

## GODALMING TOWN COUNCIL

Tel: 01483 523575  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 15 DECEMBER 2022 at 7.15pm.

DATED this 9<sup>th</sup> day of December 2022.

Andy Jeffery  
Clerk to the Town Council

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.

The meeting will be preceded by a short presentation from Mr Joshua Coates of Charterhouse School.

### AGENDA

1. MINUTES

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 29 September 2022.

2. APOLOGIES

TO RECEIVE 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 TOWN MAYOR 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 Chair of the meeting,

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- A question shall not require a response at the meeting nor start a debate on the question. The Chair 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. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. WATER TESTING ON THE RIVER OCK BY NICOLA AVERY – PRESENTATION

Members to receive a presentation from Nicola Avery, Volunteer Water Ranger, on water testing on the River Ock.

8. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

**Audit Committee**

The Audit Committee resolved to recommend to Full Council an amendment to Financial Regulation 11.6ii. This recommendation to be considered at agenda item 12 below.

**Policy & Management Committee**

The Policy & Management Committee resolved to recommend to Full Council the revised estimates for 2022/23 and a 2023/24 draft budget. This recommendation to be considered at agenda item 14 below.

**Environment & Planning Committee**

The Environment & Planning Committee makes one recommendation to Full Council regarding the award of Neighbourhood Community Infrastructure Levy to Busbridge Junior School. This recommendation to be considered at agenda item 15 below.

**Staffing Committee**

2022-23 National Salary Award – Item for Decision

- Members resolved to agree to recommend that Full Council approve the NJC negotiated National Salary Award.**
- Members authorised, that if received prior to the 15 December, the JNC settlement proposal is to be taken directly to Full Council.**
- Members resolved to agree to recommend to Full Council that Full Council authorise that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may, following consultation with the Chair of the Staffing Committee, be signed off for payment by the Town Clerk without the matter first being brought to a scheduled or extraordinary meeting of the Full Council.**

Members of the Staffing Committee noted that the National Joint Council for Local Government Services (NJC) agreed the new pay scales for 2022-23 to be implemented from 1 April 2022. The 2022-23 National Salary Award does not provide for a single across the board percentage increase, but rather provides for a £1 per hour increase across the board, this means that those on the lower pay scales receive the largest percentage increase. For GTC staff this provides a percentage increase range between 10.49% to 3.65%

Staffing Committee Members also noted that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book' and that the Council's youth workers are employed under the terms and conditions governed by the JNC as set out in the 'Pink Book'.

As settlement for those employed under JNC terms had not been reached by the date of the committee meeting, to avoid unnecessary delays in the payment of the pay award agreed for youth staff, Members approved that if the pay award for the youth staff is received before the next scheduled Full Council on 15 December, the Town Clerk is authorised to present the award directly to Full Council without first needing to convene a meeting of the Staffing Committee.

Additionally, as the sign off of a pay award is a reserved matter for the Full Council, Members agreed to recommend to Full Council on the 15 December that if the settlement for the youth staff has not by then been received, Full Council approved the payment of any settlement agreed so long as the settlement is of an equal or lesser amount than that agreed by the NJC, noting that if the JNC proposes a settlement above that agreed by the NJC the matter must come before Full Council in order for payment of the award to be approved.

### **Appointment of Museum Curator**

The Chair of the Staffing Committee wishes to inform Full Council that having considered all the applicants for the role, all of which were of a high calibre, and following interviews with the shortlisted candidates, the position has been offered to Ms Rhiannon Jones who will join the GTC staff team in January.

#### 9. RECEIPT OF COMMITTEE MINUTES – ITEM FOR NOTE

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	3 November 2022
Environment & Planning	29 September 2022 13 October 2022 3 November 2022 24 November 2022
Policy & Management Committee	13 October 2022 24 November 2022
Staffing Committee	17 November 2022

#### 10. GODALMING JOINT BURIAL COMMITTEE – REPORT – ITEM FOR NOTE

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 3 November 2022.

#### 11. INTERIM INTERNAL AUDIT – ITEM FOR NOTE

Members to note that the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 20 September 2022 for the 2022/23 financial year had no audit findings requiring the attention of this Council.

12. **FINANCIAL REGULATIONS – ITEM FOR DECISION**

Having completed a review of the Council's Financial Regulations, the Audit Committee recommends that Financial Regulation 11.6ii apply to the installation of Christmas Lights and that the wording be amended as follows:

*for specialist services such as are provided by legal professionals acting in disputes and the installation of Christmas Lights*

13. **SCHEDULE OF MEETINGS – ITEM FOR DECISION**

**Recommendation: Members to resolve to approve the Schedule of Meetings for the Local Government year 2023/24.**

Members to review and approve the Schedule of Meetings for the Local Government Year 2023/24 (attached for the information of Members).

14. **REVISED ESTIMATES 2022/23 AND DRAFT BUDGET 2023/24 – ITEM FOR DECISION & NOTE**

**Recommendations:**

- a) **Members to resolve to approve the revised estimates for the financial year 2022/23.**
- b) **Members to resolve to approve the budget for the financial year 2023/24.**
- c) **Members to resolve to approve a precept requirement of £1,041,644 for the financial year 2023/24, which represents a band D increase of £9.75 per annum (9.88%)**
- d) **Members to note budget forecast projections for period 2024/25 & 2025/26.**

Members to consider a report (attached for the information of Members) from the Responsible Finance Officer. Members are requested to agree the revised estimates 2022/23 and draft budget 2023/24 and approve a precept of £1,041,644 for the financial year 2022/23, which represents a band D increase of £9.75 per annum (9.88%)

Additionally, Members are requested to note the budget forecast projections for periods 2023/24 and 2024/25 which are based on Officers' understanding of the Council's potential future activities.

15. **INCREASED NEIGHBOURHOOD CIL FUNDING FOR BUSBRIDGE JUNIOR SCHOOL MUGA PROJECT – ITEM FOR DECISION**

**Recommendations:**

- a. **Full Council to resolve to agree an increase of the existing Neighbourhood Community Infrastructure Levy award to Busbridge Junior School relating to provision of a Multi-Use Games Area, from £60,000 to a total of £125,000, conditional on the amount of funding being reduced by the equivalent amount of any money raised from other grant funding sources.**
- b. **Full Council to resolve to agree the revised letter of offer for the award of Neighbourhood CIL funding to Busbridge Junior School (attached for the information of Members).**

Members of the Environment & Planning Committee considered an application from Busbridge Junior School requesting additional Neighbourhood CIL funding for the school's Multi-Use Games Area.

Members of the committee resolved to agree a recommendation for consideration by Full Council that the previously agreed Neighbourhood CIL award of £60,000 be increased to £125,000 on condition that it be reduced by the equivalent amount of any money raised from other grant funding sources.

16. **LEASE ARRANGEMENTS – GODALMING TOWN COUNCIL – NATIONAL TRUST – ITEM FOR NOTE**

Following the decision of Full Council on 13 January 2022 to authorise the Town Clerk to arrange for the signing of the lease between Godalming Town Council and the National Trust and subsequent underleases to support the continuation of water sports activities at Godalming Wharf (Min No 432-21 refers), Members are requested to note that the Common Seal of Godalming Town Council was affixed to the lease between Godalming Town Council and the National Trust, the licences to underlet between the National Trust, Godalming Town Council and the Trustees of the Godalming District Scouts and the Trustees of the Surrey County Scouts Council and the underleases between Godalming Town Council and the Trustees of the Godalming District Scouts and the Trustees of the Surrey County Scouts Council. As required by Standing Order 92 the seal was applied by the Town Clerk, with the deeds witnessed by The Town Mayor and Cllr Cosser as the second witness.

In doing so Godalming Town Council has secured the continuance of Scout canoeing activities at the Godalming Wharf for the next 20 years.

17. **HEALTH & SAFETY TASK & FINISH GROUP REPORT– ITEM FOR DECISION**

Members to consider a report (attached for the information of Members) from the Health & Safety Task & Finish Group.

Recommendation: Members are asked to resolve to agree the appointment of provider of an integrated Health & Safety management system for the Council on a 36-month contract term.

Cost of service to be no more than £3,120 per annum. Members to note that this will be partially offset by savings within the training budget. Net cost to be funded from Professional Fees.

18. **TOWN COUNCIL REPRESENTATION – GO GODALMING ASSOCIATION – ITEM FOR DECISION**

Current Town Council representative on the Go Godalming Association is Cllr Heagin. Cllr Kiehl has volunteered to replace Cllr Heagin as the Council's representative.

Members to approve the change in Town Council representation for the Go Godalming Association.

19. **AUTHORISATION OF THE CLERK**

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

20. **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 16 February 2023 at 7.00pm.

21. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 22 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E LEGALLY PRIVILEGED INFORMATION ETC

22. FUTURE ARRANGEMENTS FOR MANAGEMENT OF EASHING AND NIGHTINGALE CEMETERIES – ITEM FOR DECISION

**Recommendation: Members to consider a confidential report from the Town Clerk for the arrangements for the future of the Godalming Joint Burial Committee and management of Eashing and Nightingale Cemeteries (attached for the information of Members) and resolve to agree the recommendations contained within the report.**

## GODALMING TOWN COUNCIL

### SCHEDULE OF MEETINGS 2023/24

<b><u>MAY 2023</u></b>				Bkd
4	LOCAL ELECTIONS			
11	COUNCILLORS' INDUCTION			
18	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/WNC	
25	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.15PM** 8.00PM** 8.10PM**	Council Chamber Council Chamber Mayor's Parlour Council Chamber	
<b><u>JUNE 2023</u></b>				
1	Joint Burial – Cemetery Inspection Joint Burial – (Approval of Annual Governance & Accounting Regulations) Environment & Planning Policy & Management	5.00PM 5.45PM  6.30PM 7.30PM**	Eashing Cemetery Council Chamber	
18	CIVIC SERVICE	3.00PM		
<b><u>JULY 2023</u></b>				
6	Staffing Audit	6.00PM 7.15PM	The Pepperpot	
13	Policy & Management	7.00PM	Council Chamber	
20	Full Council Environment & Planning	7.15PM 7.45PM**	Council Chamber	
<b><u>AUGUST 2023</u></b>				
10	Environment & Planning	6.30PM	Council Chamber	
31	Environment & Planning	6.30PM	Council Chamber	
<b><u>SEPTEMBER 2023</u></b>				
7	Joint Burial – Cemetery Inspection Joint Burial Policy & Management (Grants)	5.00PM 5.45PM** 7.15PM**	Nightingale Cemetery Council Chamber	
14	Staffing Audit (Financial Regulations)	7.00PM 7.00PM	The Pepperpot GTC Meeting Room	
21	Full Council Environment & Planning	7.15PM 7.45PM**	Council Chamber	
<b><u>OCTOBER 2023</u></b>				
12	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

<b><u>NOVEMBER 2023</u></b>				
2	Joint Burial (Budget) Environment & Planning	5.30PM 6.30PM**	Council Chamber	
12	REMEMBRANCE SUNDAY	9.15AM	Wilfrid Noyce Centre	
16	Staffing	7.00PM	The Pepperpot	
23	Environment & Planning Policy & Management (Revised Estimates & Budget)	6.30PM 7.15PM**	Council Chamber	
<b><u>DECEMBER 2023</u></b>				
14	Full Council (Precept) Environment & Planning	7.15PM 7.45PM**	Council Chamber	
<b><u>JANUARY 2024</u></b>				
11	Environment & Planning Policy & Management (Grant Budget Allocation)	6.30PM 7.15PM**	Council Chamber	
<b><u>FEBRUARY 2024</u></b>				
1	Environment & Planning Audit	6.30PM 7.15PM**	Council Chamber	
15	Full Council Staffing	7.00PM 7.30PM**	Council Chamber	
22	Joint Burial (Year End Audit/Risk Assessment) Environment & Planning	5.30PM 6.30PM**	Council Chamber	
<b><u>MARCH 2024</u></b> (Maundy Thursday – 28 March 2024)				
14	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	
21	ANNUAL TOWN MEETING	7.00PM	Council Chamber	
<b><u>APRIL 2024</u></b> (Easter Monday – 1 April 2024)				
4	Audit (Review System of Internal Control) Environment & Planning	6.30PM 7.15PM**	Council Chamber	
25	Environment & Planning Policy & Management	6.30PM 7.15PM**	Council Chamber	
27	Full Council (Annual Accounts)	7.00PM	Council Chamber	

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.



**MAY 2024**

16	ANNUAL COUNCIL/MAYOR MAKING	7.00PM	Council Chamber/WNC
23	Environment & Planning Policy & Management Audit (Election of Chair) Staffing (Election of Chair)	6.30PM 7.15PM** 8.00PM** 8.10PM**	Council Chamber Council Chamber Mayor's Parlour Council Chamber

**JUNE 2024**

13	Joint Burial – Cemetery Inspection Joint Burial – (Approval of Annual Governance & Accounting Regulations) Environment & Planning Policy & Management	5.00PM 5.45PM  6.30PM** 7.15PM**	Eashing Cemetery Council Chamber
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**FESTIVALS:**

Spring Festival	(1 <sup>st</sup> Saturday in April)
Summer Festival	(1 <sup>st</sup> Sunday in July)
Staycation	(1 <sup>st</sup> complete week in August)
Christmas Festival	(Last Saturday in November)

Event	Date
King's Coronation Weekend	Friday, 5 to Monday, 8 May 2023
Annual Council/Mayor Making	Thursday, 18 May 2023
Godalming Run	Sunday, 21 May 2023 – date tbc
Town Show	Saturday, 4 June 2023
Summer Food Festival	Sunday, 3 July 2023
Staycation	Saturday, 5–Sunday, 13 August 2023
Godalming Green Gala	Saturday, 12 August 2023
Heritage Weekend	Saturday, 16-Sunday, 17 September 2023
Remembrance Sunday	Sunday, 12 November 2023
Christmas Festival & Light Switch-On	Saturday, 25 November 2023
Farncombe Christmas Lights	Friday, 1 December 2023
Churches Together Christmas Event	Saturday, 9 December 2023
Pancake Races (School Hols - 12 Feb to 16 Feb 2024)	<del>Tuesday, 13 February 2024</del>
Spring Festival – Spring into Godalming	Saturday, 6 April 2024
Annual Council/Mayor Making	Thursday, 16 May 2024
Godalming Run	TBC Sunday in May
Town Show	Saturday, 1 June 2024
Summer Food Festival	Sunday, 7 July 2024 – date tbc
Staycation	Saturday, 3-Sunday, 11 August 2024 – tbc
Godalming Green Gala	Saturday, 10 August 2024 – tbc
Heritage Weekend	Saturday, 14-Sunday, 15 September 2024 – tbc
Remembrance Sunday	Sunday, 10 November 2024
Christmas Festival & Lights Switch-On	Saturday, 30 November 2024
Farncombe Christmas Lights	Thursday, 6 December 2024 – tbc

\*\* Meetings will commence at the specified time or at the conclusion of the preceding meeting, whichever is later.

14. BUDGET 2023/24

In preparation of the 2023/24 budget, known factors were applied such as notified contract increases, energy price increases, staffing structure changes and the 2022/23 staff pay award. This provided the initial base to which were added the costs of the decisions made by the council or its committees over the preceding year(s), such as rebuilding the General Reserve and the Capital Works Programme.

<b>2022/23 Precept</b>	<b>928,755</b>	<b>a</b>
<b>Variations from 2022/23 Base Budget:</b>		
1 Add inflation at 6% & minor adjustments	55,964	
2 Add decrease in SLA revenue (Museum)	6,625	
3 Add increase to Youth Provision	40,000	
4 Less increase to WNC income	-20,000	
5 Add decrease to JBC Members Contribution	-20,000	
6 Add increase to General Reserve	32,500	
7 Add Capital Works Programme	26,500	
8 Less decrease to Grants	-10,000	
<b>TOTAL VARIATION</b>	<b>112,889</b>	<b>b</b>
 <b>2023/24 Budget Requirements (a + b)</b>	 <b>1,041,644</b>	 <b>c</b>
 Total cash increase required	 112,889	
% increase in cash required	12.15%	
 Tax base 2023/24	 9,611.3	 <b>d</b>
Precept per Band D property (= c/d)	£108.38	

The precept requirement for the financial year 2023/24 is £1,041,644 equating to a Band D equivalent increase on 2022/23 of 9.88% which, in cash terms, is an increase of £9.75 per annum.

Reserves

The balance of the revenue reserve as of 31 March 2023 is estimated to be £342,919. This is below recommended levels of 50% of Precept. Plans have been made to address this over the next two to five years as can be seen by item 6 in the variations above.

The most significant Ear Marked reserve is the Community Infrastructure Levy reserve with a current balance of £241,522. Funds within this reserve must be spent on capital projects within five years of receipt. The Council has approved two applications against this fund to date.

The second largest Ear Marked Reserve is for the maintenance of all the Council's Land & Property with an estimated balance at year end of £126,865.

**Godalming Town Council**  
**Statement of Variation 2023/24**

	£		2024/25	2025/26
Base Budget (net) i.e. Precept 2022/23	928,755		1,041,644	1,182,976
Add inflation (ave 6%) and net minor adjustments	55,964	Add inflation at 8%	83,332	94,638
Add decrease in SLA Revenue (Museum)	6,625	Capital Works Programme	58,000	35,000
Add increase to Youth Provision	40,000			
Less increase in WNC Income	-20,000			
Add decrease in JBC Members Contribution	-18,700			
Add increase to General Reserve	32,500			
Add Capital Works Programme	26,500			
Less decrease in Grants	-10,000			
Estimated Budget Requirement 2023/24	<u>1,041,644</u>		<u>1,182,976</u>	<u>1,312,614</u>
Total increase required	112,889		141,332	129,638
% increase in cash terms	12.15%		13.57%	10.96%
Tax base 2022/23 (Band D Equivalent figure)	9416.7			
Precept per Band D property	£98.63			
Tax base 2023/24 (Band D Equivalent figure)	9611.3		9611.3	9611.3
Precept per Band D property	£108.38		£ 123.08	£ 136.57
Increase per Band D Property	£9.75		£14.70	£13.49
% Increase per Band D Property	9.88%		13.57%	10.96%

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

**GTC Summary Revenue Budget**

2021/22 Actual £		2022/23			Variation	Notes
		2022/23 Budget £	Revised Estimate £	2023/24 Budget £	2021/22 to 2022/23 £	
<b>Employees</b>						
420,300	Direct employee expenses	516,746	558,827	601,335	84,589	2% Award increase budgeted in 2022/23 but actual 4.5% on average; 4% Budgeted Award increase for 2023/24
4,938	Indirect employee expenses	9,800	9,923	11,000	1,200	
<b>Premises Related Expenditure</b>						
50,587	Repairs, alteration & maintenance of buildings	33,830	60,987	34,800	970	
12,937	Energy costs	15,768	17,472	24,450	8,682	12-month inflation rates for gas and electricity are 28.1% and 18.8% respectively
6,201	Rents	5,070	4,875	5,320	250	
11,086	Rates	19,635	6,330	19,760	125	
2,728	Water services	5,600	994	6,340	740	
0	Fixtures and fittings	1,000	250	1,000	0	
44,051	Cleaning & domestic supplies	53,130	55,518	59,375	6,245	£3k due to new contract for Public Conveniences after existing provider withdrew services. Impact of increased labour costs.
14,380	Grounds maintenance costs	12,900	8,728	11,400	-1,500	Greening Godalming budget reduced as in maintenance mode
1,297	Premises insurance	1,550	1,375	1,550	0	
23,250	Contribution to premises-related provisions	19,125	19,125	12,500	-6,625	SLA for Museum finished
<b>Transport Related Expenditure</b>						
0	Public transport	100	2,326	100	0	
3,202	Car allowances	5,540	5,819	6,220	680	
<b>Supplies &amp; Services</b>						
28,622	Equipment, furniture and materials	12,630	19,593	11,220	-1,410	
562	Catering & Hospitality	1,430	3,337	2,400	970	
1,101	Clothes, uniform & laundry	2,200	4,551	4,000	1,800	In line with staff uniform policy
5,461	Printing, stationery & general office expenses	8,470	9,344	8,650	180	
87,856	Services	70,410	80,539	78,120	7,710	
36,175	Communications & computing	36,839	31,779	34,649	-2,190	Change in way Staycation is advertised
1,010	Expenses	2,400	2,400	2,400	0	
64,030	Grants & Subscriptions	78,860	79,201	70,140	-8,720	£10k reduction in Grants
219,861	Contributions to provisions	31,270	56,227	88,000	56,730	£2k Flood Defence Wall reserve has adequate provision; £32.5 increase to General Reserve, £28.6 increase for Capital Works
4,356	Miscellaneous expenses	7,821	5,482	7,726	-95	
<b>Third Party Payments</b>						
37,690	Godalming Joint Burial Committee	37,743	37,744	19,000	-18,743	JBC contribution reduced due to increased income & planned maintenance completed
<b>Income</b>						
-174,961	Government Grants	0	-24,957	0	0	
-12,591	Other grants, reimbursements & contributions	-1,770	-15,832	-3,000	-1,230	
-164,289	Customer & client receipts	-97,209	-125,971	-108,754	-11,545	
-127	Interest	-60	-1,634	-1,800	-1,740	
-58,518	Recharges	-39,776	-69,302	-43,961	-4,185	
<b>671,195</b>	<b>Net Cost of Services</b>	<b>851,052</b>	<b>845,050</b>	<b>963,940</b>	<b>112,888</b>	
77,703	<b>Capital Financing Costs (Not inc in net cost of Services)</b>	77,700	77,704	77,704	4	
<b>748,898</b>	<b>Net Expenditure (Precept)</b>	<b>928,752</b>	<b>922,754</b>	<b>1,041,644</b>	<b>112,892</b>	
<b>Net Expenditure by Cost Centre</b>						
£		£	£	£	£	
495,678	GTC	551,918	546,448	623,181	71,263	
5,264	Allotments	-530	-826	-710	-180	
879	Bandstand	850	550	850	0	
-1,900	Broadwater Park Youth Service	102,953	127,773	143,970	41,017	
45,556	Christmas Lights	39,050	43,700	43,700	4,650	
18,694	Civic Expenses	17,680	18,262	17,760	80	
-7,236	Festivals & Markets	-3,805	-4,900	-3,432	373	
0	Community Store	0	0	0	0	
71,072	Godalming Museum	66,776	69,042	70,836	4,060	
28,005	Land & Property Other	36,360	35,140	37,600	1,240	
-2,499	Pepperpot	2,779	1,973	4,454	1,675	
3,347	Staycation	4,497	2,914	4,713	216	
-8,995	The Square	-6,750	-9,641	-6,750	0	
17,772	Town Promotion	7,145	8,658	6,735	-410	
1,258	Wilfrid Noyce	32,129	5,957	21,034	-11,095	
4,300	107-9 High Street Capital Works	0	0	0	0	
<b>671,195</b>	<b>Net Cost of Services (excl. Financing Costs)</b>	<b>851,052</b>	<b>845,050</b>	<b>963,941</b>	<b>112,889</b>	

**Cost Centre: 101 GTC Office**

2021/22		2022/23					
Actual		2022/23	Revised	2023/24			
£		Budget	£ Estimate	£ Budget	£	Variation	
	<b>Employees</b>						
277571	Direct employee expenses	Salaries	289620	300700	317160	27540	2% Award increase budgeted in 2022/23 but actual 4.5% on average; 4% Budgeted Award increase for 2023/24
26890		Er's NIC	31560	37898	39000	7440	
50821		Er's Supn	52500	54915	58200	5700	
0		Agency staff & Contractors	0	0	0	0	
1494	Indirect employee expenses	Training	3000	4524	4200	1200	
2217		Advertising	1500	1500	1500	0	
76		Other	600	250	600	0	
	<b>Premises Related Expenditure</b>						
7764	Repairs, alteration & maintenance of buildings		9000	8976	9060	60	
2138	Energy costs		3200	3200	3360	160	
3441	Rents		2400	2400	2400	0	
12048	Rates		12600	0	12600	0	
0	Water services		300	300	300	0	
0	Fixtures and fittings		0	0	0	0	
4376	Cleaning & domestic supplies		5280	5509	5400	120	
0	Grounds maintenance costs		0	0	0	0	
0	Premises insurance		0	0	0	0	
0	Contribution to premises-related provisions		2500	2500	2500	0	
	<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0	0	
3114	Car allowances		4720	5370	5800	1080	
	<b>Supplies &amp; Services</b>						
4185	Equipment, furniture and materials		3500	2431	2000	-1500	
258	Catering & Hospitality		300	495	540	240	
1084	Clothes, uniform & laundry		1200	3797	3000	1800	
4664	Printing, stationery & general office expenses		6490	6376	6610	120	
16089	Services	Professional Fees	10000	10932	12000	2000	
2020		Audit fees	3300	3000	3300	0	
8772		Insurance	9200	9469	9660	460	
218		Bank charges	360	288	360	0	
947	Communications & computing	postage	1200	1050	1950	750	
2478		telephones	2765	2765	2765	0	
10914		computers	9540	9540	11400	1860	
4664		website	1000	1000	1000	0	
1220		publicity advert	0	0	0	0	
0		newsletter	4400	0	0	-4400	
0	Expenses	Staff expenses	0	0	0	0	
0		Mayor's expenses	0	0	0	0	
0		Members' training	0	0	0	0	
56969	Grants & Subscriptions	Grants	70000	70000	60000	-10000	
4904		Subscriptions	4600	4600	5400	800	
211581	Contributions to provisions		23270	48227	82000	58730	
811	Miscellaneous expenses		1876	655	1876	0	
	<b>Third Party Payments</b>						
37690	Godalming Joint Burial Committee		37743	37744	19000	-18743	
-174961	<b>Income</b>	Government Grants	0	-24957	0	0	
-12591		Other grants etc	-1770	-10764	0	1770	
-38286		Customer & client receipts	-16000	-16832	-16000	0	
-127		Interest	-60	-1634	-1800	-1740	
-39775		Recharges	-39776	-39776	-43960	-4184	
<b>495678</b>	<b>Net Expenditure</b>		<b>551918</b>	<b>546448</b>	<b>623181</b>	<b>71263</b>	
<b>77703</b>	<b>Capital Finance Costs (Not included in net costs of Services)</b>		<b>77704</b>	<b>77704</b>	<b>77704</b>	<b>0</b>	

**Cost Centre: 102 Civic Expenses**

2021/22 Actual £		2022/23 Budget £	2022/23 Revised Estimate £	2022/23 Budget £	Variation £
<b>Employees</b>					
0	Direct employee expenses				
	Salaries	0	473	0	0 Operation London Bridge overtime
0	Er's NIC	0	71	0	0
0	Er's Supn	0	87	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses				
	Training	0	0	0	0
0	Advertising	0	0	0	0
	Other	0	0	0	0
<b>Premises Related Expenditure</b>					
248	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
2420	Rents	2420	2420	2420	0 WBC Chamber rental
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	151	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
<b>Transport Related Expenditure</b>					
0	Public transport	0	2263	0	0
0	Car allowances	0	0	0	0
<b>Supplies &amp; Services</b>					
663	Equipment, furniture and materials	0	366	0	0
20	Catering & Hospitality	600	273	600	0
0	Clothes, uniform & laundry	500	254	500	0
160	Printing, stationery & general office expenses	800	800	800	0
3345	Services				
	Professional Fees	0	113	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing				
	postage	0	0	0	0
	telephones	0	0	0	0
3961	computers	2800	1977	2880	80
0	website	0	0	0	0
1315	publicity advert	1200	650	1200	0 Remembrance Parade Advertising
0	newsletter	0	0	0	0
0	Expenses				
	Staff expenses	0	0	0	0
920	Mayor's expenses	1200	1200	1200	0
90	Members' training	1200	1200	1200	0
0	Grants & Subscriptions				
	Grants	0	0	0	0
	Subscriptions	0	0	0	0
6280	Contributions to provisions	6000	6000	6000	0 £4k General Election; £2k By Election
497	Miscellaneous expenses	960	853	960	0
<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0	0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	-739	0	0
0	Interest	0	0	0	0
-1225	Recharges	0	-150	0	0
<b>18694</b>	<b>Net Expenditure</b>	<b>17680</b>	<b>18262</b>	<b>17760</b>	<b>80</b>

**Cost Centre: 104 Town Promotion**

2021/22 Actual £		2022/23 Budget £	2022/23 Revised Estimate £	2022/23 Budget £	Variation £
<b>Employees</b>					
0	Direct employee expenses		0	0	0
0			0	0	0
0			0	0	0
700			0	0	0
0	Indirect employee expenses		0	0	0
0			0	0	0
			0	0	0
<b>Premises Related Expenditure</b>					
254	Repairs, alteration & maintenance of buildings		0	0	0
0	Energy costs		0	0	0
0	Rents		0	250	250
0	Rates		0	0	0
0	Water services		0	0	0
0	Fixtures and fittings		0	0	0
278	Cleaning & domestic supplies	300	522	405	105
2827	Grounds maintenance costs	6500	4303	5000	-1500
0	Premises insurance		0	0	0
0	Contribution to premises-related provisions		0	0	0
<b>Transport Related Expenditure</b>					
0	Public transport		0	13	0
0	Car allowances		0	0	0
<b>Supplies &amp; Services</b>					
11098	Equipment, furniture and materials	500	2262	500	0
185	Catering & Hospitality	0	1267	0	0
0	Clothes, uniform & laundry		0	0	0
209	Printing, stationery & general office expenses		283	0	0
2495	Services		500	3000	0
0	Professional Fees		0	0	-500
0	Audit fees		0	0	0
0	Insurance		0	0	0
0	bank charges		0	0	0
0	Communications & computing		0	0	0
0	postage		0	0	0
0	telephones		0	0	0
0	computers		0	0	0
0	website		0	0	0
2104	publicity advert	2250	4625	2100	-150
0	newsletter		0	0	0
0	Expenses		0	0	0
0	Staff expenses		0	0	0
0	Mayor's expenses		0	0	0
0	Members' training		0	0	0
0	Grants & Subscriptions		0	0	0
0	Grants		0	0	0
0	Subscriptions		0	103	0
0	Contributions to provisions		0	0	0
1112	Miscellaneous expenses	395	615	600	205
<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee		0	0	0
<b>Income</b>					
0	Government Grants		0	0	0
0	Other grants etc		0	0	0
-472	Customer & client receipts	-3300	-3835	-2120	1180
0	Interest		0	0	0
-3018	Recharges		0	-4500	0
<b>17772</b>	<b>Net Expenditure</b>	<b>7145</b>	<b>8658</b>	<b>6735</b>	<b>-410</b>

**Cost Centre: 105 Staycation**

2021/22 Actual £		2022/23				Variation £
		2022/23 Budget	Revised Estimate	2022/23 Budget	£	
	<b>Employees</b>					
0	Direct employee expenses	Salaries	152	83	100	-52 Staff time at Green Gala
0		Er's NIC	15	8	15	0
0		Er's Supn	0	15	18	18
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
	<b>Premises Related Expenditure</b>					
0	Repairs, alteration & maintenance of buildings		0	0	0	0
243	Energy costs		250	0	250	0
180	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
0	Cleaning & domestic supplies		900	1311	1300	400 Staycation Live waste removal
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
	<b>Transport Related Expenditure</b>					
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
	<b>Supplies &amp; Services</b>					
0	Equipment, furniture and materials		520	0	520	0
0	Catering & Hospitality		350	0	0	-350
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
935	Services	Professional Fees	950	1322	1950	1000
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
2300		publicity advert	1500	650	750	-750 12pg reduced to 4pg Advertising
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	170	0	170	0
0	Contributions to provisions		0	0	0	0
64	Miscellaneous expenses		90	0	90	0
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee		0	0	0	0
0	<b>Income</b>	Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
-375		Customer & client receipts	-400	-475	-450	-50 Green Gala entrance fees
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
<b>3347</b>	<b>Net Expenditure</b>		<b>4497</b>	<b>2914</b>	<b>4713</b>	<b>216</b>



**Cost Centre: 106 Festivals & Markets**

2021/22			2022/23			
Actual			2022/23	Revised	2022/23	
£			Budget £	Estimate £	Budget £	
					Variation £	
<b>Employees</b>						
196	Direct employee expenses	Salaries	1090	800	1542	452
19		Er's NIC	164	120	232	68
36		Er's Supn	201	147	284	83
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
<b>Premises Related Expenditure</b>						
0	Repairs, alteration & maintenance of buildings		0	0	0	0
0	Energy costs		0	0	0	0
0	Rents		0	0	0	0
0	Rates		0	0	0	0
0	Water services		0	0	0	0
0	Fixtures and fittings		0	0	0	0
420	Cleaning & domestic supplies		600	410	600	0
0	Grounds maintenance costs		0	0	0	0
0	Premises insurance		0	0	0	0
0	Contribution to premises-related provisions		0	0	0	0
<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0	0
0	Car allowances		400	200	0	-400
<b>Supplies &amp; Services</b>						
166	Equipment, furniture and materials		510	510	600	90
93	Catering & Hospitality		180	195	180	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		530	530	530	0
1153	Services	Professional Fees	1650	3245	1650	0
0		Audit fees	0	0	0	0
0		Insurance	0	0	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
790		publicity advert	3250	2470	3250	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
470		Subscriptions	220	594	600	380
0	Contributions to provisions		0	0	0	0
51	Miscellaneous expenses		1000	809	700	-300
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee		0	0	0	0
<b>Income</b>						
0		Government Grants	0	0	0	0
0		Other grants etc	0	-1160	0	0
-10630		Customer & client receipts	-13600	-13770	-13600	0
0		Interest	0	0	0	0
0		Recharges	0	0	0	0
<b>-7236</b>	<b>Net Expenditure</b>		<b>-3805</b>	<b>-4900</b>	<b>-3432</b>	<b>373</b>

**Cost Centre: 108 Christmas Lights**

2021/22		2022/23	2022/23	2022/23	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
	<b>Premises Related Expenditure</b>				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
45535	Services	39050	43700	43700	4650
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
21	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
	<b>Income</b>				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
0	Customer & client receipts	0	0	0	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
<b>45556</b>	<b>Net Expenditure</b>	<b>39050</b>	<b>43700</b>	<b>43700</b>	<b>4650</b>

**Cost Centre: 201 Broadwater Park Youth Service**

2021/22		2022/23	2022/23	2022/23	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
<b>Employees</b>					
0	Direct employee expenses	70143	80186	91980	21837 New Youth Service
0	Salaries	70143	80186	91980	
0	Er's NIC	3650	6225	8100	4450
0	Er's Supn	3700	11485	16920	13220
0	Agency staff & Contractors	0	0	0	0
330	Indirect employee expenses	2500	2500	2500	0
366	Advertising	1200	500	1200	0
	Other	0	0	0	0
<b>Premises Related Expenditure</b>					
15228	Repairs, alteration & maintenance of buildings	3000	25918	3000	0
2916	Energy costs	3750	4126	4200	450
0	Rents	0	0	0	0
1347	Rates	1400	1347	1400	0
36	Water services	500	340	500	0
0	Fixtures and fittings	0	0	0	0
8335	Cleaning & domestic supplies	9500	11017	10980	1480
2491	Grounds maintenance costs	400	662	400	0
0	Premises insurance	0	0	0	0
2500	Contribution to premises-related provisions	2500	2500	2500	0
<b>Transport Related Expenditure</b>					
0	Public transport	100	50	100	0
88	Car allowances	100	89	100	0
<b>Supplies &amp; Services</b>					
5641	Equipment, furniture and materials	3000	6261	3000	0
6	Catering & Hospitality	0	1107	1080	1080
17	Clothes, uniform & laundry	500	500	500	0
398	Printing, stationery & general office expenses	350	939	350	0
475	Services	350	485	350	0
0	Professional Fees	350	485	350	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
548	telephones	960	866	960	0
68	computers	850	1289	900	50
0	website	0	0	0	0
0	publicity advert	0	0	250	250
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
189	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	500	250	500	0
<b>Income</b>					
0	Government Grants	0	0	0	0
0	Other grants etc	0	-3908	-3000	-3000
-28379	Customer & client receipts	-6000	-5961	-4800	1200
0	Interest	0	0	0	0
-14500	Recharges	0	-21000	0	0
<b>-1900</b>	<b>Net Expenditure</b>	<b>102953</b>	<b>127773</b>	<b>143970</b>	<b>41017</b>

**Cost Centre: 202 The Pepperpot**

2021/22 Actual £		2022/23		2022/23		Variation £
		Budget £	Estimate £	Budget £		
	<b>Employees</b>					
0	Direct employee expenses					
	Salaries	0	0	0		0
0	Er's NIC	0	0	0		0
0	Er's Supn	0	0	0		0
0	Agency staff & Contractors	0	0	0		0
0	Indirect employee expenses					
	Training	0	0	0		0
	Advertising	0	0	0		0
	Other	0	0	0		0
	<b>Premises Related Expenditure</b>					
2051	Repairs, alteration & maintenance of buildings	2510	2510	2700		190
1058	Energy costs	1560	2110	2600		1040
0	Rents	0	0	0		0
175	Rates	735	343	760		25
0	Water services	0	0	0		0
0	Fixtures and fittings	0	0	0		0
2332	Cleaning & domestic supplies	3000	3575	3720		720
0	Grounds maintenance costs	0	0	0		0
0	Premises insurance	0	0	0		0
2500	Contribution to premises-related provisions	2500	2500	2500		0
	<b>Transport Related Expenditure</b>					
0	Public transport	0	0	0		0
0	Car allowances	0	0	0		0
	<b>Supplies &amp; Services</b>					
125	Equipment, furniture and materials	600	600	600		0
0	Catering & Hospitality	0	0	0		0
0	Clothes, uniform & laundry	0	0	0		0
0	Printing, stationery & general office expenses	0	0	0		0
0	Services					
	Professional Fees	0	0	0		0
0	Audit fees	0	0	0		0
0	Insurance	0	0	0		0
0	bank charges	0	0	0		0
0	Communications & computing					
	postage	0	0	0		0
485	telephones	504	490	504		0
0	computers	0	0	0		0
0	website	0	0	0		0
0	publicity advert	0	0	0		0
0	newsletter	0	0	0		0
0	Expenses					
	Staff expenses	0	0	0		0
0	Mayor's expenses	0	0	0		0
0	Members' training	0	0	0		0
0	Grants & Subscriptions					
	Grants	0	0	0		0
354	Subscriptions	70	70	70		0
0	Contributions to provisions	0	0	0		0
0	Miscellaneous expenses	0	0	0		0
	<b>Third Party Payments</b>					
0	Godalming Joint Burial Committee	0	0	0		0
	<b>Income</b>					
0	Government Grants	0	0	0		0
0	Other grants etc	0	0	0		0
-11579	Customer & client receipts	-8700	-9665	-9000		-300
0	Interest	0	0	0		0
0	Recharges	0	-560	0		0
<b>-2499</b>	<b>Net Expenditure</b>	<b>2779</b>	<b>1973</b>	<b>4454</b>		<b>1675</b>

**Cost Centre: 203 The Square**

2021/22		2022/23	2022/23	2022/23	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Indirect employee expenses	0	0	0	0
0		0	0	0	0
	<b>Premises Related Expenditure</b>				
0	Repairs, alteration & maintenance of buildings	0	0	0	0
0	Energy costs	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
0	Water services	0	0	0	0
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	0	0	0	0
0	Grounds maintenance costs	0	0	0	0
1297	Premises insurance	1550	1375	1550	0
0	Contribution to premises-related provisions	0	0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Communications & computing	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Expenses	0	0	0	0
0		0	0	0	0
0		0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0		0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
	<b>Income</b>				
0		0	0	0	0
0		0	0	0	0
-10292	Customer & client receipts	-8300	-11016	-8300	0
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
<b>-8995</b>	<b>Net Expenditure</b>	<b>-6750</b>	<b>-9641</b>	<b>-6750</b>	<b>0</b>

**Cost Centre: 204 Allotments**

2021/22		2022/23	2022/23	2022/23	
Actual		Budget	Revised	Budget	Variation
£		£	£	£	£
	<b>Employees</b>				
0	Direct employee expenses	0	0	0	0
0	Salaries	0	0	0	0
0	Er's NIC	0	0	0	0
0	Er's Supn	0	0	0	0
0	Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses	0	0	0	0
0	Training	0	0	0	0
0	Advertising	0	0	0	0
0	Other	0	0	0	0
	<b>Premises Related Expenditure</b>				
164	Repairs, alteration & maintenance of buildings	300	322	300	0
0	Energy costs	0	0	0	0
0	Rents	0	0	0	0
0	Rates	0	0	0	0
460	Water services	240	262	260	20
0	Fixtures and fittings	0	0	0	0
0	Cleaning & domestic supplies	430	215	430	0
7114	Grounds maintenance costs	1000	1025	1000	0 Tree & Hedges Works
0	Premises insurance	0	0	0	0
0	Contribution to premises-related provisions	0	0	0	0
	<b>Transport Related Expenditure</b>				
0	Public transport	0	0	0	0
0	Car allowances	0	0	0	0
	<b>Supplies &amp; Services</b>				
0	Equipment, furniture and materials	0	0	0	0
0	Catering & Hospitality	0	0	0	0
0	Clothes, uniform & laundry	0	0	0	0
0	Printing, stationery & general office expenses	0	0	0	0
0	Services	0	0	0	0
0	Professional Fees	0	0	0	0
0	Audit fees	0	0	0	0
0	Insurance	0	0	0	0
0	bank charges	0	0	0	0
0	Communications & computing	0	0	0	0
0	postage	0	0	0	0
0	telephones	0	0	0	0
0	computers	0	0	0	0
0	website	0	0	0	0
0	publicity advert	0	0	0	0
0	newsletter	0	0	0	0
0	Expenses	0	0	0	0
0	Staff expenses	0	0	0	0
0	Mayor's expenses	0	0	0	0
0	Members' training	0	0	0	0
0	Grants & Subscriptions	0	0	0	0
0	Grants	0	0	0	0
0	Subscriptions	0	0	0	0
0	Contributions to provisions	0	0	0	0
0	Miscellaneous expenses	0	0	0	0
	<b>Third Party Payments</b>				
0	Godalming Joint Burial Committee	0	0	0	0
0	<b>Income</b>				
0	Government Grants	0	0	0	0
0	Other grants etc	0	0	0	0
-2474	Customer & client receipts	-2500	-2650	-2700	-200
0	Interest	0	0	0	0
0	Recharges	0	0	0	0
<b>5264</b>	<b>Net Expenditure</b>	<b>-530</b>	<b>-826</b>	<b>-710</b>	<b>-180</b>

**Cost Centre: 205 Wilfrid Noyce Centre**

2021/22		2022/23		2022/23		
Actual		2022/23	Revised	2022/23		
£		Budget £	Estimate £	Budget £	Variation £	
<b>Employees</b>						
0	Direct employee expenses					
		Salaries	2826	1235	3000	174
0		Er's NIC	425	186	452	27
0		Er's Supn	520	227	552	32
0		Agency staff & Contractors	0	0	0	0
0	Indirect employee expenses					
		Training	0	0	0	0
0		Advertising	0	0	0	0
		Other	0	0	0	0
<b>Premises Related Expenditure</b>						
9921	Repairs, alteration & maintenance of buildings	10800	13407	11340	540	
5598	Energy costs	5808	7072	12720	6912	
160	Rents	250	55	250	0	
1184	Rates	4900	4640	5000	100	
976	Water services	1320	-2075	2040	720	
0	Fixtures and fittings	0	0	0	0	
15794	Cleaning & domestic supplies	18600	18288	18900	300	
0	Grounds maintenance costs	0	0	0	0	
0	Premises insurance	0	0	0	0	
2500	Contribution to premises-related provisions	2500	2500	2500	0	
<b>Transport Related Expenditure</b>						
0	Public transport	0	0	0	0	
0	Car allowances	0	0	0	0	
<b>Supplies &amp; Services</b>						
2888	Equipment, furniture and materials	4000	2000	4000	0	
0	Catering & Hospitality	0	0	0	0	
0	Clothes, uniform & laundry	0	0	0	0	
0	Printing, stationery & general office expenses	0	0	0	0	
1600	Services	1650	1400	1650	0 Xmas Lights	
0		Professional Fees				
		Audit fees	0	0	0	
		Insurance	0	0	0	
		bank charges	0	0	0	
0	Communications & computing					
		postage	0	0	0	
786		telephones	780	1170	780	
0		computers	0	0	0	
0		website	0	0	0	
0		publicity advert	0	0	0	
0		newsletter	0	0	0	
0	Expenses					
		Staff expenses	0	0	0	
		Mayor's expenses	0	0	0	
		Members' training	0	0	0	
0	Grants & Subscriptions					
		Grants	0	0	0	
618		Subscriptions	550	644	650	
0	Contributions to provisions					
			0	0	0	
0	Miscellaneous expenses	1200	500	1200	0	
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee	0	0	0	0	
<b>Income</b>						
0		Government Grants	0	0	0	
		Other grants etc	0	0	0	
-40767		Customer & client receipts	-24000	-45292	-44000	
0		Interest	0	0	0	
0		Recharges	0	0	0	
<b>1258</b>	<b>Net Expenditure</b>	<b>32129</b>	<b>5957</b>	<b>21034</b>	<b>-11095</b>	

**Cost Centre: 206 Bandstand**

2021/22			2022/23		2022/23		
Actual			Budget	Revised	Budget		Variation
£			£	£	£	£	£
	<b>Employees</b>						
0	Direct employee expenses	Salaries	0	0	0		0
0		Er's NIC	0	0	0		0
0		Er's Supn	0	0	0		0
0		Agency staff & Contractors	0	0	0		0
0	Indirect employee expenses	Training	0	0	0		0
0		Advertising	0	0	0		0
		Other	0	0	0		0
	<b>Premises Related Expenditure</b>						
313	Repairs, alteration & maintenance of buildings		600	265	600		0
0	Energy costs		0	240	0		0
0	Rents		0	0	0		0
0	Rates		0	0	0		0
0	Water services		0	0	0		0
0	Fixtures and fittings		0	0	0		0
88	Cleaning & domestic supplies		0	0	0		0
0	Grounds maintenance costs		0	0	0		0
0	Premises insurance		0	0	0		0
0	Contribution to premises-related provisions		0	0	0		0
	<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0		0
0	Car allowances		0	0	0		0
	<b>Supplies &amp; Services</b>						
72	Equipment, furniture and materials		0	0	0		0
0	Catering & Hospitality		0	0	0		0
0	Clothes, uniform & laundry		0	0	0		0
0	Printing, stationery & general office expenses		0	0	0		0
0	Services	Professional Fees	0	0	0		0
0		Audit fees	0	0	0		0
0		Insurance	0	0	0		0
0		bank charges	0	0	0		0
0	Communications & computing	postage	0	0	0		0
0		telephones	0	0	0		0
0		computers	0	0	0		0
0		website	0	0	0		0
0		publicity advert	0	0	0		0
0		newsletter	0	0	0		0
0	Expenses	Staff expenses	0	0	0		0
0		Mayor's expenses	0	0	0		0
0		Members' training	0	0	0		0
0	Grants & Subscriptions	Grants	0	0	0		0
406		Subscriptions	250	70	250		0
0	Contributions to provisions		0	0	0		0
0	Miscellaneous expenses		0	0	0		0
	<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee						0
	<b>Income</b>						
0		Government Grants	0	0	0		0
0		Other grants etc	0	0	0		0
0		Customer & client receipts	0	-25	0		0
0		Interest	0	0	0		0
0		Recharges	0	0	0		0
<b>879</b>	<b>Net Expenditure</b>		<b>850</b>	<b>550</b>	<b>850</b>		<b>0</b>



2021/22		2022/23		2022/23		2022/23			
Actual		Budget	Revised	Budget	Variation	Account Code			
£		£	£	£	£				
<b>Cost Centre: 207 Museum</b>									
<b>Employees</b>									
51209	Direct employee expenses		Salaries	46380	45811	48720	2340	4001	
4254			Er's NIC	5520	5048	6060	540	4002	
8604			Er's Supn	8280	7207	9000	720	4003	
0			Agency staff & Contractors	0	5900	0	0	4005	
0	Indirect employee expenses		Training	1000	500	1000	0	4011	
135			Advertising	0	149	0	0	4012	
320			Other	0	0	0	0	4013	
<b>Premises Related Expenditure</b>									
5057	Repairs, alteration & maintenance of buildings	2520		2184		2700	180	4101/4102/4103/4164	
0	Energy costs	0		-267		0	0	4111	
0	Rents	0		0		0	0	4121	
0	Rates	0		0		0	0	4131	
0	Water services	0		0		0	0	4141	
0	Fixtures and fittings	0		0		0	0	4151	
240	Cleaning & domestic supplies	0		0		0	0	4161/4162/4163	
0	Grounds maintenance costs	0		0		0	0	4171	
0	Premises insurance	0		0		0	0	4181	
13250	Contribution to premises-related provisions	6625		6625		0	-6625	5101	SLA for Museum drops from 1 Oct 2020
<b>Transport Related Expenditure</b>									
0	Public transport	0		0		0	0	4201	
0	Car allowances	320		160		320	0	4202/4203/4204/4205	
<b>Supplies &amp; Services</b>									
2074	Equipment, furniture and materials	0		0		0	0	4301/4302/4303	
0	Catering & Hospitality	0		0		0	0	4304	
0	Clothes, uniform & laundry	0		0		0	0	4305	
30	Printing, stationery & general office expenses	300		416		360	60	4306/4307/4308	
0	Services		Professional Fees	0		0	0	4311/4312/4313	
0			Audit fees	0		0	0	4314	
3219			Insurance	3400	3361	3500	100	4315	
0			bank charges	0		0	0	4321	
748	Communications & computing		postage	960	960	960	0	4322	Previously absorbed in Office postage
167			telephones	180	180	180	0	4323/4324	
2680			computers	2700	2097	2820	120	4325	
0			website	0	0	0	0	4326	
0			publicity advert	0	0	0	0	4327	
0			newsletter	0	0	0	0	4331	
0	Expenses		Staff expenses	0		0	0		
0			Mayor's expenses	0		0	0	4332	
0			Members' training	0		0	0	4333/4334	
0	Grants & Subscriptions		Grants	0		0	0	4341	
120			Subscriptions	3000	3120	3000	0	4342/4343	SMCC Partnership
0	Contributions to provisions			0		0	0	5102	
0	Miscellaneous expenses			0		0	0	4900	
<b>Third Party Payments</b>									
0	Godalming Joint Burial Committee						0	4401	
<b>Income</b>									
0			Government Grants	0		0	0	1101	
0			Other grants etc	0		0	0	1201/1202/1203/1204	
-21035			Customer & client receipts	-14409	-14409	-7784	6625	1301/1303/1304	SLA for Museum drops from 1 Oct 2020
0			Interest	0		0	0	1401	
0			Recharges	0		0	0	1501/1502	
<b>71072 Net Expenditure</b>		<b>66776</b>		<b>69042</b>		<b>70836</b>	<b>4060</b>		

**Cost Centre: 208 Land & Property Other**

2021/22 Actual £		2022/23 Budget £	2022/23 Revised Estimate £	2022/23 Budget £	Variation £	
<b>Employees</b>						
0	Direct employee expenses	Salaries	0	0	0	
0		Er's NIC	0	0	0	
0		Er's Supn	0	0	0	
0		Agency staff & Contractors	0	0	0	
0	Indirect employee expenses	Training	0	0	0	
0		Advertising	0	0	0	
		Other	0	0	0	
<b>Premises Related Expenditure</b>						
5287	Repairs, alteration & maintenance of buildings		5100	7405	5100	0
984	Energy costs		1200	991	1320	120
0	Rents		0	0	0	0
-3668	Rates		0	0	0	0 NNDR refund as no longer tax
1256	Water services		3240	2167	3240	0
0	Fixtures and fittings		1000	250	1000	0
12188	Cleaning & domestic supplies		14520	14520	17640	3120
1948	Grounds maintenance costs		5000	2738	5000	0
0	Premises insurance		0	0	0	0
2500	Contribution to premises-related provisions		2500	2500	2500	0
<b>Transport Related Expenditure</b>						
0	Public transport		0	0	0	0
0	Car allowances		0	0	0	0
<b>Supplies &amp; Services</b>						
1710	Equipment, furniture and materials		0	5163	0	0
0	Catering & Hospitality		0	0	0	0
0	Clothes, uniform & laundry		0	0	0	0
0	Printing, stationery & general office expenses		0	0	0	0
2000	Services	Professional Fees	0	0	0	0
0		Audit fees	0	0	0	0
0		Insurance	0	224	0	0
0		bank charges	0	0	0	0
0	Communications & computing	postage	0	0	0	0
0		telephones	0	0	0	0
0		computers	0	0	0	0
0		website	0	0	0	0
0		publicity advert	0	0	0	0
0		newsletter	0	0	0	0
0	Expenses	Staff expenses	0	0	0	0
0		Mayor's expenses	0	0	0	0
0		Members' training	0	0	0	0
0	Grants & Subscriptions	Grants	0	0	0	0
0		Subscriptions	0	0	0	0
2000	Contributions to provisions		2000	2000	0	-2000 Flood Wall Maintenance
1800	Miscellaneous expenses		1800	1800	1800	0
<b>Third Party Payments</b>						
0	Godalming Joint Burial Committee		0	0	0	0
<b>Income</b>						
0		Government Grants	0	0	0	0
0		Other grants etc	0	0	0	0
0		Customer & client receipts	0	-1302	0	0
0		Interest	0	0	0	0
0		Recharges	0	-3316	0	0
<b>28005</b>	<b>Net Expenditure</b>		<b>36360</b>	<b>35140</b>	<b>37600</b>	<b>1240</b>

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2021 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves/ Bal. Sheet £	Balance c/f 31 March 2022 £
<b>Movement in Reserves to March 31 2022 (Actual)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	274,583	20,327	27,561		-617	321,854
<b>Sub-total unallocated reserves</b>	<u>274,583</u>					<u>321,854</u>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	14,602		6,000			20,602
3 Community Infrastructure Levy	40,987		174,961		617	216,565
4 Emerging Projects	58,679		8,530	-15,000		52,209
5 WW1 Memorial	750					750
6 Youth Provision	10,000			-10,000		0
7 Pepperpot Lamp	6,500			-1,225		5,275
8 Land & Property Maintenance	87,806		23,250			111,056
9 Flood Wall Maintenance	2,000		2,000			4,000
10 Afghan Refugees	0		529			529
11 Community Store	20,394		9,901			30,295
12 Farncombe Initiative	3,201			-2,518		683
13 Mayors Expenses	0		280			280
<b>Sub- total Earmarked Reserves</b>	<u>244,919</u>					<u>442,244</u>
<b>Balances</b>	<u>519,501</u>	<u>20,327</u>	<u>253,012</u>	<u>-28,743</u>	<u>0</u>	<u>764,098</u>

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2023 £
<b>BUDGET 2022/23 - Projection of Reserves to March 31 2023 (Balances b/f restated to match actuals at 31/03/22)</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	321,854		15,000			336,854
<b>Sub-total unallocated reserves</b>	<u>321,854</u>					<u>336,854</u>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	20,602		6,000			26,602
3 Community Infrastructure Levy	216,565					216,565
4 Emerging Projects	52,209		6,770			58,979
5 WW1 Memorial	750					750
6 Youth Provision	0					0
7 Pepperpot Lamp	5,275					5,275
8 Land & Property Maintenance	111,056		19,125			130,181
9 Flood Wall Maintenance	4,000		2,000			6,000
10 Afghan Refugees	529					529
11 Community Store	30,295					30,295
12 Farncombe Initiative	683					683
13 Mayors Expenses	280					280
	<u>442,244</u>					<u>476,139</u>
<b>Balances</b>	<u><u>764,098</u></u>	<u>0</u>	<u>48,895</u>	<u>0</u>	<u>0</u>	<u><u>812,993</u></u>

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2023 £
<b>REVISED ESTIMATES 2022/23 - Projection of Reserves to March 31 2023</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	321,854		16,500		4,565	<b>342,919</b> £15k FC 13 Jan 2022 Min 424-21
<b>Sub-total unallocated reserves</b>	<b>321,854</b>					<b>342,919</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	20,602		6,000			<b>26,602</b> £6k FC 13 Jan 2022 Min 424-21
3 Community Infrastructure Levy	216,565		24,957			<b>241,522</b> £6.8k FC 13 Jan 2022 Min 424-21; £4.5k P&M 13 Jan 2022 Min 401-21; £15.5k P&M 13 Jan 2022 Min 402-21; £10.5 P&M 3 Feb 2022 Min 439-21
4 Emerging Projects	52,209		6,770	-30,500		<b>28,479</b>
5 WW1 Memorial	750					<b>750</b>
6 Youth Provision	0					<b>0</b>
7 Pepperpot Lamp	5,275			-710	-4,565	<b>0</b>
8 Land & Property Maintenance	111,056		19,125	-3,316		<b>126,865</b> 19.1kk FC 13 Jan 2022 Min 424-21; £3.3k P&M 10 Mar 2022 Min 498-21
9 Flood Wall Maintenance	4,000		2,000			<b>6,000</b> £2k FC 13 Jan 2022 Min 424-21
10 Afghan Refugees	529					<b>529</b>
11 Community Store	30,295			-30,295		<b>0</b>
12 Farncombe Initiative	683					<b>683</b>
13 Mayors Expenses	280					<b>280</b>
	<b>442,244</b>					<b>431,430</b>
<b>Balances</b>	<b>764,098</b>	<b>0</b>	<b>75,352</b>	<b>-64,821</b>	<b>0</b>	<b>774,348</b>

Godalming Town Council  
Revised Estimates 2022/23 and Budget 2023/24

	Balance b/f 1 April 2023 £	Deficit/Surplus from Revenue a/c £	Transfer from Revenue a/c £	Transfer to Revenue a/c £	Transfers between Reserves £	Balance c/f 31 March 2024 £
<b>Budget 2022/23 - Projection of Reserves to March 31 2023</b>						
<b>Reserves</b>						
<b>Unallocated Reserves</b>						
1 Revenue Reserve	342,919		50,500			393,419
<b>Sub-total unallocated reserves</b>	<b>342,919</b>					<b>393,419</b>
<b>Earmarked Reserves</b>						
2 Election Expenses Fund	26,602		6,000			32,602
3 Community Infrastructure Levy	241,522					241,522
4 Emerging Projects	28,479		5,000			33,479
5 WW1 Memorial	750					750
6 Youth Provision	0					0
7 Pepperpot Lamp	0					0
8 Land & Property Maintenance	126,865		12,500			139,365
9 Flood Wall Maintenance	6,000					6,000
10 Afghan Refugees	529					529
11 Community Store	0					0
12 Farncombe Initiative	683					683
13 Mayors Expenses	0					0
* Capital Works Programme	0		26,500			26,500
	<b>431,430</b>					<b>481,430</b>
<b>Balances</b>	<b>774,348</b>	<b>0</b>	<b>100,500</b>	<b>0</b>	<b>0</b>	<b>874,848</b>

**Date**

**BY EMAIL/ADDRESS**

Dear Mr Catchpole

**Re: Revised Offer Letter of Godalming Neighbourhood CIL Funding**

This offer letter of Godalming Neighbourhood CIL Funding supersedes all and any previous offers made by Godalming Town Council.

Following a resolution of Godalming Town Council dated 15 December 2022, I am delighted to be able to inform you that Godalming Neighbourhood Community Infrastructure Levy (CIL) funding has been awarded for the project initially considered by the Council on 28 April 2022, and subsequently reviewed by the Council's Environment & Planning Committee on 24 November 2022.

An award of Godalming Neighbourhood CIL funding is made to Busbridge C of E (Aided) Junior School on the following conditions:

- a. £125,000 is awarded for the provision of a Multi-Use Games Area (MUGA) as set out in the revised application.
- b. In amplification of Section 18 of the Godalming Neighbourhood CIL terms and conditions, the applicant is to inform Godalming Town Council within 7 days of the applicant receiving written confirmation of any additional award of grant funding made by other bodies relating to the MUGA project that was not secured prior to 24 November 2022.
- c. In amplification of Section 19 of the Godalming Neighbourhood CIL terms and conditions, the funding award is conditional that it will be reduced by an equivalent amount of any other source of grant funding received by the applicant for the MUGA project, which was not in place on the 24 November 2022.
- d. Godalming Town Council reserves the right to withdraw the award of Godalming Neighbourhood CIL funding for non-adherence to condition b above.
- e. A statement highlighting the support of Godalming Town Council and the award of Godalming Neighbourhood CIL in support of the project is to be placed on the school's website for a minimum period of 12 months from the acceptance of the offer.
- f. On completion of the building phase of the project, a sign is to be affixed in a suitable location adjacent to the MUGA stating its provision was made possible by Godalming Town Council and the award of Neighbourhood CIL funding. The wording of the sign to be agreed between Godalming Town Council, the School and any other funding providers including the PTA.

Additionally, a requirement of this funding offer is that the Governors of Busbridge CofE (Aided) Junior School agree, as far as is reasonably practicable, to make the MUGA available for use/hire out of school hours for a minimum of 38 hours per week averaged over a 12-month period by groups and organisations other than Busbridge CofE (Aided) Junior School or those providing activities for exclusive use of pupils of the school. A record of use of the MUGA by external organisations, showing the total number of hours of use and income generated is to be maintained by the management of the school and an anonymised summary of use is to be provided to the Council 12 months following the completion of the project and thereafter within 14 days upon request of the Council.

Please see attached a copy of the terms and conditions for the funding, which you will need to accept and return to [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk) as a requirement for the approval of funding. Please note that the attached terms and conditions supersede any and all terms and conditions previously agreed between Godalming Town Council and Busbridge CofE (Aided) Junior School.

Please do not commence work on the elements of the project for which funding has been granted until the terms and conditions and this offer letter have been reviewed and the signed acceptance of funding returned.

Should you accept the offer, the project should commence within 12 months of the final confirmation of funding. Commencement is defined as when the works regarding the infrastructure construction or improvement begin at the relevant site. If you are unable to start the project within this timeframe, please write to the Council using the contact details contained within this letter. The Council will then consider either a revised timetable or the possible withdrawal of the CIL offer for this project.

The Council is prepared to provide staged payments in line with the contractual agreement of the appointed principal contractor. A verifiable copy of the contracted payment terms must be provided to the Council.

Upon completion you are required to provide confirmation that the project has been completed to the Council's satisfaction and where appropriate a building control completion certificate.

Please sign and return one copy of this letter as your acceptance of the Terms and Conditions.

If you have any queries, please do not hesitate to contact the CIL Team by email, [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk) or by telephone 01483 523575.

Yours sincerely

Andrew Jeffery  
Town Clerk



# **Audit Task & Finish Group Health & Safety Governance**

## **Background:**

The group was formed at the meeting of Audit on 25<sup>th</sup> April 2022 in response to a request from the Town Clerk and RFO for a review of Health and Safety (H&S) governance arrangements. It comprises Cllrs Heagin and Stubbs, supported by the RFO.

The group decided to await the outcome of an ongoing review of health and safety risk assessments before commencing the wider review of health and safety arrangements required.

## **Review of Risk Assessments**

Whilst the review of risk assessments demonstrated a thorough approach in many areas, it also highlighted significant differences between the way in which processes were managed. There are also specific concerns regarding some areas of higher risk of Council activities. Lack of consistency also presents a risk in itself.

## **Review of H&S Policy**

The group decided to use relevant HSE guidance as the basis for evaluation of the GTC management in this area.

HSE note that most organisations set out their policy in three sections<sup>1</sup>:

- Statement of principles and objectives
- Responsibilities section, setting out who is responsible for specific actions
- Arrangements section, containing details of what will be done in practice in a response to specific aspects of risk

GTC currently have a H&S Policy dated 1<sup>st</sup> April 2021 and a H&S Policy Statement dated 19<sup>th</sup> May 2022, signed by the Mayor.

The May 2022 document contains the type of statements and commitments expected in the first section of the HSE endorsed approach. However even a cursory review of the April 2021 document reveals shortcomings when measured against the HSE yardstick of what should be included in the second and third sections. In particular the H&S Policy:

- sets out responsibilities for elected members, Town Clerk, Facilities Supervisor, RFO and other employees. However simply based on observations of GTC activities, including the review of risk assessments, it is felt that these descriptions of responsibilities is not reflective of what does (and does not) happen in practice

- references other policies as dealing with aspects of H&S, without specifying what they are. These could include Fire Safety, First Aid and Lone Working, but collectively these fall short of what would normally be expected as a set of H&S arrangements.
- does not specify a competent person, which HSE identify as a crucial requirement<sup>2</sup>

### **Summary of deliberations**

1. GTC has evolved rapidly over the past 3 years, and HSE policy and arrangements have not kept up. When the RFO arrived at GTC there were 5 employees on the payroll. There are now 21, and the range of activities has expanded with responsibilities for the museum, direct labour and youth services
2. The lack of a competent person is a particular concern. No one person internally has the knowledge to fulfil the role.
3. The external market for H&S services is broadly split between consultancy and integrated H&S management systems. Having obtained quotations for both types of service the group is recommending an integrated H&S management system, where the annual cost for the services outlined below is broadly equivalent to a single consultancy report, which would leave GTC unsupported through the implementation phase.

### **Key features of external H&S management systems**

- Initial in-depth inspection report to identify hazards and risks, outline findings and make recommendations for improvements
- Draft a comprehensive H&S policy and a bespoke handbook, which are kept updated for legislative changes
- Support to development of risk assessments in a standardised format
- Online system for storage of documents, development of new bespoke assessments, embedded diary/chaser systems, monitoring and reporting
- Unlimited access to e-learning
- Support following any major incident (including on-site attendance by one provider), plus insurance against costs of defending regulatory investigations
- 24/7 telephone support
- Annual review

## **The Way Forward**

The group has identified 2 potential providers for a H&S management system, with a broadly similar approach:

- Initial sign-up periods between 24 and 60 months
- Fixed monthly cost between £200 and £260 +VAT, depending on initial period (longer period = lower cost). Part of this cost would be offset by savings in training costs of approximately £1,000

Council approval is sought to proceed to finalise terms, seek references from similar organisations and sign-up for a minimum 36 month contract.

Projects costs in current year would be c£1,000 to be met from the Professional Fees budget.

2023/24 projected costs of no more than £3,120 offset by training cost savings of £1,000.

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<sup>1</sup> <https://www.hse.gov.uk/toolbox/managing/writing.htm>

<sup>2</sup> <https://www.hse.gov.uk/toolbox/managing/deciding.htm>

## 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.