

## GODALMING TOWN COUNCIL

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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

24 June 2022

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, 30 JUNE 2022 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery  
Town Clerk

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

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

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Heagin	Councillor Hullah
Councillor Martin	Councillor Neill
Councillor PMA Rivers	Councillor PS Rivers
Councillor Steel	Councillor Stubbs
Councillor Welland	Councillor Williams

### AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 9 June 2022, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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 principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

#### 5. QUESTIONS BY MEMBERS

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

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

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

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

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

#### 7. BUDGET MONITORING

Members to consider a budget monitoring report to 31 May 2022 (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ Year End</b>
	£	£
Head Office Costs	21,446 u/s	0 u/s
Civic Expenses	751 u/s	0 u/s
Town Promotion	2,329 o/s	0 o/s
Staycation	0 u/s	0 u/s
Festivals & Markets	2,580 u/s	2,500 u/s
Christmas Lights	0 o/s	0 o/s
BWP Youth Centre	10,914 o/s	0 o/s
Pepperpot	1,756 u/s	0 o/s
The Square	1,135 u/s	0 u/s
Allotments	29 o/s	0 o/s
Wilfrid Noyce Community Centre	13,343 u/s	0 u/s
Bandstand	47 u/s	0 o/s
Godalming Museum	2,081 o/s	0 o/s
Land & Property Other	3,825 u/s	0 u/s
Mayors' Charity	150 u/s	0 o/s
Community Store	3,010 o/s	0 o/s
<b>TOTAL</b>	<b>26,670 u/s</b>	<b>2,500 u/s</b>

The monitoring report shows a current variance of £26,670 underspend against Budget. Items to note in the forecast:

Head Office – timing issues only.

Town Promotion – includes £3,700 for the Queen’s Jubilee celebrations which will be funded from Emerging Projects (Min No 401-21 P&M 13 Jan 2022 refers).

Festivals & Markets – the Spring Festival was more successful than budgeted with costs well below that anticipated resulting in an additional £2,500 surplus to budget.

BWP Youth Centre – includes £12,000 alterations to building to make suitable for youth services which will be funded from Emerging Projects (Min No 402-21 P&M 13 Jan 2022 refers).

WN Community Centre – Rebuilding revenue from COVID going better than planned to result in £5k above budget revenue. £3k refund from Everflow for overcharged water usage. Remainder timing issues only.

Museum – haven’t invoiced first quarter rent yet.

8. COMMITTEE WORK PROGRAMME

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

9. PERFORMANCE INDICATORS – ITEM FOR DECISION

Following consideration of Performance Indicators PIs at the meeting of 9 June, Members are requested to review the amended PIs (attached for the information of Members) and, if agreed, are asked to resolve that they are incorporated into the PI table along with other Committee’s PIs for recommendation to Full Council.

10. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON ST MARKS COMMUNITY CENTRE MANAGEMENT COMMITTEE

At the Policy & Management Committee meeting held on the 9 June, Councillor Ashworth requested a deferral of the report (to be tabled) on the St Marks Community Centre Management Committee, an organisation upon which Councillor Ashworth represents the Town Council, until this meeting.

11. 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 (report attached for the information of Members) an organisation upon which Councillor Boyle represents the Town Council.

12. COMMUNICATIONS ARISING FROM THIS MEETING

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

13. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 14 July 2022 at 7.00pm.

14. ANNOUNCEMENTS

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

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Head Office Costs</u>											
1001 Precept	0	0	0	464,378	464,377	(1)	928,755			50.0%	
1102 Community Infrastructure Levy	10,533	0	(10,533)	10,533	0	(10,533)	0			0.0%	
1202 Grants - WBC	0	0	0	1,770	1,770	0	1,770			100.0%	
1303 Other customer/client receipts	0	1,300	1,300	0	2,600	2,600	16,000			0.0%	
1401 Interest Received	147	5	(142)	207	10	(197)	60			345.2%	
1501 Recharges to Godalming JBC	0	0	0	19,888	19,888	0	39,776			50.0%	
Head Office Costs :- Income	<b>10,680</b>	<b>1,305</b>	<b>(9,375)</b>	<b>496,776</b>	<b>488,645</b>	<b>(8,131)</b>	<b>986,361</b>			<b>50.4%</b>	<b>0</b>
4001 Salaries	22,788	24,135	1,347	48,223	48,270	47	289,620	241,397		16.7%	
4002 Employer's NIC	2,441	2,630	189	5,139	5,260	121	31,560	26,421		16.3%	
4003 Employer's Superannuation	4,162	4,375	213	8,811	8,750	(61)	52,500	43,689		16.8%	
4011 Staff Training	850	250	(600)	1,200	500	(700)	3,000	1,800		40.0%	
4012 Recruitment Advertising	0	0	0	0	0	0	1,500	1,500		0.0%	
4013 Other Staff Expenses	0	50	50	0	100	100	600	600		0.0%	
4102 Property Maintenance	1,599	200	(1,399)	1,599	400	(1,199)	2,400	801		66.6%	
4103 Maintenance Contracts	158	200	42	324	400	76	2,400	2,076		13.5%	
4111 Energy Costs	176	265	89	442	530	88	3,200	2,758		13.8%	
4121 Rents	0	0	0	0	2,400	2,400	2,400	2,400		0.0%	
4131 Rates	0	0	0	0	12,600	12,600	12,600	12,600		0.0%	
4141 Water Services	0	25	25	0	50	50	300	300		0.0%	
4161 Cleaning	275	380	106	285	760	476	4,560	4,276		6.2%	
4162 Waste Removal	93	50	(43)	93	100	7	600	507		15.5%	
4163 Domestic Supplies	20	10	(10)	33	20	(13)	120	87		27.4%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4164 Workshop Consumables	1,090	350	(740)	1,102	700	(402)	4,200		3,098	26.2%	
4202 Car Allowances	4	80	76	16	160	144	1,000		984	1.6%	
4203 Other Transport Costs	6	0	(6)	6	0	(6)	0		(6)	0.0%	
4204 Fuel Costs	0	110	110	58	220	162	1,320		1,262	4.4%	
4205 Vehicle Maintenance	0	200	200	0	400	400	2,400		2,400	0.0%	
4301 Equipment	1,116	0	(1,116)	1,116	2,500	1,384	3,500		2,384	31.9%	
4304 Catering & Hospitality	30	25	(5)	40	50	10	300		260	13.3%	
4305 Clothes, Uniform & Laundry	381	100	(281)	381	200	(181)	1,200		819	31.7%	
4306 Printing	1	200	199	301	400	99	2,400		2,099	12.5%	
4307 Stationery	163	340	177	526	680	154	4,090		3,564	12.9%	
4311 Professional Fees - Legal	468	0	(468)	825	0	(825)	0		(825)	0.0%	
4313 Professional Fees - Other	0	830	830	1,930	1,660	(270)	10,000		8,070	19.3%	
4314 Audit Fees	0	0	0	171	255	84	3,300		3,129	5.2%	
4315 Insurance	0	0	0	9,469	9,200	(269)	9,200		(269)	102.9%	
4321 Bank Charges	27	30	4	43	60	17	360		317	12.0%	
4322 Postage	127	100	(27)	127	200	74	1,200		1,074	10.5%	
4323 Telephones	220	230	10	436	460	25	2,765		2,330	15.8%	
4325 Computing	430	795	365	1,923	1,590	(333)	9,540		7,617	20.2%	
4326 Website	127	50	(77)	172	100	(72)	1,000		828	17.2%	
4331 Newsletter	0	1,100	1,100	0	1,100	1,100	4,400		4,400	0.0%	
4341 Grants	500	5,000	4,500	1,240	10,000	8,760	70,000		68,760	1.8%	
4342 Subscriptions	682	0	(682)	3,820	3,600	(220)	4,600		780	83.0%	
4401 Payments to Godalming JBC	18,872	0	(18,872)	18,872	18,872	1	37,743		18,872	50.0%	
4900 Miscellaneous Expenses	0	165	165	309	330	21	1,875		1,566	16.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Debt Charges - Principal	5,647	5,647	0	5,647	5,647	0	32,392		26,745	17.4%	
6001 Debt Charges - Interest	10,670	10,670	0	10,670	10,670	0	45,312		34,642	23.5%	
Head Office Costs :- Indirect Expenditure	<b>73,120</b>	<b>58,592</b>	<b>(14,528)</b>	<b>125,345</b>	<b>149,194</b>	<b>23,849</b>	<b>661,457</b>	<b>0</b>	<b>536,112</b>	<b>18.9%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	10,533	0	(10,533)	33,803	23,270	(10,533)	23,270		(10,533)	145.3%	
Head Office Costs :- Other Costs	<b>10,533</b>	<b>0</b>	<b>(10,533)</b>	<b>36,303</b>	<b>25,770</b>	<b>(10,533)</b>	<b>25,770</b>	<b>0</b>	<b>(10,533)</b>	<b>140.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(72,973)</b>	<b>(57,287)</b>	<b>15,686</b>	<b>335,127</b>	<b>313,681</b>	<b>(21,446)</b>	<b>299,134</b>				
<u>102 Civic Expenses</u>											
4121 Rents	0	220	220	0	440	440	2,420		2,420	0.0%	
4301 Equipment	65	0	(65)	322	0	(322)	0		(322)	0.0%	
4304 Catering & Hospitality	0	50	50	0	100	100	600		600	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4306 Printing	0	0	0	0	0	0	800		800	0.0%	
4313 Professional Fees - Other	45	0	(45)	45	0	(45)	0		(45)	0.0%	
4325 Computing	161	230	69	322	460	138	2,800		2,478	11.5%	
4327 Publicity Advertising	0	0	0	0	0	0	1,200		1,200	0.0%	
4332 Mayor's Expenses	0	100	100	0	200	200	1,200		1,200	0.0%	
4334 Members' Training	0	100	100	0	200	200	1,200		1,200	0.0%	
4900 Miscellaneous Expenses	29	80	51	120	160	40	960		840	12.5%	
Civic Expenses :- Indirect Expenditure	<b>300</b>	<b>780</b>	<b>480</b>	<b>809</b>	<b>1,560</b>	<b>751</b>	<b>11,680</b>	<b>0</b>	<b>10,871</b>	<b>6.9%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5102 Contrib. to Other Provisions	0	0	0	6,000	6,000	0	6,000		0	100.0%	
Civic Expenses :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(300)</b>	<b>(780)</b>	<b>(480)</b>	<b>(6,809)</b>	<b>(7,560)</b>	<b>(751)</b>	<b>(17,680)</b>				
<u>104 Town Promotion</u>											
1303 Other customer/client receipts	0	3,000	3,000	0	3,000	3,000	3,300			0.0%	
Town Promotion :- Income	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,300</b>			<b>0.0%</b>	<b>0</b>
4162 Waste Removal	0	0	0	0	0	0	300		300	0.0%	
4163 Domestic Supplies	18	0	(18)	18	0	(18)	0		(18)	0.0%	
4171 Grounds Maintenance Costs	2,490	6,500	4,010	2,490	6,500	4,010	6,500		4,010	38.3%	
4203 Other Transport Costs	0	0	0	13	0	(13)	0		(13)	0.0%	
4301 Equipment	1,314	0	(1,314)	1,314	0	(1,314)	500		(814)	262.8%	
4304 Catering & Hospitality	70	0	(70)	70	0	(70)	0		(70)	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	500		500	0.0%	
4327 Publicity Advertising	200	500	300	2,505	500	(2,005)	2,250		(255)	111.3%	
4900 Miscellaneous Expenses	20	0	(20)	20	100	80	395		375	4.9%	
Town Promotion :- Indirect Expenditure	<b>4,112</b>	<b>7,000</b>	<b>2,888</b>	<b>6,429</b>	<b>7,100</b>	<b>671</b>	<b>10,445</b>	<b>0</b>	<b>4,016</b>	<b>61.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,112)</b>	<b>(4,000)</b>	<b>112</b>	<b>(6,429)</b>	<b>(4,100)</b>	<b>2,329</b>	<b>(7,145)</b>				
<u>105 Staycation</u>											
1303 Other customer/client receipts	45	0	(45)	0	0	0	400			0.0%	
Staycation :- Income	<b>45</b>	<b>0</b>	<b>(45)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>			<b>0.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

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4001 Salaries	0	0	0	0	0	0	152		152	0.0%	
4002 Employer's NIC	0	0	0	0	0	0	15		15	0.0%	
4111 Energy Costs	0	0	0	0	0	0	250		250	0.0%	
4162 Waste Removal	0	0	0	0	0	0	900		900	0.0%	
4301 Equipment	0	0	0	0	0	0	520		520	0.0%	
4304 Catering & Hospitality	0	0	0	0	0	0	350		350	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	950		950	0.0%	
4327 Publicity Advertising	0	0	0	0	0	0	1,500		1,500	0.0%	
4343 Licensing/PRS	0	0	0	0	0	0	170		170	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	90		90	0.0%	
Staycation :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,897</b>	<b>0</b>	<b>4,897</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>45</b>	<b>0</b>	<b>(45)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,497)</b>				
<u>106 Festivals &amp; Markets</u>											
1303 Other customer/client receipts	530	475	(55)	5,330	5,450	120	13,600			39.2%	
Festivals & Markets :- Income	<b>530</b>	<b>475</b>	<b>(55)</b>	<b>5,330</b>	<b>5,450</b>	<b>120</b>	<b>13,600</b>			<b>39.2%</b>	<b>0</b>
4001 Salaries	0	0	0	0	460	460	1,090		1,090	0.0%	
4002 Employer's NIC	0	0	0	0	69	69	164		164	0.0%	
4003 Employer's Superannuation	0	0	0	0	85	85	201		201	0.0%	
4162 Waste Removal	0	0	0	60	250	190	600		540	10.0%	
4203 Other Transport Costs	0	0	0	0	200	200	400		400	0.0%	
4301 Equipment	0	0	0	0	0	0	510		510	0.0%	

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Month No: 2

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4304 Catering & Hospitality	0	0	0	75	60	(15)	180		106	41.4%	
4306 Printing	0	0	0	0	0	0	530		530	0.0%	
4313 Professional Fees - Other	0	0	0	1,050	900	(150)	1,650		600	63.6%	
4327 Publicity Advertising	0	0	0	190	1,750	1,560	3,250		3,060	5.8%	
4343 Licensing/PRS	0	0	0	0	110	110	220		220	0.0%	
4900 Miscellaneous Expenses	9	0	(9)	9	200	191	1,000		991	0.9%	
Festivals & Markets :- Indirect Expenditure	<b>9</b>	<b>0</b>	<b>(9)</b>	<b>1,384</b>	<b>4,084</b>	<b>2,700</b>	<b>9,795</b>	<b>0</b>	<b>8,411</b>	<b>14.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>521</b>	<b>475</b>	<b>(46)</b>	<b>3,946</b>	<b>1,366</b>	<b>(2,580)</b>	<b>3,805</b>				
<u>108 Christmas Lights</u>											
4313 Professional Fees - Other	0	0	0	0	0	0	39,050		39,050	0.0%	
Christmas Lights :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,050</b>	<b>0</b>	<b>39,050</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(39,050)</b>				
<u>201 BWP Community Centre</u>											
1204 Grants - Other	0	400	400	0	800	800	5,000			0.0%	
1301 Premises Hire Charges	233	80	(153)	661	160	(501)	1,000			66.0%	
1303 Other customer/client receipts	30	0	(30)	30	0	(30)	0			0.0%	
BWP Community Centre :- Income	<b>263</b>	<b>480</b>	<b>217</b>	<b>691</b>	<b>960</b>	<b>270</b>	<b>6,000</b>			<b>11.5%</b>	<b>0</b>
4001 Salaries	6,440	5,845	(595)	6,440	11,690	5,250	70,143		63,703	9.2%	
4002 Employer's NIC	371	304	(67)	371	608	237	3,650		3,279	10.2%	

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4003 Employer's Superannuation	454	308	(146)	454	616	162	3,700		3,246	12.3%	
4011 Staff Training	0	200	200	0	400	400	2,500		2,500	0.0%	
4012 Recruitment Advertising	0	0	0	0	1,200	1,200	1,200		1,200	0.0%	
4101 Repair/Alteration of Buildings	2,653	0	(2,653)	11,973	0	(11,973)	0		(11,973)	0.0%	
4102 Property Maintenance	3,980	150	(3,830)	6,731	300	(6,431)	1,800		(4,931)	374.0%	
4103 Maintenance Contracts	158	100	(58)	748	200	(548)	1,200		452	62.3%	
4111 Energy Costs	175	300	125	403	600	197	3,750		3,347	10.8%	
4131 Rates	0	0	0	1,347	1,400	53	1,400		53	96.2%	
4141 Water Services	87	40	(47)	87	80	(7)	500		413	17.5%	
4161 Cleaning	25	750	725	25	1,500	1,475	9,000		8,975	0.3%	
4162 Waste Removal	313	35	(278)	313	70	(243)	420		107	74.4%	
4163 Domestic Supplies	157	6	(151)	157	12	(145)	80		(77)	196.5%	
4171 Grounds Maintenance Costs	0	30	30	0	60	60	400		400	0.0%	
4201 Public Transport	0	0	0	0	0	0	100		100	0.0%	
4202 Car Allowances	0	0	0	0	0	0	100		100	0.0%	
4301 Equipment	(30)	250	280	933	500	(433)	3,000		2,067	31.1%	
4305 Clothes, Uniform & Laundry	0	0	0	0	0	0	500		500	0.0%	
4307 Stationery	52	30	(22)	52	60	8	350		298	14.9%	
4313 Professional Fees - Other	0	0	0	149	350	202	350		202	42.4%	
4323 Telephones	64	40	(24)	129	80	(49)	480		351	27.0%	
4324 Broadband	0	40	40	0	80	80	480		480	0.0%	
4325 Computing	8	70	62	357	140	(217)	850		493	42.0%	
4900 Miscellaneous Expenses	0	40	40	0	80	80	500		500	0.0%	
<b>BWP Community Centre :- Indirect Expenditure</b>	<b>14,909</b>	<b>8,538</b>	<b>(6,371)</b>	<b>30,670</b>	<b>20,026</b>	<b>(10,644)</b>	<b>106,453</b>	<b>0</b>	<b>75,783</b>	<b>28.8%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
BWP Community Centre :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,646)</b>	<b>(8,058)</b>	<b>6,588</b>	<b>(32,480)</b>	<b>(21,566)</b>	<b>10,914</b>	<b>(102,953)</b>				
<u>202 Pepperpot</u>											
1301 Premises Hire Charges	1,033	725	(308)	2,135	1,450	(685)	8,700			24.5%	
Pepperpot :- Income	<b>1,033</b>	<b>725</b>	<b>(308)</b>	<b>2,135</b>	<b>1,450</b>	<b>(685)</b>	<b>8,700</b>			<b>24.5%</b>	<b>0</b>
4102 Property Maintenance	555	100	(455)	555	200	(355)	1,200		645	46.3%	
4103 Maintenance Contracts	79	110	31	79	220	141	1,310		1,231	6.0%	
4111 Energy Costs	92	130	38	189	260	71	1,560		1,371	12.1%	
4131 Rates	0	0	0	0	735	735	735		735	0.0%	
4161 Cleaning	0	250	250	24	500	476	3,000		2,976	0.8%	
4301 Equipment	0	0	0	0	0	0	600		600	0.0%	
4323 Telephones	40	42	2	81	84	3	504		423	16.1%	
4343 Licensing/PRS	0	0	0	0	0	0	70		70	0.0%	
Pepperpot :- Indirect Expenditure	<b>766</b>	<b>632</b>	<b>(134)</b>	<b>928</b>	<b>1,999</b>	<b>1,071</b>	<b>8,979</b>	<b>0</b>	<b>8,051</b>	<b>10.3%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
Pepperpot :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>267</b>	<b>93</b>	<b>(174)</b>	<b>(1,293)</b>	<b>(3,049)</b>	<b>(1,756)</b>	<b>(2,779)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The Square</u>											
1302 Rents	11	563	552	2,261	1,126	(1,135)	6,750			33.5%	
1303 Other customer/client receipts	0	0	0	1,375	1,550	175	1,550			88.7%	
The Square :- Income	<b>11</b>	<b>563</b>	<b>552</b>	<b>3,636</b>	<b>2,676</b>	<b>(960)</b>	<b>8,300</b>			<b>43.8%</b>	<b>0</b>
4315 Insurance	0	0	0	1,375	1,550	175	1,550		175	88.7%	
The Square :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,375</b>	<b>1,550</b>	<b>175</b>	<b>1,550</b>	<b>0</b>	<b>175</b>	<b>88.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>11</b>	<b>563</b>	<b>552</b>	<b>2,261</b>	<b>1,126</b>	<b>(1,135)</b>	<b>6,750</b>				
<u>204 Allotments</u>											
1302 Rents	0	0	0	0	0	0	2,500			0.0%	
Allotments :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>			<b>0.0%</b>	<b>0</b>
4102 Property Maintenance	0	0	0	0	0	0	300		300	0.0%	
4141 Water Services	69	20	(49)	69	40	(29)	240		171	28.8%	
4162 Waste Removal	0	0	0	0	0	0	430		430	0.0%	
4171 Grounds Maintenance Costs	0	0	0	0	0	0	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	<b>69</b>	<b>20</b>	<b>(49)</b>	<b>69</b>	<b>40</b>	<b>(29)</b>	<b>1,970</b>	<b>0</b>	<b>1,901</b>	<b>3.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(69)</b>	<b>(20)</b>	<b>49</b>	<b>(69)</b>	<b>(40)</b>	<b>29</b>	<b>530</b>				
<u>205 Wilfrid Noyce Community Centre</u>											
1301 Premises Hire Charges	4,657	2,000	(2,657)	8,986	4,000	(4,986)	24,000			37.4%	
Wilfrid Noyce Community Centre :- Income	<b>4,657</b>	<b>2,000</b>	<b>(2,657)</b>	<b>8,986</b>	<b>4,000</b>	<b>(4,986)</b>	<b>24,000</b>			<b>37.4%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	0	230	230	0	460	460	2,826		2,826	0.0%	
4002 Employer's NIC	0	35	35	0	70	70	425		425	0.0%	
4003 Employer's Superannuation	0	43	43	0	86	86	520		520	0.0%	
4102 Property Maintenance	2,439	300	(2,139)	2,504	600	(1,904)	3,600		1,096	69.6%	
4103 Maintenance Contracts	158	600	442	238	1,200	962	7,200		6,962	3.3%	
4111 Energy Costs	179	484	305	1,221	968	(253)	5,808		4,587	21.0%	
4121 Rents	0	0	0	55	0	(55)	250		195	22.0%	
4131 Rates	0	0	0	2,320	4,900	2,580	4,900		2,580	47.4%	
4141 Water Services	(3,144)	110	3,254	(3,144)	220	3,364	1,320		4,464	(238.2%)	
4161 Cleaning	25	1,340	1,315	50	2,680	2,630	16,080		16,030	0.3%	
4162 Waste Removal	405	160	(245)	405	320	(85)	1,920		1,515	21.1%	
4163 Domestic Supplies	8	50	42	8	100	92	600		592	1.3%	
4301 Equipment	0	300	300	0	600	600	4,000		4,000	0.0%	
4313 Professional Fees - Other	0	0	0	0	0	0	1,650		1,650	0.0%	
4323 Telephones	455	65	(390)	519	130	(389)	780		261	66.6%	
4343 Licensing/PRS	0	0	0	0	0	0	550		550	0.0%	
4900 Miscellaneous Expenses	0	100	100	0	200	200	1,200		1,200	0.0%	
<b>Wilfrid Noyce Community Centre :- Indirect Expenditure</b>	<b>525</b>	<b>3,817</b>	<b>3,292</b>	<b>4,177</b>	<b>12,534</b>	<b>8,357</b>	<b>53,629</b>	<b>0</b>	<b>49,452</b>	<b>7.8%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
<b>Wilfrid Noyce Community Centre :- Other Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,132</b>	<b>(1,817)</b>	<b>(5,949)</b>	<b>2,309</b>	<b>(11,034)</b>	<b>(13,343)</b>	<b>(32,129)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Bandstand</u>											
1301 Premises Hire Charges	17	0	(17)	17	0	(17)	0			0.0%	
Bandstand :- Income	<b>17</b>	<b>0</b>	<b>(17)</b>	<b>17</b>	<b>0</b>	<b>(17)</b>	<b>0</b>				<b>0</b>
4102 Property Maintenance	0	50	50	0	100	100	600		600	0.0%	
4343 Licensing/PRS	70	0	(70)	70	0	(70)	250		180	28.0%	
Bandstand :- Indirect Expenditure	<b>70</b>	<b>50</b>	<b>(20)</b>	<b>70</b>	<b>100</b>	<b>30</b>	<b>850</b>	<b>0</b>	<b>780</b>	<b>8.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(54)</b>	<b>(50)</b>	<b>4</b>	<b>(54)</b>	<b>(100)</b>	<b>(47)</b>	<b>(850)</b>				
<u>207 Godalming Museum</u>											
1302 Rents	0	0	0	0	1,706	1,706	6,824			0.0%	
1303 Other customer/client receipts	0	0	0	6,625	6,865	240	7,585			87.3%	
Godalming Museum :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,625</b>	<b>8,571</b>	<b>1,946</b>	<b>14,409</b>			<b>46.0%</b>	<b>0</b>
4001 Salaries	3,827	3,865	38	7,653	7,730	77	46,380		38,727	16.5%	
4002 Employer's NIC	358	460	102	716	920	204	5,520		4,804	13.0%	
4003 Employer's Superannuation	558	690	132	1,116	1,380	264	8,280		7,164	13.5%	
4005 Agency Staff & Contractors	0	0	0	650	0	(650)	0		(650)	0.0%	
4011 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	
4102 Property Maintenance	0	110	110	0	220	220	1,320		1,320	0.0%	
4103 Maintenance Contracts	158	100	(58)	538	200	(338)	1,200		662	44.9%	
4202 Car Allowances	0	0	0	0	0	0	320		320	0.0%	
4307 Stationery	95	25	(70)	157	50	(107)	300		143	52.3%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315 Insurance	53	0	(53)	3,360	3,400	40	3,400		40	98.8%	
4322 Postage	0	80	80	0	160	160	960		960	0.0%	
4323 Telephones	16	15	(1)	33	30	(3)	180		147	18.2%	
4325 Computing	94	225	131	452	450	(2)	2,700		2,248	16.8%	
4342 Subscriptions	0	0	0	0	0	0	3,000		3,000	0.0%	
Godalming Museum :- Indirect Expenditure	<b>5,160</b>	<b>5,570</b>	<b>410</b>	<b>14,675</b>	<b>14,540</b>	<b>(135)</b>	<b>74,560</b>	<b>0</b>	<b>59,885</b>	<b>19.7%</b>	<b>0</b>
5101 Contrib. to Premises Provision	0	0	0	6,625	6,625	0	6,625		0	100.0%	
Godalming Museum :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,625</b>	<b>6,625</b>	<b>0</b>	<b>6,625</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,160)</b>	<b>(5,570)</b>	<b>(410)</b>	<b>(14,675)</b>	<b>(12,594)</b>	<b>2,081</b>	<b>(66,776)</b>				
<u>208 Land &amp; Property - Other</u>											
4102 Property Maintenance	449	325	(124)	503	650	147	3,900		3,397	12.9%	
4103 Maintenance Contracts	0	100	100	0	200	200	1,200		1,200	0.0%	
4111 Energy Costs	72	100	29	165	200	35	1,200		1,035	13.8%	
4141 Water Services	324	270	(54)	324	540	216	3,240		2,916	10.0%	
4151 Fixtures & Fittings	0	0	0	0	250	250	1,000		1,000	0.0%	
4161 Cleaning	0	1,210	1,210	0	2,420	2,420	14,520		14,520	0.0%	
4171 Grounds Maintenance Costs	0	400	400	19	800	781	5,000		4,981	0.4%	
4315 Insurance	0	0	0	224	0	(224)	0		(224)	0.0%	
4900 Miscellaneous Expenses	0	0	0	0	0	0	1,800		1,800	0.0%	
Land & Property - Other :- Indirect Expenditure	<b>844</b>	<b>2,405</b>	<b>1,561</b>	<b>1,235</b>	<b>5,060</b>	<b>3,825</b>	<b>31,860</b>	<b>0</b>	<b>30,625</b>	<b>3.9%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5101 Contrib. to Premises Provision	0	0	0	2,500	2,500	0	2,500		0	100.0%	
5102 Contrib. to Other Provisions	0	0	0	2,000	2,000	0	2,000		0	100.0%	
Land & Property - Other :- Other Costs	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(844)</b>	<b>(2,405)</b>	<b>(1,561)</b>	<b>(5,735)</b>	<b>(9,560)</b>	<b>(3,825)</b>	<b>(36,360)</b>				
<u>415 Mayors Charity 2022 - Faraday</u>											
1303 Other customer/client receipts	150	0	(150)	150	0	(150)	0			0.0%	
Mayors Charity 2022 - Faraday :- Income	<b>150</b>	<b>0</b>	<b>(150)</b>	<b>150</b>	<b>0</b>	<b>(150)</b>	<b>0</b>				<b>0</b>
<b>Net Income</b>	<b>150</b>	<b>0</b>	<b>(150)</b>	<b>150</b>	<b>0</b>	<b>(150)</b>	<b>0</b>				
<u>416 Community Store</u>											
1304 Donations	670	0	(670)	1,915	0	(1,915)	0			0.0%	
Community Store :- Income	<b>670</b>	<b>0</b>	<b>(670)</b>	<b>1,915</b>	<b>0</b>	<b>(1,915)</b>	<b>0</b>				<b>0</b>
4101 Repair/Alteration of Buildings	323	0	(323)	1,742	0	(1,742)	0	(1,742)		0.0%	
4202 Car Allowances	0	0	0	32	0	(32)	0	(32)		0.0%	
4203 Other Transport Costs	0	0	0	158	0	(158)	0	(158)		0.0%	
4301 Equipment	279	0	(279)	1,037	0	(1,037)	0	(1,037)		0.0%	
4304 Catering & Hospitality	663	0	(663)	1,889	0	(1,889)	0	(1,889)		0.0%	
4307 Stationery	0	0	0	55	0	(55)	0	(55)		0.0%	
4323 Telephones	6	0	(6)	12	0	(12)	0	(12)		0.0%	
Community Store :- Indirect Expenditure	<b>1,271</b>	<b>0</b>	<b>(1,271)</b>	<b>4,925</b>	<b>0</b>	<b>(4,925)</b>	<b>0</b>	<b>0</b>	<b>(4,925)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(601)</b>	<b>0</b>	<b>601</b>	<b>(3,010)</b>	<b>0</b>	<b>3,010</b>	<b>0</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	18,056	8,548	(9,508)	526,260	514,752	(11,508)	1,067,570			49.3%	
Expenditure	111,689	87,404	(24,285)	253,020	268,182	15,162	1,067,570	0	814,550	23.7%	
<b>Net Income over Expenditure</b>	<b>(93,633)</b>	<b>(78,856)</b>	<b>14,777</b>	<b>273,240</b>	<b>246,570</b>	<b>(26,670)</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(93,633)</b>			<b>273,240</b>							

8. POLICY & MANAGEMENT COMMITTEE – WORK PROGRAMME

<b>TASK</b>	<b>WHO?</b>	<b>MINUTE REF</b>	<b>PROGRESS</b>	<b>REQUIREMENT</b>	<b>DUE DATE</b>
COMMUNITY CENTRES – PERFORMANCE MONITORING	Town Clerk	46-16	On-going item for approximately quarterly reporting.	Quarterly	July 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	Biennially	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.	Biennially	May 2024
ANNUAL SAFETY REPORT	Town Clerk	444-18	Health & Safety Policy requires an annual safety report to the Council	Annually	April 2023
GTC PROGRAMME 2019 – 2023	Town Clerk		Review of GTC Work Programme 2019 – 2023	6 Monthly	October 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

<b>REPRESENTATION ON EXTERNAL BODIES REPORTS:</b>			<b>Required Date</b>	<b>Revised Date</b>
Fairtrade Steering Group	Cllr Faraday	Report deferred until clarified if still required	26/05/22	
Godalming Park Run Group	Cllr Duce	Report provided	26/05/22	
Farncombe Day Centre	Cllr Hullah	Report provided	09/06/22	
St Marks CC Management Committee	Cllr Ashworth	Report expected 9 June 2022 – Deferred to 30 June meeting – On this agenda	09/06/22	30/06/22
Godalming/Joigny Friendship Association	Town Mayor Cllr Boyle	Report expected 30 June 2022 – On this agenda	30/06/22	
Godalming/Mayen Association	Town Mayor Cllr PS Rivers	Report expected 30 June 2022 – Deferred to the 14 July meeting	30/06/22	14/07/22
Sport Godalming	Cllr Adam	Report expected 14 July 2022	14/07/22	
Godalming & District Chamber of Commerce	Cllr Stubbs	Report expected 14 July 2022	14/07/22	
Go-Godalming Association	Town Mayor Cllr Heagin	Report expected 1 September 2022	01/09/22	
Godalming Museum Trust	Cllr Steel	Report expected 1 September 2022	01/09/22	
Holloway Hill Sports Association	Cllr Martin	Report expected 13 October 2022	13/10/22	
Waverley Citizens' Advice	Cllr Steel	Report expected 24 November 2022	24/11/22	
SALC	Cllr Cosser	Report expected 24 November 2022	24/11/22	
Godalming Cycle Forum	Cllr Crooks	Report expected 12 January 2023	12/01/23	
District Scout Council	Cllr Crooks	Report expected 12 January 2023	12/01/23	
<del>Godalming Park Run Group</del>	<del>Cllr Duce</del>	<del>Report expected 16 March 2023</del>	<del>16/03/23</del>	
Community Rail Partnership	Cllr Follows Cllr PMA Rivers	Report expected 16 March 2023	16/03/23	

## 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.	<b>Ongoing</b>
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.	<b>Ongoing</b>
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. <b>Letter sent to WBC</b>
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. <b>Outcomes of SCC consultation published.</b>
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.	<b>Completed</b>

<b>Action 6</b>	<b>Future Pedestrianisation</b>	
Work with SCC Member for Godalming North to establish options for traffic reduction within the Godalming town centre area to improve walkability and bikeability, including traffic access and speed restrictions. To bring forward proposals for endorsement by GTC and subsequent submission to SCC.		SCC requested to take proposals forward <b>Costs to be sought for working up a scheme for consideration by public consultation</b>
<b>Action 7</b>	<b>Crown Court Pedestrian Area</b>	
Crown Court Working Group to consider options for improvements to the Crown Court pedestrian area and to seek the support of WBC for its implementation. To bring forward the preferred option for endorsement by GTC and, where required, Full Council approval for Neighbourhood CIL Funding.		<b>Await outcomes of WBC options for The Burys area of Godalming, which may influence considerations for the Crown Court area.</b> <b>Options for Crown Court Public Toilets being investigated for the creation of gender neutral facilities</b>
<b>Action 8</b>	<b>Community Events – The Green Environment</b>	
Seek GTC approval to waive hire fee for the bandstand for use by organisations or groups providing free community events.		<b>Action Complete</b>
<b>Action 9</b>	<b>Community Events – The Green Environment</b>	
Investigate options and costing for the repair of the defective flood light column on The Burys Field.		<b>Quotes to be obtained</b>
<b>Action 10</b>	<b>Community Events – The Green Environment</b>	
Work with WBC to identify further opportunities for community and commercial events that provide a benefit, attraction or activity for residents.		<b>Pride in Surrey – held 25 September 2021</b> <b>Beer Festival September 2022</b>
<b>Action 11</b>	<b>Community Events – Town Centre Built Environment</b>	
Continue to support and organise community events in line with GTC Community Events Policy and decisions of the Council.		<b>Ongoing i.a.w GTC Community Events Policy and GTC Community Events Programme approved by P&amp;M 17 December 2020 (Min No 275-20).</b>
<b>Action 12</b>	<b>Floral Godalming</b>	
Continue to implement Floral Godalming, seeking opportunities for sponsorship and working with SCC for the expansion of the scheme to incorporate the main approach roundabouts and roadside barriers at the pedestrian refuges around the approaches to the town.		<b>Floral Godalming 2022 progressing on an expanded footprint funded via the Welcome Back Fund.</b>

<b>Action 13</b>	<b>Floral Godalming</b>	
Seek to develop options for community engagement and involvement with the future of Floral Godalming, including options for 'Godalming Growers'.		
<b>Action 14</b>	<b>Signage, Rails, Bollards, Bells, Benches &amp; Buildings</b>	
<ul style="list-style-type: none"> <li>• Conduct a full audit of street furniture</li> <li>• Implement a programme of repair and renovation during 2021</li> <li>• Audit info-signage for accuracy</li> <li>• Work with other info-signage providers, including WBC, rail operators and the Community Rail Partnership to provide a co-ordinated approach to info-signage.</li> </ul>		<b>Repair of Town Centre street furniture carried out April–June 2021.</b> <b>Town centre cross over drains renovated March 2022.</b>
<b>Action 15</b>	<b>The Pepperpot</b>	
Bring forward plans for the exterior repair and repainting of The Pepperpot.		
<b>Action 16</b>	<b>The Pepperpot</b>	
GTC to investigate the installation of 'fixed' public seating and tables in the area around The Pepperpot.		<b>Investigation indicated this proposed option not to be feasible - no future action</b>
<b>Action 17</b>	<b>Buildings of Local Merit</b>	
GTC to champion a scheme for identification of Buildings of Local Merit and submit identified buildings for adoption by WBC.		
<b>Action 18</b>	<b>Public Art</b>	
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.		<b>Cllr PMA Rivers initiated Art Forum.</b>
<b>Action 19</b>	<b>Regeneration and Supporting the Local Economy</b>	
<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"> <li>- 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;</li> <li>- encouraging businesses which will make Godalming an attractive town for people to visit and in which to spend time."</li> </ul>		<b>GTC providing online footfall data for businesses to assess potential of Godalming as a business environment</b>

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

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

Event	Date
Annual Council/Mayor Making	Thursday, 5 May 2022
Godalming Run	<del>TBC</del> Sunday in May <b>Sunday, 22 May 2022</b>
Town Show	Saturday, 4 June 2022 <sup>?</sup>
Summer Food Festival	<del>TBC</del> <b>Sunday, 3 July 2022</b>
Staycation	Saturday, 7–Sunday, 15 August 2022
Godalming Green Gala	Saturday, 13 August 2022
Heritage Weekend	Saturday, 17-Sunday, 18 September 2022
Remembrance Sunday	Sunday, 12 November 2022
Christmas Festival & Light Switch-On	Saturday, 26 November 2022
Farncombe Christmas Lights	Thursday, 1 December 2022
Churches Together Christmas Event	Saturday, 10 December 2022
Pancake Races (School Hols 13-17 Feb 23)	Tuesday, 21 February 2023
Spring Festival – Spring into Godalming	Saturday, 1 April 2023
Annual Council/Mayor Making	Thursday, 4 May 2023
Godalming Run	TBC Sunday in May 2023
Town Show	Saturday, 3 June 2023
Summer Food Festival	Sunday, 2 July 2023 - TBC
Staycation	Saturday, 5-Sunday, 13 August 2023 - TBC
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Lights Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Thursday, 30 November 2023 - TBC

## Godalming Town Council Performance Indications 2022/3 – 2026/27 – P&M – Revised June 22

To monitor effectively how the Council is performing, the following performance indicators (PI's) are suggested as being associated with the Environment & Planning Committee. PI's have been created for all Council Service areas. There are also some indicators that the Council does not have direct control over, such as retail unit vacancies and footfall, but are measured nevertheless as the information is useful in determining the overall 'health' of the town.

Each of the PIs indicated below have a measurable data source and it is suggested that they are reported/published on an annual basis to the community via the Annual Report.

Continuing to Improve the organisational management and efficiency of the Town Council					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	Target to 2026/27	Current year Out-turn
1	Policy & Management	Non precept income as a percentage of gross expenditure.	27.5%	33%	

1. Non precept income generation target of 1/3<sup>rd</sup> of expenditure.

To Continue to improve services targeted to all community sectors in the town					
PI	Responsible Committee	Performance Indicator	Baseline figure 2021/22	Target to 2026/27	Current year Out-turn
2	Policy & Management	To carry out or facilitate a minimum of 6 community-based events per annum	7	8	
3	Policy & Management	To provide grant aid to voluntary community groups	£60,000	£66,000 = Cumulative CPI	
4	Policy & Management	Total number of physical visits to Godalming Museum	13931	15,948	
		Total Number of School/Educational engagements with Godalming Museum	1028	1200	
5	Policy & Management	Utilisation rate – Wyatt Room	23%	28%	
		Utilisation rate – Oglethorpe Hall	13%	18%	
		Utilisation rate – Caudle Hall	39%	44%	
		Utilisation rate – Pepperpot Meeting Room	12%	17%	
		Utilisation rate – Pepperpot Undercroft	23%	28%	
		Utilisation rate – Broadwater Youth Centre	N/A	10%	
6	Policy & Management	Total number of days-worth of support provided by the Godalming & Villages Community Store per annum	24,900	actual reporting data	

7	Policy & Management	Total number of visits to Council provided youth Drop-in sessions	N/A		
		Total number of visits to Council provided youth themed sessions	N/A		

2. GTC current organise, facilitate, or support the following events – Spring Festival, Summer Food Festival, Town Show & Carnival, Staycation, Green Gala, Godalming Christmas Festival & Lights Switch On, Farncombe Christmas Lights Switch on. The target assumes that with the demise of the St John's Spring Fair, GTC may wish to look to support a replacement town event.

3. The 2020/22 Budget provides for £60,000 of Grant support to community organisations. The target is based on a @ 2.5% per annum inflation increase from 2023/24.

4. Target based on 10-year average since 2010.

5. Base line set at occupancy of 2019/2020 as the last full year without lockdowns; Occupancy is a measure of use against availability. Target is set on a 5% increase (1% per annum). With the exception of Broadwater Youth Centre, community buildings are available for use 4,745 hours per annum. Broadwater Youth Centre is available for external hire for 1,040 hours per annum.

6. Community Store support target based on a 10% per annum reduction in need.

7. Baseline figure to be set in March 2023 after first year of operation, if capacity staffing ratio remains 'as is' target figure is to maintain level of use indicated at 31 March 2023.

<b>To represent residents, businesses, and community groups of Godalming</b>					
<b>PI</b>	<b>Responsible Committee</b>	<b>Performance Indicator</b>	<b>Baseline figure 2021/22</b>	<b>Target to 2026/27</b>	<b>Current year Out-turn</b>
8	Policy & Management	Total Number of GTC website hits	97,257	107,500	
9	Policy & Management	Total number of GTC Facebook likes	1,175	1,300	
10	Policy & Management	Total number of GTC Instagram followers	1,485	1,650	
11	Policy & Management	Total number of GTC Twitter followers	392	450	
12	Policy & Management	Total Number of GTC newsletter subscribers	51	1,300	
13	Policy & Management	Total Facebook social media reach of Godalming Museum	732	808	
14	Policy & Management	Youth Service Social Media reach	See note 14	Baseline +2% cumulative	

8. Base figure for period 1 April 2021 – 31 March 2022. Target figure based on per annum increase of 2%

9, 10 & 11. Base figure as per 31 March 2022. Target figure based on per annum increase of 2%

12. Base figure as per 31 March 2022. Target figure based on 15% of tax base.

13. Base figure as per 31 March 2022. Target based on per annum increase of 2%

14. Base Line figure to be set as of 31 March 23, target figure to be based on per annum increase of 2%

<b>To Contribute to the regeneration of the Town Centre and development of Neighbourhoods in the Town</b>					
<b>PI</b>	<b>Responsible Committee</b>	<b>Performance Indicator</b>	<b>Baseline figure 2021/22</b>	<b>Target to 2026/27</b>	<b>Current year Out-turn</b>
15	Policy & Management	Number of Retail units in Town Centre Primary retail area	202	202	
16	Policy & Management	Percentage of Retail vacant units in the Town Centre (Spring survey)	9%	5.75%	
17	Policy & Management	Number of Retail units in Farncombe retail area	40	37	
18	Policy & Management	Percentage of Farncombe retail vacant units (Spring survey)	13%	1.25%	
19	Policy & Management	Annual Town Centre Footfall	2,221,126	2,432,386	
20	Policy & Management	Average weekly footfall (excludes weeks with Town Centre festivals or main town centre events)	42,420	46,662	
21	Policy & Management	Average footfall increase for weeks which include a Town Centre event.	34%	34%	

15. Baseline Number of Units as of April 2022, target based on no change of use of existing units

16. Data provided by the WBC Economic Development Team. The target rate is based on the average of the 4 reporting periods pre-pandemic.

17. Baseline Number of Units as of April 2022, Target based on no further unit losses from those already subject to planning application for change of use at April 2022. 35B Farncombe Street –PRA/2020/0026, 8 & 8A Farncombe Street – WA/2021/02116.

18. Data provided by the WBC Economic Development Team. The target rate is based on the average of the 4 reporting periods pre-pandemic.

19-21. Data collected via the Springboard footfall counter, Members to note that the footfall counter is currently funded by WBC, funding source for 2023 onwards is yet to be determined. Target figure for 19 & 20 based on a 10% increase, target for 21 is to maintain the percentage increase above average, which in footfall terms will equate to an increase in visitors to the events.

# GODALMING JOIGNY FRIENDSHIP ASSOCIATION

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

Councillor Boyle

22 June 2022

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.

After the severe impact of the Coronavirus pandemic on the Association’s activities, some attempt has been made to return to normal in the past year. This has included a successful Beaujolais Nouveau event, held in St John’s, Farncombe, and attended by 16 people.

However, the Association has not yet been able to have its planned in-person AGM.

There have been discussions on Godalming families hosting some visitors from Joigny in 2022, which usually takes place in the summer months. However, plans for this year are not yet settled as it remains unclear as to the enthusiasm of Joigny residents for the trip. It is hoped that this will be resolved within the next few weeks.

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

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

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

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

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

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

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

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

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

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.