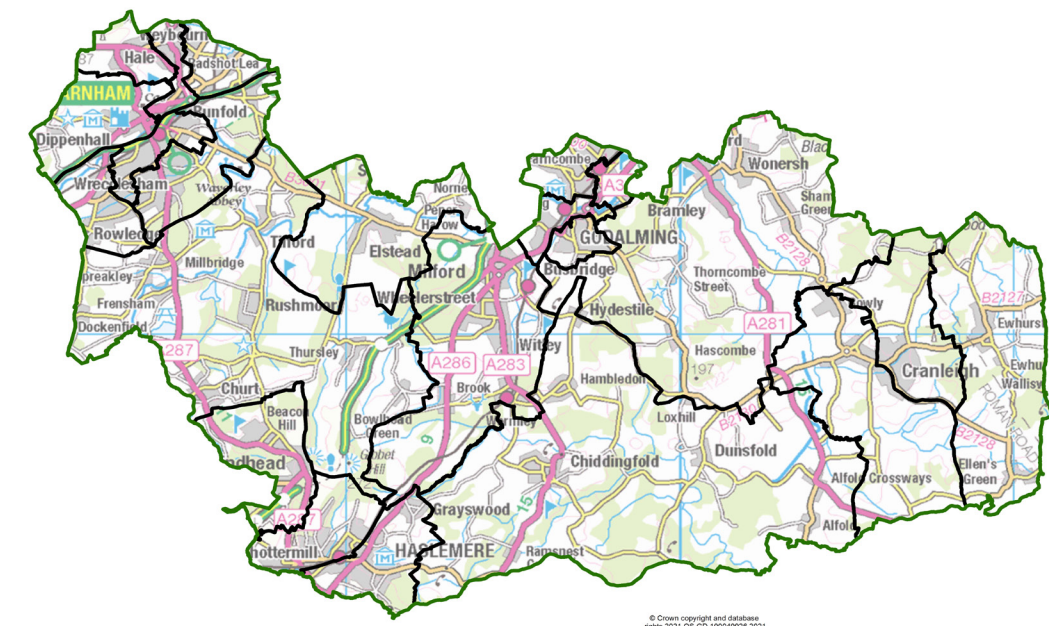
consultation.lgbce.org.uk

Email:

reviews@lgbce.org.uk

Twitter:

@LGBCE



Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority, including:

- The total number of councillors representing the council's electors ('council size').
- The names, number and boundaries of wards or electoral divisions.
- The number of councillors for each ward or division.

Why Waverley?

- The Commission has a legal duty to carry out an electoral review of each council in England 'from time to time'.
- Waverley Borough Council has not been reviewed since 1998 and the Commission has therefore decided that it should review Waverley in advance of the elections in 2023.

Our proposals

- We propose that the council should have **50 councillors** in future, representing eight three-councillor wards, 12 two-councillor wards, and two one-councillor wards across the council area.

You have until 13 December 2021 to have your say on the recommendations

Summary of our recommendations

Our draft recommendations propose that Waverley Borough Council should have 50 councillors.

Those councillors should represent 22 wards: eight three-councillor wards, 12 two-councillor wards, and two single-councillor wards across the council area.

Before drawing up the draft recommendations, the Commission carried out a public consultation inviting proposals for a new pattern of wards for Waverley Borough Council.

We have considered all of the submissions we received during that phase of consultation. The boundaries of most existing wards should change; Farnham Castle will stay the same.

An outline of the proposals is shown in the map to the right. A detailed report on the recommendations and interactive mapping is available on our website at: www.lgbce.org.uk.

We welcome comments on our draft recommendations, whether you support the proposals or wish to put forward alternative arrangements. In particular, we welcome proposals for alternative boundaries or ward names which meet the criteria we must follow as part of electoral reviews and which are described in more detail over the page.

Have your say at consultation.lgbce.org.uk:

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- find more guidance on how to have your say.
- read the full report of our recommendations.
- send us your views directly.

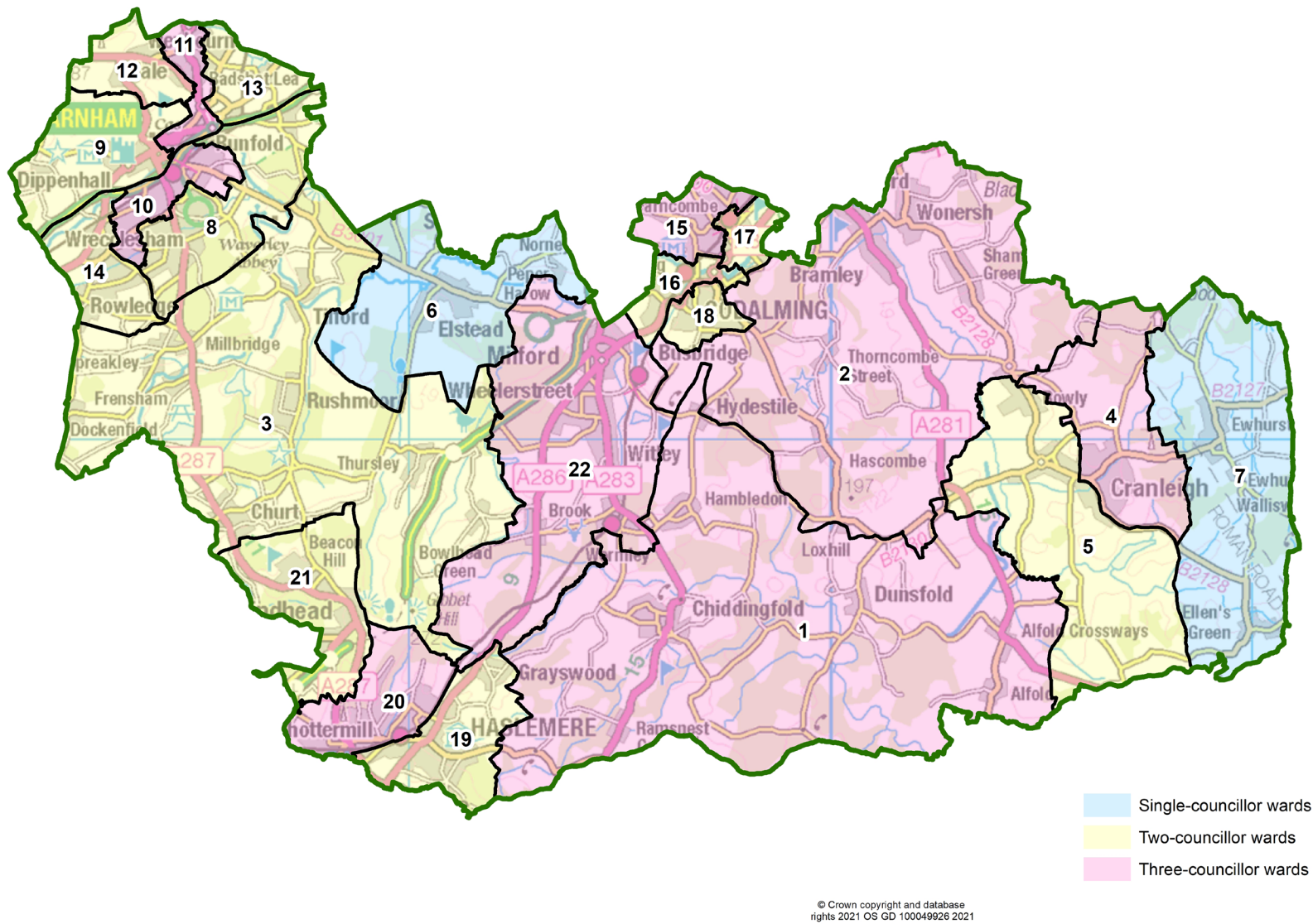
Stage of Review	Description
11 May 2021 - 19 July 2021	Public consultation on warding arrangments
5 October 2021 - 13 December 2021	Public consultation on draft recommendations
1 March 2022	Publication of final recommendations
May 2023	Subject to parliamentary approval - implementation of new arrangements at local elections

Overview of draft recommendations
for Waverley Borough Council

View this map online:
consultation.lgbce.org.uk

Follow the review on Twitter: [@LGBCE](https://twitter.com/LGBCE)

If you are viewing this page online, click on the map to go straight to our interactive consultation area.



	Ward Name
1	Alfold, Dunsfold & Chiddingfold
2	Bramley & Wonersh
3	Churt & Frensham
4	Cranleigh East
5	Cranleigh West
6	Elstead & Peper Harow
7	Ewhurst & Ellens Green
8	Farnham Bourne & Runfold
9	Farnham Castle
10	Farnham Firgrove & Shortheath
11	Farnham Hale & Heath End
12	Farnham Upper Hale
13	Farnham Weybourne & Badshot Lea
14	Farnham Wrecclesham & Rowledge
15	Godalming Binscombe & Charterhouse
16	Godalming Central & Ockford
17	Godalming Farncombe & Catteshall
18	Godalming Holloway
19	Haslemere East
20	Haslemere West
21	Hindhead & Beacon Hill
22	Milford & Witley



Chamber Network Events have started up again and John Taylor said on the recently relaunched website...

“As the President of Godalming & District Chamber under these strange times I feel it is upon all of us in the local business community to work together and safeguard the future for our town and its businesses.

We are delighted to have started meeting colleagues and businesses face to face once again, now the country has started to unlock, and welcome the opportunity to meet more of you over the coming months.

Our recent Business Network event at Charterhouse was a huge success bringing 30 businesses together to enjoy a glass of wine, canapes and much needed interaction between local business leaders.

We are now looking ahead to the next event, a Retailers Forum, to be held on 23rd September and to welcoming you to our Open Chamber meetings very soon.

We are here to help every member get through this pandemic and beyond but we do need to work together to achieve that. “

I attended the Charterhouse Network meeting and it was interesting to hear first hand of the experiences of firms over the last year.

The Subscription for members this year has been considerably reduced

Events for Members (some on line and some in person) have included..

Click It Local now delivers from Waverley’s stores to Guildford residents

Surrey Police and Crime Commissioner Member Meeting – Open to All Small Businesses

Boost your Business with 5G – Waverley Business Feature – Free online events

Getting ready for SCA – Important New Measures to Protect Businesses Against Fraud (UK)

The UK’s Retailers & High Streets – free seminar for businesses

With others coming up like..

Godalming Business Network Event and an Open Meeting before too long.

The Chamber is managed on a day-to-day basis by an elected management committee which has responsibility for ensuring that members are provided with a level of services that help provide support and advancement. All management committee members are also full

members of the Chamber. The current President is John Taylor from Cornmeter.

They now plan to meet regularly to discuss issues that directly affect members and their businesses. The meetings are chaired formally to provide an efficient exchange of ideas but are also run in a way that encourages participation from those attending. Members are given updates on local initiatives promoting a healthy local trading environment and action undertaken on their behalf. A record of the meeting is made available to members through the website.

As mentioned above the Chamber organises networking meetings and business seminars. These enable members to further their knowledge and gain from the experience of others who have an understanding of issues affecting them. They also help to facilitate networking and the creation of new business opportunities.

They also represent their members with local government and other institutions on issues that directly affect businesses in the area. Representatives of some of these institutions are Chamber members and others may be invited to attend Chamber meetings to have the opportunity to directly interact with the members.

They are very active in organising events that increase awareness with the general public as to the businesses, attractions and public services available locally to increase visitor numbers and footfall for Godalming and its surrounding areas. They also actively seek to provide a public relations service on behalf of the group of members to publicise local news and activities to the media.

The Godalming & District Chamber of Commerce represents members from Godalming, Farncombe, Compton, Hurtmore, Milford, Witley and Hascombe.

The website is www.godalmingchamber.org/

Councillor Michael Stubbs – 3 October 2021

GTC Committee report 5th October 2021

Cllr Alex Adam

Sport Godalming

This report provides an overview of the recent activities and plans for Sport Godalming.

The purpose of Sport Godalming is to support and promote local sport in Godalming and the surrounding villages.

Unfortunately, Cllr Adam was unable to attend the last Sport Godalming meeting (23rd September) due to a clash with GTC P&M and Full council meeting

Since the last report Head of Godalming Town Council , Cllr Paul Follows has attended Sport Godalming's AGM & Open Meeting (25th March) in order to answer questions that have previously been raised by the group – a significant number of which focused on the future of Broadwater Golf club. Paul gave an overview of the opportunity and ambition to make optimum use of the site and extend the amenity benefits to the wide community. However he wasn't able to provide any further information at this stage due to the ongoing legal issues.

Paul's attendance at this meeting and commitment to local sports was appreciated by the members of Sport Godalming

A summary of Sport Godalming's recent activities and plans is included in the attached Chairman's report to the Executive committee.

Items of particular note:

- Sport Godalming have received a £2500 donation from a private individual which will allow them to provide supporting grants for individuals and clubs as well as on-going core funding.
- They now have a new website www.sportgodalming.org.uk
- They have been an active supporter of the Godalming Park Run and have provided contributions to support the establishment of the event and are pleased to see that its finally come to fruition.
- They are working up plans in support of the Queens Jubilee and will be hosting and event on the 3rd June 2022 at Phillips memorial park and have recently sent an invitation (attached) to all member sports clubs to participate and run `taster sessions` so that residents are aware of the different opportunities that are available locally.
- The next Executive committee meeting is on Wednesday 17th November

Cllr Alex Adam, GTC Farncombe & Catteshall



Chairman's Report to the Executive Committee for 23rd September

Welcome to our first physical meeting since 'goodness knows when ago' and our thanks to our friends at Godalming and Farncombe Bowls Club for their hospitality this evening.

Talking of the Bowls club, Bill, David, and I attended the annual Sport Godalming Bowls Championship finals last month and enjoyed a splendid evening in the company of members, supporters, and the Town Mayor and consort, Michael, and Jane Steel. For the record, the men's final was won by Mark Lewis from Godalming and Farncombe BC and ladies by Sue Markham from Milford BC – both winners were first time finalists in this competition.

At long last the Godalming Parkrun has happened on Saturday just gone with Hugh representing us and running as well – he will report on the event this evening.

I have mentioned our proposed involvement in next year's Queen's Platinum Jubilee celebrations with a view to re-creating what we did back in 2012. We had already been offered a day on the Burys Field and had opted for the Friday (3rd June). Bill, David, Michael, and I met with Town Clerk Andy last month to talk about our thoughts and to find out what the Town Council were planning. I prepared a report, following that meeting, which prepares the ground for what we have in mind. This is attached and will be discussed this evening.

We have talked about the financial gift from Simon Steel's estate and our plans to set-up 'The Simon Steel Cricket Youth Scholarship' next year. David has been spear-heading this initiative and liaising with Rikki Clarke, who will be involved from the assessing of the participants as well as the coaching side of the project. David found the attached article about Rikki which makes good reading!

Talking also of gifts, we have been presented with £2,500 from a friend of mine which we can use as we wish – my friend now ninety, was a keen and successful sportsman in his day and still takes a great interest in sport – we sat down one afternoon and talked about Sport Godalming and what we stand for and how we try and help aspiring athletes achieve their dreams etc... and this gift came 'out of the blue' and is so welcome with the difficulties we have obtaining funding.

News from our 2020 'Go for Gold' athletes – Yasmina (now 18) was awarded her Surrey 'badge' last month and has been representing Surrey in various events – she won the Surrey Junior singles and with others, the junior pairs, and the West Surrey ladies' triples – our correspondent (Father Min) also tells me she got an A+ distinction in Law (A levels) and now is at Surrey University!

Toby (16) was part of GB Climbing's World Youth Championships in Voronezh, Russia last month. Toby finished 2nd in Youth 'A' Combined (age group) and was previously European

Youth Boulder Champion in 2019. Ahead of the Paris 2024 Olympic Games - Toby is on course to be a big hope for Team GB.

Finally, news of Godalming Table Tennis Club (a past member) Adam Laws has been in touch again – they are still looking for a ‘home base’ and thanks to colleagues, we have put forward a lot of suggestions – we will keep in touch with them as time goes by.

Simon Crowther



1st October 2021

I am sending out this 'round robin' letter to all member clubs of Sport Godalming – so hallo to you and I hope all is going well with you and your members.

Next June sees the Queen's Platinum Jubilee when there will be celebrations up and down the country as there were in 2012 for her Diamond Jubilee, when we ran a 'sports for all day' with over thirty clubs involved offering taster experiences. Over 3,000 attended on the Burys field - it was also the inaugural Godalming Run with over 1,000 participating - and the day was also graced by the Earl & Countess of Wessex.

On **FRIDAY 3rd JUNE** (a public holiday) Sport Godalming has been invited to repeat and build on what we did ten years ago as part of the Town's celebrations and this time, we have decided to take over the Phillips Memorial Park. This will allow us not only to run various sports events and tasters but also to take advantage of the bandstand with maybe Boxing, Judo, Marshall Arts, Taekwondo sessions and the river with Angling, Canoeing, and Paddle-Boarding opportunities – the idea being for our local community to join in with these tasters and for our clubs, a platform to promote their activities with a view to gaining new members – the opportunities are limitless. We also hope to engage with our local fitness centres and gymnasiums, have a climbing wall in situ and a bicycle specialist to look at bikes and an organised ride – we hope to run an 'old-fashioned' sports day for the children as well – and, with the Town Show on the Saturday, concessions for food and drink will also be in place...

So where does my club fit in?

We want **YOU** to be involved on the day – be it organising a mini's match of Cricket, Football, Hockey or Rugby – be it holding demonstrations on the bandstand – be it getting involved in water related activities – be it tasters on the Bowls lawn or Golf tuition or, if your sport does not lend itself to any of these activities, just to be there with your gazebo and banners and promoting your club to likely participants about what you do... sign them up on the day and get them involved the next day or whenever... the whole idea is to show Godalming who you are and to grow your sport.

I know this event is eight months away, but I would like you to put this date in your club's diary and come back to me with your confirmation that you **WILL** be there on the day and what you would like to do. We have many clubs in Godalming and surrounds - the more the merrier – tasters will be organised at specific times as will mini's matches and we will circularise all the events via local radio and magazines and of course social media and our website.

Finally, to run a day like this needs a lot of assistance – would you be interested in joining a planning sub-committee for instance and would you be able to offer us some volunteers from your club to help on the day?

Please do not miss out on this special occasion – I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Simon', with a stylized flourish at the end.

simoncrowther7@gmail.com

Simon Crowther
Chair

www.sportgodalming.org.uk

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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